



# Legal Industry Council Brief

Legal Industry Networking & Communications Channel

4<sup>th</sup> Quarter 2003

## IFMA LIC President's Message



by Donna E. Baker, CFM

**F**or this quarter's issue, I had intended to include my conference

memories, but I think you need to hear from others that attended the conference this year in Dallas. I agree with their statements and would add that if you didn't attend, you really missed a wonderful opportunity for renewing your energy and gathering new information. I encourage each of you to start now with your plans to attend next year's conference in Salt Lake City. Stoel Rives LLP will be hosting the Annual Legal Industry Council meeting with a tour afterwards. Start dropping hints to your boss that this is a must-attend event!

Now a word or two from your fellow members:

2003 IFMA World Workplace Conference  
Testimonials:

*I really wish everyone could have joined us and heard the messages from the keynote speakers, attended the classes, and went to the LIC meeting in person.*

*I so underestimated any benefit I would receive from my attendance at the conference. I went mainly because I felt guilty for not being involved in the council over the last two years, after making a commitment that I would be. I had good excuses, you all know them from your own lives. Too much work, changing politics within the firm, a huge*

*build-out and relocation, and dealing with demanding internal clients who were freaking out at the changes in their work environment. But, I had a little break in projects, and more important, a creative way to pay for the conference with AMX rewards (we pay many of our departmental bills with our corporate American Express, which has a membership rewards program that can be used for airline tickets, hotels, etc).*

*I can honestly tell you that I went to the conference with a cynical, rather superior feeling that I had reached a certain place in my career where I probably wasn't going to get tons of new ideas or gain any meaningful experience. After all, I had just finished a big build-out, and successfully relocated the headquarters for my law firm. This was a huge project, that I had led and participated in every aspect, from locating the space, negotiating the lease, to the design and built-out of both the shell and TI. I had gained so much experience during the entire process, what more could I learn. And, after all, doing all this in California, well what could folks from the rest of country teach me?! I mean, everyone knows that doing business in California is so much more difficult and demanding!*

*Boy, was I ever wrong!! I have already put into place many new tools, best practices and concepts that I learned over the course of the conference. Most recently, this week I was unexpectedly invited to a strategic planning session about possible new direction for the firm, and believe me, I could not have pulled off my participation without the inspiration and tools I received in Dallas.*

*As always, the best part was meeting and interacting with peers. I came back to work with a renewed focus and energy. The networking and interaction can not be undersold!*

*During the conference, and upon my return to work, a new awareness of where I want to go next in my professional development was energizing. IFMA really does provide its members with opportunities to enhance personal development. And the interaction of the LIC at the conference just cements how much I can get and learn from all of you to do my job better!!*

*Most of all, the interaction of LIC folks, the great experience each of them have, and the potential to help each other, further installs a confidence that really hit home. IFMA and LIC are incredible resources for helping and guiding us all to that next step in career enhancement and personal development if we choose to participate.*

*The interaction of everyone I met, the great educational sessions, and the terrific leadership workshop, installed a strong commitment to be more involved with both my council and chapter. I definitely walked away with the knowledge that the more I participate, the more I will get back.*

*Finally, both opening and closing keynote speakers were inspiring! They challenged us to read and learn new concepts, to further our commitment to grow as individuals and leaders. Tim Sanders and Dr. Suzuki both had similar thoughts about how to reach sustainability (the buzz word for sure!). It is all about continuing education, interaction and communicating. Simple things we do can have a huge impact on the world. Share your knowledge, work together, and have compassion for each other and the earth. All messages we know, but said with such enthusiasm and passion from both speakers, that everyone I spoke to, felt motivated.*

*Yep, even the folks who have been in FM for a million years and hate anything that doesn't have a functional, proven result, stood up and gave standing ovations. Now that's motivating!*

*Julie O'Loughlin, LIC Vice President  
Director of Facilities Operations  
Fenwick & West LLP*

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Donna,  
I really enjoyed the opportunity to meet with you and the other members of the LIC. It is so nice to finally put a face with the name. Unfortunately, I couldn't stay at this meeting very long because of other obligations. Jeff Tafel and I are willing to help in any way that we can from headquarters. I'd just like to thank you and all the member of the LIC again for making me feel so welcomed. That has made the transition into this position that much easier. I really appreciate it.

