



February 2007

This newsletter is a publication of the Legal Industry Council of IFMA. If you are receiving this newsletter it is because you are a member of the Legal Industry Council and the council board believes you will benefit from its content.

## Letter from LIC President Julie O'Loughlin

Dear fellow LIC members,

Happy *belated* New Year! Thank you to everyone for all of your wonderful contributions during the year. 2006 was a huge success for our council and we are looking forward to an even greater year in 2007.

I look forward to seeing all of you in Atlanta at our Industries Forum in May where we will have the opportunity to tour the new facilities at King and Spalding. For further details on this event as well as our other upcoming 2007 events, please go to our information link at: [www.ifma.org/learning/events](http://www.ifma.org/learning/events).

As some of you may already know, I have decided to step down as President of our council. I will continue to play an active role in the council as the acting past-president. This role will focus primarily on assisting the new President with transitioning into the position.

It has been a wonderful three years and we have made many strides as a team. I am certain that our new President will continue the efforts made by our council and will bring in new ideas and synergies that will make for a successful future.

As always, we love to hear from you. Please remember that without “you” there is no “we” – so don’t forget to give us your input!

Sincerely,

Julie O’Loughlin  
IFMA Legal Industry Council President  
Fenwick & West LLP  
Director of Operations/Facilities and Emergency Management



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## Welcome to the new LIC Board!

You voted and the results are in. We are happy to congratulate and welcome our new Legal Industry Council board. Your new board members are listed below. Look for a message from your new council president in next month’s edition of the newsletter.

President-	Craig Oakman, Phelps Dunbar, LLP
Vice President-	Mark Roberts, King & Spalding, LLP
Secretary-	Donna Baker, CFM, Stoel Rives, LLP
Treasurer-	Craig Rosen, Vedder, Price, Kaufman & Kammholz

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## **OUTSIDE THE OFFICE**

A LIC member will be featured every month in the newsletter.

### **MEMBER SPOTLIGHT - NORMA GWIN**

**Norma Gwin** is the Director of Operations at Nutter, McClennen & Fish, LLP in Boston, MA, a position she has held for almost 23 years. Before joining the firm, Norma was in operations at Raytheon Data Systems. Norma was one of the founding members, and the first President, of the Legal Industry Council.

#### **What changes have you seen in the Council since its inception?**

I see the LIC becoming more professional in its organization; more of a resource to the industry in its seminars and other offerings and more recognized within IFMA and with ALA members, as an educational tool in the legal community'.

#### **What is one work related achievement of which you are particularly proud?**

Actually, this may seem corny, but making the Legal Industry Council a reality is the achievement I am most proud of. I had this idea for many years, to find a way to develop a resource for me and my legal industry colleagues without geographic constraints. Thanks to the help of a few colleagues, we made it happen. This accomplishment continues to influence my career and I believe, the facilities profession.

#### **What is one aspect of your personal life that you'd like people to know about?**

My career dream was to become a designer but instead I married and had four children. Each one of those children has inherited different designer skills and qualities that they employ in their careers and in their personal life e.g. my oldest daughter is a graphic designer, so I am able to live vicariously through their accomplishments, still enjoying an occasional build-out project at work to tide me over!

## **The Comedy Corner**

Can you top this? Please submit amusing, strange or outrageous Facilities Management stories, [cfischer@cgsh.com](mailto:cfischer@cgsh.com), and [genglish@cgsh.com](mailto:genglish@cgsh.com).

### **“I’VE BEEN MOPPED”**

**Contributed by Cynthia Dvorak, Sidley Austin LLP**

When the maintenance man began mopping the men’s room floor he used perhaps a little more water than he should have, not noticing that one of the stalls was occupied. The next morning Facilities received a call from someone reporting that the previous evening “his pants had been mopped”. His shoes, apparently having been protected, were not harmed.



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## **We need your input!**

Do you have an interesting article or story to share with your fellow Legal Industry Council members? If so, please send those to Charlene Fisher at: [cfischer@cgsh.com](mailto:cfischer@cgsh.com) or Georgie English at: [genglish@cgsh.com](mailto:genglish@cgsh.com).

Writing skills are not necessary to send in your story. We can edit and adjust your information to fit our needs.

Believe it or not, our readers want to hear it. Send in your information today!



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## Upcoming Webinar

### Designing Collaborative Communication Facilities

Presented by: by Donna Martin, Senior Account Executive at SPL Integrated Solutions

Co-presenting: Adam Keplinger, Senior Design Engineer at SPL Integrated Solutions

**When: Wednesday, Mar 14, 2007 1:00 PM (CST)**

#### Use this link to join the meeting:

<https://www.livemeeting.com/cc/ifma/join?id=5CTFHM&role=attend&pw=wPh%3F8-b>

After attending this Live Meeting, you will be able to:

- Identify the types of collaborative communication facilities.
- Understand the key issues to consider when designing a collaborative communication facility.
- Have a basic knowledge of technologies used in a collaborative communication facility.



Donna Martin

#### Click to add to your Outlook calendar:

<https://www.livemeeting.com/cc/ifma/meetingICS?id=5CTFHM&role=attend&pw=wPh%3F8-b&i=i.ics>

Meeting URL: <https://www.livemeeting.com/cc/ifma/join>

Meeting ID: 5CTFHM

Meeting Key: wPh?8-b

Role: Attendee

**The audio portion of this webinar will be available for listening through your computer's speakers utilizing Internet Audio Broadcasting. If your computer is incapable of this function, please use the dial in information below.**

Audio Conferencing (Toll-free): +1 (866) 248-6630

Participant Code: 8884108101

**FIRST TIME USERS:** To save time before the meeting, check your system to make sure it is compatible with Microsoft Office Live Meeting: <http://go.microsoft.com/fwlink/?linkid=52354>

For assistance, visit Live Meeting Help and Support:

[http://r.office.microsoft.com/r/rlidLiveMeeting?p1=7&p2=en\\_US&p3=LMInfo&p4=support](http://r.office.microsoft.com/r/rlidLiveMeeting?p1=7&p2=en_US&p3=LMInfo&p4=support)

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## Helpful Listserv Information

### What is the listserv ?

An email network that provides instant access to LC members and allows members to stimulate conversation by posting questions, answers and opinions on various topics relating to facility management.

### Send a message to the listserv

Do you want to ask a professional question of your colleagues? Send an email to the Legal Industries Council listserv at [lc@listserver.ifma.org](mailto:lc@listserver.ifma.org)

### How to Search the Listserv Archives

1. Go to [listserver.ifma.org/lists](http://listserver.ifma.org/lists)
2. Click on the link "Subscriber's Corner"
3. Click on the phrase "Get a **new** listserv password"
4. Enter your e-mail address that is Registered with IFMA headquarters and select a password that you can easily remember.
5. Register this password
6. Check your e-mail for your confirmation message
7. Click on the link in the e-mail given
8. Click on Subscriber's Corner and then log in using your registered e-mail and password.
9. Click on the link given.
10. Click on Server Archives on the left of the page, and then select your council for your council's archives.

This registration is a "one time only" process. From here on out you can just visit <http://listserver.ifma.org/archives/> and the site should recognize you so that you won't have to enter your information again.

### Listserv Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information from which everyone can benefit.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.  
Do not send administrative messages, such as remove me from the list, through the listserv. Instead, use the **Command Instructions** provided to you in your introductory e-mail to change your settings or to remove yourself from the list.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."