

THE STATE BAR OF MICHIGAN  
LEGAL ADMINISTRATOR SECTION

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**MINUTES OF MARCH 12, 2003 MEETING  
BLOOMFIELD HILLS, MICHIGAN**

**Members Present:**

John Gorzalski	Michelle Kimbro
Bill Wood	Jeanne Wong

The meeting was called to order at approximately 9:00 a.m.

Minutes for February meeting were approved.

Treasurer's Report: Our balance as of the end of January was \$5,744.44.

Draft of newsletter was presented by Mr. Wood. We will review and provide feedback to Mr. Wood so that he can complete.

Mr. Wood informed us that the authors of the accounting controls and the systems control articles in the newsletter were willing to present at a session. We liked the idea and decided on a 2 hour session. Mr. Wood will follow up with the potential speakers to see if May 28<sup>th</sup> would work as a possible date. Ms. Wong will follow up on providing conference room space at JRHW.

Ms. Kimbro will follow up on amending the bylaws in order for us to make some changes on the membership application.

The golf outing will be in June. In prior year, Ms. Kimbro purchased stationery for the fliers. She will consider doing this again. At our next meeting, we will discuss whether we would like to host a morning speaker again.

Meeting adjourned at approximately 9:20 am.