Thanks,  
Leslie Scantlebury  
Council Resource Manager  
International Facility Management Association  
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Houston, Texas 77046  
Phone: (713) 623-4362 x 142  
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leslie.scantlebury@ifma.org

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*I especially enjoyed the keynote presentation by Tim Sanders. The "world of abundance vs. scarcity" is the right way to view the varied and challenging situations LIC FMs are faced with all the time. The focus on the value of valuing people is something we all know, however to have that reinforced by Tim's presentation is reassuring for all of us who are asked to communicate on the varied and challenging levels all the time.*

*Philip Moran  
Administrative Services Manager  
Stoel Rives LLP, Portland*

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Donna,  
First let me say how wonderful it was to meet you and the rest of the LIC Council members who attended both the council meeting and the conference. I really enjoyed putting faces with the names from the newsletter and the list serve. I found the opportunity to discuss Facilities issues that are unique to those of us who work in the legal community invaluable.

As you know, this was my first time attending World Workplace, and I found it to be very informative and worthwhile. The quality of the educational sessions was excellent, and visiting the vendors at the Expo was extremely useful - Charlene and I have already put some of them to good use. And, on a personal note, I loved Dallas!

I certainly came away with some great ideas, and I look forward to getting more involved in LIC in the future.

Thanks,  
Georgie (Georgeanna) English  
Cleary, Gottlieb, Steen & Hamilton

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*Hi Donna,  
Like Georgie, I very much enjoyed World Workplace in Dallas. The LIC meeting, office tour, dinner and lunches had a great deal to do with the quality of the experience. It is always wonderful to hear stories from other (law firm) Facilities Managers and to share ideas and solutions. I'm very glad that this year I was able to spend more time with the LIC members than I have in the past.*

*I think that having other Associations partner with IFMA was a true benefit for IFMA members. The mix provided an interesting diversity that I felt was missing over the past few years. There was a wider variety of better quality educational sessions and vendors in the expo hall. Although, I enjoyed the Toronto World Workplace, I felt that there were too many sessions (at least the ones I attended) that were geared towards software rather than the issues we face every day. The sessions I attended in Dallas were very different in that regard.*

*Off the top of my head, rather than review a particular session I would like to mention two points I took home from two different educational sessions:*

*From John McLaulin's Winning Project Approval, I picked up a tip for documenting competitive bids. He recommended inserting a chart into a proposal to show side by side comparisons using succinct points. Although the chart, will not eliminate the need for detail, it is a good way to break out important*

*information for the reader to (easily) compare and evaluate.*

*John McGee, The Intelligent Technology Platform, felt that the role Facilities plays in coordinating projects as well as making sure infrastructure is in place, often has a direct result on the success of an IT project. Facilities and IT working together, although their focus is different, benefits the company (firm, corporation).*

*Donna, as always, it was a pleasure seeing you. Thank you for all you do for LIC.*

*Regards,  
Charlene Fischer  
Facilities & Telecom Manager  
Cleary, Gottlieb, Steen & Hamilton*

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*Donna, enjoyed the chance to meet with colleagues on the LIC on Friday and our dinner Friday evening. Some of the sessions I went to were particularly good. The main highlight for the 75 or more of us present at WWP from IFMA Atlanta was winning Chapter of the Year (for the second time), the Newsletter Award and the Web Site Award...all of the awards we applied for. IFMA Atlanta has now won 7 international level awards! It was an incredible evening for our Chapter and will keep us pumped for a long time.*

*Harry L. Ludwig, III  
Director, Facilities & Administrative Operations  
King & Spalding LLP*

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*Donna Baker is Administrative Services Manager at Stoel Rives LLP in Seattle.*

## Listserv Archive Instructions

One of the benefits of being a member of the Legal Industry Council is our very powerful LISTSERV. This tool allows council members to solicit advice and recommendations on a variety of subjects from their counterparts throughout the country via an e-mail network providing instant access to the entire council membership. Past topics have included emergency preparedness, AV vendors, modular carpeting, energy costs, and defibrillators and reception staffing. Now, you can also access and search the listserv archive from the IFMA website by following the instructions below:

### Council Listserv Web Instructions

1. Go to <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, 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, and you can immediately visit the archives area.

