This past year has generated much enthusiasm among members of the Commission on Women in the Profession. With programs devoted to the theme of leadership, the commission has actively engaged the participation of its members as well as noted community leaders. Our yearlong program began last fall at the retreat in State College where Elizabeth Dow of Leadership, Inc., and Douglas Richardson of Legal Leadership, L.L.C., conducted the first leadership skills workshop to a unanimous chorus of success.

Not content to lose momentum between the fall and annual meetings, our Co-chairs Kathleen Wilkinson and Rhoda Neft piloted a mid-year series of local leadership conferences in Pittsburgh, Harrisburg and Philadelphia this past March. Each conference was well attended. Our panelists included members of the commission as well as representatives of government, the judiciary and industry. Thanks go out to our planners in Philadelphia: Renee Bergmann, Phyllis Horn Epstein, Shelley Goldner and Kathleen Wilkinson; in Pittsburgh: Rhoda Neft and Penina Lieber; and in Harrisburg: Sarah Yerger, Laura Williams, Jennifer Zimmerman and Pam Cross.

To conclude the year, Douglas Richardson returns to the 12th Annual Conference of the PBA Commission on Women in the Profession at the Hilton Pittsburgh on May 5 to lead two separate programs for a total of three substantive CLE credits.

The first workshop is titled “Taking Charge: Building Better Leadership Skills to Win Clients and Cases,” with a focus on effective collaboration and communication skills. The second workshop is titled “How to Have the Hard Conversations: Handling Confrontation and Interpersonal Friction with Colleagues and Clients.” In this afternoon program, Doug Richardson will offer practical guidance for those confrontational situations we all face as lawyers in the course of our work in negotiations, the courtroom, and all too often, with opposing counsel.

The annual conference, titled “Women Lawyers – Women Leaders,” will be an engaging program. Our keynote speaker is Helen Pudlin, senior vice president and general counsel of PNC Financial Services Group. Helen joined PNC as general counsel in 1989 from Ballard, Spahr, Andrews & Ingersoll in Philadelphia. She will address the commission at its annual luncheon at which time the commission will also honor the 2005 Anne X. Alpern Award winner, Pennsylvania Supreme Court Justice Sandra Schultz Newman and the 2005 Lynette Norton Award winner, Melinda C. Ghilardi. Many thanks to co-chairs Jean A. Manifesto and Joanne Ross Wilder for planning what will be a most engaging day. We look forward to seeing you there!
Editor’s Message

This year we were fortunate to have a continuum of programming on the subject of leadership. Some say that the purpose of a good leader is to inspire others to leadership roles serving their communities and peers. This year has certainly been inspiring.

An impressive number of women leaders within our own ranks and beyond generously gave of their time and of themselves to share their pathways to leadership within the legal community and to inspire others to follow. Those who attended our mid-year conferences — and they were well attended — were the beneficiaries of panelists from among the judiciary, law firms, government, educational institutions and corporations. These impressive women came forward to lend their insights and advice for women lawyers. In workshops offered this year, our members have honed their own leadership skills under the expert guidance of Douglas Richardson of Legal Leadership, L.L.C. and Elizabeth Dow of Leadership, Inc. These programs have been enriching, and will continue at the annual conference in May where we will hear from another fine leader, Helen Pudlin, and will honor two distinguished women, Pennsylvania Supreme Court Justice Sandra Schultz Newman and Melinda C. Ghilardi.

The experience of this year has been both informative and fun for each of us. Thanks to the leadership of our commission co-chairs and the efforts of the many women who were constructive in creating these conferences and meetings, we have demonstrated by example the best there is to inspire others.

Voices and Views encourages your submissions.

We welcome articles (whether published elsewhere or not) of interest to our members. Also welcomed are information and news items about the activities, awards, honors and appointments of our members, including yourself.

