



June/July 2006

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

Summer is quickly upon us and the heat is on to start planning for World Workplace October 8-10, 2006 in beautiful San Diego, CA. We are excited about the opportunity that this event will provide for education, career counseling and arguably the most important, networking with IFMA Members.



Based on the data we gathered from the recent surveys many of you have participated in, we know networking is a priority for most of you. Without a doubt, World Workplace is an optimal time to not only network with other members from the LIC, but also to talk with facility leaders from many other industries. While I have always found my peers in other Law Firms to be an invaluable and critical resource, I have also found that networking with peers from other industries has given me solutions and ideas that I may not have explored if I had limited my networking to only the Facilities Managers working in the legal industry.

Certainly the event in San Diego will give the LIC ample time to meet and discuss legal specific topics. We have many things planned to foster our Council and industry; first of all, our theme – “swimming with the sharks” will be a focal point throughout the event, from the seminar and welcome reception we are hosting on Sunday, October 8th, to the parade of councils and lunch gatherings. We have designed a banner and signage that will be prominently displayed at the tables that have been designated in the lunch pavilion for the Legal Council Members to gather during the lunch break each day during World Workplace. In addition, our annual business meeting and tour of a local law firm will provide an optimal time to network, talk about the challenges facing the legal industry and of course, how to survive and thrive "Swimming with the Sharks"!

On another subject, we hope that you are noticing our increased efforts at providing more education and communication. As I alluded to in my April President's Letter, your LIC officers are working hard to respond to the priorities set by you! After reviewing the survey results, and meeting face to face in New Orleans for the strategic planning session, we renewed our commitment to provide more venues for education and communication. So far we are making headway to meeting our goals by providing a monthly newsletter as well as an opportunity for education every 4 to 6 weeks. Please do let us know what interests you for future subjects so we can continue to stay on track – it is sometimes challenging to continue to think of topics on our own.

Many of you were able to take part in the webinar on June 9th, “The 2006 Hurricane Season: Yesterday's Lessons are Tomorrow's Successes” which our own VP, Craig Oakman was a presenter. The feedback we received has been very positive. If anyone missed the webinar, or would like the

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slides, please contact me at joloughlin@fenwick.com and I will be sure to get the material to you.

Make sure you check the LIC Web site for updates, and current news. The next webinar is scheduled for July 26, 2006 at 1 pm EST. Craig Rosen, LIC Treasurer and Communication Officer, has coordinated with Marc Betesh, the President and CEO of KBA Lease Services to give us some tips and education about lease auditing. This webinar will help facility professionals educate themselves in understanding the financial and term complexities of leases, how to control operating expenses, and distinguish between landlord and tenant obligations. This information is especially pertinent for law firms, as most of us lease rather than purchase our space. You should have received an invitation to this webinar on July 6th. If you did not and would like one, please contact: melissa.hyde@ifma.org. And please remember, we really do value your feedback and opinions after such webinars!

Upcoming Webinars

July 26, 2006 - 1PM EST - Lease Auditing Seminar via Webinar

Speaker: Marc Betesh, President/
CEO KBA Lease Services
www.kbalease.com

Facilities managers are tasked with ensuring that building services are properly delivered to end-users.

However, most facilities managers are not privy to the terms of the leases that govern the landlord-tenant relationship. Leases contain complicated terms that can shift some or all of the costs of building operations to the tenant. This seminar will help attendees understand the financial terms of their leases, including operating expense and tax pass-throughs and sundry charges. It will also examine how the failure to understand these terms can lead to unexpected costs for tenants, and explore the processes needed to keep such expenses under control.

KEY LEARNING POINTS

- How base rent is calculated
- Understanding the differences between Net and Gross leases
- Understanding the effects of the various types of operating expense pass-throughs
- Distinguishing the landlord's obligations to provide services from the tenant's obligations to pay for them

September 13, 2006 - 1PM EST - Trends in Law Firm Space Planning and Design

Speaker: Christopher C. Murray III, AIA/ Principal - Gensler
www.gensler.com

Source of the topics that will be covered in detail include:

- Branding the space- creating an image for the Firm
- Conference rooms- Conference Center Vs. Decentralized
- Client support- Amenities to allow clients to be supported in their needs
- Security- Allow mobility of clients while restricting their access to practice areas
- Flexibility- Meeting rooms, adjustable room sizes and functionality
- Practice suites- Adaptable workrooms adjacent to attorneys tailored to the practice area's needs
- Library- Evolution of the library from a reference center for lawyers to a research area with professional librarians
- Litigation centers- Usually located off typical floors, even in another building to house large documents, contract attorneys and space for coding and imaging
- Support departments- Central Vs. Disbursed
- Off- site facilities- Firm wide support groups for multi-location firms



**October 8-10, 2006
IFMA World Workplace in
San Diego, CA**
www.worldworkplace.org

The Legal Industry Council's theme will be "Swimming with the Sharks". More details to come in future newsletters.



OUTSIDE THE OFFICE

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

MEMBER SPOTLIGHT – GLENN COOK

Glenn Cook is the National Director of Facilities for Miller Thomson in Toronto, Ontario, Canada. Miller Thomson has nine offices, with about 500 lawyers, located throughout Canada. Glenn has been in facilities management for about 28 years; he has been with Miller Thomson for five and before that was the North American Manager for Thomas Cook Foreign Exchange for six.

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

It has to be moving three Ontario offices within six months of each other during the past year. All moved on time and were completed on or under budget. Those aspects made it a positive for the lawyers. From my standpoint, the positive was working with a certain team. Teaming up with two or three of the main senior partners was a benefit. Working as a team gave them an understanding of and appreciation for what I do. They gave me the backup and support to do the job so that we were able to move 90,000 sq. ft. in three and a half months during winter. At the same time we were also working on two other smaller office moves and changing records management to a different vendor. It was a high for three or four months during the construction, but it was fun.

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

I'm a wannabe everything. I love golfing in the summer, although only average at it, and I curl in the winter. Our team participates in several cross-border bonspiels (tournaments) with one in Utica, New York, being a yearly favorite. With teams from as far as Detroit, to New York City and Ottawa, Canada, you get to meet a great cross section of people.



THE COMEDY CORNER

Can you top this? Please submit amusing, strange or outrageous Facilities Management stories to debaker@stoel.com, cfischer@cgsh.com, and english@cgsh.com.

Strangest Shopping List – contributed by Donna Baker, Stoel Rivers LLP

We had to pick up 3 packages of beef jerky, a six-pack of Jolt cola, and a dog muzzle for an attorney to give to a client. We were scared to ask what he was planning on doing with it. 😊

