

The NETWORK

INTEGRATING

KNOWLEDGE

AND

CONNECTIONS



IDEA

.....
INNOVATION, DEVELOPMENT, ENGAGEMENT AND
ADVANCEMENT



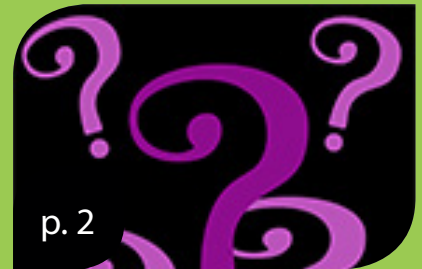
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THE NETWORK

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Five Questions to Ask Yourself Regarding IT in the New Year

By Gary Smith, Administrator
Richard & Richard, P.A.

1. *Do I have a restorable backup?*

If you had a catastrophic data event today would you be able to restore your data? How long would it take to restore? If you don't know the answers to these questions you could be in trouble. Don't take your IT department's word for it...do test restores regularly.

2. *Is Anti-Virus working on every device?*

You should have a system in place to audit each device on your network and monitor the state of protection and whether virus signature definitions are up-to-date.

3. *Am I getting the most out of my IT Infrastructure?*

If your network is buggy and slow, how much is that costing

your firm in lost productivity? Small increases in efficiency will easily negate the cost of new equipment and software.

4. *Microsoft Licensing Audits... Are you up to date? Do you have licenses for all your Microsoft software?*

If you are audited, will you be able to produce the required documentation?

5. *Should my servers be in a data center?*

Data centers offer protection against outages caused by hurricanes, loss of power and building access issues. Also, if you are planning to replace your servers in 2014, renting space on a data center server may save you money vs. buying your own equipment.

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Genovese, Joblove
& Battista, P.A.

PRESIDENT'S MESSAGE

IDEA: INNOVATION, DEVELOPMENT, ENGAGEMENT AND ADVANCEMENT.

HAPPY NEW YEAR!

As we embrace the beginning of a new year and all that it promises, it is a good idea to reflect on the past year. A new year is the time to compare what we had planned to accomplish to what we actually were able to accomplish. We do this in our personal lives as well as in our professional lives. We, as your chapter leaders are taking stock of what we had planned to accomplish and what we have actually accomplished. And, just as in our personal and professional lives, outside forces often step in and change direction for us. This, too, happened within ALA. You may recall that last Spring ALA reorganized many of the programs that had been in place for several years. One of the long-established programs, Chapter Awards, was replaced with the "I-D-E-A" awards.

IDEA stands for Innovation, Development, Engagement, and Advancement. According to the ALA website: The IDEA awards will recognize ALA chapters, committees, regions, individuals, firms, or other law-related organizations (including business partners) that create unique and innovative programs, services, and events that improve our ALA chapters and/or legal communities. They will honor new practices that deliver great value and transformational impact through innovative achievement. For more details about the IDEA Awards program, including eligibility guidelines, visit www.alanet.org/awards.



In keeping with the spirit of this new initiative, Gary Smith, Editor of The Network, will feature each of these topics in the next four issues, starting with this issue. The topic of this issue is "Innovation."

Webster defines innovation as: "change, alteration, revolution, upheaval, transformation, metamorphosis, breakthrough." When thinking of something that is innovative, I often think of electronics, software or even the cloud. This held true for almost all of our firms last year with the Florida courts implementing electronic filing. Many of us had to not only educate our attorneys and staff, but we had to upgrade our scanning equipment, software and completely overhaul our office workflow. Talk about having to innovate!

What big innovation did your firm face this year? What is it facing next year? Is it adopting a Bring Your Own Device program? Has your firm considered using tablet computers in place of desktop PCs? For the litigation law firms, how is your firm adapting to electronic discovery? Has social media affected the way you market your firm or the way you recruit qualified attorneys and staff?

