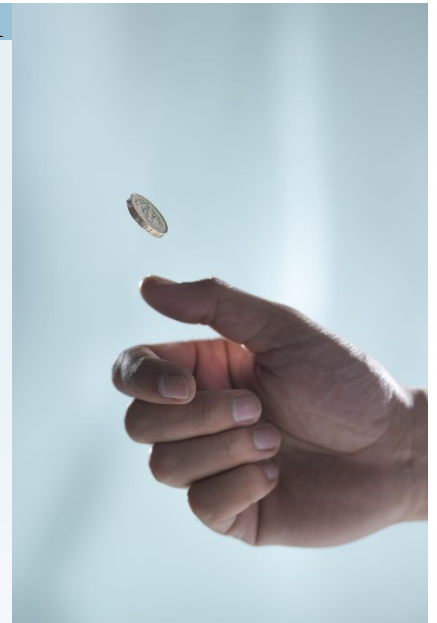




A Chapter of the Association of Legal Administrators

*New Mexico Association
Of Legal Administrators
Newsletter*



Interesting Hawaii Law

It's illegal to place a coin in one's ear. This was enacted to protect the Kingdom of Hawaii coinage.

-goodhousekeeping.com

National Holidays

- Feb 1 - National Get Up Day
- Feb 3 - National Carrot Cake Day
- Feb 4 - Nat'l Thank a Mail Carrier Day
- Feb 5 - Bubble Gum Day
- Feb 7 - Nat'l Send a Card to a Friend Day
- Feb 8 - National Kite Flying Day
- Feb 9 - National Pizza Day
- Feb 11 - Nat'l Peppermint Patty Day
- Feb 13 - National Cheddar Day
- Feb 16 - National Almond Day
- Feb 17 - National Random Acts of Kindness Day**
- Feb 18 - National Drink Wine Day
- Feb 20 - National Love Your Pet Day
- Feb 22 - National Margarita Day
- Feb 23 - National Banana Bread Day
- Feb 24 - National Tortilla Chip Day
- Feb 25 - National Clam Chowder Day
- Feb 26 - National Pistachio Day
- Feb 27 - National Strawberry Day
- Feb 28 - National Tooth Fairy Day

EVENTS & MEETINGS

February 2 - Groundhog Day

February 4 – 12:00 NMALA Board Meeting via ZOOM, everyone's invited

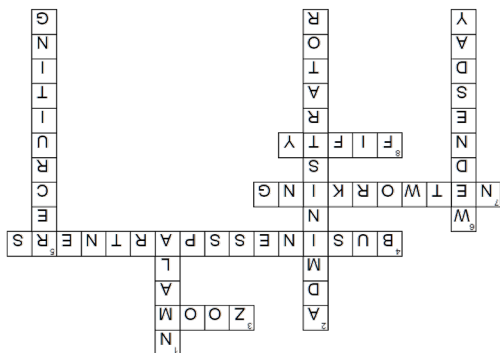
February 10 – 4:00 NMALA Membership Meeting via ZOOM.

February 14—Valentine's Day!

February 15 - President's Day



"Your hindsight on this case, was far more accurate than his foresight."



Helpful Places on National ALA's Website

FREE WEBINAR

New Year, New Firm: Strategies to Drive Cash Flow in 2021

Thursday, February 11, 2021 12:00pm MST

As firms look to the year ahead and set goals for law firm management in 2021, this webinar will discuss simple steps that firms can implement to streamline billing and payments best practices and keep a steady and predictable cash flow throughout the year. This webcast will explore:

- Best practices for billing and payments so that you can improve your firm's 2021 cash flow
- Best practices for bringing in payment on AR
- Tactics for pursuing aged AR and avoid writing it off in its entirety

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HELPFUL ZOOM TIPS

Zoom Rooms is adding the ability to count the number of people in conference rooms to maintain social distancing, and measure air quality.

