

**Houston Chapter of the  
Association of Legal Administrators**

**Chapter Luncheon Meeting  
Wednesday, May 13, 2015**

**Minutes**

**Welcome**

Stacey Ransleben, CLM, opened the meeting at 11:45 a.m. and welcomed the members, business partners and guests. Naomi Stair was recognized and thanked for her service in ALA, as she retired on May 8. Stacey then introduced Lucy Cain, Executive Director of the Houston Young Lawyers Association. Lucy told members that she is very excited about partnering with the Houston ALA Chapter this year.

**Salary Survey Committee**

Jennifer Denton announced that the 2015 Salary Survey Report will be available to members by the end of the month. Firms can purchase the reports by check or credit card and should contact Wendy Crane for additional details on purchasing. The cost for participating firms is \$100 and for non-participating firms is \$450.

**Upcoming Meeting Announcements**

Valerie Hayes, PHR announced the Upcoming Meetings, Educational Sessions & Webinars:

- May 20, 2015 – ALA Webinar at 2:00 p.m. The topic will be: “Is the Noise Killing You? Speech Privacy & Noise in Law Offices.”
- May 26, 2015 – ALA Webinar at 2:00 p.m. The topic will be: “Annuity Exit Procedures for Law Firms.”

*If you are interested in being the host for either of these webinars, please contact Valerie Hayes or Wendy Crane for further details.*

- June 17, 2015 - Educational Session at the Four Seasons Hotel from 9:00 a.m. to 11:00 a.m. Steve Skarke will be giving a presentation on “The Leadership Challenge.” Steve will also be speaking during the lunch meeting that will be held from 11:30 a.m. until 1:00 p.m. Members were encouraged to attend both sessions.
- July 16, 2015 – Finance Section meeting from 8:30 a.m. to 10:00 a.m. at the offices of Coats Rose will feature guest speaker Jay Erdman from Rippe and Kingston.
- Information on the HR and IT/Operations Sections meetings in July will be announced soon.

**Membership Committee**

Jody Gressett, CLM, introduced the Chapter’s newest member, Priscilla Lopez. Priscilla is the HR Manager at Sheehy Ware & Pappas, PC.

### **Speaker Introduction**

After asking everyone to silence all electronic devices, Jody Gressett introduced the speaker, Sue Pistone of Sue Pistone & Associates. Ms. Pistone's presentation was titled: "Make it Happen – Life is time...Make it count!" Sue Pistone is a professional speaker and owner of Sue Pistone & Associates, a personal & professional development firm. She has been a full time professional speaker and Success Coach for the past 30 years focusing on Personal and Professional Development, Organization, and Time Management. Hundreds of corporations and thousands of individuals have heard Sue speak and profited from her ideas.

### **SPEAKER**

### **Reminder to Complete Evaluations & Adjourn**

Candace Childress adjourned the meeting at 1:00 p.m. after reminding everyone to complete the evaluation forms and place them on the table.