We are surrounded every day with the need to innovate. ALA and your Chapter are dedicated to keeping you informed with possible innovative ideas in helping you to keep your firms compliant and up-to-date by providing you timely educational lunches, conferences and webinars.

If you have not yet renewed your membership to both ALA and the Chapter, why not do so today? In addition to membership in ALA, please don't forget about our business partners. Many of our business partners can provide a wealth of education and information. Make a commitment to meet with a chapter business partner with whom your firm does not currently do business. Meet with them for thirty minutes or so. You might be surprised how innovative some of them are.

Happy New Year and I hope to see more and more of you at some of the many exciting events your Chapter leaders have planned for 2014!



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WHICH WOULD YOU CHOOSE?

IPAD VS. SURFACE

This article is less a review of the new Microsoft Surface Pro 2, than it is a sharing of my personal experience with one. I, like everyone that is into using technology, have been searching for the perfect, little device that has all the power of my desktop or laptop combined with the convenience of being very light-weight, physically small and "ready" in an instant.

I was intrigued by the marketing and advertising leading up to the release of the Microsoft Surface Pro 2, so I found myself in the Microsoft store on the day of their release on October 22nd. I was eager and anxious to get it home, get it configured, and get it ready for its first road trip. While I was in the store, I was talking to a physician who was also waiting to pick up his new Surface

and he told me that he has been a proud Surface owner since it was first released and that he just sold his iPad and was anxiously waiting to get his new Surface Pro 2 into service.

Get rid of the iPad! Really!

Along with the Surface, I purchased the companion keyboard, took it home and began the process of setting it up. To my surprise, the keyboard has a nice, easy touch and it has the built-in mouse touchpad. Soon I discovered that I can easily use the keyboard with built-in mouse, or the stylus that came with the Surface, or let my fingers do the walking. And, of course, there is the on-screen keyboard which can be used when the regular keyboard is detached. So far, so good.

The Surface is, of course, Windows 8.1 which made

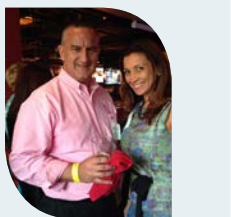
learning the new interface an experience unto itself. I had to take a little tutorial to learn some simple navigational maneuvers. And, after researching how to close a window or app, discovered that many windows stay active until they are no longer used, then they close themselves. Not sure how I feel about that!

As part of the configuration, I was led through various "options" for setting up security and logging in. There was the option for using a standard Windows login, then there was the 4-digit pin option, and lastly there was the "use a photo" option. Pretty cool! However, I selected the 4-digit pin option using the same code as the one I use on my iPad. The Wi-Fi easily found my home Wi-Fi signal and, to my delight, the technology in the Surface

BOWLING FOR THE CURE



Jenny & Kristy



Mario & Jackie



Bowling for the Cure

seems to boost the Wi-Fi speed.

Like my iPad, but unlike my desktop, the system has that same “instant on” capability and responsiveness. No endless waiting. Next thing I needed setup and configured is e-mail, both my Hosted Exchange business email as well as my personal gmail account. The setup was fast, easy and intuitive. In a flash I had all my email.

Next step: The Online Store to hunt for my favorite apps. What I discovered is that my “favorite” and most used apps for business are readily available. Of course, on the Surface I can use Microsoft Office apps for full word processing capabilities as well as spreadsheet work and presentations. This is a huge benefit, especially when away from my desktop or laptop. In addition to the Windows8 tiles, there is a icon called “desktop” and with that selection I am in familiar territory. Looks like my Win7 desktop. I have installed the icons that take me to our production software which is all hosted. I can easily access and use our billing, accounting, practice management,

document management and other tools used on a day-to-day basis.

