

### AALL Team a Valuable Resource

by AALL Executive Director Kate Hagan; edited by Susan P. Siebers and Gretchen Van Dam  
photos by Elizabeth Markel

AALL is a vibrant professional association with more than 5,000 members who are committed to providing leadership to the profession, who serve as advocates for the best practices and legislative enactments in support of access to legal information, and who educate one another through shared information.

As the newly hired executive director, I am excited to be a part of such a dynamic and supportive association. I have been on staff since June 18 and had the opportunity to meet many AALL members when I attended the Annual Meeting last July in New Orleans.

It was a great introduction to AALL, and I was able to see first-hand all of the activities and programs that make up the work of the Association. I have been most impressed by the dedication of the members and the leadership they provide to AALL. It is truly a member-driven association.

But all of these programs and activities and the success that AALL enjoys would not be possible without the support of a dedicated staff, and AALL is fortunate to have that as well. Many of the AALL staff are seasoned veterans with a number of years of service under their belts. Others are new to the organization and have become an important part of the Headquarters team.

It has been a pleasure to work with and get to know the AALL staff. To a person, they have been generous in sharing their knowledge and in helping me transition to AALL. So this *Members' Briefing* offers an opportunity for you to learn more about the AALL staff and to gain a better understanding of all they do to support you in advancing the Association and law librarianship.

I hope that as you read the next few pages, you will learn more about how the Headquarters staff can assist you as an AALL member. They are a valuable resource with a great wealth of talent and expertise to share.

### The AALL Headquarters Staff...



**Kate Hagan**  
Executive Director  
*khagan@aall.org, ext. 211*

Kate brings to AALL more than 25 years of experience in association management, serving as the assistant executive director of the Ohio State Bar Association and as the director of the Section of Family Law for the American Bar Association.

As executive director, Kate:

- provides oversight for AALL's day-to-day activities
- is responsible for the management of AALL Headquarters and the AALL staff
- assists the Executive Board in formulating policies and setting the strategic direction for the Association
- is responsible for the implementation of policies set by the board
- represents AALL to other organizations and the public.

Kate has been with AALL since June 2007. Her favorite pastime is sailing.

### Taking Care of the Details

This *Members' Briefing* is designed to introduce you to one of AALL's most valuable resources, our Headquarters staff. Most of us probably don't think much about Headquarters operations, largely because we don't have to—and that's just the point. Our publications come out on time, our Annual Meeting arrangements are made, our dues are processed, our Web page information is available—and it just seems like magic! But it takes the very hard work of 14 dedicated and talented people to make it all come together.

At the 57th Annual Meeting in 1964, President Harry Bitner introduced AALL's first employee, Administrative Secretary Lucille Pelletier, who was charged with organizing an office and taking care of the myriad of details involved in running the organization. "We have a lot of work to be done," Bitner said. "Somebody has got to spend their full time working on this mass of details or we are never going to get anywhere."

After introducing Pelletier, Bitner told the membership, "This is just the first step, and we are going to try to carry out this idea to its fulfillment...to really develop an office and one which will be of tremendous value, and a tremendous asset to all of us, which will help us to grow, both as an organization and association, and as a professional group."

His prediction has come true. Our AALL Headquarters staff today is of tremendous value and a tremendous asset. Member participation in the work of the Association is rewarding but also time-consuming, so we need someone to work on the mass of details even more today than we did in 1964. I hope that this *Briefing* will help you to use the combined expertise of our tremendous asset to help you in your work.

**Ann T. Fessenden**  
AALL President, 2007-2008

## The AALL Headquarters Staff...



**Kimberly Rundle**  
Executive Assistant to the Executive Director  
*krundle@aall.org, ext. 215*

In her position, Kim:

- provides direct administrative support to the executive director, president, and the Executive Board
- manages AALL's leadership group rosters
- coordinates the chapter visits process with the president
- manages logistics for all Executive Board and AALL Business Meetings

- facilitates information flow within AALL Headquarters.

Kim has been with AALL for nine years. Her goal this winter is to learn to play golf (in a nearby enclosed golf course) so that she can actually walk onto the golf course in the spring.



**Julia O'Donnell**  
Director of Publications  
*jodonnell@aall.org, ext. 219*

Julia manages AALL's publications and communications efforts. As director of publications she:

- manages AALL's publications, including *AALL Spectrum*, *Law Library Journal*, the *AALL Directory and Handbook*, the *Biennial Salary Survey*, the Annual Report, the Publication Series, and other miscellaneous guides and brochures
- coordinates production of the monthly AALL e-newsletter
- serves as liaison to the Public Relations Committee and organizes the Day in the Life of the Law Library Community photo contest
- manages the advertising program with the Association's advertising sales representatives
- aids in promoting AALL's educational events and meetings through public relations.