Please send information, news and articles to
Phyllis Horn Epstein
Epstein Shapiro & Epstein
1515 Market St., 15th Floor, Philadelphia, PA 19102-1979,
(215) 563-1200, fax (215) 564-5132
e-mail: phyllis@eselaw.com

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Mid-Year Conferences: Women Leaders – Women Lawyers

HARRISBURG:
Perspectives on Effective Tools for Women Leaders: Public, Private and Corporate Viewpoints

On March 1, the PBA Commission on Women in the Profession met at the Dauphin County Bar Association for a panel presentation featuring Sheila Dow-Ford, chief counsel and executive vice president, PHEAA; Elizabeth Dougherty Maguschak, chair, Education Law Group, McNees Wallace & Nurick; Kathy Manderino, state representative and PBA Board of Governors WIP liaison; Carol Cocheres, partner-in-charge, Eckert Seamans Cherin & Mellott L.L.C, Harrisburg; and Susan Forney, chief deputy attorney general, Commonwealth of Pennsylvania. The program offered personal insights from each panelist about their individual paths to success, obstacles overcome and practical advice for leadership advancement. Thanks to program planners Sarah Yerger, Laura Williams, Jennifer Zimmerman and Pam Cross.

PHILADELPHIA:
Lessons Learned Along the Pathways to Success: Pearls of Wisdom from Leaders of Our Profession

The Philadelphia Mid-Year Conference was held on March 4, with over 150 in attendance. The session was hosted by the Pennsylvania Bar Association Commission on Women in the Profession, the Philadelphia Bar Association Commission on Women in the Profession and the First Judicial District.

The conference was based upon the recent book Women-at-Law: Lessons Learned Along the Pathways to Success by Philadelphia lawyer Phyllis Horn Epstein, and included a panel of distinguished lawyers and judges who graciously gave of their time to be with us, namely, Pennsylvania Supreme Court Justice Sandra Schultz Newman; Third Circuit U.S. Court of Appeals Judge Dolores K. Sloviter; ABA Margaret Brent Award winner and Eastern District Court Judge Norma Shapiro; U.S. District Court Judge Gene E. K. Pratter; Pennsylvania Superior Court Judge Phyllis Beck; Pennsylvania Superior Court Judge Susan Gantman; Commonwealth Court Judges Doris Smith-Ribner and Rochelle Friedman; Philadelphia Common Pleas Court Judge Frederica Massiah-Jackson; Philadelphia Bar Association Past Chancellor Audrey Talley; professor of law and 2004 Margaret Brent Award winner Marina Angel; State Rep. Kathy Manderino; author and Epstein, Shapiro & Epstein partner Phyllis Horn Epstein; PBA WIP Co-chair and Philadelphia Bar Association Assistant Secretary Kathleen Wilkinson; Philadelphia Bar Association Women in the Profession Committee Co-Chair Nicole Galli; and Philadelphia Common Pleas Court Judge Susan I. Schulman.

Panelists and organizers of the midyear program in Philadelphia.

(Continued on Page 4)
Voices & Views

Directory!  
Directory!  
Directory!

The Commission on Women in the Profession Membership Directory is available on the PBA Web site (www.pabar.org). You can reach it at www.pabar.org/pdf/WIPdirectoryBW.pdf or by clicking on “Committees Info” and then “Commission on Women in the Profession.” The electronic version includes everything that appeared in the hard copy, including indices by county and area of concentration.

If you are not yet in the directory, you can simply fill out the form online in order to be added. The online submission form is on the “Members Only” side of the Web site, so you will need your Pennsylvania Bar Association membership number in order to log in.

If possible, also either e-mail a digital photo or send an original photograph (at least 2” x 3”) to Patricia Graybill, Pennsylvania Bar Association, P.O. Box 186, Harrisburg, PA 19108-0186, patricia.graybill@pabar.org.

The directory is a great source for referrals to hundreds of women lawyers skilled in every area of the law. These women are also available to answer questions you might have about practice in other counties of the commonwealth. This network of friends can be of immeasurable help in your satisfaction with and success in the law.

