

April / May 2021
Vol. 2021, No. 2

MANAGEMENT



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ALAMN Blood Drive

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Letters to the Editor of *the Verdict* are welcome and can be e-mailed to Gretchen Luessenheide at gluessenheide@bgs.com. In your letter, please include your name, firm name, mailing address, daytime phone number, and e-mail address. Letters that do not contain full contact information cannot be published. Letters typically run 150 words or less and may be edited. Your letter may be on any topic. You will be contacted before your letter is published. Thank you.

2021 - 2022 ALAMN OFFICERS & DIRECTORS

OFFICERS



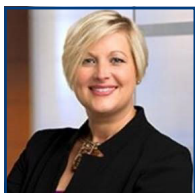
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Epiq Global
Gallagher
Gardner Builders
Hays Company**

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iSpace Environments, Inc.
IST Management Services
Minnesota Lawyers Mutual Insurance
Company
NELSON
Olsen Thielen CPAs
Promotion Select, Inc.
Robert Half Legal
Special Counsel/Parker+Lynch Legal
SUCCESS Computer Consulting, Inc.
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Verus Corporation**



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ALAMN TEAMS & SIGs

ALAMN Teams serve as liaisons between membership and the respective director, representing the **ALAMN** Board of Directors.

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ALAMN SPECIAL INTEREST GROUPS (SIGs) are educational forums specific to functional specialty. Special Interest Group (SIG) meeting attendees need not be **ALAMN** members.

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PRESIDENT'S COLUMN

By Caitlin Niedzwiecki, CLM, ALAMN President



If you would have told me four years ago that I would be leading the MN chapter of ALA in 2021, there's no way I would have believed you. Back in the beginning of 2017, as I was returning from maternity leave after having my son,

Stanley, I had just joined ALA and ALAMN, and my journey with the organization, like my son, was still in its infancy. It was all baby steps at first. My boss and mentor, Abby Rooney, encouraged me to join. The ALAMN President at the time, Sarah Didrikson, gave me a warm welcome and introduced me to several members at my first general meeting. I received a lovely welcome email from Deb O'Connor, representing the Membership Development Team. And sometime in the spring of 2017 I decided to join the Education Committee. Just dipping my toes in.

I should have known I was destined for leadership though. After all, I share a birthday with America's first president, George Washington (fun fact: I recently learned that former ALAMN president, Mark Brauch, also shares a birthday with George and me!). And with the support of Abby and my firm, Foley & Mansfield, I felt inspired to become more involved. Yet my path to leadership was not without a few nudges along the way. Perhaps one of the most pivotal moments was in May 2017 when, just a few months after becoming a member, I received a phone call from former ALAMN board member, Adam Barvels. This was how the conversation went...

Adam: Hi Caitlin... we have a bit of problem. We are down a co-chair for the Education Committee and I'm wondering if you'd be interested in the job.

Me: Wow, I'm flattered to be asked, but that sounds like a big job. Can I take a week to think about it?

Adam: Um, I was hoping you could give me an answer by the end of the day.

(long pause)

Me: Ok, I'll do it!

Those four words kickstarted my leadership journey with ALAMN. Since then, there have been a few other pivotal moments (e.g., deciding to join the board, committing to the three-year president's track), and I've chosen to lean into the organization every time. As Past President Kelly Thaemert puts it: "You get out of ALAMN what you put in." As a direct result of my involvement with ALAMN, I have developed countless friendships with members and business partners, attended dozens of education sessions and conferences, and learned so much about myself and the profession along the way.

Now that we are heading into year two of the pandemic, and we can clearly see that things may never go back to what they were in the "before times," it is time to forge a new path for the future. I'm excited to be a part of this next chapter. I would encourage everyone, but especially those who have never been a part of ALAMN leadership, to lean into the opportunities to serve this amazing organization. Share your suggestions and ask questions. Join a service committee or special interest group. The time commitment may be minimal, but the rewards are vast. And if an opportunity to co-chair one of our committees or SIGs presents itself, consider taking it. Give me a call (507-318-9180) if you need a little convincing.

If you take only one thing away from my story, let it be that you do not need to be a born leader or love public speaking or have loads of extra time to step into a leadership role. All you need is an appreciation for our great organization and a desire to volunteer in some capacity.

I want to thank the leaders who came before me, especially the two presidents who served while I have been on the board, Jessica Gerhardson and Kelly Thaemert. Their strategic planning and organizational skills have laid the foundation for a successful future. Thanks to Jessica Johnson, Kim Pepera, and Nick Manty, whose terms with the board are coming to an end. Your contributions have been numerous.