But, my disappointment came when I wanted to install my favorite “R&R” items such as Zynga’s Words with Friends, or the Zynga Matching Game I play with my grandchildren. And, I must confess that I do keep other games on my iPad – mostly ones that my grandchildren enjoy, but they are there for us to enjoy together. That’s not to say I did not find games – I did find games, but not the ones we are most familiar with and those that the kids find most entertaining. Looks like I will keep my iPad.

So, in spite of my desire to have the “be all, end all” device, it appears that the Surface is a great business tool while the iPad continues to be a much used, much needed device. Here are some other things I can do more easily with my iPad than with the Surface:

- On the spot navigation and search capabilities because my iPad has both cell as well as Wi-Fi connectivity. With the Surface, the only option is Wi-Fi so if I am in an area where there is no Wi-Fi, I will have to take the time and resources to fire up the “hotspot” on my

phone. Not quite as convenient;

- Ability to close apps or shut down apps when desired;

- Lighter weight;

- Thinner footprint. On the other hand, with the Surface, I have:


- Familiar apps such as MS Office, Adobe Acrobat, and other business tools;

- A USB 3.0 port;

- A docking station;

- Ability to print. Microsoft wisely provided some popular substitutes as well:

- Includes Skype to compete with FaceTime;

- Includes Skydrive Storage to compete with iCloud. Bottom line for me is that I use my Surface during the business day and am still using my iPad for leisure. And, at the moment I am not quite ready to give up my laptop/desktop. But it has been a very positive experience and I only need to bring along the laptop sometimes, not all the time. 

KOZYAK MENTORING PICNIC



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Your connection
to knowledge, resources and networking



REFLECTIONS FROM THE REGIONAL CONFERENCE

AM I ALONE?

MICHELLE CASARES

Higer Lichter & Givner

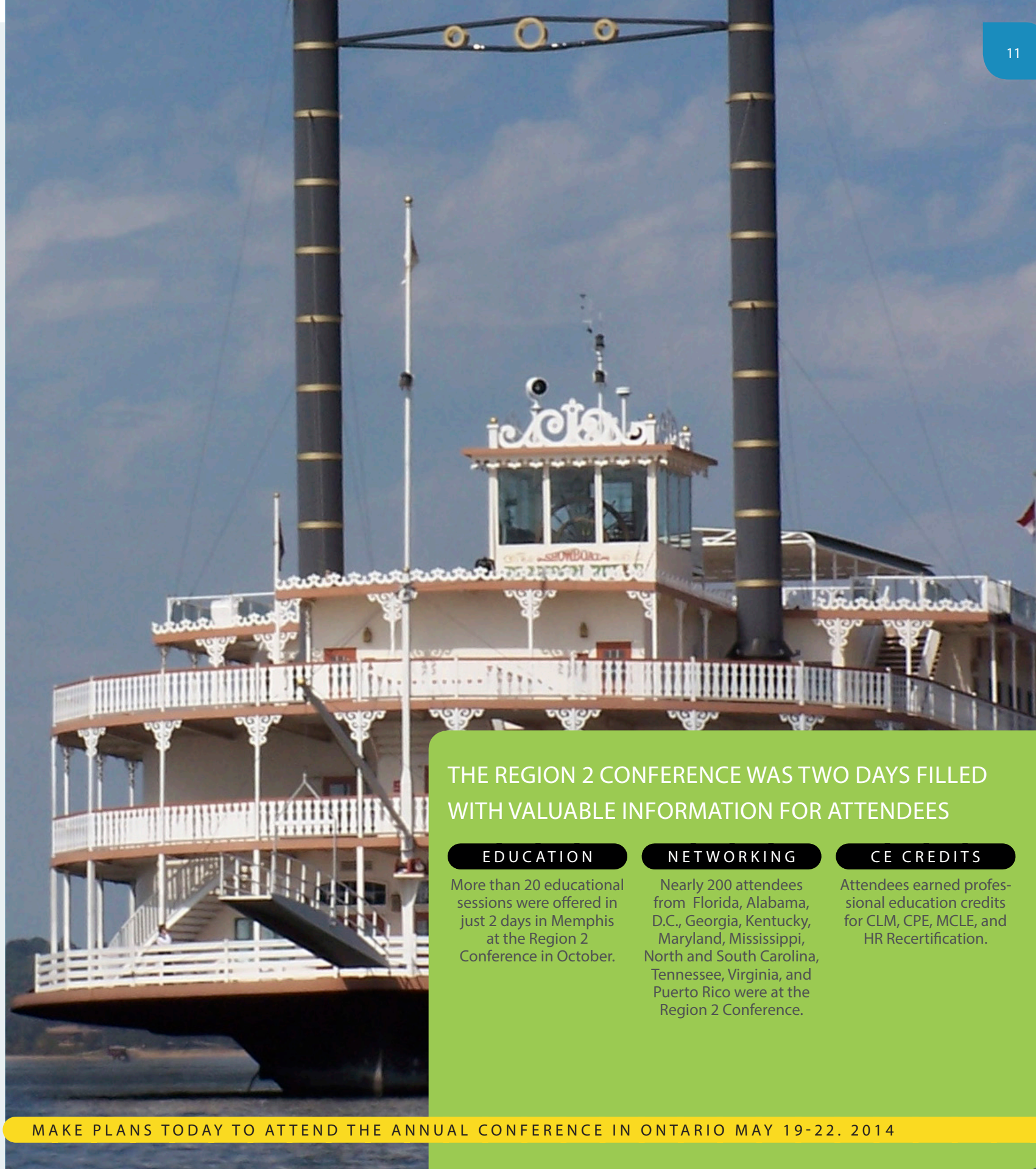
Am I alone? Have you ever wondered this? Well I have.