Mid-Year Conferences:  
Women Leaders – Women Lawyers

(Continued from Page 3)

Kathleen Wilkinson began the conference with introductions of our panel and read from a letter from PBA President Mike Reed congratulating Kathleen and Rhoda Neft on their organization of the mid-year conferences. The afternoon was filled with fascinating accounts of personal achievements with advice offered on how to approach a balance of personal and work goals. Panelists and those in attendance shared wine and cheese at the end of the conference. As the caterers wrapped up the food and dimmed the lights, the conversations continued into the evening. Many thanks to our conference leaders and preparers Kathleen Wilkinson, Phyllis Horn Epstein, Renee Bergmann and Shelley Goldner.

PITTSBURGH:  
To First Base and Beyond

The WIP continued its leadership program in Pittsburgh on March 10, where participants gathered for a roundtable discussion at the federal courthouse. The speakers included Donetta Ambrose, chief judge of the United States Court for the Western District of Pennsylvania; Cynthia Baldwin, Court of Common Pleas judge for Allegheny County; Marie Milie Jones, a managing partner at Meyer, Darragh, Buckle, Bebenek and Eck; Carrie Matesevac Collins, executive director of planned giving at Duquesne University; and Dianna Reed, counsel for PPG Industries. The roundtable discussion, which lasted from approximately 4 - 6 p.m., allowed the panelists to talk about their own life choices and the obstacles they had to overcome to achieve the positions they now enjoy. The participants found that advice both practical and timely. A reception followed, allowing participants to meet informally with panelists. Thanks to program planners Rhoda Neft and Penina Lieber.

Join the PBA Commission on Women in the Profession

The Commission on Women in the Profession continues to grow, a tribute to the commission’s ability to provide women lawyers with a friendly venue for networking, mentoring and sharing experiences. All members of the PBA are welcome.

We offer three convenient methods to join:

1. Check “Committee on Women in the Profession” on the next Committee Request form (and currently available on the PBA home page).
2. Go to the PBA Web site: www.pabar.org; then click on “Committees Info.” Then, click on “Committee Sign-Up Brochure,” complete the requested information and then scroll down and check “Women in the Profession.”
3. Contact Diann Stinney, PBA, 100 South Street, P.O. Box 186, Harrisburg, PA, 17108, e-mail: diann.stinney@pabar.org.

REMEMBER: In order to maintain membership in the Commission on Women in the Profession, you must renew your commission membership each year.
Is Your Assistant Keeping You at the Copier on the Weekend?
Strategies for Balancing Difficult Workplace Relationships

By Renee Bergmann

It is a Saturday afternoon and you have a trial Monday morning. You should be meeting with your client to prepare for trial, reviewing the deposition digests sitting on your desk or going over your opening statement. Instead, you are at the copier – finishing your exhibit books.

Your assistant did not get your exhibit books finished because she was doing some “non-emergency” work for the colleague you share her with and, well, at 5:30 p.m. on Friday, she was gone without so much as a “have a nice weekend.” You discovered your unfinished exhibit books on her desk at 6:00 that evening. You obviously either have a communication problem or an insubordination issue, but at the moment, you must get back to your exhibit books.

On the other hand, not every project or assignment is an emergency. When you give a deadline, do not ask for something that is not really necessary. Do not create emergencies. Just as you do not want to work seven days a week, your assistant will not appreciate a Friday night emergency every Friday night.

So, however the assignment was initially handled, you have a new plan for next time. At the moment, you have a new problem to deal with. Three days into the trial, the court wants a written motion and brief from you before the morning. You call your office and although your assistant can stay late, is it worth it or should you just do it yourself? The problem is this: your word processing skills are superior to those of your assistant. Although she is primarily responsible for your word processing, on average only 70 percent of your revisions make it into any particular document, and most of the time it is easier to make the revisions yourself because she continues to return a poor work product.

You can make the choice to accept this poor work product or demand a higher standard. If you have accepted a lower quality product in the past, take this opportunity to try a new tack. If you consistently demand a higher standard, it is likely that your assistant will be more careful with your work from now on, just as she may be performing for others who do demand a higher quality product. In fact, if you are consistent with any request, it will eventually produce results. You may be very surprised with the results. Doing the task yourself — when the task is a secretarial task — is almost never the way to go.

