



Orange County Chapter of the Association of Legal Administrators

MONTHLY MEETINGS-
3rd Wednesday each month
12:00 Noon-Saddleback Inn
Portola Room

MARILYN M. HODGES, Secretary
Moore, Graves and Madory (APC)
17822 East 17th Street, Suite 205
Tustin, CA 92680
714-832-3772

March 5, 1980

N E W S L E T T E R

Welcome to New Members

Since our formation with 12 charter members, we are pleased to announce the addition of three members:

Pamela E. Fullen, Meserve, Mumper & Hughes
Colleen S. Anderson, Barnett, Jones & Seymour
Joan F. Jones, Barnett, Jones & Seymour

Membership

The ALA national headquarters has designated 1980 as a "promotional drive" year. Following their lead, the Orange County Chapter has set 30 total members as our goal for 1980. We are halfway there. If you know someone who might benefit from our association, please bring them to one of our meetings and/or give the person's name to Ingrid Stracky, so they may be included in mailings. Please return completed applications to Ingrid Stracky, Miller, Macdonald, Bush & Ackerman, 1235 North Harbor Blvd., Suite 200, Fullerton, California 92632. You will then immediately be placed on the chapter's mailing list and Ingrid will forward your application to headquarters for processing.

January and February Meetings

Our thanks to our first two months' speakers - Michael Staffieri and Lane Stenger on their informative program in January on Keogh Plans; and Paul Bos. for sharing some of his ideas and information on employee benefit plans in February.

Future Programs

Our Vice-President, Richard Boden, has been working hard on lining up programs for the remainder of the year. Thanks

to everyone who returned the program questionnaire indicating your interests. It appears personnel matters, the role of the administrator, and new office technology were high on the list and you can expect more on these topics this year.

Advertising Positions

In keeping with the laws governing employment agencies, there are certain guidelines ALA chapters must observe to protect themselves from resembling employment agencies. Headquarters suggests that chapters advertise positions without any endorsement (salary advertisement is considered to be an endorsement and therefore taboo). As we become aware of openings, or on request, we will advertise openings for office managers or administrators via this newsletter. Any persons interested in any advertised opening may then contact the potential employer directly.

Salary Survey

The possibility of the Orange County Chapter conducting a salary survey was discussed at the January board meeting. The recent Anti-Trust Guide given us from headquarters covers this topic. One of the guidelines is that a salary survey conducted by a chapter is to be compiled and distributed by an independent source (i.e., a CPA firm) and not by one of the chapter members. Since our chapter does not, at the present time, have sufficient funds to cover the expense of hiring such an independent source, this topic was deferred until it becomes more feasible for us to participate in a salary survey under the guidelines of the Anti-Trust Guide.

Treasurer's Report

As of February 13, 1980, our chapter has a bank balance of \$24.71. Well...it's a start!

Items of Interest

We hope to publish a newsletter of this type monthly to be mailed with the monthly meeting notices to members. Topics will include recent chapter business or other items of interest as appropriate. If you have anything you'd like included, please submit them to our Secretary, Marilyn Hodges.

Publicity

Rich Boden is working on preparing some publicity articles which we hope to release soon. Targets are the L.A. Daily Journal, the Orange County Bar Bulletin, and the Orange County Reporter. If you have any contacts in this area, please let Rich know as 835-2200.

Bylaws

Our chapter Bylaws are in the process of being retyped and will then be distributed to all members. A new member will be sent Bylaws when their application is received.

Referral Survey

We are looking for a member volunteer to help us conduct a survey of our chapter members. We hope to compile information as to size of firm, types of equipment the firm uses, branch offices, and other interesting data. This information will then be available to our chapter members.

Surplus Office Supplies

Do you need dual purpose Xerox paper, used Pendaflex, or Mag Cards? Call Jackie Darmody or Jan LaRue (Davis & Killian) 752-6841.

BENEFITS OF MEMBERSHIP

- The ALA Placement Service
- Resource Center of information vital to legal administrators
- ALA film library
- Services to Chapters
- Subscription to "The Legal Administrator"
- Increased educational services to administrators
- Dramatic increase in public relations to sell you to the legal community
- A New Administrator's program
- Specialized programming to special interest groups within ALA
- More national assistance for local educational programs
- More effective liason with ABA, National Association of Legal Secretaries, and the National Association of Legal Assistants

- Advertising to promote your image
- The Annual Conference - a learning experience
- Sponsorship of the largest national exhibition geared solely to legal administrators
- ALA Speakers Clearing House
- Slide films to tell the ALA story



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P. K. & H.

