



President's Column

29th Annual Educational Conference and Business Partner Expo Overview

Manage Your Day - Don't Let It Manage You!

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OFFICERS



PRESIDENT
Jessica Gerhardson
Monroe Moxness Berg PA
952.885.5999
jgerhardson@mmblawfirm.com



PAST PRESIDENT
Abby K. Rooney, PHR, SHRM-CP
Foley & Mansfield
612.216.0369
arooney@foleymansfield.com



PRESIDENT-ELECT
Kelly Thaemert, CLM
Hellmuth & Johnson PLLC
952.746.2170
kthaemert@hjlawfirm.com

DIRECTORS



ADMINISTRATIVE DIRECTOR
Tracy Overson, CLM, SPHR,
SHRM-SCP, C(k)PF
Eckland & Blando LLP
612.236.0163
toverson@ecklandblando.com



COMMUNICATIONS DIRECTOR
Nick Manty
Barnes & Thornburg LLP
612.367.8770
nick.manty@btlaw.com



EDUCATION DIRECTOR
Caitlin C. Niedzwiecki, PHR
Foley & Mansfield
612.216.0211
cniedzwiecki@foleymansfield.com



FINANCE DIRECTOR
Kim Pepera
Eckberg Lammers PC
651.354.2129
kpepera@eckberglammers.com



MEMBERSHIP DIRECTOR
Jessica K. Johnson
Henson & Efron PA
612.252.2870
jjohnson@hensonefron.com



ALAMN Has Adopted ALA's Mission Statement

To improve the quality of management in legal services organizations; promote and enhance the competence and professionalism of legal administrators and all members of the management team; and represent professional legal management and managers to the legal community and to the community at large.

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Editor

Tara L. Smith, JD
Thompson Tarasek Lee-O'Halloran PLLC
651.796.2995
tara@ttlolaw.com

Advertising

Shelly Losinski
IntrinXec Management, Inc.
952.564.3077
slosinski@intrinxec.com

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KNOW YOUR LEGAL JARGON

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ALAMN COMMITTEES & SIGs

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

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Vanessa Kahn 952.345.9808 vek@mccollumlaw.com

COMMUNITY SERVICE

Sheila Johnson 612.752.6615 sheila@hcba.org
Cheryl Nelson 612.349.0806 cnelson@robinskaplan.com

COMPENSATION & BENEFITS SURVEY

Jodi Schmidt 612.632.3321 jodi.schmidt@gpmlaw.com
Tammy Warren 612.492.7120 twarren@fredlaw.com

DIVERSITY & INCLUSION

Carlene Holter 612.656.4002 carlene.holter@bowmanandbrooke.com
Terri Stewart 612.373.8450 tstewart@felhaber.com

EDUCATION AND CONFERENCE

Chong Lee 612.204.4633 clee@fr.com
Kim Motzko 612.376.1653 kmotzko@bassford.com

HUMAN RESOURCES

Stacy Locsin 612.349.3003 locsin@ptslaw.com
Sylvia Naim 612.672.3603 snaim@messerlikramer.com

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Ann Rainhart 612.977.8288 arainhart@briggs.com

MEMBERSHIP DEVELOPMENT

Sarah Duerscherl 612.216.0247 sduerscherl@foylemansfield.com
Teresa Reiner 763.225.6022 treiner@gislason.com

NOMINATING

Abby Rooney 612.216.0369 arooney@foylemansfield.com

SMALL & MEDIUM FIRM

Jeff Downes 952.525.6987 jeff.downes@cwk-law.com
Patti Ploehn 763.843.7215 pploehn@hennsnoxlaw.com

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FACILITIES MANAGEMENT

Jen Lenander 612.336.6861 jennifer.lenander@ogletree.com
Julie Steier 612.766.7389 julie.steier@faegrebd.com

FINANCIAL MANAGEMENT

Josh Wolff 612.305.7616 jwolff@nilanjohnson.com
Julie Zierden 612.216.0321 jzierden@foylemansfield.com

INTELLECTUAL PROPERTY

Val Studer 612.573.2008 vstuder@dbclaw.com
Susan Sutton 612.349.5764 sutton@ptslaw.com

ST. CLOUD

Ann Entenmann 320.656.3538 aentenmann@rinkenoonan.com



PRESIDENT'S COLUMN | LEARNING FROM AND WITH EACH OTHER

By Jessica Gerhardson



I am in slight disbelief that it is April 1st and my term has officially begun. I have had the honor of serving on the ALAMN Board of Directors for the last two years, and it is my privilege to be the next President of this incredible organization.