Zoom Room customers can now pair their Zoom Room with their mobile device, to more easily join meetings directly from your phone. You can also download the Zoom Rooms Controller app to turn your phone into a remote control, giving you the ability to start or join a meeting and full audio, video and participant controls.

Another new feature lets IT administrators view how many people are in a conference room in real time, to help ensure social distancing guidelines are being met and that meeting spaces aren't too crowded. You can also push that information out to the scheduling display outside of a conference room, so that someone walking by can see the maximum number of people allowed in before entering.

For more information visit:

<https://www.cnet.com/news/new-zoom-features-are-prepping-for-a-hybrid-world-when-you-go-back-to-the-office/>

Clues for Crossword Puzzle Found on Page 5

ACROSS

- 3 Video conference platform which skyrocketed in use due to the COVID-19 pandemic
- 4 Term for NMALA Sponsors
- 7 Interacting with others to develop professional contacts
- 8 How many years the Association of Legal Administrators has been around

DOWN

- 1 Acronym for the New Mexico Chapter of the Association of Legal Administrators
- 2 Title for person responsible for managing the activity of legal staff
- 5 Seeking out employees for a job opening
- 6 Day of the week NMALA meetings are held

Get outside as much as possible

Unless your area is under a stay-at-home order or you need to remain in quarantine, try to exercise outside as much as possible. Take a walk, jog, or ride a bike outside, just remember to wear a mask and/or maintain a safe distance from others. The fresh air and sunshine will provide a further boost to your mental health.

Walk in a new way.

Immerse yourself in the full experience of walking outdoors by adding a mindfulness element. Notice the smell of the air, the variety of flowers and trees and the feel of the sun or the wind as you move. Bringing your attention to these things can give your conscious mind a break from your worries and unleash your creativity. You might find new ideas and solutions coming to you when you weren't even aware you were working on them. If you find you need to up the intensity of your walks, look for hills, do some step ups on the curb at each corner, skip, or even jump up and down the curb a few times (if appropriate for your fitness level and joints).

-helpguide.org

LETTER FROM OUR PRESIDENT

Happy New Year, Members! We made it through 2020. The new year is a time to reflect and move forward with new goals for a propitious new year ahead. We are busy working on new ways of bringing everyone together virtually, and hopefully in person soon.

Let's make 2021 a fantastic year!

All the best,
Penimah

WIRED's RECOMMENDED READING

No One is Talking about This

by Patricia Lockwood

Black Buck

by Mateo Askaripour

The Echo Wife

by Sarah Gailey

White Feminism

by Koa Beck

A River Called Time

by Courttia Newland

Wild Swims

by Dorte Nors

Yolk

by Mary H.K. Choi

The Inland Sea

by Madeleine Watts

Land of Ingary Trilogy

by Dianna Wynne Jones

**If you have any
topics of interest you
would like to learn
more about, please
let us know!**

Email Heather at

heather@doughtyalcaraz.com



NMALA BUSINESS PARTNERS

Platinum Sponsor
Ephesus

Gold Sponsors
Midway Office Supply
HUB International

Silver Sponsors
Employer's Pro
Advantage
Letherer Insurance
Sabio Systems
LexisNexis

DID YOU KNOW: BUSINESS PARTNER Vince Kassetas - Midway Office Supply

1. How long have you been associated with the NMALA? 2008 sponsored lunches and are member since 2015.
2. What is the best memory of the NMALA? Being able to get together at the events and talking and getting to know our business partners at a personal level that's what makes tis organization so great the personal interaction.
3. What is the name of your company and what do you do? Midway Office Supply - Account Manager.
4. What do you love most about your job? Meeting all the firm admins and getting to know them all, to be able to assist and helping them conduct business in an efficient way.
5. If you could live anywhere, where would that be? Mountains of Colorado.
6. What is your favorite food? Mom's Italian food.
7. What was your best family vacation? Alaska 2 years ago.
8. What would you sing at Karaoke night? Jump - Van Halen.
9. Have you ever had a nickname? What is it? No.
10. If you were a super-hero, what powers would you have? Healing powers.

