OCTOBER MEMBER MEETING MINUTES
October 16, 2025
12:00-1:30pm- Dominion Payroll

- Meeting was called to order by Christine Purgason at 12:00 pm
- Introduce and thank Business Partners by Liz Coleman:
  - Dominion Payroll – Scott Byer
  - Affinity Consulting
  - Pinnacle – Wendy Inge
  - Stone's Office Equipment – Sam Stone
- Announcements:
  - Nov 13th: Virtual Meting – Loved Jennie
  - Dec 4th: Member meeting & BP Luncheon at Perry's Steakhouse Short Pump
  - Dec 11: Truist's Tacky Light Tour
  - January Calendar
  - Jan 28: BP 101 at Willow Oaks

Program

Internal Controls for Management: Safeguarding Law Firm Operations

Strong internal controls are essential to protect law firms from risk, ensure compliance, and maintain client trust. This session equips legal managers with practical strategies to strengthen oversight in finance and accounting.

Join Jill Swinger, Warren Whitney's fractional CFO, to learn how to recognize vulnerabilities, design and implement effective controls, and monitor ongoing compliance. With a focus on accountability, transparency, and ethical obligations, this presentation provides tools to help minimize errors, establish safeguards against fraud, and enhance operational efficiency.
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CLM® Application Credit: 1 hour in the category of Organizational Development.
CLM® Application Credit for Functional Specialists: 1 hour in the subject area of Legal Industry/Business Management.
CLM® Recertification Credit: 1 hour in the subject area of Legal Industry/Business Management.

Meeting Attendance: (Registered = 23)

Total No. Members Attending	13
Total No. Guests w/Member	5
Total No. Guests w/BP	
Other Guests – Panel	
Speaker(s): (Member)	
Business Partners	3
TOTAL in Attendance	**21**

Meeting was adjourned at 1:30 p.m.