We recently held the 29th Annual ALAMN Education Conference and Business Partner Expo and the theme was “The Power of 5.” I don’t know about you, but I thought it was an outstanding conference that emphasized everything that makes this organization invaluable to anyone in the business of law: (1) Networking, (2) Education, (3) Resources, (4) Community Service and (5) Business Partners. When I think of the number five, I think of the five fingers that make up a hand. Hands are powerful things. When clenched, hands can sometimes do harm but have incredible strength. When outstretched, you can wave “hello,” shake hands with another, connect, help someone and make an impact. No two hands are exactly alike but they all have the ability to serve. ALAMN is run by an amazing group of helping hands. Our volunteers are busy professionals in the business of law – who do not necessarily have the “time” – but they have the hands and hearts to serve others and our chosen profession.

One pair of hands ALAMN has been lucky to have is immediate Past-President **Abby Rooney**. Thank you, Abby, for being a voice of reason, blazing the trail, and for your tireless service as our President last year. Abby has gone above and beyond during her time on the Board, and she is elevating ALAMN to new heights. I have some pretty big shoes (or gloves?) to fill. To current Board members **Kelly Thaemert**, **Jessica Johnson**, **Kim Pepera**, and **Tracy Overson**: I am thrilled that you will be returning this year. You have all contributed so much already, and I cannot wait to serve alongside you again.

Caitlin Niedzwiecki and **Nick Manty** are joining the Board of Directors this year, and I couldn’t be happier! Caitlin and Nick are not only outstanding people and talented professionals, but they have a passion to volunteer and to elevate the ALA and ALAMN now and for the future. I also want to thank **Tracey Grill** for her service as Communications Director on the Board this past year. You will be missed, but I’m sure you won’t be a stranger. You have a love for ALAMN and I know you will continue to serve our organization in many other ways!

It has been a privilege to serve alongside Past-President **Sarah Evenson** and witness her leadership. Sarah, your presence will be incredibly missed on the Board. You have been invaluable to ALAMN during your last six years of service, and I know that we are all better because of you and the numerous, fearless, contributions you have made. I am ecstatic that you will now take your talents to ALA International, and I am excited to see where you will guide us. BAM!

ALAMN exists because of the helping hands of those who have come before and the helping hands of those who still serve today. It takes many dedicated individuals to provide top-notch networking, education, and resources to all members. I want to take a moment to thank each and every member, volunteer, business partner, and committee and SIG chair for **powering** our organization. If you are a new member or a member who would like to lend a helping hand and get more involved, please reach out! Let’s shake hands! Together, we can do amazing things, and we are just getting started. Thank you for your trust.

ALAMN CALENDAR OF EVENTS

APRIL 2019

SU	MO	TU	WE	TH	FR	SA
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	2	3	4

- 2 Education and Conference Committee Meeting
1:00 PM – 2:00 PM
Foley & Mansfield
- 3 Large Firm Committee Meeting
12:00 PM – 1:00 PM
Winthrop & Weinstine
- 3 Community Service – People Serving People Spring Cleaning
4:00 PM – 6:00 PM
614 S 3rd Street, Minneapolis
- 12 Diversity & Inclusion Committee – Annual Career Fair for High School Students (Patrick Henry, Southwest, and Hiawatha Academies)
9:00 AM – 12:00 PM
Robins Kaplan
- 14-17 48th Annual ALA Conference & Expo
Grapevine, TX
[\[Register Now\]](#)
- 16 Facilities Management SIG*
12:00 PM – 1:00 PM
Gray Plant Mooty
- 18 St. Cloud SIG*
12:00 PM – 1:00 PM
tbd
- 23 Membership Development Committee Meeting
Via conference call / time tbd

MAY 2019

SU	MO	TU	WE	TH	FR	SA
28	29	30	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	31	1

