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**Message From Your President**

This morning I was awakened by the music of Tom Petty and the Heartbreakers playing out of the iHome radio on the sidetable. It was 4:25 AM. I knew this because on the other sidetable there is a clock which displays in bright blue light on the ceiling, the time. It's a constellation that I call "Gotowork". I tried to slip back to sleep but the backup alarm on my Blackberry went off at 4:30 AM. I have no idea how something that small can produce such a terribly loud sound. Sort of like a bleating moose. I got out of bed and picked up the beast and hit dismiss, then I checked my messages. I always pray that some crisis has not occurred during the short time that I get to sleep. I often wonder if this is how Batman wakes up. I noted there were only 18 messages between 11:00 PM and 4:30 AM. All of course needing my immediate attention. There was also a calendar reminder that said "Write President's Letter". As I walked to the shower, and the other denizens of the household arose, the televisions came to life. At least four all on different channels. Reruns of "Ryan's Hope", ESPN talking about someone named King James, CNN with a picture of oil spewing from a broken pipe (I think that is also a rerun), all in all, a cacophony of information. My son interrupted the information onslaught by asking what new smartphone did I think he should get. "Should I get the Droid HTC Incredible or the Motorola Droid X? The Incredible has the capacity to get more apps, but the X can download movies and has an HDMI port that allows you to play the movies on the LED." I looked at him puzzled for a minute and asked if either one had an app that printed money. Someone once texted me that an I phone has more memory than was on the Apollo 1. All that power in the hands of a teenage boy. He grimaced and walked away texting someone, something, that was very important. I am sure the text included the words "Dad" and "ridiculous".



In my car on the way to the train station, the car "told" me different things. It told me to strap myself in. It told me the tire on the left side was low. It told me the temperature outside and then told me to change the temperature inside. I turned on the radio so I could not hear my car telling me things. On the radio I heard more about King James and the oil spill. I thought maybe we could stuff the pipe with all the money LeBron is about to haul in. At the station platform a disembodied voice told me my train would be on time, while an LED light flashed directly beneath the speaker

saying there would be a delay. This is called "neutral information" and almost always works. On the train I watched as everyone plugged themselves into their iPhones and Droids and began the process of texting and tweeting. Important subjects I am sure. Cures for terminal illness, how to stop the leak, and the all important "Where are you?" followed by "I am almost there". Each person inches away from each

## President's Message continued...

other, people touching people they don't even know, enveloped in their own cone of silence, texting away. This is now called communication. I turned up the sound on my iPod Touch so I didn't hear the clicking of the keyboards.

I walked to the office from Grand Central Station bombarded by electronic images. Walk here they said, step there they said. I dutifully obeyed and made it safely to the office, no doubt due to the electronic instructions. Entering my office, my lights flicked on automatically. I turned on my PC which purred to life (I noted I had another 10 messages and it was only 7:30 AM) and was about to start writing. I thought there has to be a fine line between the technology which I love and find infinitesimally useful and being human. So I went down to the supply room and got a pencil and paper and one of those little sharpeners that produce those shavings that smell like school, and I began....

*This morning I was awakened...*

## Stay Positive

Mark E. Roberts

President/LIC

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## IFMA's World Workplace Conference & Expo

Oct. 27-29, 2010  
Atlanta, Ga., USA

If you're responsible for leading your organization's efforts in implementing strategies for a safer, healthier, more resilient work environment, then [IFMA's World Workplace Conference & Expo](#) is where you need to be in 2010.

IFMA's World Workplace is hosted annually by the [International Facility Management Association](#) (IFMA), the largest and most widely recognized professional association for facility management.

**About the LIC:** *The Legal Industry Council shares information among FMs from law firms, corporate legal departments and academic legal departments. Discussions center on vendor issues, easier and more efficient ways to perform services, emerging technology, ADA, OSHA and other regulatory information.*

If you are attending the LIC business meeting at World Workplace and would like to go on the aquarium tour, the LIC will pay your admission fee. Contact Mark Roberts at [mroberts@kslaw.com](mailto:mroberts@kslaw.com).

## LEGAL INDUSTRY COUNCIL

### Legal Industry Council Gets Wet at Georgia Aquarium.

Which Aquarium has the only whale sharks in North America? Where can you find the only two manta rays on exhibit in the US? Want to see what it takes to keep up the World's Largest Aquarium? Step behind the scenes and get ready to immerse yourself in an undersea adventure!