[continued on page 7]

PRESIDENT'S COLUMN - CONT.

continued from page 6

I am very excited to continue working with Stacy Locsin and Sarah Duerschler as they enter their second years on the board. I also want to give a huge shout-out to our new board members, Vanessa Kahn, Sam Tschida, Chong Lee, and Pat Stender. Thank you for agreeing to

take on these crucial roles during what has been a very chaotic time. Lastly, to everyone who is a part of this great organization: Thank you for trusting me to lead. I am eager to get started. Let's do this!

ALAMN CALENDAR OF EVENTS

APRIL 2021

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

- 6 HR Team**
12:00 – 1:00 pm
- 7 Large Law Firm Chief Officers**
12:00 – 1:00 pm
- 15 Small/Medium Group**
11:30 am – 1:00 pm
- 30 Membership Development**
10:00 – 11:00 am

MAY 2021

SU	MO	TU	WE	TH	FR	SA
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	14	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

- 5 Large Law Firm Chief Officers**
12:00 – 1:00 pm
- 21 Membership Development**
10:00 – 11:00 am

*PLEASE NOTE:

SPECIAL INTEREST GROUP (SIG)
attendees need not be
ALAMN members

ALAMN Has Adopted ALA's Mission Statement

ALA is the premier professional association connecting leaders and managers within the legal industry. We provide extensive professional development, collaborative peer communities, strategic operational solutions, and business partner connections empowering our members to lead the business of law.

NEXT NORMAL: MANAGING REMOTE TEAMS

By Jessica Gerhardson



When we all sent our employees home to work remotely last March, who could have imagined that one year later, a vast majority of those employees still would not have returned to working in the office?

For many organizations, it seems likely that we will incorporate some remote work into our “next normal.” However, as we experienced in 2020, managing a remote team requires even more diligence. We no longer have the drive-by check-ins at an employee’s desk to hear about their weekend and answer questions. It forces us to be intentional and thoughtful in new ways, while battling the ever-present Zoom fatigue. Here are a few tips to help you manage your remote team.

1. Communicate team “office hours.” Working remotely means being online and available during a work day just as it does when you are in an office. However, a “work day” may mean adjusting hours earlier or later to accommodate scheduling needs.
2. Outline clear expectations regarding how often and in what format (i.e., Word document, body of an email, verbally, etc.) individuals need to provide status-updates on work assigned.
3. Provide communication preferences to your team so they know how best to connect with you and each other throughout the day and if necessary, after hours. (i.e., cell phone, Skype messaging, email, etc.).
4. Schedule reoccurring calls as a team and individually with team members. Consider smaller group calls to encourage open dialog.
5. Be responsive. Just as you expect your team to be responsive, you will need to be available to provide guidance on assigned work and questions.
6. Trust your team. Communicating in a professional manner and showing that you trust your remote workers will empower them to be effective, productive professionals, as they are in the office.
7. Be empathetic. Some may need additional guidance. Check in with your team members and practice patience as you lead them through this ongoing change.
8. Don't forget to have fun! Although we see some light at the end of the global pandemic tunnel, we are still living in unprecedented times. Consider sending a small gift or a meal to your team “just because” to let them know you and the organization are keeping them in mind.

If we have learned anything over the last year, it is that we are more resilient and capable of adapting to whatever life throws our way. Managing our remote teams is just another hat in our ever-growing collection. How have you managed your remote team? Do you have any tips not mentioned here? Please feel free to connect with me to share! gerhardsonj@gtlaw.com



ALAMN MASTER CALENDAR

ALAMN leadership has created a master calendar for 2021. This calendar includes the all-member events and special interest group meetings. Service team meetings are not included on the master calendar and will continue to be scheduled by service team chair(s). You will notice fewer events on the ALAMN master calendar. Our goal is to elevate the quality of and attract more attendees to each event.

Be sure to check out the Full Calendar on our ALAMN website for more details about upcoming meetings and events!

JANUARY	FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> • Small/Medium • Facilities 	<ul style="list-style-type: none"> • New Year Social w/ BPs • General Meeting 1 • HR • Finance • Facilities 	<ul style="list-style-type: none"> • General Meeting 2 • Facilities • IP • Finance • Leadership Orientation 	<ul style="list-style-type: none"> • ALA National Conference • ALAMN Career Fair • Small/Medium • HR • Facilities • Large Law Firm
MAY	JUNE	JULY	AUGUST
<ul style="list-style-type: none"> • Facilities • Finance • Large Law Firm 	<ul style="list-style-type: none"> • General Meeting 3 • IP • Small/Medium • HR • Finance • Large Law Firm 	<ul style="list-style-type: none"> • ALAMN Summer Social • Finance • Large Law Firm 	<ul style="list-style-type: none"> • Annual ALAMN Education Conference • HR • IP • Finance • Large Law Firm
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Salary Survey Results • Finance • Facilities • Large Law Firm 	<ul style="list-style-type: none"> • ALAMN Fall Social • Diversity & Inclusion Educational Event • HR • Facilities • Large Law Firm 	<ul style="list-style-type: none"> • Law Firm Leaders Networking Event • Finance • Small/Medium • Facilities • Large Law Firm 	<ul style="list-style-type: none"> • Facilities • IP • Large Law Firm