- 1 Large Firm Committee Meeting
12:00 PM – 1:00 PM
Zelle
- 7 HR Committee Meeting
11:30 AM – 1:00 PM
Maslon
- 8 Community Service – Cookie Cart Youth Mentoring
4:00 PM – 6:00 PM
1119 W. Broadway Avenue, Minneapolis
- 14 General Meeting – Employee Engagement
11:30 AM – 1:00 PM
Robins Kaplan
- 16 St. Cloud SIG*
12:00 PM – 1:00 PM
tbd
- 21 Facilities Management SIG*
12:00 PM – 1:00 PM
Winthrop & Weinstine
- 21 Membership Development Committee Meeting
Via conference call / time tbd

***PLEASE NOTE:**
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29TH ANNUAL ALAMN EDUCATIONAL CONFERENCE AND BUSINESS PARTNER EXPO OVERVIEW

By Jen Lenander and Caitlin Niedzwiecki, Education and Conference Committee Co-Chairs

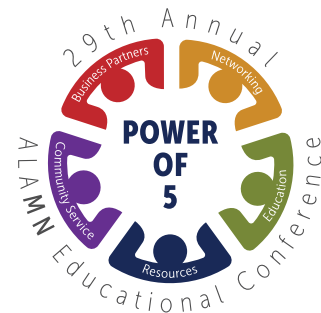
On February 28th, 2019, ALAMN held its 29th Annual Educational Conference and Business Partner Expo at the Earle Brown Heritage Center. It was a day filled with inspiring keynote speakers, a plethora of educational sessions, and many meaningful conversations between members and business partners.

We started the day off with Judy Hissong who helped us remember the importance of perspective and in choosing our own happiness. We're glad that Judy decided to spend her snow day with us. The rest of the morning was filled with six different educational sessions to choose from along with quality time to spend with our business partners, where both members and business partners were able to employ the strategies that Alan Wilson from GLJ Consultants shared with us about engaging with one another.

After a very tasty lunch, Sunjay Nath showed us the power of peer pressure and demonstrated how we can use it to our advantage by investing time and energy in the top performers at our firms.

Members then had three more educational sessions to choose from and even more time to interact with our ALAMN business partners.

This conference took some risks and changed things up a bit. Instead of holding the conference downtown, a new venue was chosen that allowed for free parking, ample space, and easy access. Additionally, this year ALAMN provided a professional photographer to take headshots for members to use within their firm, on LinkedIn, or personally. A big thanks to Rod Wilson at Anderson Photography not only for the great pictures, but also for the quick turnaround. We have noticed many ALAMN members with new headshots on their LinkedIn profiles recently. Further, Tiffany Norton blessed us by emceeing the event, helping us stay on track, and bringing some lightheartedness to a jam-packed day.



[continued on page 9]



29TH ANNUAL ALAMN EDUCATIONAL CONFERENCE AND BUSINESS PARTNER EXPO OVERVIEW

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So many people contributed to the success of the 2019 conference. We would like to thank the Education Committee and Business Partner Relations Committees for all their help with planning the conference. We would also like to thank all of our business partner sponsors for their support of ALAMN and for taking time out of their busy schedules to interact and share with us at the conference. Special shout out to our top sponsors for 2019: Presidio and Alerus. Lastly, we would like to congratulate Innovative Office Solutions on winning the best booth contest.

We hope everyone that was able to attend enjoyed the conference, and for those that were not able to attend, we hope to see you next year!



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MANAGE YOUR DAY – DON'T LET IT MANAGE YOU!

By Jessica K. Johnson

We all try to manage our days the best we can. Each morning I start with a running to-do list and then see what the day may bring. This is, of course, because more often than not my days go sideways, and there my to-do items sit. Sounds familiar, right? Here are a few habits I recommend that could help manage your day, too:

Plan for The Unplanned. In our roles it's difficult to plan for the day. However, one thing we can almost always plan for is the unexpected. We know things are bound to happen which will steer our day off its intended course. Knowing I will always have more unplanned things pop up in my day helps me successfully manage my day. In anticipation, I try to leave extra room to handle these unplanned events.

Focus and Minimize Distractions. Aside from the unknowns, another challenge in managing our day is remaining focused. To focus on the task at hand, it's important to minimize distractions. We live in a world full of distractions ranging from social media, to constant interruptions, to our minds wandering, to thinking about what to cook for dinner that evening. To minimize distractions and fully focus on the task at hand, you might close email, turn off notifications, close your office door, or turn off your cell phone. Maybe you are feeling as if you are running from meeting to meeting during your day. Try blocking extra time on your calendar in between meetings.

