

## PRESIDENT'S MESSAGE

by Monica Menzer



It is an honor to serve as your Chapter President for the 2014-2015 term. At the Leadership Dinner in April at The Prado, I introduced three initiatives for the year: One, maximize member participation and satisfaction; two, examine ways to increase sustainability in the Chapter as well as in our businesses; and three, increase awareness of the benefits of a healthy lifestyle and a work-life balance.

The Chapter's membership campaign, "Take Flight – Soar to Educational Heights," is lead by VP/Membership Chair, Tammie McQuain. The theme is based on airline and travel phrases. Please acquaint yourself with program which awards several prizes including registration and a travel stipend to the Business of Law (fka Region 6) Conference in Portland, OR, a \$795 value. I welcome suggestions on how the Board of Directors can better serve you, the member. What educational sessions are you hankering for? Do you check the Chapter website on a regular basis for upcoming events? There is a host of educational materials available, too.

As some of you may know, I am passionate about the environment and preserving Mother Earth for future generations. Are we as a Chapter environmentally conscious? How about in our law firms? Are you still printing pages and pages of draft documents? Is your break room stocked with paper cups vs. reusable coffee mugs and drinking glasses? Our effort at the Chapter level will include limiting the use of multiple printed reports at our Board meetings and instead review materials electronically. Each issue of The Mandate will include a short piece on how we can be more eco-friendly. The August monthly membership meeting topic is on sustainability in our offices.

Working in the legal profession is a demanding one: long hours dealing with multiple personalities (and egos). I know I am more effective at my job when I feel strong, both mentally and physically. My goal is to promote a healthy lifestyle, including how to strike a work-life balance. As part of this initiative we will hold our First Annual SD Chapter 5k Walk/Run in the Fall. There will be T-shirts and prizes (some specific for first-timers), all for charity and for our health.

I'm honored and excited to be your Chapter President. I hope you will take advantage of your membership and participate in the upcoming meetings and events we have planned for you. Please share with me any and all innovative ideas you may have to improve what our Chapter; after all, it is YOUR Chapter.

## Got CLM?

If you are interested in becoming a CLM, you may want to consider joining a CLM Study Group, or checking out study materials from our library. Please contact our San Diego Chapter Librarian, [Gerald Hester](#) for materials. For more information on eligibility and test dates, [click here](#).

## ISSUE XXX

May/June 2014

### FEATURES

President's Message by Monica Menzer	...1
SDALA Website & Social Media	...2
Featured Business Partner City National Bank	...3
Spirit of San Diego Award!	...4
Get involved with SDALA!	...5
Platinum Sponsor First Legal Network	...7
Blurring the Line Between Yours and Mine: Best Practices for Bring Your Own Device Policies By Michael Elkon	...8
Go Green!	...9
Cocktails & Connections	...10
Membership Report/Job Bank By Tammie McQuain	...11
ALA Rewards: Take Flight	...12
Educational Spotlight - Leadership in a Diverse World	...13
Board & Membership Meetings	...14
Editor's Notes By Rheesa Eddings	...14
2014/2015 Board & Committee Chairs	...15
2014/2015 Business Partners	...16

*"There is nothing in which the birds  
differ more from man than the way  
in which they can build and yet  
leave a landscape as it was before."*

- Robert Lynd

SPECIAL THANKS TO OUR PLATINUM PARADISE SPONSOR



AND OUR GOLDEN SUNSET SPONSORS



TAKE ADVANTAGE OF THE RESOURCES  
AT [SANDIEGOALA.ORG](http://SANDIEGOALA.ORG), AND STAY  
CONNECTED WITH ALA!





## There's a reason more than 3,000 law firms bank with City National

Clients tell us what they appreciate most about City National is that we deliver what legal firms want – highly responsive service, strong control over cash, and flexibility. Financial strategies for law firms and their professionals is our specialty. With City National, you gain not just expertise, but an active advisor as well.

Experience the City National Difference.<sup>SM</sup>

Contact Lisa Wright today at (858) 642-4947 or visit [cnb.com/legal](http://cnb.com/legal).

©2014 City National Bank

**CITY NATIONAL BANK**  
The way up.<sup>®</sup> 

City National Law Firm Banking Services

CNB MEMBER FDIC



## CALLING FOR NOMINATIONS FOR THE SPIRIT OF SAN DIEGO AWARD!

Please review the [Awards Criteria](#) and if you'd like to nominate a member for the award send their name and a Narrative supporting your nominee to [Leslie Kaiser](#) by August 31, 2014.