I have been in the legal field for over 30 years. As we all know, lawyers have a way of taking up all our time. I had not been a member of ALA for over 10 years. So when I rejoined, I decided I needed help. In today's arena, we must operate with intelligence and not re-invent the wheel. I finally realized that I could learn from others in my field and accomplish much more on a daily basis. How great is it that we can bounce ideas off someone in the same position, get the results while being assisted by someone with a smile and the willingness to help. That is the South Florida Chapter of Legal Administrators.

I am a firm believer that if you can be a part of a great group of your peers, that truly want to help guide you, why not utilize it? If you can even appear 'smarter' to your attorneys by the success of

others, why not? I run a law firm in Aventura that when I started consisted of 3 partners. Today we are blessed with a group of 16 lawyers. Therefore, I really do not have the time to "try" things out and wait to see if it works or fails - nor do I really have the time (office time that is) to research everything I need. When I was smart enough to realize that this group of amazing, successful administrators were willing to help - I grabbed on their coat tails. Get involved just a little and you will be amazed.

I was lucky to get a scholarship to go to a Regional conference in Memphis. This was so much more than I expected. You can say I am hooked. Not only did I get to socialize on a friendly basis - but we toured Graceland together. I realized that these people were actually fun! Then to be able to attend the conference and learn about all the legal changes in the market, the new programs/devices



THE REGION 2 CONFERENCE WAS TWO DAYS FILLED WITH VALUABLE INFORMATION FOR ATTENDEES

EDUCATION

More than 20 educational sessions were offered in just 2 days in Memphis at the Region 2 Conference in October.

NETWORKING

Nearly 200 attendees from Florida, Alabama, D.C., Georgia, Kentucky, Maryland, Mississippi, North and South Carolina, Tennessee, Virginia, and Puerto Rico were at the Region 2 Conference.

CE CREDITS

Attendees earned professional education credits for CLM, CPE, MCLE, and HR Recertification.

