

THE STATE BAR OF MICHIGAN
LEGAL ADMINISTRATOR SECTION

**MINUTES OF JANUARY 14, 2003 MEETING
BIRMINGHAM, MICHIGAN**

Members Present:

John Gorzalski	Michelle Kimbro
Bill Parsons	Jeanne Wong

The meeting was called to order at approximately 7:50 a.m.

Minutes for December, 2002 have not yet been completed.

Treasurer's Report: Our balance as of November 30th was \$5,487.25. During November, we received \$605 of dues and incurred a \$41.60 printing charge.

Newsletter will be completed soon.

Application revisions have been completed and the new form has been sent in to the State Bar for web site update.

At one time, we had also discussed the possibility of adding a link to Eastern Michigan's web site. We should e-mail Kappa Mann to determine the status.

A revised membership list has been obtained and the newsletter mailing list has been updated.

Possible seminar ideas discussed include Sarbanes-Oxley and the contractual pitfalls of e-mail. Ms. Kimbro said that a Dykema associate would be a good speaker on the latter topic and could address how e-mail messages may form binding contracts. Ms. Kimbro will follow up with the attorney on this. Possible dates selected include March 12, 13 for a breakfast presentation. Location is yet to be determined. Mr. Parsons will prepare the promotional flier.

Meeting adjourned at approximately 9:00 am.