### SPIRIT OF SAN DIEGO – ALA AWARD GUIDELINES

The board has determined that recognition of members for outstanding achievement should be a special award. Following are the guidelines for the selection process for the “Spirit of San Diego - ALA Award.” (formerly known as Outstanding Administrator Award).

#### Objective

The objective of the award is to recognize Chapter members for significant and consistent contributions to ALA and its members on a current and ongoing basis. The award may be given as often as once a year. Each year the committee (as described below) shall be convened to determine if there are qualified candidates, who meet all of the selection criteria.

#### Selection Criteria

Current membership in the San Diego Chapter of ALA for at least five years, with at least three years or more serving as the Chair of a significant committee, an officer or a director in a manner that far exceeds normal expectations. The recipient of this award will have demonstrated unwavering and solid dedication to the growth, advancement, and support of the legal administration profession.

- An important quality of this award winner is accessibility to other ALA members for assistance in helping develop solutions to problems or alternative ways of accomplishing goals.
- This person has demonstrated a commitment to professionalism and exemplifies the highest ethical standards, can be counted on to maintain confidentiality and has earned the trust and respect of the members of ALA.
- The recipient will have committed significant time and effort to the continuing education and training of other administrators, including mentoring and counseling when opportunity exists.
- The recipient will have consistently attended and supported ALA-sponsored events such as monthly meetings, seminars, and chapter events.
- The recipient will have made significant efforts in promoting legal administrators and ALA to other legal groups and the community at large.
- The recipient of the award will have contributed written material to legal publications or will have been a speaker at local ALA chapter events, or a lecturer at the regional or annual conference.

#### Selection Process

- The immediate past president shall chair the selection committee. The committee shall consist of the immediate past president (as chair), the current president, two regular members from the membership at large (which the chair shall select), and the most recent recipient of the award. If the most recent recipient includes two people, then the chair shall only appoint one regular member at large.
- Those ineligible for selection are the members of the nominating committee and anyone who has won the award within the past five years.
- The selection committee shall consider for the award members who meet the criteria and also solicit nominations from the membership.
- The selection committee will meet to discuss the candidates and make a unanimous selection. If there is no unanimous selection, then no award shall be given.
- The last recipient of the award will present the “Spirit of San Diego – ALA Award”, and the recipient will be honored at the Managing Partners’ Luncheon.
- The selection committee shall abide by a timeline in order for the award to be presented at the Managing Partners’ Luncheon.

June - Call for nominations and award criteria email to membership by communications chair and flyer in monthly newsletter.

June - Call for nominations flyer & award criteria distributed at membership meeting.

8/31 - Deadline for nominations.

9/1 - Committee begins due diligence & meets to discuss candidates and make a selection.

10/1 - Award is ordered from vendor

\*All discussions are confidential.

## *Gain more from your membership and get involved in 2014!*

Dear Chapter Members:

Do you want more out of your membership? Would you like to network with like minds? How many times have you been faced with an issue where "no one else understands" and you could use a group of peers to consult?

Then take the opportunity to get involved in the SD Chapter in whatever capacity you are comfortable:

- Are you good behind a camera? Consider taking photos at our meetings and events, or share the fun with another member.
- Do you thrive on community involvement? Look into our Community Connections efforts, Couture for a Cause and Project LEAP, our program for high school students.
- Maybe you have great ideas for increasing membership in the Chapter? Join the Membership Committee and help lead our Peer Connections program.
- Are you organized and task oriented? We need help with CLM materials, Bylaws/Ethics, Historian tasks, as well as the Salary Survey.

The 2014 – 2015 Chapter term started on April 1, 2014, but planning continues. I would love to see more of you involved. I have included a brief description of each committee, and the ALA Membership Handbook has a more detailed one, or just ask me or another current Board member.

Let's work together to make our Chapter the best it can be! Please complete the information below and return it to me at [mmenzer@allenmatkins.com](mailto:mmenzer@allenmatkins.com), or give me a call at 619-233-1155.