Thank you for your participation! If you have any difficulties using the archives, please contact **Leslie Scantlebury** at IFMA Headquarters in Houston.

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## The most respected global credential in facility management:

The Legal Industry Council  
congratulates...

**Peter Elton,**  
**CFM**  
Operations  
Manager  
Morrison &  
Foerster, LLP



...for recently  
passing and receiving his CFM -  
Certified Facility Manager  
designation.

## The Council Welcomes the following New Members:

- ★ **Kristina Longoria**  
Meyers Nave  
Oakland, CA
- ★ **Craig D. Rosen**  
Vedder, Price, Kaufman &  
Kammholz, P.C.  
New York City, New York

# IFMA Legal Industry Council Annual Officers Meeting

Friday, October 17th 2003  
Thompson & Knight LLP

## 1) Attendees:

- Donna Baker, LIC President, Stoel Rives LLP
- Julie O'Loughlin, LIC VP, Fenwick & West LLP
- Mark Roberts, Secretary, King & Spalding LLP
- Philip Moran, member, Stoel Rives LLP
- Charlene Fischer, member, Cleary Gottlieb
- Georgeanna English, guest, Cleary Gottlieb
- Sandy Meek Robertson, member, Gardere Wynne Sewell LLP
- Steven Rothmund, guest, Sidley Austin Brown & Wood LLP
- Scott Glendinning, guest, Vinson & Elkins LLP
- Warren Harris, guest, Hunton & Williams LLP
- Kathy Farley, member, King & Spalding LLP
- Harry Ludwig, Past President, King & Spalding LLP
- Kim Wood, host, Thompson Knight
- Drew Hemley, host, Thompson Knight
- Leslie Scantlebury, IFMA Council Resource Manager
- Jeff Tafel, IFMA Associate Director of Member Resources

## 2) Meet & Greet:

- Attendee's were all introduced around the table and asked to give a short bio of themselves.
- Donna gave a short history of IFMA and the formation of the Legal Industry Council acknowledging the past presidents, Harry Ludwig, Norma Gwin and Lucy Lessane.
- Definition of Facility Management - A profession that encompasses multiple disciplines to ensure functionality of the built environment by integrating people, place, process and technology.

## 3) IFMA Representatives: Leslie Scantlebury & Jeff Tafel introduced/ issues covered:

- Ways to improve the response system of the List Serve
- Improve the ways that reports go out. (i.e. Membership Reports)

## 4) Treasury Report :

- Total Assets - \$3518.79
- It was mentioned that our only significant expenditure this year was \$500.00 as a donation to The IFMA Foundation.

## 5) Membership Drive:

- Cynthia Dvorak was lauded for her excellence in keeping the directory updated with the new members we have been receiving.
- Noted that the LIC has had the highest growth in the past fiscal year of all councils. This is especially important to recognize because many councils, as well as IFMA itself, have been losing members due to the economic downturn we have experienced.
- The question was raised by Donna if we are too narrow in our guidelines for letting outside entities (separate from Legal) join our council. The answer was a resounding "No!" One of the reasons people join the LIC is because our focus is so different from the average Facility Manager. We have different issues that we share throughout this council and opening it up would dilute the atmosphere we have worked to achieve.
- Electronic Directory - it was agreed that this directory needs to be more user friendly and should definitely be integrated with the LIC Website.

## 6) Website

- Due to Craig Oakman's extremely busy schedule, it was suggested that we hire a webmaster to assist him and he could oversee the production of the website.
- Harry Ludwig suggested a web designer they had used in the Atlanta IFMA chapter who he would contact and see if they were available to help us. A cost of \$60.00 per month was suggested as the going rate.