Prioritization Is Key. Knowing what is important, urgent, and must get done right away is top of the list. Learning how to prioritize tasks for the day and week helps manage time and juggle all those deadlines.

Establish Routines. Perhaps you could benefit the most from routine. Consider blocking off time on your calendar for first thing in the morning or last thing in the afternoon before you leave and use that blocked time to review your to-do list, including what you need to accomplish by a certain deadline. Perhaps even try to knock off some of those lingering, smaller tasks during this time.

Stay Positive. Some days, when things just go south and I don't get to check off even one item from my to-do list, positive self-talk is as good as it's going to get. "I'm doing the best I can today!"

What can you do to better manage your day?



About the Author:

Jessica K. Johnson is the Assistant Office Administrator at Henson & Efron PA. Jessica joined ALAMN in 2013 and is presently the Membership Director. She has previously served as the Administrative Director, a member of the Business Partner and Conference Committee, and co-chair of the Small and Medium group.

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COMMUNITY SERVICE PROJECT | SIMPSON SHELTER MEAL

Thank you to the following ALAMN volunteers who prepared and served a hearty meal of Chicken Noodle Stuffing casserole, buns, salad, ice cream bars, and cookies to Simpson Shelter guests on February 27th, 2019.

THANK YOU!

ALAMN Business Partners

John Frisvold
USI Insurance Services

Ryan Wahlund
Ryan Financial Group

ALAMN Members/Guests

Wendy Cornelius
Metropolitan Airports Commission

Cheryl Nelson, CLM
Robins Kaplan

Pat Stender
Cousineau Van Bergen McNee & Malone

Norma Thayer
Zimmerman Reed



If you want to join in on the fun, the next Simpson Shelter Meal event will be Wednesday, June 19, 2019, from 5:00 to 8:00 p.m.

Contact Cheryl Nelson, CLM, at cnelson@robinskaplan.com or 612.349.0806 for more details. Everyone is welcome!

COMMUNITY SERVICE PROJECT | SECOND HARVEST COMMUNITY SERVICE

Thank you to the following volunteers who helped pack over 15,000 pounds of food at Second Harvest on March 14th, 2019. It was a fun and fast-paced event with a great group of people. Check out www.ala-mn.org for upcoming volunteer opportunities!



THANK YOU!

Greg Davis
Coordinated Business Systems

Sarah Duerscherl
Foley & Mansfield

Pam Gerads
Merchant & Gould

Rebecca Hunt
Coordinated Business Systems

Claudette McCune
Coordinated Business Systems

Cheryl Nelson, CLM
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Patti Ploehn, CLM
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Barbara Romanko, CLM
Brown & Carlson

Mark Schultze
Coordinated Business Systems

Dan Stoy
Coordinated Business Systems

Matt Wagner
Coordinated Business Systems

Ryan Wahlund
Ryan Financial Group
(thank you for celebrating your birthday with us, Ryan!)

Caitlin Niedzwiecki
Foley & Mansfield

Tracy Smith
Smith Gendler Shiell Sheff Ford & Maher

BENEFITS OF CLM

WHAT IS CLM? ALA's Certified Legal Manager (CLM) program provides the opportunity to demonstrate you have mastered the knowledge, skills, and abilities to operate at a high level of expertise in the field of legal management.

WHAT MUST I DO TO BECOME CERTIFIED? To become certified, ALA members or nonmembers must meet the eligibility requirements and pass the certification examination given by the Association of Legal Administrators. While legal administrators in Canada and other countries are eligible to become certified, major portions of the examination are based on U.S. federal law.

A complete list of ALAMN members who have earned the CLM Designation can be [found here](http://alanet.org/clm).



PLEASE WELCOME OUR NEWEST ALAMN MEMBERS

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ANNUAL ALAMN CAREER FAIR

The Diversity & Inclusion Committee will hold the annual ALAMN Career Fair for high school students on Friday, April 12th, 2019 from 9:00 AM to 12:00 PM at Robins Kaplan. The Fair is to introduce high school students to many of the jobs available in law firms. This year, we are expecting 60 students from Patrick Henry High School, Southwest High School, and Hiawatha Academies!