MAKE PLANS TODAY TO ATTEND THE ANNUAL CONFERENCE IN ONTARIO MAY 19-22, 2014

to assist in capturing things we are all unable to control, amazing. I am a single mom and really do not have the time to search all these things on my own, so to join an organization that is literally all over the world and having all the same issues I have, I felt a peace come over me. If you join to just get a few ideas from those that are already doing the work, or you join to grow as a successful administrator by walking the walk of others who already have succeeded, or to just know you are not alone. ALA will

do all that plus more. When you are part of the ALA, you learn life skills. You grow as a leader. You are able to multi-task like you never would believe. All these new found skills help you in your daily work life and will also help you in your personal life. You too can become a role model and meet an amazing group of people. I look forward to my next conference. This time I will not be as unsure, I will be stronger in my choices, eager to help and excited to see where my next venture will lead.



COMMUNICATION IS KEY

MARIO RUMASUGLIA

Berger Singerman

It's October 10th and I am off to Memphis for the Region 2 conference. These conferences offer education, networking, and a chance to explore the host city. I flew out of FTL early along with several other chapter members, with the goal of getting over to Graceland to see where the King lived. It worked out well as I got to see a little of the city and to get more familiar with several other chapter members along the way.

These trips are a great opportunity to network at a more personal level with folks that you may only be acquainted with professionally. So the adventure began early Thursday morning and ended with the welcome reception kicking off the conference. I traveled with a group of 6, 5 ladies, with me being the only guy, similar to ALA demographics. Our chapter had roughly 18 members attending the conference. I did get to visit Graceland that afternoon and made it back in time for the opening reception.

The opening reception was great, held upon the roof top of the

Peabody Hotel; it was hosted by Ricoh, and featured perfect weather, a great spread of food and an open bar. You really can't go wrong with that, can you? The South Florida contingent was there in force. Having attended conferences for the last several years I have made some friends and the opening cocktail reception is a great time to mingle and see who you bump into. The administrators and the business partners interact quite well, it is purely social, a chance to connect and to relax.

It is during times like this that you can develop relationships with both business partners and fellow administrators that broaden your circle of knowledge gaining you access to industry trends and to see how other firms deal with common problems.

The conference theme was leadership through effective communication:

Friday morning the conference opened up with Jeff Lanza, the keynote speaker, an ex-FBI agent,

who focused on how to be an effective communicator. I will attempt to summarize some of Jeff's presentation.

Jeff noted that in order to be an effective communicator, one also needs to be a good listener, to take responsibility for the communication that you send and receive and to double check to ensure that your communication results in mutual understanding. How to be a good listener? Proactive use of active listening, lean in to the speaker, concentrate on their words and their meaning, not on what you are going to say next. Sage advice, many times things fall through the cracks because communication is one-sided. Slowing things down slightly can improve upon the end result.

Remember the six C's of communication; clear, concise, correct, concrete, complete and courteous. Develop your message; is it a point, theme or idea? It should be positive in nature and meaningful

to your audience. Promote your message by reinforcing it publicly and taking action consistent with it, be proactive, take the initiative in communicating information to your stakeholders before they hear it from less reliable sources.

Be empathetic, show empathy in your communications and include it as part of your primary message. You can't always solve every problem but showing that you want to goes a long way.

See opportunity in every difficulty.

Use non-verbal communication to enforce your message.

Inspire passion and optimism.

So the above listed tidbits are useful in any profession but bottom line is to take responsibility for your communications, tailor your message to make it positive and to achieve the desired result with an

honest collaborative approach.

Likewise, the closing speaker, Dr. Dale Henry concentrated on leadership from a different angle. He spoke about the only four letter word everybody should use, T E A M. Dale spoke about the various profiles that exist amongst people. Recognizing that each of us has different strengths and weaknesses and learning to recognize and to capitalize on an individual's strengths.

I enjoyed this conference at every level, made some new friends and gained insight into current industry trends, experienced some of what Memphis had to offer and got out of the office for a few days. All positive items that left me refreshed and ready to get back to work on Monday. I feel that new ideas blend into how we deal with future issues. All of it makes us stronger and more capable of handling what law firm life places in our path.



