

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

June 19, 2003, 12:00 noon

Members Present:

**Edna Diaz, Bill Elkjer, Elaine Bradbee, Angela Thorpe, Ann Jacobson,
Debbie Roan, Mary Smith, Elaine Burr**

Item 1.

Reading/Approval of the Minutes:

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

Item 2.

Treasurer Report:

Chapter bank account balance as of May 15, 2003 is amended to \$9,816.12.

Chapter bank account balance as of June 15 is \$12,460.55.

**A Balance Sheet and Income Statement for the period ending June 15, 2003
are attached hereto and made a part of these minutes.**

Item 3.

Board Vacancies - President -elect and Secretary: (Edna Diaz)

**A motion was made and seconded to approve Barbara Anderson-Carr as
the President-Elect. The motion passed. None opposed.**

**A motion was made and seconded to approve Elaine Burr to serve the
remaining term of Secretary after the resignation of Penny Arnold. The
motion passed. None opposed.**

Item 4.

Committee Reports:

Community Relations/Bar Activities: (Ann Jacobson)

Ann spoke with Delaine Ward at the Travis County Bar who is willing to

meet with her and other Board members to discuss the possibility of placing an article regarding the Education Seminar and Vendor Expo. The meeting is tentatively scheduled for Thursday, June 26 after the member luncheon.

The Committee is due to meet on Tuesday, June 24 to discuss the Austin Children's Shelter as the Chapter's project for the Community Challenge Weekend. It has come to their attention that the shelter gets help from many sources already and they are going to discuss alternatives.

Elaine Bradbee mentioned that she is aware of other groups that might qualify for the project. She will e-mail Ann with a list of possibilities.

Membership Committee: (Barbara Anderson-Carr, not attending):

Barbara was not in attendance, but Debbie Roan commented on a successful new member luncheon earlier this month.

Elaine Bradbee inquired on the procedure for bringing in a new member. Provided the person meets the criteria for membership, they are welcome to attend one luncheon. If they are interested in joining, they need to obtain a membership packet from Barbara.

Debbie mentioned that she heard from a person who would like to network with the chapter in order to help her find a law firm administration job in the area. Debbie sent her resume to members of the list serve. If she is successful in finding a position that meets the requirements to be a member, she will be welcome to join.

Newsletter Committee: (Elaine Bradbee)

The newsletter is due to be mailed on June 26. Elaine Bradbee brought a draft of the newsletter and pointed out that each newsletter will have its own theme as well as a new format. This edition of the newsletter will include information on the new logo contest. All members will be invited to submit designs for the new logo. This edition also includes a book review, a new Health section that will include tips for staying healthy and recipes for healthy dishes, and a scrapbook featuring photos from the 2003 National Conference.

Program Committee: (Debbie Roan)

We have speakers lined up through September. Debbie is working with Kathy Haney on a possible presentation for October, and Becky Sandifer is available to make a presentation as well.

A question arose with regard to our meetings at the Headliners Club. Ann and Debbie each have attorneys in their firms who might be willing to allow our luncheons to be billed to their account. The Headliners Club sends a copy of the invoice to the Chapter Treasurer and the Headliners member is reimbursed. Our June meeting is not affected by this change.

The duties of the Program Committee chairman were reviewed: lining up speakers for the luncheon; sending out meeting notices; and planning the Holiday party. Edna offered to send the invitations for next week's member luncheon and Bill mentioned utilizing the past Chapter Presidents to assist with planning the Holiday party..

Education Committee: (Debbie Roan)

Debbie reported that she will be sending out an e-mail regarding the Educational Seminar in early July.

Salary Survey Committee: (Vicki Mitchell, not attending)

No report.

Vendor Relations Committee (Angela Thorpe)

Angela reported that the committee has sold 17 booths, and has collected the money for ten of them. Sphere Consulting Services is interested in a speaker sponsorship, but has not committed yet. Prescott Legal and Corporate Express have also expressed an interest. This year's speaker sponsor will be asked to provide a small space in their booth for Connie Merritt to sell her products.

A question arose about whether or not vendors would be allowed to share a booth. Two vendors who have not been able to afford to participate before are interested in sharing a bronze booth this year. The Board decided that the practice should continue to be one vendor per booth, but we will make an exception for these two vendors this year only.

Move Solutions has offered to provide 2 movers from noon to 4:00PM to help vendors load materials and products into their booths in return for some type of recognition on the program. Provided that Move Solutions purchases a booth, the Board would like to accommodate him on this request. Angela will ask him what he has in mind for the recognition. We are willing to increase the size of his ad, or add some extra content to it.

Elaine Burr offered to help download images and information from vendor websites for the program.

Website Committee: (Elaine Burr)

Elaine continues to update the website as often as possible to keep the information fresh. The current membership list distributed at last month's meeting was used to update the roster on the website and the participants on the list serve.

Elaine suggested that she send an invitation to join the list serve to the new members who attended the new member luncheon if they have not joined on their own.

Angela had mentioned via e-mail that some vendors were inquiring on how many hits our website gets over a period of time, presumably to gauge the benefit they would get from advertising on our site. Elaine found a free web counter and added it to our home page. We can add it to two more pages on our site and still comply with the acceptable use policy of the creator. Elaine suggested that we create a link from the home page to a Vendor Resources section, where we can list all of the vendors who are participating in this year's fair, and post all of the ads on that page. Putting a counter on that page would give us valuable information to share with potential advertisers, and it would provide a resource for members to find vendors who are ALA-friendly.

Elaine Bradbee mentioned that the lending library list might be more efficiently used if the books were sorted by category. Elaine will look into that option.

The Encyclopedia will be going live on the ALA National website soon.

Item 5.

New Business:

Registration for the Regional Conference in Albuquerque can be done on line. A brochure will be mailed next week. Expenses for Board members to attend the conference are reimbursed up to \$750.00

Item 6.

Old Business:

Bill mentioned that we are still planning a joint retreat with Houston and San Antonio for some time in October. We are looking at the conference center in New Ulm which is centrally located. The option of a one-day retreat rather than an overnight stay opens up possibilities for new and

different activities. We are still open for suggestions for activities

Adjourn:

The meeting was adjourned. The next Board Meeting will be Thursday, July 17, 2003.