

**LIC Officers**

President:  
Holly Evers  
Foley Hoag  
Boston, MA  
617-832-7050  
[hevers@foleyhoag.com](mailto:hevers@foleyhoag.com)

Vice President:  
Georgeanna English  
Cleary Gottlieb Steen & Hamilton LLP  
Washington, DC  
202-974-1965  
[genGLISH@cgsh.com](mailto:genGLISH@cgsh.com)

Treasurer:  
Joseph Geierman, CFM, FMP  
Troutman Sanders LLP  
Doraville, GA  
404-885-3557  
[joseph.geierman@troutmansanders.com](mailto:joseph.geierman@troutmansanders.com)

Secretary:  
Mike Lesage  
Stoel Rives LLP  
Portland, OR  
503-294-9180  
[mjlesage@stoel.com](mailto:mjlesage@stoel.com)

Past President:  
Mark Roberts  
King & Spalding, LLP  
New York, NY  
212-556-2212  
[mroberts@kslaw.com](mailto:mroberts@kslaw.com)

Membership Chair:  
Cynthia Dvorak, CFM  
Sidley Austin LLP  
Chicago, IL  
312-853-7486  
[cdvorak@sidley.com](mailto:cdvorak@sidley.com)

Newsletter Chair:  
Georgeanna English  
Cleary Gottlieb Steen & Hamilton LLP  
Washington, DC  
202-974-1965  
[genGLISH@cgsh.com](mailto:genGLISH@cgsh.com)

Newsletter & Programs Chair:  
Charlene Fischer, CFM  
Cleary Gottlieb Steen & Hamilton LLP  
Washington, WA  
202-974-1964  
[cfischer@cgsh.com](mailto:cfischer@cgsh.com)

Component Manager:  
Mary Ressler  
International Facility Management  
Association (IFMA)  
281-974-5641  
Email: [mary.ressler@ifma.org](mailto:mary.ressler@ifma.org)

## Message From Your President



I would like to thank our members who participated in our first Roundtable call this year that was held on March 5th regarding Move Management. It was a very interactive call, with many people sharing great stories. These roundtables - and our networking opportunities at events like Facility Fusion and World Workplace are some of the best benefits of being a member of the Legal Industry Council. We have a few other topics which we think would be of interest for future roundtables and encourage other suggestions at any time (suggestions can be directed to [hevers@foleyhoag.com](mailto:hevers@foleyhoag.com)).

We are approaching the end of the first quarter of 2013 and at this time we are hopeful that many of our members will be able to participate in Facility Fusion on April 2-4. Mike Lesage will be the LIC board member participating in Facility Fusion and also presenting one of the sessions. We are excited and hope that our members can join this West Coast event (more information about Facility Fusion will follow towards the end of the newsletter). If you plan to attend and have not been contacted by Mike, please feel free to reach out to him ([mjlesage@stoel.com](mailto:mjlesage@stoel.com)) so that our members can get together in LA.

In addition to planning a Q2 roundtable for our members, in June we will have elections for the LIC board. As I reach the end of my second year as president, I can only say that being on the board for many years has been a very rewarding experience. Sometimes people are hesitant to join - but I assure you that there are positions available that could involve very little time, but will help you to be part of this great group of people. The general time commitment is a 30 minute call every other week - and then a few responsibilities in between (and knowing that people are very busy, we do share responsibility so that nothing tremendous falls on any one person). Responsibilities could include overseeing our finances, taking meeting minutes, helping with our quarterly newsletters or website - or even just being part of our bi-monthly calls where we discuss new ideas that will be interesting and helpful to our members. Information will follow about this election in the coming months or please feel free to reach out to me about joining our board.

For me, we are finishing our 28 weekend paint/carpet project in Boston - which will be followed by a relocation of our DC office in April. After that, I look forward to no longer working on Sundays- and spending more time to plan for LIC events for the remainder of 2013.

As always, we welcome your suggestions, ideas and participation as members of the Legal Industry Council.

# Council & IFMA News

## Move Management Roundtable Summary

After completion of a 28 week renovation project of paint & carpet, I was the moderator for a roundtable discussion with LIC members. This started with an overview of 28 weekends of moving 20% of each floor to a staging area within the floor on a Friday afternoon - followed by new paint and carpet each Friday and Saturday with movers returning each Sunday to place everything into the newly renovated offices. We believe some of the details that made this project a success included:

**Communication** - This project started with communication to the entire firm outlining the project - with periodic updates - and very detailed information to everyone involved as we got close to each phase. This also included a move meeting about 4 weeks before we started on each floor, inviting everyone to join us to review instructions and details (lasting about 15-20 minutes), which was followed by e-mailing everyone the instructions, as well as a floor plan of the 5 phases per floor and the scheduled weekend of each phase.

**Attention to Detail** - Some of the details that we believe made this a success included sending each person computer plans for them to complete; asking everyone to send us a floor plan of their furniture layout (which we then measured each office in advance); photographing every computer set-up - as well as pictures in each office to assist us to replace everything exactly as it was. Our Sunday work was followed up with an e-mail to everyone in that phase advising them that we were complete, as well as instructions for unpacking. And then we visited each person Monday morning (usually starting early and continuing through the morning until we had seen each person) to ensure that everything was to their satisfaction.

**Additional Services** - We cleaned-up all empty offices (removing supplies, etc.); reorganized many case rooms (providing more table space or binder storage or box storage as may be helpful); scheduling detailed cleaning for each Sunday to wipe down all surfaces and vacuum (which was often needed after temporary flooring was removed); during the QC process we confirmed all furniture placement (including measuring) and then removed moving labels from everything except for crates. Although movers installed computers, someone from our IT staff came in each Sunday to test all computers.

Although each person had to pack everything in their office, we tried to make this process as easy as we could for everyone - with the end goal that each person would come in on Monday after their area was done and be happy with a clean, fresh working environment. It was an excellent opportunity for purging, cleaning and organization.

The one item that made this move so easy for everyone was the moving crates, which eliminated lifting of heavy boxes. This was great for everyone who had to pack, as well as our movers who would easily push crates down the hall. If anyone has a large move or relocation in their future, I would definitely recommend moving crates such as shown below (which are usually rented, but some people have bought a supply for smaller, internal moves). Holly Evers, Director of Operations, Foley Hoag (Boston, MA).



## **Member Spotlight**

Donna Baker, CFM, is Office Services Manager in the Seattle office of Stoel Rives LLP. Donna has been with the firm for about 25 years and is responsible for construction management in 11 regional offices. She has been an IFMA member since '92, earned her CFM certification in '95 and was among the original group of Legal Council members who gathered for the first time at Work Workplace in Chicago in '98. Donna has also served as Secretary and President of the Legal Council.



Last fall Donna was nominated by the Council, and accepted by IFMA, for a two year term as a member of the newly formed Councils Committee. The purpose of the Committee is to serve as liaison between the Councils and IFMA on issues such as membership, communication, best practices, etc. Committee members participate in Council Leaders conference calls, provide input and guidance to Council leaders and report to the IFMA Board on resources and support needed by Councils. In order to facilitate interactions between Councils Donna will work with the Airport Facilities and Information Technology Councils.



### **IFMA Facility Fusion 2013 Conference & Expo**

April 2-4, 2013  
Los Angeles, CA

Please join the council on Wednesday, April 3<sup>rd</sup> during lunch on the Expo floor.  
Look for the reserved LIC tables.



**[CLICK HERE](#)** to join the LIC group on Linked In and follow pertinent discussions.

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