Julia has been with AALL for four years. This October she ran in her first marathon—the hottest Chicago Marathon in history—and finished in 5 hours and 24 minutes.



**Paula Davidson**  
Director of Finance and Administration  
*pdavidson@aall.org, ext. 222*

As the director of finance and administration, Paula:

- works with the treasurer and Executive Board in preparing the yearly budget and guidelines
- ensures the adequacy of the accounting practices and policies, the handling of funds, internal controls, and reporting standards
- reviews and maintains contracts, agreements, and insurance coverage to safeguard Association interests and assets
- oversees Headquarters human resources and office services
- works with the many committees, special interest sections, and caucuses on their yearly budgets and money requests and needs.

Paula has been with AALL since June 2007. She is proud to be a third generation Downtown Chicago native.



**Hannah Phelps**  
Membership Services Coordinator  
*hphelps@aall.org, ext. 210*

As the membership services coordinator, Hannah is responsible for:

- entering and updating all membership records
- updating the Job Hotline
- gathering and organizing scholarship and grant applications
- staffing the Placement Office at the Annual Meeting
- managing the CALL and LLAGNY chapter membership databases.

Hannah has been with AALL for nearly two years. When she's not slaving away at the membership database, she spends her time acting in various Chicago productions and films.



**Ivonne Torres**  
Accounting Assistant  
*itorres@aall.org, ext. 216*

Ivonne's job responsibilities include:

- handling accounts payable and accounts receivable
- producing special interest section financial statements
- maintaining the *Law Library Journal* subscription database
- supporting the director of finance administration.

Ivonne has been with AALL for nearly nine years. She likes to spend time with her children and running. She recently ran in an 8K and looks forward to running many more.

For more photos of AALL Headquarters, visit [www.aallnet.org/products/pub\\_sp0712.asp](http://www.aallnet.org/products/pub_sp0712.asp).



**Vanessa Castillo**  
Meeting Services  
Assistant  
*vcastillo@aall.org,*  
*ext. 212*

Vanessa supports the director of meetings and the program manager with Annual Meeting

planning and management. Her job responsibilities include:

- special interest section matrix management
- meeting scheduling and audio/visual and food and beverage requests for the Annual Meeting
- managing registration requests for the Activities Area, library tours, and the Family Social Hour at the Annual Meeting
- fulfilling publication order requests.

Vanessa has been with AALL for a year and a half. A self-confessed bookworm, She has recently become interested in the true crime genre and historical novels about the city of Chicago.



**Christopher Orange**  
Mail Room  
Assistant/  
List Manager  
*corange@aall.org,*  
*ext. 217*

Chris fulfills member requests for AALL publications and

manages mailing list rentals for AALL. He also:

- procures office supplies
- routes mail
- manages material for the AALL Executive Board and committees.

Chris has been with AALL for almost 15 years. He is married to a woman named Florida...which makes her Florida Orange.



**Pam Reisinger**  
Director of Meetings  
*preisinger@aall.org, ext. 223*

Pam is responsible for operational planning and management of the Annual Meeting, including:

- site recommendations
- contract management
- meeting scheduling and ordering

- print program development
- supervising service providers
- support, guidance, and leadership training to committee, special interest section, chapter, and caucus planners
- monitoring and reconciling budget expenses.

Pam also works with the Continuing Professional Education Committee to site regional programming and provide logistical support. She oversees logistics of Executive Board and various smaller AALL committee meetings throughout each year.

Pam has been with AALL for more than 10 years. A Cubs fan and former softball player, she loves baseball and ballparks and makes it a point to attend a game at each city where she travels for Annual Meetings.



**Heidi Letzmann**  
Program Manager  
*hletzmann@aall.org, ext. 220*

Heidi manages Annual Meeting and Conference programming—from proposal stage to speaker arrangements—working with the Annual Meeting Program Committee, program and workshop coordinators, and speakers.

As program manager, Heidi also:

- coordinates production of Annual Meeting and Conference publications (Program Announcement, Preliminary Program, and Final Program)
- assists with rollout of Annual Meeting and Conference Web sites on AALLNET (Annual Meeting homepage, proposal collection and speaker handout materials, registration, housing, etc.)
- works with contractors to address speaker and attendee inquiries (travel, housing, registration) and to produce physical Annual Meeting components (recording, printing, publishing).

Heidi has been with AALL for more than six years. She travels to Austria several times during the year to visit friends.