MEMPHIS: THE HOME OF HOSPITALITY

BIANCA MOREIRAS

Wintter & Associates, P.A.

The crack of dawn, three red-eyed administrators make their way to the airport. They are excited to be heading for the Region 2 conference, in Memphis, Tennessee this fine October morning. One chatting about how nervous they are to fly, the other excited to visit Graceland and “the Kings” resting place, the third couldn’t wait to be waking up in a different atmosphere with no responsibilities except to write this article when it was all over.

We arrive in Memphis and set out to Graceland after we met up with several other South Florida Administrators (I am not mentioning names to protect the innocent). We had a grand time and returned in time for the welcome reception and dinner. We retired to our rooms early to get ready for what lied ahead the next day.

The next morning we listened to Jeff Lanza, our keynote speaker. His presentation on Leadership Communication: “Develop, Deliver and Connect” was very inspiring. Once over, we moved around the convention area to find our mini sessions. Half hour nuggets of wisdom presented by various ALA business partners. I attended “Why



Successful Firms Work.” I learned you must be measureable, sustainable and repeatable in order to be profitable. Now that’s a mouthful. Onward to “Planet of the Apps” so interesting. We learned about the mobile office, best applications, and apps I never even knew existed. One of the hot topics was security. It was presented by Britt Lorish of Affinity Consulting Group. I am sure she would share her PowerPoint with you. “Lunch”-BBQ what else would you be eating in Memphis. We had time to mingle with the business partners and eat abundantly (you know I don’t miss many meals). Your South Florida Chapter gathered, took photos and

compared notes during lunch. Discussed the afternoon sessions and off we were again.

Friday afternoon I attended DISC Personality Profiles how to “Manage your Managing Partner” (need I say more). Boy did I walk away with some extra tools in my tool box. It was very insightful and high energy. Right up my alley. We all rushed back to the Exhibit hall for the raffles. Mario R. and I won and we were excited to claim our prizes. It was great to see old friends (vendors) from my past ALA life. This was the first conference I had attended since 2010. Lots of discussion about a Business Partner “wild party” (not the

party- the theme... come on!) and how we were all looking forward to participating in the fun. You know I was there!

Before the party could begin, we were off to another session “Financial Statement Red Flags” OMG. I learned some great stuff, like how a firm gets audited and usually why. Did you know that there is a small percentage of small business and an even less of a percentage of Large business audited each year? So stop worrying my friends. Oh, by the way, it all starts at the individual audit. Buyers beware.

“Party time...” Friday night business partner IST Management Services held a magnificent dinner party. Everything included. There had to be 200 people there. In between dessert and dancing three of us slipped away for a carriage ride around town and along the Mississippi River. It was a blast. We returned to the party and danced for a while. This old girl called it quits way before midnight. I must say it was an enjoyable time.

The next day, Saturday, we continued to attend

mini sessions. I attended “Budgeting to the Matter” excellent. I learned even if your client doesn’t request a matter budget, do the exercise. We were given an excel template and was shown how to put this method into practice. The speaker was Linda M. Novosel, McKenna, Long and Aldridge, LLP. I am sure she would share her template with you too.

And Region 2 saved the best for last. The closing speaker, Dale Henry, PHD, spoke about “The Only Four Letter Word Everybody Should Use”. It was all about the TEAM Profile. I learned that I am a “T” “E” ready to hear what it means- “T”- don’t tell me what to do – tell me what you need to be done. “E” – Easier to get forgiveness then it is to get permission. Ok, stop laughing. I know sounds just like me. Dale held everybody’s attention with his quick wit, funny stories and off the wall energy. What a way to finish a conference. I could listen to Dale over and over again.