The committee is looking for donations as follows:

- \$25 Target gift cards for the raffle drawing
- Swag for the students' goodie bags

Please contact Carlene Holter at carlene.holter@bowmanandbrooke.com or Terri Stewart at tstewart@felhaber.com if your firm can make a donation. Thank you!



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GET TO KNOW YOUR ALAMN BOARD

What common phrase or song lyrics best describe your experience as an ALAMN member?

Jessica Gerhardson, President

"You're all I ever wanted / You're all I ever needed" –
*NSYNC, "I Want You Back"

Kelly Thaemert, CLM, President-Elect

"Come As You Are" – Nirvana

Abby Rooney, PHR, SHRM-CP, Past President

"Nothing's Gonna Stop Us Now" – Starship

Tracy Overson, CLM, SPHR, SHRM-SCP, C(k)PF, Administrative Director

"When you're down and troubled / And you need a helping hand / And nothing, whoa, nothing is going right / Close your eyes and think of me / And soon I will be there / To brighten up even your darkest night" – James Taylor, "You've Got a Friend"

Nick Manty, Communications Director

"Don't let them see you sweat"

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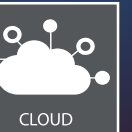
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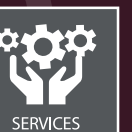


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GET TO KNOW YOUR ALAMN BOARD

What common phrase or song lyrics best describe your experience as an ALAMN member?

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Caitlin Niedzwiecki, PHR, Education Director

"Work it harder / Make it better / Do it faster / Makes us stronger" – Daft Punk, "Harder, Better, Faster, Stronger"

Kim Pepera, Finance Director

"With a Little Help from My Friends" – The Beatles

Jessica Johnson, Membership Director

"Knowledge is power"



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Travis Armstrong, CLM, CPA
Chair, 2019 Annual Conference Committee



Keynote Speaker:
Molly Fletcher

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General Session Speaker:
Retired Air Force Col.
Nicole Malachowski

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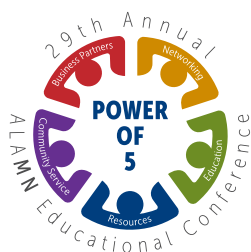
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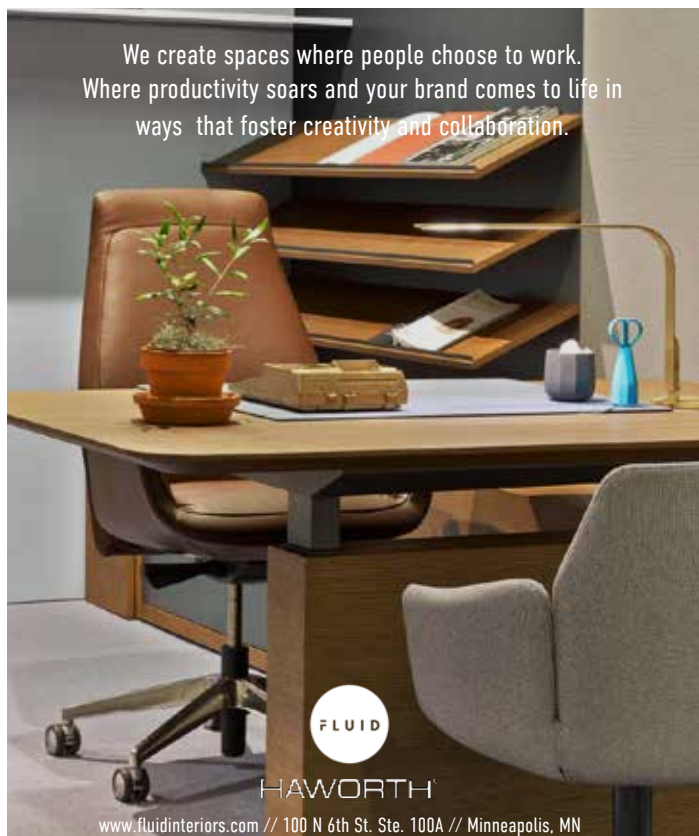
16	Loffler Companies Inc.
15	Presidio
18	USI Insurance Service



And the next ALAMN Shining Stars are...

Congratulations to everyone who worked tirelessly to make the 29th Annual ALAMN Educational Conference and Business Partner Expo a success! The Power of 5 truly showed throughout the day. Congratulations on a job well done.

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