So resist the urge to do it yourself and keep your assistant late to help you. In the short run it may take longer to complete your motion and brief; however, in the long run, the pay-off may be substantial. Consider yourself lucky that she is willing to stay and help you. If you get a draft that is less than acceptable — give it back, but give it back with clear instructions for the necessary corrections as well as your expectations for the next draft, proofreading, spell checking, etc. Oh, and when the motion is finished and your assistant is leaving at 8:00 p.m. that evening, don’t forget to say,

When you give a deadline, be firm. A deadline is just that — the date and time the project is due. It is not a suggested timeframe.

If you are lackadaisical with your deadlines and due dates, it is not likely that your work will ever get done first.

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“thank you.” It really is the little things that can tip a difficult relationship in one direction or the other.

Here is another simple rule of thumb — if you cannot bill your time for the task at-hand, you probably should not be doing it. Obviously there are exceptions to this overly simplified rule, but if you are spending a Saturday afternoon at the copier when you should be preparing witnesses, there is a problem. If you are spending a sizeable amount of time on secretarial, non-billable tasks, you need to re-evaluate the entire workflow process.

A highly admired leadership quality appears to be the ability to advance the interests of others — or, in other words, the ability to “bring others along.”

A highly admired leadership quality appears to be the ability to advance the interests of others — or, in other words, the ability to advance the interests of others — or, in other words, the ability to “bring others along.” This is a leadership quality that can be a particularly difficult one for female attorneys, as sometimes the support staff is more likely to go out of their way for male attorneys. For example, it is probably more likely that the helpless male attorney at the copier will get assistance rather than the helpless female attorney, but you must not get discouraged.

It is difficult, if not impossible, to “bring someone along” if they do not even want to cooperate. Leadership takes perseverance and an incredible amount of time and patience. Leadership is also a skill necessary for balancing difficult relationships. Persevere, be patient and take your time.

It is now Friday afternoon and your trial is over. In fact, you won! You return to the office to a large stack of mail and messages that, of course, need immediate attention. Do you and your assistant have a system in place for handling calls and mail while you’re away? If not, set one up immediately. The support staff cannot begin to live up to your expectations if they do not know what those expectations are.

An effective “out-of-office” system also alleviates your anxiety while you are away — whether you are on vacation or at trial. The more you communicate with each other, the less likely it is that conflicts will arise. It will also make your mail and messages more manageable upon your return. But first, share your victory with your assistant! Remember that evening she stayed to help with your motion? If this motion helped win the case — tell her about it. Employees who feel they are part of the team are much more likely to stay late the next time the need arises and are much more willing to go the extra mile with every project they turn in.

An effective “out-of-office” system also alleviates your anxiety while you are away — whether you are on vacation or at trial.

So this Friday, instead of finding a stack of unfinished exhibit books, you are instead going out with colleagues for a celebratory dinner. Should you ask your assistant along for all her hard work? Probably not. If you are striving to keep balance in a workplace relationship, this may be crossing a professional line and cause confusion. You see, things are fine now, but when you need your assistant to stay late next time, she may feel comfortable enough with you to say “no.” Then you have a problem. When you become too friendly with the assistant, it also places you in a difficult position when decisions, such as an unpleasant evaluation, must be dealt with.

Keep the relationship professional and congenial, and the balancing act will become easier to manage.

So what do you do if you have employed all of these tactics and you still find yourself at the copier most Saturday afternoons because your assistant is leaving you high and dry? Get your human resources department involved in the situation early and often. It is important to keep HR informed regarding your specific issues, your problems and your progress, because they may have a way to work toward getting your staff onboard more quickly and efficiently than you can alone. If you share an assistant with others, you also need to speak with your colleagues about any performance issues. Are they experiencing the same issues? If not, try to determine why. Are your instructions clear? Do you return a project if it is not done to your liking instead of taking it on yourself? Are you courteous but firm when you make a request?
If the answer to all of these questions is yes, then you need the support and backing of both your colleagues and HR to bring the support staff around. HR-support is an essential component in dealing with any difficult workplace relationship. If you have the support of your colleagues, whether they are male or female, you have the opportunity to create a team environment, bring the staff along, and get your work done in an efficient manner. It provides you with the opportunity to resolve any issues, as well as overcome shortcomings that may be your own.