Well, you thought I was done right! No conference would be complete without the South Florida group

getting together for a “last supper”. Don’t ask me the name of the place I dined at I only know that it has the best ribs in all of Memphis. Can’t swear that it’s true because we didn’t eat anywhere else. I must say it was finger licking good. Especially the coleslaw made with mustard and the baked beans that had just enough sweetness. Everyone enjoyed themselves and for me, I’d do it all again. By the way, we stayed at the Peabody and yes we watched those cute ducks take the elevator ride home while sipping on a mint julep. It’s all good.

I’ll close for now. Sorry you were not there. Oh wait you could have been there. I was given a partial scholarship just for attending luncheons, helping on a committee, meeting with business partners. These are things we can very easily accomplish over a years’ time. The best part is I take away as much as I give. Our Chapter is the best Chapter ever. Did you know it is one of the oldest Chapters in the ALA Association? Get involved, stay involved and you will grow and prosper as an individual and a professional in the legal arena. Peace out!



Ralph Waldo Emerson:

“The only way to have a friend is to be one.”

Henry Ford:

“Coming together is a beginning. Keeping together is progress. Working together is success.”

Mattie Stepanek:

“Unity is strength... when there is teamwork and collaboration, wonderful things can be achieved.”

Harvey Mackay:

“My golden rule of networking is simple: Don’t keep score.”

MEMPHIS: ALL ABOUT THE NETWORKING

KRISTINE BLANCO

Gordon & Rees, LLP

The 2013 ALA Region 2 Conference, for me, was all about networking and making new connections. The Association of Legal Administrators (ALA) organizes conferences throughout the year enabling us to connect with peers and colleagues which in turn opens the door to a fun networking opportunity. The regional conference has it all, educational sessions, and fun after hour events. Our local chapter leaders do a great job of bringing us together. Attending a conference for the first time may seem a bit daunting, however, the “veterans” of the group, open their arms to the “newbies” and help us feel comfortable and welcomed.

The sessions are valuable and subject matters come in many varieties; a few of my favorites were “Planet of the Apps – The Mobile Office” with speaker Britt Lorish with Affinity Consulting Group; “Business Writing: Get Results One Message at a Time” with speaker Lynn Gaertner-Johnson with Syntax Training; and “The Only Four Letter Word Everybody Should Use” with speaker Dale Henry, Ph.D, founder of Your Best Unlimited. Dr. Henry was great! Funny, witty and very entertaining – we were laughing until the last minute. He demonstrates how being a “TEAM” (what four let-



ter word were you thinking?) improves day to day productivity, and explains the importance of knowing exactly who's on your team and how their personalities factor in. If you're attending a conference in the future and Dale Henry, Ph.D. is on the agenda, sign up!

The ALA would not be as successful as it is today without the help of our business partners. Walking thru the Expo gives us the opportunity to thank our business partners for their support while meeting new companies that can add value to your firm. Not to mention, the great raffle giveaways - don't forget to bring plenty of business cards.

The special events are icing on the cake. The Welcome Reception was a hit, it was held on the rooftop of The Peabody Hotel. We had great weather and views! The Blues at the

Ballpark was lots of fun and a unique way to experience Memphis, even for the non-baseball fan like myself. The local BBQ restaurants just walking distance from the hotel were amazing. You can't think of visiting Memphis and not try their world famous BBQ! Feeling like a “Hound Dog”, no problem, visit Graceland. The ALA chooses locations that make it very easy to turn your conference experience into a mini vacay.

All in all, the ALA Region 2 Conference was lots of fun and worth my time. I encourage those that have not attended a conference to join us on the next one. You will not regret the networking experience, and face it, we can all use a few days away from the office! So, long story short, 2014 Annual Conference in Toronto, Ontario here we come!



MEMPHIS: MY FIRST REGIONAL CONFERENCE

JENNIFER TORNES

MKRS Law

First and foremost, I wanted to thank the South Florida Chapter for affording me the opportunity to attend the Region 2 Conference in Memphis. Although I have attended 2 annual/national ALA conferences before, this was my first regional experience; and I must admit, it was certainly well worth the time. Since the attendance was limited to those in our Region, it gave me more of an opportunity to network with people on an extended basis and learn more intimately about some of the behind-the-scenes work that goes into preparing a conference.