COVID-19 CASES FEBRUARY 3, 2021

	<u>CASES</u>	<u>DEATHS</u>
Worldwide	103M	2.24M
United States	26.5M	447K
New Mexico	175K	3,312

Stay Home

- In general, stay at home: avoid unnecessary travel and always stay at home when you are sick (except for medical emergencies).
- Wash your hands frequently.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Provide for all meetings to take place remotely whenever possible.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

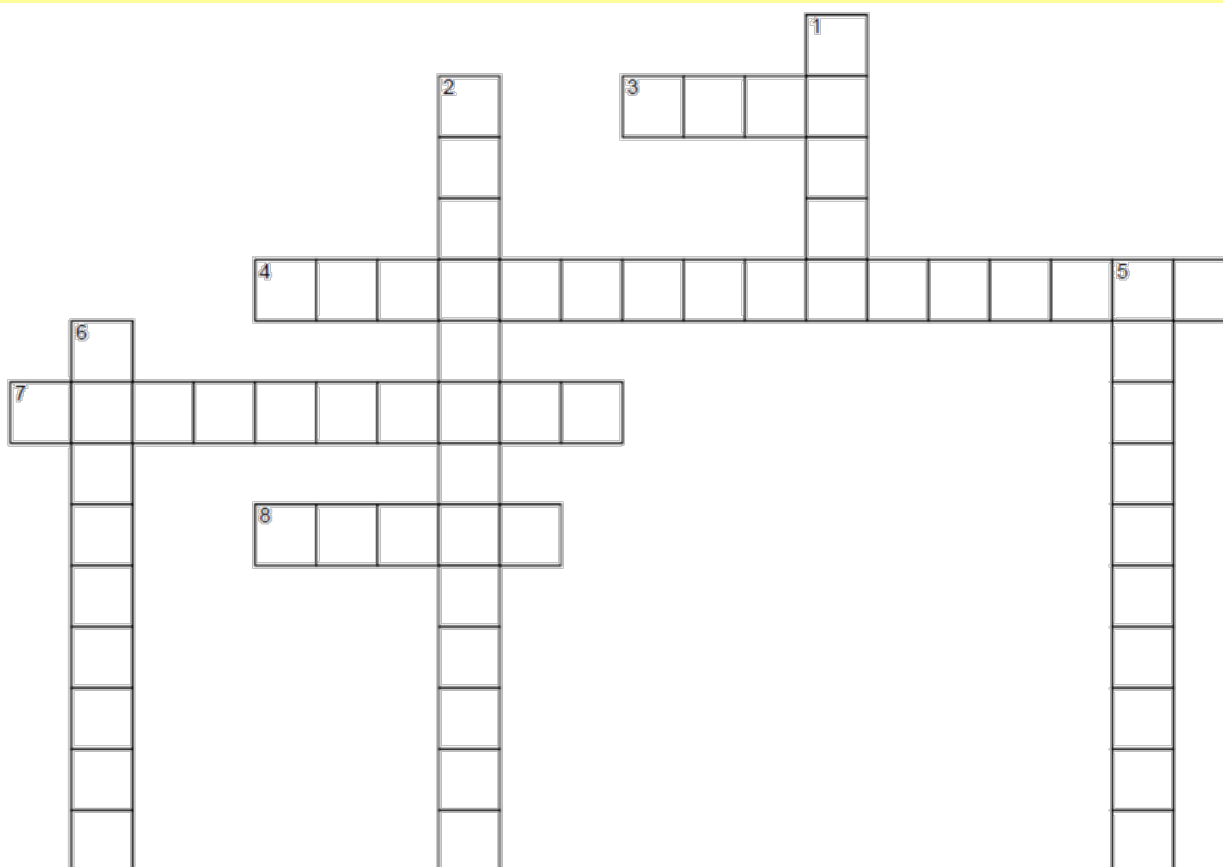
Watch for symptoms of COVID-19:

- Fever
- Cough
- Shortness of breath
- Sore throat
- Headache
- Muscle pain
- Chills
- Repeated shaking with chills
- Loss of taste or smell

DID YOU KNOW: MEMBER

Lindsey Price - Walsh Gallegos Trevino Russo & Kyle, P.C.