All my best,

Monica Menzer  
President 2014-2015



**ALA®**  
Association of Legal Administrators

*Stay Connected with ALA!*

**facebook**      **LinkedIn**

**twitter**

Facebook:  
[www.alanet.org/facebook](http://www.alanet.org/facebook)

LinkedIn:  
[www.alanet.org/linkedin](http://www.alanet.org/linkedin)

Twitter:  
[www.alanet.org/twitter](http://www.alanet.org/twitter)

[www.alanet.org](http://www.alanet.org)

*Your connection*  
to knowledge, resources and networking

# THE MANDATE



*Gain more from your membership and get involved in 2014!*

Name \_\_\_\_\_ Firm: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

I'm interested in volunteering for the following committee(s) (you are not beholden to all you select):

- \_\_\_ **Chapter Audit** – perform audit of Chapter finances once a term.
- \_\_\_ **Chapter Library / CLM Materials** – maintain materials to loan to members; organize CLM study program?
- \_\_\_ **Bar / Professional Association Liaison** – Chapter's connection to other legal organizations.
- \_\_\_ **Bylaws / Ethics** – maintain and update Chapter Bylaws, as necessary.
- \_\_\_ **Communications** – provide efficient and effective communication to Chapter members, including the "Month-at-a-Glance."
- \_\_\_ **Community Connections / Project LEAP** – charitable Chapter efforts; Couture for a Cause; work with local high schools to create programs promoting opportunities in the legal profession.
- \_\_\_ **Diversity Committee** – plan annual diversity presentation; promote diversity within the Chapter.
- \_\_\_ **Education** – work with President Elect on planning Chapter education activities/speakers.
- \_\_\_ **Handbook** – maintain and update membership handbook.
- \_\_\_ **Historian** – maintain Chapter memorabilia.
- \_\_\_ **Invitations** – design and create options for invitations for BP luncheon, MP luncheon, Leadership Dinner, and other Chapter events.
- \_\_\_ **Legal Resource Fair** – Chapter annual Business Partner resource fair in February.
- \_\_\_ **Meetings Coordinator / Hospitality** – assist Meetings Chair to coordinate Chapter meetings.  
- Receive RSVP's; maintain name badges; and/or welcome attendees.
- \_\_\_ **Membership** – team up with the Vice President/Membership Chair to bring in new members and maintain current membership.
- \_\_\_ **The Mandate (Chapter Newsletter)** – with Editor-in-Chief produce bi-monthly newsletter.
- \_\_\_ **Photographer** – photograph Chapter meetings, events, and other functions.
- \_\_\_ **Public and Media Relations** – represent the Chapter in publicizing and promoting events.
- \_\_\_ **Salary Survey** – implement annual Chapter salary survey.
- \_\_\_ **Academic Scholarship** – selection process to promote and award an academic scholarship to two deserving students.
- \_\_\_ **Social Media** – assist Social Media Chair in promoting Chapter LinkedIn, Facebook, and Twitter pages.
- \_\_\_ **Business Partner Relations** – work with Director of BP Relations in promoting, managing and maintaining vendor relations.
- \_\_\_ **I'd like to help another way:** \_\_\_\_\_





# First Legal | Network

Support Services • Investigations • Document Solutions

## Support Services

court • process • messenger



### Court Filing

Experienced and professional court staff execute each of your assignments as you require. Timely updates of your assignments are communicated in multiple fashions with the originals returned as soon as possible.



### PDF/Fax Filing

A convergence of environmental consciousness and superior technology to economically complete court filing assignments easily and quickly. First Legal Network provides a cost efficient solution for filing your documents in any courthouse.



### ez-File

First Legal Network is the resource for all of your e-filing needs both at the Federal and State level. A select team of professionals proficient on the rules of each system are at work on your behalf. Upload the documents and Consider It Done!



### Court Research

First Legal Network team members are dispatched to research and remit your requested documents. First Legal Network's team can expedite your requests and respond with the desired information timely so your deadline is met without fail.



### Service of Process

Follow-through is the foundation of First Legal's service of process division. No matter the size of the document to be served, the number of locations, the specific time frame or other numerous intricacies of the service, we'll find a way. First Legal Network retains a base of experienced process servers at the ready 24/7.



### Power of the Network

The Network is a suite of services – Attorney Service, Record Retrieval, Digital Solutions and Investigations – all accessible to our clients with a telephone call or a click at [www.FirstLegalNetwork.com](http://www.FirstLegalNetwork.com).



**REDEFINING  
ATTORNEY SERVICE...**

[www.firstlegallnetwork.com](http://www.firstlegallnetwork.com)

1111 6th Avenue, Suite 204

San Diego, CA 92101

Telephone: 619.231.9111

Fax: 619.231.1361

\* First Legal Investigations Licenses: CA PI: 24171, AZ PI: 1551710. In Nevada, Support Services and Investigations operations are provided by First Legal Investigations, NV License: NV PI-PS: 1452.