Come sail through the secrets of the Georgia Aquarium! Discover some of our most popular exhibits from a view that only a Behind the Scenes tour can give you! Come closer to the stars of the Aquarium (our animals) and learn all about what it takes to be the world's largest aquarium! On the evening of October 26th, come play and enjoy a wonderful and memorable voyage through the Georgia Aquarium.

Date: October 26 | Time: 5:00 to 6:30 | Cost: \$25 per person

Location: Details to follow



where **imagination**  
go to play.

  
GEORGIA AQUARIUM  
at Pemberton Place





## Local Legal Industry FM Groups

As members of the Legal Industry Council know, networking and sharing your knowledge and experiences with other people who do the same kind of work is invaluable. To that end, a group of 12 Facility Managers from Atlanta's mid and large size law firms have started meeting at quarterly luncheons. In addition to the value of sharing common experiences, the group provides an opportunity to discuss the importance of both IFMA and its Legal Council with potential new members.

So far this year, meetings have been held at the offices of Troutman Sanders, and Arnall Golden Gregory. The following pictured Atlanta members attended the last lunch.



From left to right they are,

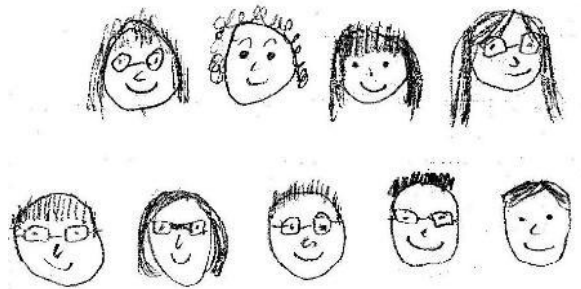
Kyle Soto - Weinberg Wheeler Hudgins Gunn & Dial  
Kathy Farley - King & Spalding  
Jamaine Coleman - Drew Eckl Farnham  
Amanda Mathis - Arnall Golden Gregory  
Yemi Soyemi - Nelson Mullins Riley & Scarborough  
Barbara Cochran - McKenna Long & Aldridge  
Mark Avera - Alston & Bird  
Jill Stevens - Smith, Gambrell & Russell  
Randall Buice - Bryan Cave Powell Goldstein  
Joseph Geierman - Troutman Sanders

The Atlanta group's next event will be held in September at the offices of Jones Day.

Chicago Council members have also been meeting quarterly or so for the past several years. Their most recent gathering took place at the end of June in the offices of Smith Amundsen.

The following individuals attended that meeting.

Nancy Becker - Chapman & Cutler  
Diane Brummel - Smith Amundsen  
Lourdes Ceballos - McGuire Woods  
Esther Diamond - Lock Lord Bissell & Liddell  
Jerry DiCola - Brinks Hofer Gilson & Lione  
Cindy Dvorak - Sidley Austin  
Rich Kozlowski - Katten Muchin Rosenman  
Steve Rothmund - Sidley Austin  
Jeff Schelinski - Levin Schreder & Carey



The next Chicago meeting will be held in early fall at the offices of Chapman & Cutler.

If you are interested in joining the Atlanta group please contact Joseph Geierman at [Joseph.Geierman@troutmansanders.com](mailto:Joseph.Geierman@troutmansanders.com). For the Chicago group please contact Cindy Dvorak at [cdvorak@sidley.com](mailto:cdvorak@sidley.com). If any of you are interested in organizing groups in your cities Cindy can provide you with a list of your local members.



## Member Spotlight—Noel McNulty



For the past three years Noel McNulty has been Facilities Manager at Howard Rice, a San Francisco firm of about 120 lawyers who provide services in the areas of large and complex litigation, corporate counseling and transactional work, tax matters and bankruptcy. Prior to serving as Facilities Manager Noel was Facilities Coordinator. His has previous facilities management experience at another law firm, a software development company and an advertising agency. Noel believes that the work he did in the hospitality industry after emigrating to the US from Ireland in '93 provided a good foundation for his work in facilities management.

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

I took on the project of getting the firm at which I previously worked recognized as the first law firm to be a San Francisco Green Business, [www.sfgreenbusiness.org](http://www.sfgreenbusiness.org). It was a nine month process and my biggest, proudest moment other than a two year remodeling project during which we renovated the entire firm, about 105,000 sq.ft. At Howard Rice we are currently in the process of working toward green business recognition.