KNOW YOUR LEGAL JARGON

In personam – Latin for "in person"

Used in the context of "directed at this particular person," refers to a judgement or subpoena directed at a specific named individual.



ALAMN BLOOD DRIVE

Sponsored by the Community Services Team

The Community Services Team is excited to invite and encourage all members and business partners to donate blood, platelets, or plasma in our first ever ALAMN Blood Drive! All blood types are needed!

For each donation between April 1-June 30, 2021, at either Memorial Blood Centers or American Red Cross, a \$5.00 donation will be made to that organization!

It's easy to find a convenient location and make your appointment online by checking these links:



Memorial Blood Centers:
www.mbc.org/donate-blood



American Red Cross:
www.redcrossblood.org

We are keeping this simple – once you have donated, please email your name, the date of your donation, and the organization where you donated to pstender@cvmmlaw.com or pgerads@merchantgould.com. All donation e-mails must be submitted by Friday, July 2, 2021.

Results will be provided in an upcoming Verdict!

And the next ALAMN Shining Stars are...

The Board is pleased to announce the selection of **Chong Lee** and **Deb O'Connor** as a Shining Stars for the Minnesota Chapter!

Chong, Sr. Manager: Systems Compliance, Records Management & Data at Fish & Richardson P.C. has been an ALAMN member since 2003, and Deb, Firm Administrator at Anastasi Jellum joined ALAMN in 1999.

Chong and Deb serve as a Co-Chairs of the Business Partner Relations Team. In the year of a pandemic and social distancing, they have risen to the challenge to create innovative ways to keep our members connected with ALAMN Business Partner sponsors. Recognizing how important our member and business partner sponsor connections are, Chong and Deb have invested extraordinary care to facilitate virtual events and keep open the lines of communication.

Their commitment and contributions to ALAMN are so very appreciated!

PACKING FUN AND FOOD AT FEED MY STARVING CHILDREN

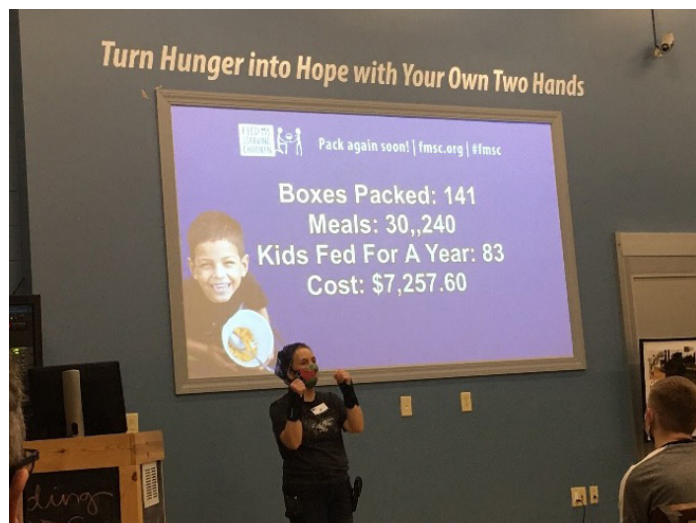
ALAMN members and business partners had the pleasure of packing meals together and enjoying getting to know one another at Feed My Starving Children locations on March 18, 2021.

Below are photos of those who were able to attend. Please read the Verdict and ALAMN newsblasts for information on upcoming community service opportunities!

A big thank you to all who were able to attend.

Coon Rapids location: Max Biegert of Tierney Brothers, Claudett McCune of Coordinated Business Systems, and ALAMN members Zhakalazky (aka 'Z') Carrion, Pam Gerads, Laurie Greenberg, and Pat Stender.

Eagan location: Gayle Zabel of Innovative Office Solutions, Ronny Lowe of ProCirrus Technologies, and ALAMN members Deb O'Connor and Kathy Hubbard.