## BLURRING THE LINE BETWEEN YOURS AND MINE: BEST PRACTICES FOR BRING YOUR OWN DEVICE POLICIES

By Michael Elkon, JD  
Fisher & Phillips, LLP

Let's face it: bring-your-own-device (BYOD) situations are here to stay. With the ubiquity of employees having and using smartphones and tablets – devices that have more capacity and processing power than desktop computers from not so long ago – it was inevitable that employees would eventually start to use their own devices in a work capacity. This new reality presents benefits for employers, as their employees can now be productive away from the office and be responsive to work situations as they arise. Additionally, there are cost savings that can be achieved when an employer is no longer responsible for supplying devices to its employees.

The situation also benefits employees, as they often derive personal satisfaction from being able to link up their own preferred devices to the work system, creating a little node of personalization in an environment that they do not otherwise control. Surveys reflect that a significant percentage of job seekers will view a prospective employer more favorably if it has an IT system that supports the seekers' personal devices.

But if employers do not manage BYOD scenarios proactively, then they present risks in addition to rewards. To state the obvious, when your company's information is being sent, received, and stored over a device that you do not own, then the specter of data loss is present. This risk can come from an employee who intends to hurt the company by taking information and either using it on behalf of a competitor, or simply disclosing it to cause embarrassment. It can also come from an employee who inadvertently retains or loses it.

Either way, the employer that thinks through BYOD issues in advance and charts out rational, balanced policies before issues arise is going to place itself ahead of the game. Here are some best practices for BYOD situations:

### Have Technology In Place To Protect Your Information

Take the typical employee's smartphone. Some employers require that the employee use an employer-issued email application like Good Technology. Other employers require that their employees download an application that allows the employer to shut down or access a device in certain circumstances. Some employers take the simple step of requiring that employees activate passcode protection on their devices, a policy that costs nothing because just about every device contains this option.

Regardless which of these options an employer chooses, it is the most basic step in dealing with BYOD situations. You need to acknowledge and deal with the fact that if your information is going to migrate to your employees' personal devices, then those devices need protection measures in place to ensure that the information is not lost or stolen.

### Think Through Your Key Information And Take Steps To Protect It

Some information is simply too important to permit it to migrate to an employee's personal device. Even with one of the data-security fixes in place, an employer might worry about information that remains on the device after the end of the individual's employment or that an employee will leave the device unattended for a moment and allow a third party to see sensitive information on the screen.

It's important to ask yourself three questions. First, what information would be most useful to its competitors if an employee left with it? Second, what information would be most embarrassing if it were leaked to the general public? Third, if asked on a witness stand "how many measures do you take to ensure that the company's most valuable, sensitive information remains private?" what would you or your Human Resources manager say in response? It's valuable to put yourself through this sort of self-critical analysis in many scenarios; but it is specifically important in addressing BYOD situations.

### Make Clear That Employees Cannot Misuse The Computer System

With the increased use of the federal Computer Fraud and Abuse Act and analogous state computer-protection statutes, employers are learning the importance of putting employees on written notice as to what they are not authorized to do on the company computer system. This includes both taking files from the system (such as by emailing files out as attachments or saving them to thumb drives) and deleting files prior to departure.

The key to unlocking the power of federal and state computer-protection laws is showing that the employees were on notice that they were not authorized to perform certain acts on the system. This general rule extends to BYOD policies. Put your employees on notice as to what they can and cannot do with respect to company information on their devices.



Just as it is helpful to think through confidential information issues in advance, it is also worthwhile to spend some time addressing common employee misconduct or negligence scenarios involving data security on personal devices and then covering them with written policies. A policy laying out general rules and then covering specific scenarios in an “including, but not limited to” string (a construction much beloved by lawyers) is ideal.

## **Pay For The Employee’s Cell Phone**

In the grand scheme of things, it is penny wise and pound foolish to have key employees pay for their own cell phone plans. If a company owns and maintains the account, then it can: a) terminate the account when an employee leaves so customers cannot reach out to him or her; b) determine whom the employee has been contacting in the final weeks with the company by reviewing call and text logs; and c) stop the employee from walking out with a de facto customer list on the phone. Thus, while employees might choose to use their own devices at work, you can still control the account and thus still be in command of the information on a device.

## **Employ Tight Exit Procedures For Departing Employees**

Perhaps the number one issue with the BYOD phenomenon is that when employees use their own devices, they end up with a large quantity of employer information on those devices.