Your PBA Listserv

To subscribe to the WIP listserv, complete the form on the front page of the PBA Web site (www.pabar.org). Once subscribed to the listserv you will get the following confirmation message: “File sent due to actions of administrator traci.raho@pabar.org.”

To send a message to members of the Commission on Women in the Profession listserv, address your e-mail to Wip@list.pabar.org.

To reply only to the sender, hit “Reply,” and type your personal reply to the sender. This response will only go to the sender, not to the entire listserv membership. You can manually add other recipients outside of the sender or the membership.

To reply to the entire listserv membership, hit “Reply to All,” and type your response. This response will go to the sender and to the entire listserv membership.

IMPORTANT: When you reply to the message, make sure that the listserv name is included either in the “to” or “cc” fields. If you see the listserv name with “bounce” included in the name, remove that address. The “bounce” address is a black hole. You may have to manually add the listserv address to one of the address fields in order for your reply to make it to the members of that list.

To unsubscribe, send a message to Wip-request@list.pabar.org with “unsubscribe” in the subject.

To change your e-mail address, you must unsubscribe the old e-mail address using the old e-mail address and subscribe the new e-mail address using your new e-mail address. Sending an e-mail to the list will not change your e-mail address on the listserv.

For customer service, contact Traci Raho, PBA internet coordinator, (800) 932-0311, ext. 2255.
Carrie Matesevac Collins was named one of the 2004 “40 Under 40” winners by Pittsburgh magazine and the Pittsburgh Urban Magnet Project. “40 Under 40” recognizes talented individuals under the age of 40 who are making a positive impact on the region’s development and helps highlight Pittsburgh as a place where young people can make a difference.

Renee C. Mattei Myers recently moved from the Harrisburg office of Reed Smith to the Harrisburg office of Wolf, Block, Schorr and Solis-Cohen L.L.P. where she was promoted to partner in the firm. Her new contact information is c/o Wolf, Block et al., 212 Locust Street, Suite 300, Harrisburg, PA 17101; telephone (717) 237-7163; fax (717) 237-2743.

Alexandra Brovey recently moved from Pennsylvania to New York. She is now employed as the senior director of planned giving and major gifts at Pace University in Manhattan. (She was admitted to the NY Bar in 2003.) Her new contact information is Alexandra P. Brovey, Esq., Pace University, 1 Pace Plaza, New York, NY 10038; telephone (212) 346-1356, fax (212) 346-1210, abrovey@pace.edu.

Michele Daniele is currently employed as assistant general counsel at the Office of General Counsel, Albert Einstein Healthcare Network; 5501 Old York Road, Philadelphia, PA 19141; telephone (215) 456-5146.

Jennifer P. Bierly has provided new contact information effective 9/20/04. Jennifer can be reached c/o Goodall & Yurchak, P.C., 328 South Atherton Street, State College, PA 16801; telephone (814) 237-4100, fax (814) 237-5601, jbierly@centrelaw.com.

Employment law attorney Deborah Weinstein announced the opening of The Weinstein Firm. The firm will offer legal and consulting services on workforce issues to businesses, law firms and entrepreneurs, and have two divisions: Weinstein Legal and Weinstein Consulting. Weinstein Legal will provide legal advice to management and human resources departments and representation in litigation. The consulting division will be the training, workforce development and management consultation arm of the firm. Deborah was formerly a partner in the labor and employment department in the Philadelphia office of Eckert Seamans Cherin and Mellott, L.L.C. Since 1999, she has taught undergraduate employment law and legal studies courses at The Wharton Business School of the University of Pennsylvania. She is founder of the Human Resources Committee of the Business Law Section of the Philadelphia Bar Association, and is also a member of the editorial board and frequent contributor to the association’s magazine, The Philadelphia Lawyer. For more information, contact Deborah at The Weinstein Firm, 225 W. Germantown Pike, Suite 204, Plymouth Meeting, PA 19462-1429, telephone (610) 940-0123.

