

THE STATE BAR OF MICHIGAN  
LEGAL ADMINISTRATOR SECTION

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**MINUTES OF MAY 11, 2004 MEETING  
DETROIT, MI**

**Members Present:**

Bill Parsons  
Joe Thimm  
Jeanne Wong

March minutes were not available. Meeting in April was cancelled.

Treasurer's Report: Balance as of March 31<sup>st</sup>: \$6,345.38.

Mr. Parsons had asked Ken Holtyn to contact Ms. Wong regarding a seminar date. However, Mr. Holtyn thought that Ms. Wong was going to contact him. Mr. Parsons will provide the number to Ms. Wong, who will call to set up a date and time for the seminar in late June. We discussed partnering with ALA on this seminar. Ms. Wong will contact Ms. Batts regarding possibilities for partnering with the ALA.

Potential ideas for the spring newsletter include the following: Article for health & wellness, HIPPA regulations and federal labor law changes and the impact on law firms. Mr. Parsons will search for articles on these topics. We also discussed the development of a training program as a possibility for a fall seminar.

ALA/St Bar golf outing is on June 15<sup>th</sup>.

Ms. McMann at the State Bar contacted Ms. Wong to inquire about whether the section would be sending anyone to the Bar Leadership Forum on June 11 and 12. The Forum will be held at the Grand Hotel on Mackinac Island. One of the sessions on Friday afternoon will provide an opportunity for section leaders to provide feedback to the State Bar. Ms. Wong will be unable to attend. Mr. Parsons may be interested. Ms. Wong will forward the information to Mr. Parsons.

We will continue to contact potential candidates for the council. We also brainstormed on options for getting more people involved: having someone on the council who can devote more time and networking opportunities.

Mark Grobbel of Contract Counsel left Ms. Wong a voicemail regarding opportunities for event sponsorship. The opportunities for sponsorship are limited at this time. Ms. Wong will contact Mr. Grobbel at Contract Counsel to thank him for the offer.

Welcome letter was sent to new section member: Cynthia Whitcomb with Plunkett & Cooney.

Annual meeting in September will be held at our current location.

Meeting adjourned at approximately 8:40 am.