**Contact Us**

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**Questions about ...**

**AALLNET**  
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**Continuing Professional Education**  
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**Celeste Smith**  
Education Manager  
csmith@aall.org, ext. 224

Celeste is responsible for AALL's continuing professional development. As education manager she:

- manages AALL's continuing professional education initiatives, programs, and events
- manages technology-based learning initiatives
- serves as staff liaison to member organizations, committees, and special interest sections to support continuing professional education efforts
- serves as staff liaison to the Joint Study Institute Planning Committee and Leadership Development Special Committee
- serves as staff liaison to the Continuing Professional Education Committee to plan and implement AALL professional continuing education policy and administer the continuing education grants program.

Celeste has been with AALL for one and a half years. She has an alter ego in Second Life named Selena Sands.

## AALL Resources on AALLNET

### Membership Services

#### Contact AALL Headquarters

[www.aallnet.org/database/contact\\_aall.asp](http://www.aallnet.org/database/contact_aall.asp)

#### Job Hotline

[www.aallnet.org/hotline](http://www.aallnet.org/hotline)

#### Members Only Section

[www.aallnet.org/members](http://www.aallnet.org/members)

### Continuing Professional Education

#### Annual Meeting

[www.aallnet.org/events](http://www.aallnet.org/events)

#### Calendar of Events

[www.aallnet.org/calendar](http://www.aallnet.org/calendar)

#### Continuing Education Grants Program

[www.aallnet.org/prodev/grant\\_program.asp](http://www.aallnet.org/prodev/grant_program.asp)

#### 2006-2007 Grant Recipients

[www.aallnet.org/prodev/docs/cpe-recipients-2006-07.pdf](http://www.aallnet.org/prodev/docs/cpe-recipients-2006-07.pdf)

#### Continuing Professional Education

#### Audio/Video Broadcasts

[www.aallnet.org/members/media.asp](http://www.aallnet.org/members/media.asp)

#### Core Competencies

[www.aallnet.org/prodev/competencies.asp](http://www.aallnet.org/prodev/competencies.asp)

#### Speaker's Directory

[www.aallnet.org/bureau](http://www.aallnet.org/bureau)

### Communications

#### AALL News and e-Newsletters

[www.aallnet.org/press](http://www.aallnet.org/press)

#### AALL Publications

[www.aallnet.org/products/publications.asp](http://www.aallnet.org/products/publications.asp)

#### Discussion Lists

<http://share.aallnet.org/read>

### Advocacy

#### Washington Affairs Office

[www.aallnet.org/aallwash](http://www.aallnet.org/aallwash)

#### Advocacy Reports

[www.aallnet.org/aallwash/reports.html](http://www.aallnet.org/aallwash/reports.html)



**Mary Alice Baish**  
Associate  
Washington Affairs  
Representative  
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202/662-9200

Mary Alice oversees the daily operations of the Washington Affairs

Office. Her responsibilities include:

- promoting AALL's information policy agenda by drafting letters, congressional testimony and position papers, and advocating AALL's positions with government officials and policy makers
- communicating key issues and strengthening our advocacy efforts through the Washington Office Online, the AALL Washington E-Bulletin, and *AALL Spectrum*
- serving as staff liaison to the Access to Electronic Legal Information Committee, Citation Formats Committee, Copyright Committee, and Government Relations Committee
- serving as AALL representative to a number of federal agencies and legal organizations and participating on our behalf with numerous coalitions.

Mary Alice has been with AALL for more than 12 years. Her favorite pastime is spending time with her family, especially her five young grandchildren.



**Chris Siwa**  
Web Administrator  
csiwa@aall.org,  
ext. 214

As the official Webmaster for AALLNET, Chris:

- manages the AALL Web site and discussion lists
- designs, develops, tests, and implements new Web applications and services for AALLNET
- manages and maintains all existing Web applications and services, such as the AALL online election system and the Annual Meeting program proposal collection site
- provides technical support to AALL staff, Webmasters, and members
- creates and sends out the AALL e-newsletters and announcements.

Chris has been with AALL for more than three years. He is eagerly waiting for winter to arrive—snowboarding season!



**Charles Reese**  
Database/Network  
Administrator  
creese@aall.org,  
ext. 221

In his position, Charles:

- manages all aspects of AALL network infrastructure
- manages and supports all hardware and software systems
- is responsible for strategic technology-related projects and financial planning throughout each fiscal year
- plans and implements cost effective business solutions to meet the future goals of AALLNET member services.

Charles has been with AALL for two years. In his free time he plans to attend a pilot training course at the local airport near his home.