The 2005 Anne X. Alpern award will be bestowed upon Pennsylvania Supreme Court Justice Sandra Schultz Newman at the 12th Annual Conference of the PBA Commission on Women in the Profession.

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Charisse Lillie was interviewed on Feb. 15 by Phyllis Horn Epstein. We wish her the best in her new position at Comcast.
The 2005 Lynette Norton Award will be bestowed upon Melinda C. Ghilardi at the 12th Annual Conference of the PBA Commission on Women in the Profession.

Charisse R. Lillie was honored as a Distinguished Daughter of Pennsylvania at the governor’s residence in Harrisburg.

Hope Comisky was elected vice-president of the board of trustees of the Center for Literacy, a non-profit adult literacy organization.

Lisa Jacobs was appointed by the board of supervisors of Newtown Township, Delaware County, to a four-year term with the planning commission.

Alexis L. Barbieri received the 2004 “Outstanding Service Award” from Widener University School of Law for her outstanding alumni service to the law school. Alexis is the executive deputy attorney general of Pennsylvania where her duties include oversight of the Public Protection Division.

Nancy H. Fullam was the recipient of the 25th Annual Justice Michael A. Musmanno Award at a dinner in Philadelphia this past December in recognition of her leadership at the bar and for a career that has represented the ideals of the late Justice Musmanno.

This January, our co-chair Kathleen D. Wilkinson began serving as assistant secretary to the Philadelphia Bar Association in addition to her recent appointment to the Governor’s Interbranch Commission for Gender, Racial and Ethnic Fairness.

On Feb. 10, Judge Susan Gantman of the Superior Court addressed members of the Appellate Practice Committee and Women in the Law Committee at a CLE program moderated by Maria Etzrodt Gibbons.

Women Lawyers — Women Leaders: PBA Women in the Profession
12th Annual Conference — Thursday, May 5, 2005 • Hilton Pittsburgh

9:00 a.m. – 10:00 a.m.
Women in the Profession
Breakfast Meeting

10:15 a.m. – 11:45 a.m.
“Taking Charge: Building Better Leadership Skills to Win Clients & Cases”
Whether the need is for effective collaboration among colleagues or experts in a complex case or assuring that major deals and transactions turn out as planned, effective lawyers must be effective project managers. Doug Richardson introduces his innovative “GRIP” model for planning, directing and troubleshooting legal projects. He will teach proven communication techniques for creating strategy, defining roles, developing process and maintaining morale in interactions with judges, juries, clients, experts and others.
CLE Credit: 1.5 substantive hours

12:15 p.m. – 2:15 p.m.
Women in the Profession Luncheon

The Women in the Profession will award the prestigious Anne X. Alpern Award to Justice Sandra Schultz Newman and the Lynette Norton Award to Melinda C. Ghilardi.

Speaker:
Helen P. Pudlin,
Senior VP and
General Counsel,
PNC Financial
Services Group,
Pittsburgh

2:30 p.m. – 4:30 p.m.
“How to Have the Hard Conversations: Handling Confrontation & Interpersonal Friction with Colleagues & Clients”
Doug Richardson is back with a special workshop that teaches practical tactics and techniques for handling highly-charged negotiations and potentially damaging disputes — whether in courtroom confrontations, high-stakes negotiations, disagreements with other counsel or stressful practice situations.
CLE Credit: 1.5 substantive CLE hours

4:00 p.m. – 6:00 p.m.
Joint Reception with the PBA Minority Bar Committee

For registration information, call the PBA at 1-800-932-0311, Ext. 2234, or visit www.pabar.org.