

2002 – 2003 Annual Report  
Legal Administrators Section

Housekeeping: Webster defines “housekeeping” as “routine tasks that must be done in order for a system to function” and that is exactly what we spent the first half of the year focusing on. We wanted to get our own house in order before setting out to help others via our continued seminars, newsletters and the like. Some of the housekeeping items we set out to take care of included addressing our dues structure, member application, membership roster and newsletter content.

The first item we chose to address was our dues situation. At the beginning of this term we learned that our traditional annual dues were to be allocated to the State Bar’s Administrative Fund and that any funds available to our Section, for ongoing operations, were to come out of additional dues. This meant a loss of funds historically relied upon for seminars, as the Legal Administrators Section bears the cost of all of these events. We ended up adding a \$25 section charge to the dues to ensure fund availability to continue providing the quality seminars experienced in the past.

We also took time this year to update our membership application and are hoping to make some additional changes in the upcoming year. The changes proposed do require amending our by-laws and this will be discussed at our annual meeting in September.

The membership roster we received from the State Bar has not always been accurate or complete. This year we tried to shore up any differences between the State’s listing by attempting to maintain one of our own and performing a line-by-line comparison of the two. I am pleased to report that this year the listing received from the State Bar was in good shape and we are now working from the same listing.

Historically we have published our newsletters on a quarterly basis, but this year we took a different approach. Instead of rushing each quarter to compile a newsletter, one newsletter was published in the spring of 2003. The newsletter, which was emailed to our sections members, contained articles on Law Firm Fraud and Internal Control Reviews, Network Security and Legal Opinion Letters. Experts in these areas wrote the articles, with two of the three giving presentations to the Legal Administrators Section later in the year.

As mentioned above, in the spring we hosted a seminar on Fraud and Internal Controls for Law Firm Administrators and Managers and another on the Contractual Pitfalls of Email. Jaffe Raitt hosted the Fraud and Internal Controls seminar on June 11<sup>th</sup> with Cendrowski Selecky, Inc. and Netarx, Inc. presenting. Dykema Gossett hosted the Contractual Pitfalls of Email seminar on March 12<sup>th</sup>, which was presented by Steven Tupper, a Corporate attorney with the offices of Dykema Gossett. Both seminars were well attended and our presenters were able to share with all a wealth of knowledge on the subjects.

Again this year, our section, along with the Michigan Chapter of the Association of Legal Administrators, is sponsoring an annual golf outing at Fox Hills Golf Club in Plymouth, MI. The outing is open to all members of our section and the Michigan Chapter of the ALA, and is

being held on Tuesday, June 17<sup>th</sup>. The outing always presents a good opportunity for networking with others in the legal industry and exposes us to a number of vendors for various services and products.

I would like to take this opportunity to express my sincere thanks and gratitude to those that have served on the 2002 – 2003 Legal Administrators Council. Each and every member plays a very important role. Without them, the minutes would not be kept, finances could not be tracked, newsletters would not be generated and seminars would not be held. Working together, as a group, everyone played an important role in making this year a success. I truly enjoyed the opportunity to get to know everyone better, work with you and want to wish you continued success in the year to come.

Michelle Kimbro  
Chairperson  
Legal Administrators Section  
2002 – 2003