Whether intentionally or inadvertently, when those employees resign or are fired, they leave with a treasure trove of information. That information can be used to compete. It can be used to stir up issues with the employees who remain. It can be disclosed on social media or to reporters.

Therefore, it is critical to create and follow established exit procedures, so that when an employee leaves, you can show that you did everything in your power to get the company’s information back. These procedures will never be foolproof against employees who choose to keep information on their devices, but at a minimum, it will help put you in a position to show that you took all reasonable steps to maintain the confidentiality of its key information.

The issue of protecting against data loss resulting from employees using their personal devices for work is a classic example of the maxim that an ounce of prevention is worth a pound of cure. Relatively small expenditures of time and money on the front end can deter an employee from exploiting key information on a personal device; can protect against that same employee accidentally losing information to a third party; and can position the company to recover the information if it is indeed lost. The critical first step is to acknowledge the reality of employees using their own devices and to plan accordingly.

Michael Elkon can be reached at [melkon@laborlawyers.com](mailto:melkon@laborlawyers.com) or 404-231-1400. Reprinted with permission of Mr. Elkon and Fisher & Phillips LLP.

---

## GO GREEN . . . LITERALLY!

Did you know . . .

- Indoor plants improve air quality. NASA says so.
- Indoor plants help reduce stress and help people recover more quickly from stressful situations according to Surrey University.
- A Washington State University study showed increased productivity in workers in plant-friendly environments.
- The same study showed that plants balance the relative humidity inside an office to make it a more comfortable place to be.
- A plant in your workspace keeps you cognizant of the environment and lends itself to living in an eco-friendly way.

## YOU ARE INVITED



AS PART OF OUR ONGOING COMMITMENT TO OUR BUSINESS PARTNERS, THE SAN DIEGO CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS IS PROUD TO HOST

## “COCKTAILS & CONNECTIONS”

WEDNESDAY, JULY 23, 2014

5:30 - 7:30 P.M.

HIGGS FLETCHER & MACK – 401 WEST “A” STREET  
THIRD FLOOR CONFERENCE CENTER

*THE FIRST HOUR WILL BE SPENT INTERACTING WITH OUR BUSINESS PARTNERS IN A FAST-MOVING, FACE-TO-FACE, SPEED NETWORKING STYLE FORUM*

*THE SECOND HOUR WILL BE SPENT MIXING WITH OUR BUSINESS PARTNERS OVER COCKTAILS AND REFRESHMENTS ON THE 26<sup>TH</sup> FLOOR*



ONE LUCKY ADMINISTRATOR WILL BE THE RECIPIENT OF AN EARLY BIRD REGISTRATION TO A 2014 BUSINESS OF LAW CONFERENCE, WITH TRAVEL STIPEND

OTHER PRIZES WILL BE AWARDED TO ALA MEMBER ATTENDEES  
BE SURE TO BRING YOUR BUSINESS CARDS FOR THE PRIZE DRAWINGS  
**YOU MUST BE PRESENT TO WIN!**

ALA MEMBERS - PLEASE RSVP TO LIZ WHITTEN, BUSINESS PARTNER RELATIONS COMMITTEE  
[LIZW@CGLAW.COM](mailto:LIZW@CGLAW.COM)



