

**Minutes from the August Board Meeting of the  
Austin - Central Texas Chapter of the  
Association of Legal Administrators**

**August 20, 2003, 12:00 noon**

**Members Present:**

**Edna Diaz, Elaine Bradbee, Angela Thorpe, Ann Jacobson, Debbie Roan, Mary Smith, Vickie Mitchell, Barbara Anderson-Carr, Elaine Burr.**

**Members Not Attending:**

**Bill Elkjer**

**Item 1.**

**Reading/Approval of the Minutes:**

**The July Board Meeting Minutes were approved as written and submitted to the Board.**

**Item 2.**

**Treasurer Report: (Mary Smith)**

**Chapter bank account balance as of August 20, 2003 is \$41,664.61. We have received the dues from three new members, and several checks in connection with the vendor fair have been deposited.**

**A Balance Sheet and Income Statement for the period ending August 20, 2003 are attached hereto and made a part of these minutes.**

**Item 3.**

**Membership Committee: (Barbara Anderson-Carr):**

**Barbara reported that three new members have joined during the past month. A mass mailing went out to two hundred seventy local law firms who are not currently represented in our membership. Barbara has received two calls so far as a result of that mailing and other members of the committee may have received additional responses.**

The committee prepared some ALA brochures and they are ready to be delivered to the Travis County Bar Association for display in their lobby.

Articles submitted last month to the Travis County Bar Association's e-newsletter have not been circulated yet. Barbara will be checking with DeLaine Ward, Executive Director of the Travis County Bar, on the status of that project.

Edna Diaz circulated information on a teleseminar scheduled for Tuesday, September 16, 2003 sponsored by ALA National. While the topic is focused on new member orientation, Edna suggested that it might be a good tool for all members to reacquaint themselves with the ALA National website, and other benefits and services available through ALA National. Barbara Anderson-Carr volunteered to host the teleseminar at Bracewell Patterson and to invite the membership to attend.

Edna reminded the Board that Kathy Fichtman-Haney, ALA Region 4 Director will be speaking at the October membership luncheon. The topic will be focused on how the regional office can benefit the chapter members. As an added incentive and to build up enthusiasm for our chapter meetings, Edna suggested that the chapter reward attendees of the October meeting in some fashion, for example, subsidize a portion of the luncheon cost. Mary Smith indicated that the cost of the luncheons does not appear to be an issue with any of the members, so she suggested a table favor for each member instead. One large gift per table was discussed as an alternative and a drawing for the gift at the end of the luncheon. The Board preferred individual gifts for each member. Mary suggested a post-it note holder emblazoned with the ALA logo. She will contact Reagan Walker at Special-Tees with regard to cost, as well as for ideas for other gifts. The Board decided that we should purchase enough for each member of the chapter. If there are left-over gifts, we can use them at a later date.

**Community Relations/Bar Activities: (Ann Jacobson)**

Ann Jacobson reported that the committee continues to work on the plans for the Community Challenge Weekend. She plans to have an announcement prepared shortly, and she will work with Elaine Burr to get the information on the website.

**Program Committee/Education Committee: (Debbie Roan)**

**We have exceeded capacity for the Educational Seminar. The members of the Board were asked to wait to be seated until the other attendees have been seated. Debbie will be bringing Connie Merritt, our speaker, to La Zona Rosa ahead of time to test the presentation equipment. Ms Merritt will have books to sell at the Vendor Fair.**

**The idea of a wine tasting at our chapter holiday party is being discussed.**

#### **Vendor Relations Committee (Angela Thorpe)**

**Angela reported that the committee has had to turn away five vendors from the vendor fair. Because of the capacity crowd expected at the Educational seminar and the popularity of the vendor fair, this will be our last year at our current venue. The Palmer Events Center was recommended as an alternate venue by members of the ARMA group.**

**The Exhibit Company prepared boards listing our Platinum, Speaker, Gold and Silver sponsors on a set of three exhibit boards. These boards are to be displayed at the Vendor Fair.**