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

I love the work I do. I live in Hercules in the East Bay area with my partner and two dogs and we are currently remodeling our condo – living the American dream. I travel at least twice a year to visit my Mom, family and friends in Ireland where I was born and raised and spent most of my young life. I was fortunate to win the visa lottery back in 1993 which afforded me the wonderful opportunity of being able to live in the U.S. I've loved the States since I was a kid and spent summers visiting my Aunt, Uncle and Cousins in New York. I spent five years living in New York before moving out west to California and settling down and which I now call HOME.

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## Legal Industry Council—Retention Rates

During the month of June the LIC received the highest retention rate percentage out of all 16 councils!

Thank you for being a member of the council!



Do you happen to have any interesting articles you have read or written that you'd like to share with your fellow LIC members? Please email [genGLISH@cgsh.com](mailto:genGLISH@cgsh.com).



## MANAGING EXPECTATIONS DURING PHASED RENOVATIONS

*The following article was written by Roxanne Sale. Roxanne was the HITT Project Manager for the most recent build-out and phased renovation of the Cleary Gottlieb Steen & Hamilton space in Washington, D.C. The phased renovation floor plan highlighted in her article was one of many that were posted in the Cleary Gottlieb Reception Areas during the renovation.*

Phased Renovations can be challenging and time consuming; especially when you are the person responsible for managing expectations. The design is finalized and you're searching for the right contractor to join the team. This is where the fun begins. The questions presented by the law staff will be plentiful. Where will I go? How long will I be out of my Office? Just imagine hundreds of questions on top of your already full workload. Before requesting a vacation the length of the renovation, take a deep breath and visualize a plan that anticipates the answer to most of the questions by the staff. Enlisting the help of your general contractor can be a great way to complete any renovation strategy.

Just remember the key components in a highly qualified general contractor's approach are Communication and Understanding. Scheduled durations in conjunction with the amount of space a law firm can devote to the phase typically drive the number of phases for the project. One of the first questions asked - How much space can be included in each phase? Followed by - How much time does the law firm require moving people in and out of phases? Does the law firm want to move the furniture or should the construction team move the furniture? Knowing these pieces of information builds the foundation of the renovation strategy. Additionally, once established other vendors can be incorporated into the strategy. Understanding the level of disruption, a law firm can withstand, will determine if the project can be completed during a normal work week or during "off hours". Although a highly qualified general contractor will realize, that sometimes there are no "off hours" in a law firm. The goal is to make the renovation as stress free and uncomplicated as possible. By partnering with the law firm, the building management and architectural teams understand everyone's challenges and concerns; a proper strategy can be implemented.

Once the renovation strategy takes form, one of the tools a highly qualified general contractor may have found helpful in relaying dates and durations to the personnel of the law firm is a phasing plan. These large scale reproductions posted on each floor in a purposeful location will help direct personnel away from construction areas and maintain a safe workplace. It is a great way to communicate useful information, including "smells or noise" that may be a part of the construction and forgotten by prior firm communications.

Flexibility in phasing is essential. The project has commenced, several phases complete and an area of the renovation cannot be completed during the "scheduled" timeframe. This is where the experience of a highly qualified general contractor's understanding and flexibility govern. The management of the phasing schedule, from conception through close out, determines the success or failure of the project. Communication with the team to rearrange phases to accommodate a new challenge ensures a successful renovation.

As the project nears completion and you look forward to getting back to your normal day to day activities. A highly qualified general contractor lives by the motto "Done is Done" day in and day out. That includes effectively completing punchlists in a timely manner and communicating the acceptable timetable to all affected parties.