1. How long have you been a member of the NMALA? 2 years.
2. What is your best memory of the NMALA? Spending time with fellow NM members during the 2019 Regional Conference in Austin (my home state). It was awesome to have members from both my Alamo chapter and NM chapter there!
3. Where do you work and what is your role? Walsh Gallegos Trevino Russo & Kyle, P.C. - Firm Personnel & Benefits Specialist and New Mexico Office Manager.
4. What do you love most about your job? Helping employees and solving issues.
5. If you could live anywhere, where would it be? I'm happy where I'm at, surrounded by family, in San Antonio, Texas.
6. What is your biggest fear? Not making a difference
7. What is your favorite food? Tacos and pretty much anything Tex-Mex
8. What was your best family vacation? Ambergris Caye, Belize (anywhere near the ocean is my happy place)
9. What would you sing at Karaoke night? I would be in the audience enjoying the show, but ask me after a few drinks
10. Have you ever had a nickname? What is it? Blue Eyes
11. If you were a super-hero, what powers would you have? Mind reading (pretty sure our attorneys expect me to have this ability)



DID YOU KNOW: MEMBER
Julie Ziemendorf - Hatcher Law Group, P.A.

1. How long have you been a member of the NMALA? Since 2011.
2. What is your best memory of the NMALA? There are a lot. I did have a great time at the annual conference in Las Vegas.
3. Where do you work and what is your role? Hatcher Law Group, P.A., Office Administrator.
4. What do you love most about your job? Working in a small firm, I have a lot of flexibility, and wear many hats. My job is never boring.
5. If you could live anywhere, where would it be? We just bought a lovely adobe home in Espanola. Right now there's nowhere I'd rather be. I'm very much looking forward to working in our gardens (yes, multiple gardens), in the spring.
6. What is your biggest fear? Heights. And my secret fear of dying alone.
7. What is your favorite food? Oh, I love food, all food. Maybe fried chicken? Or Pizza? Or lovely, lovely seafood. I just can't choose.
8. What was your best family vacation? Right now, with COVID any vacation seems great, but my favorite was a "girls" pre-Christmas trip to meet my sister and niece in New Orleans, a couple of years ago..
9. What would you sing at Karaoke night? Robert Earl Keen - Feelin' Good Again.
10. Have you ever had a nickname? What is it? Jules.

February 3rd is National Carrot Cake Day

Ingredients:

Cake:

- 4 eggs
- 1 ¼ cups vegetable oil
- 2 cups white sugar
- 2 teaspoons vanilla extract
- 2 cups all-purpose flour
- 2 teaspoons baking soda
- 2 teaspoons baking powder
- ½ teaspoon salt
- 2 teaspoons ground cinnamon
- 3 cups grated carrots
- 1 cup chopped pecans

Frosting:

- ½ cup butter, softened
- 8 ounces cream cheese, softened
- 4 cups confectioners' sugar
- 1 teaspoon vanilla extract
- 1 cup chopped pecans

Directions:

- **Step 1** - Preheat oven to 350. Grease and flour a 9x13 inch pan.
- **Step 2** - In a large bowl, beat together eggs, oil, white sugar and 2 tsps. Vanilla. Mix in flour, baking soda, baking powder, salt and cinnamon. Stir in carrots. Fold in pecans, Pour into prepared pan.
- **Step 3** - Bake for 40-50 minutes. Let cool in pan for 10 minutes, then turn out onto a wire rack and cool completely.
- **Step 4** - To make frosting: In a medium bowl, combine butter, cream cheese, confectioners' sugar and 1 tsp. vanilla. Beat until the mixture is smooth and creamy. Stir in chopped pecans. Frost the cooled cake.



SEND A CARD TO A FRIEND DAY IS FEBRUARY 7

Here is a card—send it to a friend and make them smile!