**Edna distributed samples of the Vendor Fair program. Since we have only 150 copies of the program, one will be placed in each vendor packet to try to prevent vendors from taking more than one.**

**The Austin Music Hall has quoted a cost of \$792 for lighting. They suggested that we could save money by tearing down the sound system at the end of the educational seminar and using the same system at the Vendor Fair.**

**Edna Diaz will be emailing the membership as a reminder to bring plenty of business cards for the drawings as well as a means for the vendors to contact the membership after the fair. If the vendors do not gain contacts from the fair, they are less likely to want to participate in years to come.**

**Debbie Roan recently attended the Denver ALA Vendor Fair. She reported that the Denver chapter had some good ideas for us to consider next year, such as: a silent auction of objects donated by members and vendors; scholarship raffles to ALA National in Philadelphia; and, a drawing from the completed vendor surveys for a free booth in next year's fair.**

**Other details include the following:**

- Member drink tickets will be issued with the name badges**

- Cooling at La Zona Rosa may be an issue
- The buffet line will form on both sides of the table to expedite serving
- Debbie will be bringing plants from her office to add to the décor
- Move Solutions will be available to help with booth set-up beginning at 11:45 AM
- The award table will be dramatically draped in black, featuring all of our chapter awards
- Drawings for door prizes and scholarships will begin at 5:50 pm
- There will be no roving reporter this year

After the Vendor Fair, more work will need to be done. Angela will write thank you notes to The Exhibit Company for the boards. Edna will write thank you letters to each vendor and include the evaluation form and photos of their booth. Angela will prepare a thank you note to the list of vendors to be published in the Travis County Bar newsletter. Elaine Burr will prepare a "Thank you to our vendors" page on the website that will remain active until the end of the calendar year.

**Website Committee: (Elaine Burr)**

Elaine Burr phoned and e-mailed a number of potential web hosting companies, inquiring about services offered and pricing. Texas.Net indicated that their market is large enterprise entities and their pricing starts at \$200 per month. World Wide Internet Publishing Ltd, and Internet Media Works are both Austin companies who offer web hosting for about \$35 per month. They are both interested in being involved in the website design as well as hosting the site, presumably because graphic design is billed by the hour. The Board prefers that we continue to have Elaine work on the content of the website for the time being.

Some feedback from one of the members indicated that information on the Educational Seminar was lacking on the website. The suggestion was noted and will be better handled next year.

Elaine has helped with the Vendor Fair program this month. She plans to wrap up the Vendor Fair web pages and update the membership pages in the weeks to come.

**Newsletter Committee: (Elaine Bradbee)**

The deadline for articles, ads, photos, the President's Note and other information is the first week of September. Elaine Bradbee asked each Committee chair to write a brief article for inclusion in the

newsletter about goings-on in their respective committees. She will send a reminder e-mail in a few days.

Elaine will also include a list of the Vendor Fair participants in the next issue.

Layout and printing for the next four newsletter issues are set. The change in the chapter logo will not take effect in the next newsletter, but rather the one after the next issue.

The question concerning pricing for vendor ads arose. The topic was tabled pending further research and deliberation.

#### **Salary Survey Committee: (Vickie Mitchell)**

The Salary Survey went out during the past few weeks, and six surveys have been submitted to Wheeler and Co. We will need to have about forty-three firms participate in order to break even on this project. There is no reason to believe that we will not achieve that goal.

#### **Item 4.**

##### **New Business:**

Supreme Court Justice Wallace Jefferson will be asked to speak at the February Managing Partners' breakfast. The plan is to hold the breakfast at the Austin Club again this year.

Justice Baker is another possible speaker for this event. He is currently affiliated with Hughes & Luce, and Debbie Roan indicated that he might be interested in speaking as well.

#### **Item 5.**

##### **Old Business:**

The planning for the joint retreat is coming along slowly. The Houston chapter wants to participate, but they have not been helpful with the planning.

#### **Item 6.**

**Adjourn:**

**The meeting was adjourned. The next Board Meeting will be Thursday, September 18, 2003.**