

THE STATE BAR OF MICHIGAN
LEGAL ADMINISTRATOR SECTION

**MINUTES OF NOVEMBER 11, 2003 MEETING
SOUTHFIELD, MICHIGAN**

Members Present:

Kathy Batts	Joe Thimm
Bill Parsons	Jeanne Wong

October minutes were not available.

Treasurer's Report: Balance as of September 30th was \$4,686.83. Only expense for September was \$181.51 for postage.

The 2002 "Justice for All" report received from the Michigan State Bar Foundation was distributed.

Possible seminar topics include the following:

- Telephone: Ms. Wong attended a presentation by a Cisco rep and found this to be a good overview of IP Telephony.
- Emerging Technologies – Mr. Parsons suggested a general technology update. Ms. Wong will follow up with her firm's technology consultants regarding a potential speaker for emerging technologies.
- Cost Containment for health plans: Mr. Parsons proposed cost containment for health plans (i.e., implementation of voluntary fitness evaluation to reduce risk factors thereby reducing cost). Mr. Parsons to follow up on a speaker for this session.
- Health Reimbursement Arrangements: Mr. Parsons suggested a seminar about the new IRS regulations regarding health reimbursement arrangements.

Decided that we would not have enough time to advertise a seminar for late Nov or early Dec. Ms. Wong to follow up with Mr. Garry Arbuckle from Cisco regarding a presentation in late February.

Draft of newsletter was reviewed. Mr. Parsons suggested that we add an item to the newsletter soliciting feedback for seminar topics. Ms. Wong will add a letter from the chair. A front page article will be added regarding upcoming seminars topics and requesting ideas from the Section.

Welcome letter to new members was reviewed and will be sent to any new members. Ms. Wong to follow up with the State Bar to obtain a revised membership list.

Tom Chinavare is resigning from the Council. In order to include all functional areas, it would be nice to have someone with an Information Technology background. We will continue to search for new Council members.

Meeting adjourned at approximately 8:40 am.