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- Mark Roberts suggested that the Website was where our focus this year should be, and that we should not be "pennywise and pound foolish" in spending the needed money on it. He also suggested that the website should be our greatest asset in communication. The List Serve Archive should be readily accessible, we should have "point and click" access to members and their information...the information is there and should be at our fingertips.

### 7) Teleconference/Audio Seminars:

- Kudos once again given to Jim Gile for his excellent work in setting up some very informative seminars, as well as to Julie O'Loughlin for her providing the seminar on Contract Negotiation.
- Attendance has been excellent at these seminars and they seem to be catching on with the membership.
- Suggestions were given for new seminars, which included LEED's Certification, A Different Look at Ergonomics, and Working with Design Firms.

### 8) Newsletter

- Newsletter has been very successful this year and sending it electronically has been a very welcome addition.
- Esther Diamond cannot do it all alone. Donna has requested that we submit book reviews and articles pertaining to facilities management and our experiences in the field.

### 9) Office Terms

- It was suggested that we realign office terms to coincide with those of the IFMA calendar. After some minor discussion it was decided that our office terms would remain the same at least until Julie O'Loughlin succeeds Donna Baker.
- All other officers have agreed to renew their terms for one year.

### 10) Salary Survey

- As in previous discussions, the subject of having the ALA recognize Facilities Managers in their salary survey, was introduced.

- A "grass roots" campaign to have this job title was introduced. It was suggested that we contact ALA representatives in our respective cities to see how we could get this position reviewed.
- The ALA salary review is important because it used by many of our CFO's to determine salary adjustments.

This years meeting ended with a conclusion that our main focus point for the year 2004 should be :

- Membership - both new and renewal
- Website
- Salary Review.

There was also discussion as to whether an "FM 101" brochure for handout or a place on the Website could be activated for new members. This would help them assimilate into the LIC and learn some of the idiosyncrasies we all share as Facility Managers at law firms

Donna ended the meeting reminding everyone that the 2004 World Workplace would take place in Salt Lake City, Utah. We also thanked Kim Wood and Drew Hemley for their hospitality.

A tour of the facilities at Thompson & Knight followed.

## IFMA Legal Industry Council 2003-2004 Officers

<b>President</b>	Donna Baker, CFM Stoel Rives LLP <a href="mailto:debaker@stoel.com">debaker@stoel.com</a>	<b>Past Presidents Chamber</b>	
<b>Vice President</b>	Julie O'Loughlin Fenwick & West LLP <a href="mailto:joloughlin@fenwick.com">joloughlin@fenwick.com</a>	<b>1999-2000 &amp; 2000-2001</b>	Lucy Lessane Cahill Gordon & Reindel <a href="mailto:llessane@cahill.com">llessane@cahill.com</a>
<b>Secretary</b>	Mark Roberts King & Spalding <a href="mailto:mroberts@kslaw.com">mroberts@kslaw.com</a>	<b>1998-1999</b>	Harry Ludwig III King & Spalding <a href="mailto:hludwig@kslaw.com">hludwig@kslaw.com</a>
<b>Treasurer</b>	Craig Rosen Vedder, Price, Kaufman & Kammholz, P.C. <a href="mailto:crosen@vedderprice.com">crosen@vedderprice.com</a>	<b>1996-1997 &amp; 1997-1998</b>	Norma Gwin Nutter, McClennen & Fish LLP <a href="mailto:ngwin@nutter.com">ngwin@nutter.com</a>
<b>Membership</b>	Cynthia Dvorak, CFM Sidley Austin Brown & Wood <a href="mailto:cdvorak@sidley.com">cdvorak@sidley.com</a>		
<b>Communications</b>	Craig Oakman Phelps Dunbar LLP <a href="mailto:oakmanc@phelps.com">oakmanc@phelps.com</a>		
<b>Programs</b>	James Gile Thelen Reid & Priest LLP <a href="mailto:jgile@thelenreid.com">jgile@thelenreid.com</a>		
<b>ENews</b>	Esther Diamond Lord, Bissell & Brook <a href="mailto:ediamond@lordbissell.com">ediamond@lordbissell.com</a>		