LOFFLER

HELPING THE LEGAL INDUSTRY SUCCEED
IN THE NEW YEAR AND BEYOND
- 2020 OFFICE TECHNOLOGY SUMMARY -

15%
INCREASE
IN HOME OFFICE
PRINTER
PLACEMENT



231K+
MANAGED
IT SERVICES
TICKETS
HANDLED



450+
TEMPERATURE
SCANNERS
PLACED AROUND
THE UNITED STATES



23,381
HOURS WORKED ON
CLIENT IT
PROJECTS



5,000+
NEW UNIFIED
COMMUNICATIONS
PHONE SYSTEM USERS
INCLUDING 2 NEW
CLOUD UC
CLIENTS PER WEEK



20
LOCATIONS

WITH NATIONWIDE COVERAGE
NOW INCLUDING ND, IA & NE

It just takes **ONE** –

ONE person

ONE time

ONE hour

to make a difference in someone's life.

Please join us at **ONE** of ALAMN's upcoming
Community Services events to start making a difference!

ALAMN Community Services Committee Invites You ...

Jan-March 2021

Homeless and Hunger ...

- Feed My Starving Children
March 18, 2021
Eagan (3-4:30 pm), Coon Rapids
(6-8 pm), Chanhassen (6-8 pm)
- The Food Group
donation

Apr-June 2021

Taking Care of Our Community ...

- Blood Drive
April 1 – June 30, 2021
- The Food Group
May 20, 2021 (4-6pm)

July-Sept 2021

Making a Difference Together ...

- Hope Lodge
w/ Education Conference
August ??, 2021
- Donation
TBD – Diversity/Mental Health

Oct-Dec 2021

Local outreach...

- Cookie Cart
October 12, 2021 (4-6 pm)
- Simpson Shelter Meal
TBD

QUESTIONS? PLEASE CONTACT:

Pat Stender pstender@cvmmlaw.com • 952-525-6996 or
Pam Gerads pgerads@merchantgould.com • 612-336-4668

SIGN-UP TO VOLUNTEER: www.ala-mn.org/volunteer

GET TO KNOW YOUR ALAMN BOARD

When travel restrictions are lifted, where will you go?

Caitlin Niedzwiecki, President

I'd love to go to wine country. It feels like we've been trying to make it there for years. We were supposed to go last May but then COVID happened. Can't wait to reschedule that trip!

Kelly Thaemert, CLM, President-Elect

We plan to go to Hawaii once all travel restrictions have been lifted.

Stacy Locsin, President-Elect

We had a trip planned for last summer to complete the Lake Superior Circle Tour. With borders closed we had to cancel our plans. Once the US/Canadian border reopens we're likely to make it happen!

Pat Stender, Administrative Director

Nashville! We had planned a trip there the end of March 2020, which had to be cancelled and are looking forward to trying it again as soon as travel restrictions are lifted and things open up!

Samantha Tschida, Communications Director

I will definitely be returning to an adults-only, all-inclusive resort just north of Playa del Carmen: El Dorado Casitas Royale.

Vanessa Kahn, Education Director

My family is planning an outdoor adventure in Northern WI. We have rented a home on Little Spider Lake near the Minocqua area for a couple of weeks.

Sarah Duerscherl, Finance Director

My husband and I definitely plan on taking our daughters somewhere special in 2021 or 2022. We are thinking about places like Hawaii or Costa Rica to enjoy beautiful weather and incredible scenery, but we haven't decided on a specific location yet.

Chong Lee, Membership Director

I have so many trips lined up, and it's just a matter of fitting them in. For international travel of course it's also a matter of that country's restrictions. Mexico, Arizona, Ireland, Florida, Switzerland.



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CONGRATULATIONS TO THESE ALAMN MEMBERS ON THEIR 20+ YEAR MEMBER ANNIVERSARIES!

Gay L. Lynch	1980	Laurie Percy	1997
Sue Pearson	1984	Cheryl Nelson, PHR, CLM, SHRM-CP	1997
Richard Nigon, CLM	1989	Lori Maynard	1997
Karen Davis	1990	Patricia Stender	1998
Ellen Drasin	1991	Tammy Warren	1999
Mark Brauch	1991	Deborah O'Connor, CLM	1999
Cathy Halverson	1991	Kim Hansen	1999
Terry Pressley	1992	David Straiton	1999
Teresa Giel	1992	Linda J. Deering, CLM	1999
Karla Billehus	1993	Philip Rush	1999
Cheryl Thompson	1993	Valerie Studer	2000
Laurie Blum	1994	Kimberly Ess	2000
Laura J. Broomell, CLM	1994	Wendy Cornelius	2000
Libby Peterson	1994	Roberta Mathisen	2000
Catherine Gorr	1995	Lisa McIntyre	2000
Jodi Schmidt	1995	Pamela Gerads	2000
Mariel Piilola	1996	Theodore Brown	2000

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