

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

October 15, 2003, 12:00 noon

Members Present:

Edna Diaz, Elaine Bradbee, Ann Jacobson, Vickie Mitchell, Barbara Anderson-Carr, Mary Smith, Bill Elkjer, Debbie Roan, and Elaine Burr.

Members Not Attending:

Angela Thorpe.

Item 1.

Reading/Approval of the Minutes:

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

Item 2.

Treasurer Report: (Mary Smith)

Chapter bank account balance as of October 15, 2003 is \$28,655.10.

Board Members who attended the Region 4 conference are asked to submit an expense report to Mary Smith for reimbursement up to \$750.00. Attach receipts for airfare, conference registration and lodging to the report.

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

Item 3.

Membership Committee: (Barbara Anderson-Carr):

We have one new associate member, Jeanne Schulte, and one other person who is in the process of joining.

The Membership Committee met to make plans for the rest of the year. They decided to put together membership binders containing pertinent to

include: committee descriptions, mission statement, Code of Professional Ethics, officers and committee chairs, membership list, the local and national websites, the listserve, and other information. Existing members as well as new members will benefit as the binder will provide useful information and a place to organize chapter related information. Debbie Roan offered to donate her supply of extra binders.

Barbara will contact Kinko's to ask them if they will donate copy services toward this project.

Community Relations/Bar Activities: (Ann Jacobson)

Our chapter will have seven or eight members participating in the Community Challenge Weekend on October 26, 2003. Residents of the Austin Children's Shelter will be treated to a day of fun, food and relaxation at Gatti Town in Oak Hill. One of our vendors, Cindi Johnson from Bound, expressed a desire to participate in this event. The shelter cannot provide a head count or age information since some children stay at the shelter for a very short time. They feel that they will have more accurate information by next week.

The committee has collected \$60.00 toward this event and another request for donations will be made at the October membership meeting next week. Due to cost concerns, the plan to have T-shirts made for the event has been abandoned. In an effort to protect the safety of the shelter residents, the press will not be present at the event.

Program Committee: (Debbie Roan)

The October luncheon speaker will be Kathy Fichtman-Haney, ALA Regional Director. In November, Becky Sandifer and her business partner will speak. The Holiday Party is scheduled for December 4, 2003 from 5:30PM to 7:30PM. at the Kathy Womack Gallery.

The committee is still working on plans for the January, February and March luncheons. One prospect is to have Sam Williams make his presentation on diversity.

Education Committee: (Debbie Roan)

The Education Committee is making plans for the next half-day seminar in March. Two prospects that Debbie plans to contact are John Izzo, the keynote speaker from the Region 4 conference and David Mitchell who presented a session on career enthusiasm at the Region 4 Conference. David Mitchell's fee for a full day session is \$1500, and there would be no

cost for lodging since he has relatives in the area.

Vendor Relations Committee (Angela Thorpe, not attending)

Edna Diaz reported for Angela in her absence.

The Vendor Expo reconciliation is almost complete. Angela needs to verify the total expenses with Debbie and Edna before she can put this part of the project to rest.

Angela is sending reminder e-mails to the vendors who have not turned in their surveys. She will compile the information from the surveys into a brief analysis to be distributed at the next Board meeting and at the Vendor relations Committee meeting.

Angela has prepared a "Thank You" message to the participating vendors to be published in the Travis County Barr Association's e-newsletter. It is ready and is being sent to Travis County Bar Association today. Copies of the article will be available for the Board and the Vendor Relations Committee.

Brand Coffee Service paid for a booth, but did not participate in the fair due to unforeseen circumstances. James Cornell has a direct relationship with Brand. He has informed them of the Board's decision not to issue a refund or a credit for next year's fair because there were other vendors who would have purchased the booth space.

Edna, Angela and Debbie are scheduled to tour the Palmer Events facility this week to determine if it will accommodate our needs for next year's Educational Seminar and Vendor Fair.

The Vendor Appreciation Happy Hour typically takes place in the spring. Debbie and Angela will begin making plans in the next few weeks.

Website Committee: (Elaine Burr)

The Chapter website has a new look since the last Board meeting. Elaine managed to change the administrative contact registered at Network Solutions from Brenda Barnes to herself. She has been in touch with Internet Media Works as a possible new web host for our site. Our current web host does not provide an application server that would enable us to take another step forward in the look and feel of our website.

Internet Media Works provided us with a site agreement that outlines the

terms of a relationship with them:

- 1 year term with automatic extension. Can be cancelled with a 60 day notice
- One time set-up fee of \$50.00
- \$35.00 monthly to host the site
- \$100/hr fee to work on enhancements
- Programming Members Only section estimated at \$300

Mary Smith suggested that since many web hosting companies have gone out of business recently, we should get more information on the company, i.e. how long it has been in business. Bill asked for some local references. Elaine will get that information and pass it along to the Board. If that information is satisfactory, then we are ready to proceed with this project.

Elaine asked for photos from the Region 4 conference to place on the website as well as comments on the sessions that each person attended. She will prepare a summary of each session and add member comments as well.

Newsletter Committee: (Elaine Bradbee)

The committee hopes to have the next newsletter out by December 15, 2003. They are looking for someone to write a book review on a career-related book. Debbie suggested that Elaine contact April Stanaland from Jackson Walker for a possible book review. The Committee needs a blurb from each Committee chair, and a note from the President. Hopefully, there will be information from the Joint Retreat and the Holiday party to include
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Salary Survey Committee: (Vickie Mitchell)

The survey is out, and all printed copies have been sold. Edna suggested that the committee have a few more printed since there is interest from other firms to purchase a copy.

Item 4.

New Business:

No new business.

Item 5.

Old Business:

Retreat. The plans for this year's retreat are firm. It will be held on November 14-15 at the Lakeway Inn on Lake Travis. The Beaumont chapter has expressed an interest in attending and they feel that they can obtain two or three sponsors. The Houston Chapter is planning to attend and they are working on getting sponsors. There are several activities planned including a Friday afternoon ice-breaker happy hour, dinner followed by casino night, and a breakfast boat ride Saturday morning.

Item 6.

Adjourn:

The meeting was adjourned. The next Board Meeting will be held Thursday, November 20, 2003.