## MEMBERSHIP REPORT APRIL 2014

By Tammie McQuain

## MEMBERSHIP NEWS

### New Members

Laura J. Stubbs  
Office Administrator  
Walsh McKean Furcolo, LLP

Stephannie Villa  
Office Manager  
Holmes Weddle & Barcott PC

Current National Members: 98  
Current Chapter Members: 94

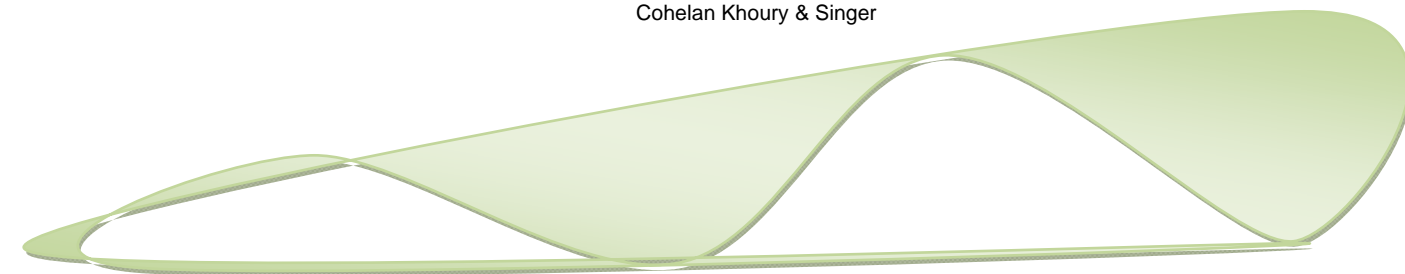
### Prospective Members

Deanna Bagdasar  
Chief of Operations  
RJS Law

Cynthia Fink  
Director of Operations  
Michael Sullivan & Associates LLP

Brooke Tyrus  
Administrator  
Stephen A. Colley, APC

Bridgett Valdez  
Administrator  
Cohelan Khoury & Singer



The ALA Job Bank is a great place to post for talented managers and staff!

For more information and to submit job postings, please contact:

ANNA M. RUSHWORTH  
595-4393  
[rushworth@higgslaw.com](mailto:rushworth@higgslaw.com)

Or visit the San Diego ALA website to see what's new!

<http://www.sandiegoala.org/jobs>



(619)





# Take Flight!

## Soar to Educational Heights

### Become an ALA Rewards Member!

Redeem Reward Points by attending events and referring new members. **ONE Boarding Pass Ticket** will be awarded for every **TEN Reward Points earned**. The Boarding Pass Tickets will be entered into several fabulous drawings, including **TWO Fall Conference Scholarships** plus a travel stipend, an **iPad Mini**, a **Nike Fuel Band** and a **\$100 AMEX Card**.

**Fall Conference Scholarship Drawings** – July 15, 2014 *[Must be present to win]*

July Membership Meeting

Reward Points will accumulate from April 1, 2014 - June 30, 2014

**iPad Mini, Nike Fuel Band, \$100 AMEX Card\*** - Holiday Luncheon – December 9, 2014

Reward Points will accumulate from April 1, 2014 – November 30, 2014

### ALA Reward Points Earned

### 10 Reward Points = 1 Boarding Pass Ticket

Renew your Membership	20
Join as a New Member	30
Refer a New Member	30
Attend a Regular Monthly Membership Meeting	10
Attend a Monthly Board Meeting	20
Attend Diversity Fair	20
Attend Cocktails & Connections	20
Attend the BP Appreciation Luncheon	20
Attend Couture for a Cause Event	20
Attend Managing Partner Luncheon	10
Bring your Managing Partner for an extra 10 points	10
Attend Chapter Social	10
Sign up with the Peer Connection Program	20
Attend the Fall Conference – Portland, OR	30
Volunteer on a Committee	20
Participate in the 5K Run	20
Website Trivia Questions	10
Like or Follow the ALA Facebook, Twitter & LinkedIn Pages	20

*\*Winners need not be present to win. Chapter Officers or Regional Directors are not eligible to participate. For more information, contact SDALA Membership Chair, Tammie McQuain at 619-819-2433 or [tmcquain@mpplaw.com](mailto:tmcquain@mpplaw.com)*

## ASSOCIATION OF LEGAL ADMINISTRATORS

### SAN DIEGO CHAPTER

Thursday, June 19, 2014

#### Diversity Event



5:00 to 5:45 p.m. – Registration/Cocktail Reception  
5:45 to 6:45 p.m. – Panel Discussion  
6:45 to 7:00 p.m. – Audience Q&A

CLE Credit Available (1 Hour - Elimination of Bias)  
ALA Members: Free  
Non ALA Members: \$45.00\*

---

### *Leadership in a Diverse World*

Please join us for an informative panel discussion on how legal professionals can successfully manage and optimize diversity within their firm and organization. Key points include:

- In-depth understanding of how to manage the benefits and disadvantages of diversity within your organization.
- How do you recognize if you are managing diversity successfully in your firm? In what areas are you managing it well, and in what areas do you need to improve?
- In your specific role, what can you do to optimize or improve diversity management in your organization?

Our moderator: Reut Schwartz Hebron, MBA is the founder of the 5-year old Key Change Institute and the author of the new book "The Art & Science of Changing People Who Don't Want to Change," which focuses on how to make difficult change simple. In addition to her book, Reut has extensive published bylines in publications like CNN and Employment Relations Today.

Panelist: Jennifer Rubin, Partner, Mintz Levin, National Diversity Chair

Panelist: Susan Hack, Partner, Higgs Fletcher & Mack LLP, Firm Diversity Chair

**Location:** The Westgate Hotel. Hosted valet parking available for Chapter Members only; please walk to save on Chapter costs.

