

THE STATE BAR OF MICHIGAN
LEGAL ADMINISTRATOR SECTION

**MINUTES OF MAY 13, 2003 MEETING
BIRMINGHAM, MICHIGAN**

Members Present:

Kathy Batts	Bill Parsons
Michelle Kimbro	Jeanne Wong
Greg Grass	John Gorzalski

The meeting was called to order at approximately 8:00 a.m.

Minutes from the April 2003 meeting were approved.

Treasurer's Report: Received and reviewed the March YTD financial report. The checking account balance was \$5,744.

The Annual Business Meeting was discussed. It is scheduled for the second Tuesday in September.

The seminar on "Fraud and Internal Controls for Law Firm Administrators and Managers" is set for June 11, 2003 at Jaffe, Raitt's office in Detroit. It will start at 8:00 a.m.

The meeting adjourned at approximately 8:40 a.m.