

NABE-News

CALENDAR from www.nabenet.org

Communications Section Workshop

When: Oct 6 - 9
Where: Minneapolis, MN
“Make Tracks to
Minnesota. . . Where
Creative Ideas Run Wild!”
Click [here](#) to register online.

NABE Board of Directors meeting

When: Nov. 5 - 6
Where: Destin, FL

GR Section Workshop

When: Nov. 10 - 12
Where: Washington, DC

NABE Administration and Finance Section Meeting

When: Feb. 7 - 8
Where: Salt Lake City, UT

NABE/NCBP/NCBF Midyear Meeting

When: Feb. 8-12
Where: Salt Lake City, UT

CSE Retreat

When: March 8 - 9, 2005
Where: Chicago, IL

Bar Leadership Institute

When: March 10 -12, 2005
Where: Chicago, IL

ANNOUNCEMENTS

Welcome New Members! NABE is in the enviable position of having an influx of new members. Those who recently joined are:

- Sherri Belfield, Director of Communications, Mecklenburg County (NC) Bar
- Landry Butler, Publications Coordinator, Tennessee Bar Association
- Dawn Chase, Public Relations Coordinator, Virginia State Bar
- Lori Ruckstuhl Clar, Executive Director, Essex County (NJ) Bar Association
- Frances M. Czajka, Executive Director, Anne Arundel (MD) Bar Association
- Leanna Dickstein, Program Coordinator, State Bar of California
- Dawn Fraylick, Communications Director, Macomb County (MI) Bar Association
- Patricia Hohman, Website Coordinator, The Florida Bar
- Pam Johnson, Financial Administrator, Tennessee Bar Association
- Daniel L. Maguire, Administrative Assistant-Communications, State Bar of Georgia
- Sherri Massa, Publications Coordinator, Indianapolis Bar Association
- Dottie McCallen, Communications/Membership Director, Memphis Bar Association
- Patricia A. Moore, General Counsel, State Bar of Texas
- Stacey Morris, Director of Finance & Human Resources, Mecklenburg County (NC) Bar
- Michelle Porter, Assistant Director of Communications, North Carolina Bar Association
- Kevin Priestner, Associate Editor, Texas Bar Journal, State Bar of Texas
- Jackie Rogers, Administrative Director, Board of Overseers of the Bar (ME)
- Connie Schin, Marketing Manager, New York State Bar Association
- Stacey Shrader, Director, Young Lawyers Division, Tennessee Bar Association
- Lindsay Thompson, Editor, Washington State Bar News, Washington State Bar Association
- Teresa A. Weidemann-Smith, Public Affairs Coordinator, State Bar of Wisconsin

We welcome you to NABE, and hope you find it a friendly, informative, supportive organization. Be warned, however – you’ll be receiving one (or more) calls from the NABE Board, sections, committees and forums, all wanting you to participate in something!

Committee/Forum Conference Calls: Speaking of committees and forums, conference calls with the chairs and board liaisons are being held today and tomorrow. The chairs will report on their efforts to recruit new members, their plans for the year, and ideas for services/benefits NABE can provide to our members, especially those who cannot or do not attend the midyear and annual meetings. Results of those conference calls will be shared with you next week.

Midyear Meeting Mailing: (I just love alliteration!) This week, you should have received a mailing, with housing and registration form, for the Midyear Meeting in Salt Lake City. Please make plans to attend, as the Program Committee has a dynamite line-up of programs scheduled. The NABE Administration & Finance Section is sponsoring a management workshop on Tuesday, Feb. 8, which will focus on administration, human resources, and financial issues. Remember that the headquarters hotel for the

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NABE meeting is the Marriott Downtown, which is directly across the street from the Salt Palace Convention Center where the programs will be held.

10 Quick Ways to Improve Board Meetings: Courtesy of Jan Masaoka and Board Café (www.boardcafe.org)

- Name tags for everyone, every meeting.
- Post an acronym chart on the wall.
- Write an “anticipated action” for each agenda item.
- Make sure that each person says at least one thing at every board meeting.
- No one-way communication from staff.
- Don’t include committee reports on the agenda just to make the committees feel worthwhile. If a committee has done work, but doesn’t need it discussed, put the committee report in the board packet.
- What are the two most important matters facing the organization? Is one of these matters on every board agenda?
- Encourage “dumb” questions, respectful dissent, authentic disagreements.
- Make sure the room is comfortable!
- Adjourn on time, or agree to stay later.

Bonus Idea: Once every year or two, survey the board about meetings, asking things like: “What do you like best about board meetings? Least? Are you satisfied with the items that are usually on the agenda? How could the president encourage more discussion at the meetings? Is the location or time of day difficult for you?”

Stress Relief: One of my goals as NABE President (besides survival!) is to encourage each of us, myself included, to take better care of ourselves. So from time to time in NABE-News, I’m going to share some strategies and tips for how we can relieve stress (not that we have any), recharge our batteries, and find happiness and peace in the bar association world!

Let’s face it – we’re going to have stress in our lives, no matter what we do. The goal is not to avoid all stressful events, but to develop the ability to relax during day-to-day activities and challenging occurrences, such as work, family, health or financial concerns. One of the most common sources of stress for most people comes from wasting time and energy struggling with things that are not in their control. To limit this source of stress, learn to recognize the things that are not in your control, let them go, and shift your focus to things that you actually can control or influence.

One of the major ways to relieve or manage stress is to have a support system of people who know and care about you. That’s where NABE can help. If you haven’t already, find people who do what you do and can relate to the stresses you encounter. If you don’t know how to find such a group, get involved in a committee, section or forum – or contact me, one of the other board members, or staff director Jill Werner, and we’ll give you some ideas. One of the things I’ve learned in my 10+ years in bar association work is that you can’t do it by yourself (well, you can, but you’ll slowly and surely go crazy), so reach out and get the support you need.

That’s my sermon for the day. Everybody breathe deeply. . .and go have some fun!