**Menu :** Cocktails and hors d'oeuvres

**RSVP:** Kathy Culver at [kculver@ssvwlaw.com](mailto:kculver@ssvwlaw.com)

*\*Payment for Non ALA members is due at time of registration. Please mail check made out to San Diego Association of Legal Administrators, c/o Kathy Culver, 401 West A Street, Suite 320, San Diego, CA 92101, or through Paypal at <http://www.sandiegoala.org/education-fees>.*

#### EVENT SPONSOR:



# BOARD & MEMBERSHIP

**JUNE BOARD MEETING . . . JUNE 10, 2014  
12:00 – 1:00 MORRIS POLICH & PURDY**

**JUNE MEMBERSHIP MEETING . . . JUNE 19, 2014  
DIVERSITY EVENT  
5:00 – 7:00 AT THE WESTGATE**

**JULY BOARD MEETING . . . JULY 8, 2014  
12:00 – 1:00 AT ALLEN MATKINS ET AL**

**JULY MEMBERSHIP MEETING . . . JULY 15, 2014  
12:00 – 1:00 AT THE WESTGATE**

## EDITOR'S NOTES

### Lions and Tigers and. . . Service Dogs? Oh my.

By Rheesa Eddings

We are fortunate enough to have a managing partner with an open mind and a sense of humor. We are also fortunate enough to have a staff member who fosters service dogs and participates in providing their preliminary training. What this means in real terms is that we have intermittent access to a dog in the office. Since service-dogs-in-training are treated the same under the law as fully trained service dogs, we were allowed by the building to play with puppies. . .

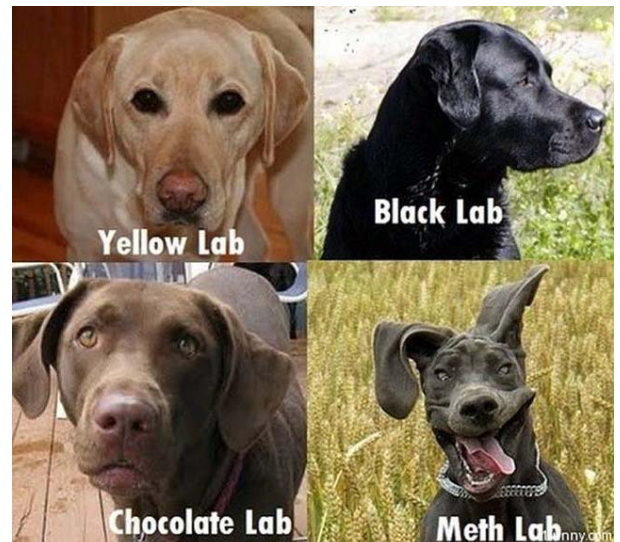
. . . but not really. Dogs in training are expected to act like working dogs. They are expected to sit quietly on alert, obey commands, not jump on people, and stay in an office all day. Quite a tall order for a young dog. It's also quite a tall order to advise an office full of dog-lovers not to pet the puppy. Not to play tug of war with the chew toy. Not to feed him people-food and not to reward unacceptable behavior.

This is not always a perfect system, as it's inevitable that a six-month-old dog is going to try to push some boundaries, and occasionally wander down the hallway when his minder gets up to make copies, but it's also a valuable learning experience for both the dog and the staff. Dogs today are being used for far more than traditional "seeing-eye" roles, including "alerting and protecting a person who is having a seizure, reminding a person with a mental illness to take prescribed medications", and "calming a person with PTSD during an anxiety attack". (ADA 2010 Revised Requirements; Service Animals)

If you see a service dog wearing a vest, please be courteous to the dog and the owner. Don't pet the dog unless you get permission from the owner. The health and safety of the owner may be dependent on the dog's focus, so beyond not petting the dog, don't address or call the dog without first asking permission. Service dogs should be treated as a medical device – like a wheelchair or oxygen tank – whilst working. Wait until the vest comes off to pet the pup.

For more information, see [http://www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm)

Rheesa is the office manager for Fisher & Phillips, LLP.  
[reddings@laborlawyers.com](mailto:reddings@laborlawyers.com)





# THE MANDATE

Please congratulate our  
2014/2015 BOARD OF DIRECTORS!