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March 5, 1980

TO: ALL MEMBERS: ORANGE COUNTY CHAPTER
ASSOCIATION OF LEGAL ADMINISTRATORS

RE: MONTHLY LUNCHEON MEETING

DATE: WEDNESDAY, MARCH 19, 1980

TIME: 12:00 NOON

LOCATION: SADDLEBACK INN--PORTOLA ROOM
1660 East First Street
Santa Ana, CA

MEETING TOPIC: GROUP DISCUSSION ON PERSONNEL MATTERS

R.S.V.P. MS. MARGARET LOVIG
by Monday, Johnson, Harris and Peterson (APC)
March 17, 1980

P. O. Box 1786
Newport Beach, CA 92663
714-752-2511

LUNCHEON
COST: \$8.50 per person

Please make your check payable to:
ORANGE COUNTY CHAPTER - ALA

I will _____ will not _____ attend the luncheon, March 19, 1980.
Enclosed is my check in the sum of \$ _____ for _____ luncheon(s).

Please print name

RETURN TO:

MS. MARGARET LOVIG
c/o Johnson, Harris and Peterson (APC)
P. O. Box 1786
Newport Beach, CA 92663



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April 3, 1980

N E W S L E T T E R

EMPLOYMENT ANNOUNCEMENTS:

Positions offered: KINDEL & ANDERSON has opening for paralegal, with certificate from ABA approved school. Contact Terry Struwe, 714-851-9400.

Personnel available: NANCY ZIMMERMAN, 714-964-5614. Prefers Irvine/Newport area. Has CPT experience, prefers civil litigation, with corporate/medium sized lawfirm.

WESTERN ROUNDUP-ALA: Pam Fullen, who attended the recent Western Roundup, reports the educational workshop will be scheduled for a Friday and Saturday, possibly in October of 1980, in the Southern California area. The workshop will be open to ALA members from the Western Region, and their guests. Various topics will be presented in workshop form, with guest speakers. If you have any specific ideas or requests for topics to be considered for the workshop, or wish to volunteer to work on the program, please contact Pam Fullen, at 714-752-8995, or Janet Taylor, at 714-835-3338.

NEWS RELEASE: Our news release has or will appear in the Santa Ana Register, the Orange County Bar Bulletin, the Riverside County Bar Association Bulletin, and the Los Angeles Daily Journal.

EQUIPMENT SURVEY: Sally Ogush will be starting the Equipment Survey during the month of April, so when she contacts you, please plan to take a few moments to respond to her survey questions, as it will help us all.

ANNUAL CONFERENCE-ALA: We are pleased to announce that Margaret Lovig, Ingrid Stracky and Lavon Steele are planning to attend the Annual Conference.

LAW LIBRARY WORKSHOP: Marilyn Hodges recently attended the Workshop for Private Law Librarians, sponsored by the Southern California Association of Law Libraries. Various speakers during the two day workshop discussed budgeting; routing of new loose leaf materials and new acquisitions; cataloging; law library needs; form files for briefs, opinions, memoranda; Lexis/West Law; and binding requirements. In the event a similar workshop is offered in the future I would urge Legal Administrators of small and medium size law firms to consider attending, particularly if you (i.e. Legal Administrator) also have responsibility for the law library, because too many of us "let the library take care of itself".

THANK YOU: To those members who responded to the Membership Criteria Survey.



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April 3, 1980

TO: ALL MEMBERS: ORANGE COUNTY CHAPTER
ASSOCIATION OF LEGAL ADMINISTRATORS

RE: MONTHLY LUNCHEON MEETING

DATE: WEDNESDAY, APRIL 16, 1980

TIME: 12:00 noon

LOCATION: SADDLEBACK INN--PORTOLA ROOM
1660 East First Street
Santa Ana, CA

MEETING TOPIC: CONTINUATION--GROUP DISCUSSION ON PERSONNEL MATTERS

R.S.V.P. MS. MARGARET LOVIG
by Monday, Johnson, Harris and Peterson (APC)
April 14, 1980 P. O. Box 1786
Newport Beach, CA 92663
714-752-2511

LUNCHEON COST: \$8.50 per person

Please make your check payable to:
ORANGE COUNTY CHAPTER - ALA

I will _____ will not _____ attend the luncheon, April 16, 1980.

Enclosed is my check in the sum of \$ _____ for _____ luncheon(s).

Please print name

RETURN TO:

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