

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

September 18, 2003, 12:00 noon

Members Present:

Edna Diaz, Elaine Bradbee, Angela Thorpe (via telephone), Ann Jacobson, Vickie Mitchell, Barbara Anderson-Carr, and Elaine Burr.

Members Not Attending:

Bill Elkjer, Debbie Roan, Mary Smith.

Item 1.

Reading/Approval of the Minutes:

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

Item 2.

Treasurer Report: (Mary Smith, not attending)

Edna Diaz presented the Treasurer's Report in Mary's absence.

Chapter bank account balance as of September 18, 2003 is \$32,890.56. This balance reflects all major income and expenses associated with the vendor fair.

A Balance Sheet and Income Statement for the period ending September 18, 2003 are attached hereto and made a part of these minutes.

Item 3.

Membership Committee: (Barbara Anderson-Carr):

Six members attended the new member telecast earlier this week. Elaine Bradbee indicated that she received positive feedback from one of the

attendees. Barbara will e-mail copies of the handouts to the membership.

Barbara sent the Travis County Bar Association a copy of our membership list for subscriptions to the Austin Lawyer and the TCBA e-newsletter in July. Contrary to what DeLaine Ward indicated, the e-newsletter is available to bar association members only. The subscriptions to the Austin Lawyer may take another month before all e-mail addresses of ALA members are input into the TCBA system.

The Membership Committee is losing Toni Beasley, but two new members, Marti Lozano and Cara Link, have joined the Committee. Barbara will follow up on ten potential member letters to invite them to the September 25 luncheon meeting.

Community Relations/Bar Activities: (Ann Jacobson)

Ann Jacobson reported that the Community Challenge Weekend is scheduled for October 26, 2003. The older children from the Austin Children's shelter will be treated to a day of fun at Gatti Town, and the younger children will receive a pillow and educational toys. The announcement e-mail will go out this week. Ann will meet with the Austin Children's Shelter Director and Activities Coordinator next week to plan the details.

Information about the event will be published in the next newsletter and on the chapter website.

Program Committee/Education Committee: (Debbie Roan, not attending)

Edna Diaz reported for Debbie in her absence.

The Educational Seminar received very good reviews overall. There were several comments indicating that the program had too much of a "female" focus. Others commented about the location. People in the back had trouble hearing the speaker or seeing the screen. The Committee recommends a different location for 2004.

Our speaker for the September Chapter meeting will be Mark Perlmutter, with the law firm of Perlmutter & Schuelke LLP. Mr. Perlmutter's topic will be "The Legal Administrator's Role in Preventing and Resolving Sexual Harassment Complaints."

The October luncheon speaker will be Kathy Fichtman-Haney, ALA Regional Director. In November, Becky Sandifer and her business partner will speak. The committee is still working on plans for the January and

February luncheons.

The Holiday Party is tentatively scheduled for December 4, 2003 from 5:30PM to 7:30PM at the Kathy Womack Gallery. Chez Dewitt Catering will be providing a quote for conducting a wine tasting and providing hors d'oeuvres. The cost will probably be between \$800 and \$1000 for the holiday wine tasting event. The cost for the gallery is \$125 per hour.

The committee expects that the next half-day seminar will be in March, not to conflict with the Managing Partners' Breakfast in February or the ALA National conference in May.

Vendor Relations Committee (Angela Thorpe)

Angela reported that she is currently reconciling the Vendor Fair expenses and collecting the vendor surveys. She will have a summary of the vendor surveys at next month's Board meeting. Edna offered to help contact vendors who have not turned in their surveys.

Angela will prepare a "Thank You" message to the participating vendors to be published in the Travis County Barr Association's e-newsletter.

Brandt Coffee Service paid for a booth, but did not participate in the fair due to unforeseen circumstances. The Board decided that we will not issue a refund or a credit for next year's fair because there were other vendors who would have purchased the booth space.

Convention Decorating provided a recommendation on the Palmer Event Center space as a possible location for next year's event. The facility is large enough to accommodate both the educational seminar and the vendor booths at a reasonable cost. Edna, Angela and Debbie will plan to tour the facility next week and possibly book a date.

The Vendor Appreciation Happy Hour typically takes place in the spring, and plans will be made for a change in venue for this event. Debbie and Angela will begin making plans in the next few weeks. Barbara suggested the Stephen F. Austin as a possible site.

Website Committee: (Elaine Burr)

Progress on the website has been slow over the past month. Elaine Burr needs to follow up with alternate web hosting companies in order to find a suitable home for our website.

Photos from the Educational Seminar and Vendor Fair have been posted on

the website.

Newsletter Committee: (Elaine Bradbee)

The newsletter is ready to be sent to the printer. Bowne Business Solutions is providing the printing of the newsletter including eight color pages at no cost. The horseman logo is not included on this issue, and the committee expects Bowne to come up with a new logo for the December issue. The Committee used contacts in the business community to acquire some of the articles.

The Committee is beginning plans for the next newsletter and welcomes contributions from all committees.

Salary Survey Committee: (Vickie Mitchell)

This year, forty-three firms participated in the Salary Survey. Vickie recently received a draft from Wheeler and Co. on the results. The Committee is reviewing this year's procedure and documenting changes that will improve the process next year. The survey is scheduled to be published on October 1, 2003.

Item 4.

New Business:

Amendment of by-laws The proposed changes to our by-laws, specifically that the location of the chapter's office to be that of the current chapter president as well as having the requirement that candidates for Directors having served on at least one committee (as opposed to having chaired a committee) have been approved by ALA National.

The proposal will be sent out to members at the end of September and the chapter will vote on it at the October meeting.

Newsletter ad pricing. The Board discussed newsletter ad pricing and decided that full page ads will be reserved for the printer's ad. The largest ad for sale will be half-page ads for \$175; quarter page ads will sell for \$100; and, business card ads will sell for \$50. Vendors who wish to place an ad will be required to meet a firm deadline for ad copy and payment or their ad will not run until the next issue.

Item 5.

Old Business:

Retreat. This year's retreat will be held on November 14-15 at the Lakeway Inn on Lake Travis. There are several activities planned including a Friday afternoon ice-breaker, a casino night, and a breakfast boat ride Saturday morning.

So far, there are forty members from the Houston Chapter, ten from San Antonio and thirty from Austin.

We are looking for sponsors for the event to help defray the cost.

Managing Partners' Breakfast. The Managing Partners' breakfast is scheduled for February 17, 2004 at the Austin Club. Supreme Court Justice Wallace Jefferson has agreed to speak.

Table favors for October meeting. A post-it note holder emblazoned with the ALA logo will be set at each place at the October luncheon. Any extras will be kept for future events.

Item 6.

Adjourn:

The meeting was adjourned. The next Board Meeting will be held Thursday, October 16, 2003.