



CROSSTALK ● ● ●

Central Florida Chapter of the Association of Legal Administrators

April - June 2020

From Our President

By Maureen McArdle, Chapter President



As I thought about my upcoming year as president of our chapter and what I wanted to achieve I wasn't expecting a world pandemic. I wanted to continue to build bridges to embrace change. To provide valuable information and support so that we can continue to be leaders in our firms. I realize that change is hard and a lot of work, but it is an inevitable part of life and if we don't embrace it and adapt we will be left behind.

In this difficult and surreal time I think it is important to continue to carry on and embrace our new normal for the time being. I think we need to provide consistency and accountability to our firms. We need to keep our

standards high and continue communicating. We need to embrace the cultures of our firms and try to have

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some fun. Lastly, we need to remember gratitude.

Within the chapter we are continuing to try and keep things normal. We had our first ever zoom board meeting. We are planning on having the April monthly meeting via zoom. An invita-

tion will be sent soon. Know that as a board we are still committed to provide valuable educational opportunities and be there as support for all of our members.

We can weather this storm and will come out on the other side stronger for it. Let's all continue to build those bridges and embrace change.

I hope to see all of you in person soon but until then by zoom.

Stay Safe and Healthy.

Respectfully,

Maureen McArdle

Meet our newest CFCALA member!

Julianne Vosika
Human Resources Director
Zimmerman Kiser &
Sutcliffe PA

A Warm Welcome to our new Executive Board

Welcome to this year's Executive Board!

Maureen McArdle, President

Katie Shaw, Vice President

Robin Neill, Treasurer

Jane Corser, Secretary

Business Expo

“Another great event with a great organization!”

– Orange Legal



“A fabulous day with CFCALA!”

Love the annual vendor show!”

– AppleOne

“I loved the theme – so much fun to dress up, network and be around great people!”

- OneDigital



2020 – 21 Executive Board

President: Maureen McArdle

O'Mara Law Group
president@cfcala.org

Vice President: Katherine Shaw

Rissman, Barrett, Hurt,
Donahue, McLain &
Mangan, PA
vice-president@cfcala.org

Treasurer: Robin Neill

Dellecker, Wilson, King, McKenna
treasurer@cfcala.org

Secretary: Jane Corser

Latham, Luna, Eden & Beaudine
secretary@cfcala.org

Past-President: Stephanie J. Donaldson

Shuffield Lowman & Wilson, PA

2020 – 21 Committee Chairs

Business Partner Relations and Expo: Deidre Olden

Communications: Dawn Betancourt and Debbie Wittig

Community Connection: Position Open

Diversity & Inclusion: Don Kerr

Education (webinars): Katie Shaw

Elevate Scholarship: Ray Herod

Focus Groups: Mellissa Waters

Membership: Jean Carrafiello and Melissa Lambert

Nominating Committee: Stephanie Donaldson

President's Council: Stephanie Donaldson

Scholarships: Georgette Freid

Socials/Social Media: Allyson Bisland

Survey: Lisa Marcum

Website: Robin Neill

CLM: Georgette Freid

What are you doing about COVID-19?

As some of the restrictions are lifted, what is your office doing to protect your firm?

There have been a few discussions about this amongst our members, both at the meeting and in some simplest conversations. Here is some of what we heard.

Most firms did not ever close. We are considered essential, and we have stayed open and available to our clients, with some major changes.

The first, and likely the biggest change, is many firms were locking their doors and working remotely. Client meetings were via video calls, like Zoom, or done on the telephone.

Many firms that are discussing bringing employees back to the office are doing it in stages. Either bringing in a few at a time, or working in shifts, so there are never too many people in the office at once. In most cases, clients would still be included only through video and telephone calls.

For safety, many firms are making sure hand sanitizer will be available throughout the office, they are providing and encouraging masks, and some are even taking temperatures every morning on arrival.

Common areas, like conference rooms and kitchens are remaining closed or with limits to the number of people in them at a time.

VoIP phone systems have helped many firms with the transition to working remotely.

Remote Online Notary services are also being used, when possible. A lot of firms are looking into their options here.

When asked how the firms were going to go about reopening, a common answer was phasing in backwards from the way they phased out, meaning they will reverse what they did to close the office and work towards getting back to open.