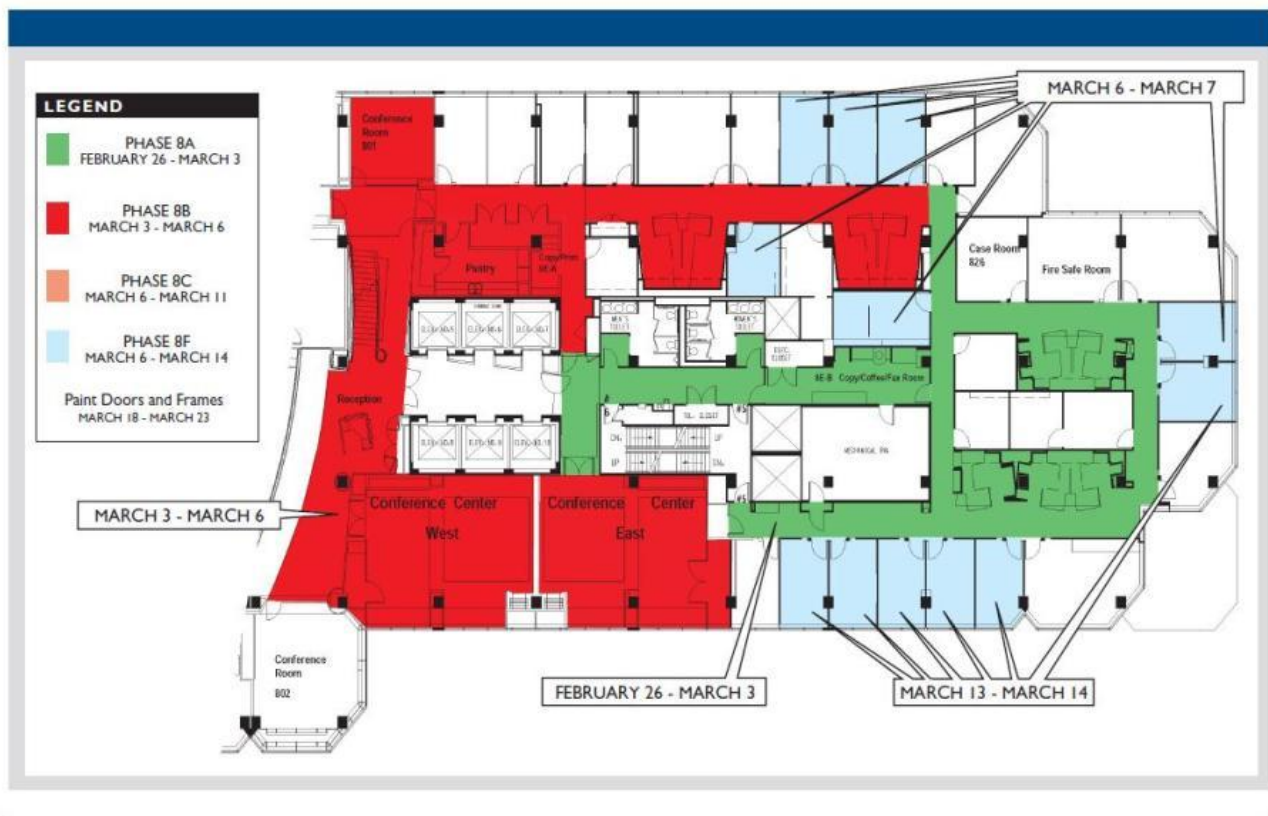
Roxanne Sale  
Project Manager, Law Firms Division  
HITT Contracting Inc.



ABC LAW FIRM



8TH FLOOR - EAST





## Legal Industry Council—Online Community

### TIPS FOR NAVIGATING:

After your first login, you must subscribe yourself to the council postings to activate email deliverability to all council postings, similar to the listserv. You are not automatically subscribed to email delivery.

1. Log in to <http://www.ifmacommunity.org>
2. Click on **Forums** on the top left menu tab
3. Click on **Forum Subscriptions** (located on the left hand side of the page, under Shortcuts)
4. You can then change the default setting from not receiving subscriptions to receive postings via email. Click under the **Subscription to "YES"** (to receive postings by email similar to the listserv) or **"NO"** (which means you will need to login to the IFMA Online Community to view the discussions) The subscription's default setting is "NO" in order to change it to "YES" simply click on the "NO".

### TIPS FOR POSTING & REPLYING TO QUESTIONS:

1. To **reply** to emails that you receive, you can post your responses (just like the listserv).
2. If you would like to **post a new message/question** to the Legal Industry Council Online Community without having to login to IFMA Online Community, just send your email to this email address for your specific council, [lc.council@ifmacommunity.org](mailto:lc.council@ifmacommunity.org). This will allow for you to post and reply by email, similar to the listserv tool we were using.



#### **Legal Industry Council Web site**

Click here: <http://www.ifmalic.org/>

Check out the LIC Web site for the latest information on conferences, officers contacts and much more!



# Legal Industry Council Newsletter



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## 2010 Legal Industry Council Newsletter Sponsors

We are pleased and honored to announce that several companies who provide goods and services to Legal Council member firms have agreed to sponsor our newsletter for 2010. You will see their company logos and links to their web sites in each issue of the newsletter published this year. Below is information on each of our new sponsors. When the opportunity presents itself, please support those who support the Council.

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**AVI-SPL** - With more than 40 years in the industry, AVI and SPL bring together a solid tradition of providing complete audio video systems and audiovisual equipment, collaboration and presentation solutions. [www.avispl.com](http://www.avispl.com)



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# Legal Industry Council Newsletter

2010 Legal Industry Council Newsletter Sponsors continued...



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