President	Monica Menzer	619/233-1155
President Elect - Education Chair	Anna Rushworth	619/236-1551
Vice President - Membership Chair	Tammie McQuain	619/819-2433
Treasurer	Brenda Winter	619/525-7626
Secretary	Shaila Schaible	619/236-1551
Director - Business Partner Relations	Liz Whitten	619/238-1811
Director - Bank Statement Auditor	Rita Hee	619/232-3122
Director at Large	Karen Lemmon	619/255-6450
Past President	Leslie Kaiser	858/587-7656



SPECIAL  
COUNSEL II®



**AHERN** INSURANCE  
BROKERAGE



Your connection  
to knowledge, resources and networking

## And our 2014/2015 COMMITTEE CHAIRS/MEMBERS

Academic Scholarship Chair	Carrie Merzbacher	858/942-2897
Business Partner Relation Chair	Liz Whitten	619/238-1811
Bylaws/Historian Chair	Patti Groff	619/233-4777
Chapter Audit Chair	Beverly Driscoll	619/232-3122
Chapter Awards/LRF/Prof. Association Liaison	Leslie Kaiser	858/587-7656
Chapter Library/CLM Materials Chair	Gerald Hester	619/515-3292
Communications Chair (MyEmma/MAAG)	Leslie Kaiser	858/587-7656
Community Connections Chair (C4C)	Angela Landeros	619/699-8338
	Henry Angelino	619/696-1410
	Tammie McQuain	619/819-2433
	Valerie Ramirez	619/356-3518
	Monica Menzer	619/233-1155
Diversity Chair	Jennifer Beckey	619/699-2735
Education Chair	Anna Rushworth	619/236-1551
Employment Job Bank	Anna Rushworth	619/236-1551
Handbook/Mailing Chair	Darcella Blecker	858/369-7280
Invitations	Wendy Connor	619/525-1300
Meeting Coordinator	Monica Menzer	619/233-1155
RSVP's & Badges	Kathy Culver	619/239-7200
Hospitality Committee	Sandra Carillo	619/231-4844
	Sara Lovato	619/233-4372
	Janet Grant	619/232-8377
	Lani Zerr	619/239-3444
Membership Chair & Peer Connections	Tammie McQuain	619/819-2433
Newsletter Editor	Rheesa Eddings	858/597-9600
Photographer	Kathy Culver	619/239-7200
Project LEAP Chair	Ginger Boss	619/234-1776
Media and Public Relations Chair	Carol McCabe	619/209-3000
Salary Survey Chair	Shaila Schaible	858/755-8500
	Janet Grant	619/232-8377
Social Media	Craig Crosby	619/515-3275
WebMaster	Matt Chaffee	619/232-0441
5k Challenge for Charity	Stephen Williamson	858/384-5863
	Carol McCabe	619/209-3000

**RICOH**

 **UnionBank®**  
The Private Bank

 **corodata**  
Off-site information at your fingertips

 **ESQUIRE**  
DEPOSITION SOLUTIONS

**FORUM**   
INFO-TECH, INC  
IT SOLUTIONS THAT FIT

 **CERTIFIED**  
INFORMATION MANAGEMENT  
Securing Your Information

(888) 757-SHRED

**Gunlocke®**  
Performance in Wood.

 **HEALTH SAVINGS**  
ASSOCIATES  
INSURANCE SERVICES, INC.

 **Innovative  
Computing  
Systems, Inc.**  
"Efficiency you can trust"

**IST**  
The Company with  
Passion

 **LAN Solutions LLC**

 **LegalStaff**  
OF SAN DIEGO

 **StyleGifts**  
Service That You LOVE Everyday...  
www.stylegiftsltd.com

**Why On Call  
Consulting**  
LEARN MORE  


## NEW BUSINESS PARTNER DIRECTORY!

2014/2015 BUSINESS PARTNER SPONSORS

THANKS FOR YOUR SUPPORT!

Please check the Chapter's Business Partner Directory *first* when you're shopping for a product or service for your firm. Not only are our Business Partners committed to delivering the highest quality products and services, they are also committed to furthering the goals of ALA San Diego by providing the funding we need for the outstanding educational and networking events and scholarship opportunities we value as members.

Please download the new [Business Partner Directory](#).

# THE MANDATE



Where Knowledge and Service Matter



**MERRILL CORPORATION**



The Mandate E-Newsletter  
questions? Interested in  
advertising? Want to  
contribute an article?

Please contact:  
Rheesa S. Eddings, Editor  
[reddings@laborlawyers.com](mailto:reddings@laborlawyers.com)

Copyright © 2014 by the Association  
of Legal Administrators. All Rights  
Reserved.