Although I by no means have the full understanding of the countless hours that go into preparing and pulling off a conference, I tried to be more involved by participating as a session manager. This small participating alone exposed me to a group of people I would likely never have shared more than two words. Michael Keatts in particular was an amazing resource and made me feel a part of the team from the very first email. Additionally, in conversation with him, we discovered that a chapter member in Richmond shared my same enthusiasm for social media. He connected me with Ann Caudle and she and I exchanged at length about

our efforts to expand and broaden the social media impact for both the ALA and our own firms. I am certain that this will be a relationship that will further develop for the mutual benefit of your chapters!

With regard to the actual educational sessions, I was glad that there was not such an overwhelming selection to that I didn't feel like I was missing out on something, which is usually the case at the national conference. The session led by Judy Hissong “24/7: Surviving or Thriving” was of particular assistance to me so much so that I thought it should be a mandatory session for all legal administrators. We so often feel compelled to be connected via our media

devices at all times, that we lose sight of our own mental/physical health and well-being. This session assisted me in refocusing some of my priorities and making some conscious decision to disconnect at specific times of the week. I think this will have a real positive impact on my life away from the office and thus make me a better administrator and chapter member overall. The second session that had amazing take-ways that could also have an immediate impact on my performance both at work and with the chapter was the session led by Lynn Gaertner-Johnston titled “Business Writing: Get Results One Message at a Time.” Those of us in attendance were



tips and writing suggestions that, in an age where most communication is via email, we could more effectively communicate a message, and more importantly, build relationships with people while we did.

Our keynote and closing addresses were certainly the highlight of the sessions. Jeff Lanza was absolutely fantastic. He brought up great points

about communication and connection while utilizing effect media tools to leave a lasting impression with his audience. Not to take away from his session, but then we get into Dr. Dale Henry. Oh my (or shall I say "Woooo!") was he a dynamic speaker. Dr. Henry was just what we needed to close out the conference with a big bang while still delivering a key message. We are all certainly differ-

ent; we are all made up of many different qualities and attributes; but at the end of the day, we all complement each other when we learn how to work as a T.E.A.M. Thank you once again for this enlightening opportunity as I look forward to future conferences, continued involvement with the South Florida Chapter and a great 2014!



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Title: Director of
Human Resources

Firm: Becker &
Poliakoff, P.A.

Firm Size: 375

Years in Field: 23

What do you enjoy most
about your job: I enjoy
problem solving - the
feeling you get when
you solve someone
issues or problems.

If I weren’t in my
current position, I
would like to be:
Employment Attorney.

Favorite TV Program:
Grey’s Anatomy

Last Book Read:
Fifty Shades of Gray,
Fifty Shades Darker,
Fifty Shades Freed

Hobbies: Spinning and
lying around my pool.

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January 15, 2014
Webinar: Safeguarding
Assets and Related
Internal Controls
3 pm - 4 pm
Free to Chapter Members
Miami-Dade:RSVP to
jbenito@bilzin.com
Broward:RSVP to sarah.
lyons@hklaw.com
South Miami:RSVP to
bpeters@admiral-law.com

January 25, 2014
All Aboard with ALASOFLA
Sail Biscayne Bay
7 pm
Bayside Marketplace

February 6, 2014
Webinar: Conducting
Effective Performance
Reviews
3 pm - 4 pm
Free to Chapter Members
Miami-Dade:RSVP to
jbenito@bilzin.com
Broward:RSVP to sarah.
lyons@hklaw.com
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bpeters@admiral-law.com

February 11, 2014
Broward Monthly Lunch
Meeting
EBilling
11:45 am - 1:30 pm
The Tower Club

February 12, 2014
Miami Monthly Lunch
Meeting
EBilling
11:45 am - 1:30 pm
Location: Hyatt

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