

**Minutes from the April Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

April 15, 2004, 12:00 noon

Members Present:

Barbara Anderson-Carr, Debra Nicklaus, Ann Jacobson, Pamela Smith, Angela Thorpe, Karie Pilcher, Becky Shafer, Debbie Roan, and Elaine Burr

Members Not Attending:

Edna Diaz, Mary Smith, Bill Elkjer

Item 1. Reading/Approval of the Minutes:

The March Board meeting minutes were approved as written and submitted to the Board.

Item 2. Treasurer's Report: (Mary Smith, not attending)

Barbara Anderson-Carr reported for Mary in her absence. The Chapter bank account balance as of April 14, 2004 is \$20,061.81. The April web hosting fee and Judy Anderson's travel expenses were the only activity recorded in the account this month.

Mary has kept track of the members who did not renew their membership this year. Barbara asked Debra Nicklaus to touch base with Mary and to contact the non-renewing members.

A Balance Sheet and Income Statement for the period ending April 14, 2004 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Debra Nicklaus)

Patrick Cullitan of Burns, Anderson, Jury & Brenner is the first new member of the 2004-2005 chapter year. In addition, there are five new prospective members who may join in the weeks to come.

The New Member Luncheon is scheduled for Wednesday, June 9 at the offices

of Haynes & Boone. More details will be available shortly.

The new member notebooks will be going to the printer this week and the plan is to distribute them at the April chapter meeting next week.

One area that has been identified as needing attention is the Mentor Program. Debra is planning a mass e-mailing to invite members to become mentors.

Community Relations/Bar Activities: (Ann Jacobson)

Current members of the committee have signed on for another term and Martha Olsen has joined as a new member. They will meet next week to plan this year's activities.

Ann was contacted by a representative of the local chapter of Recruiting Administrators who is interested in marketing their salary survey to us. There appears to be a misunderstanding about the content of our survey versus theirs. Ann suggested that someone from our Salary Survey committee get in touch with them to see if they can bridge the gap and gain understanding.

Program/Education Committee: (Pamela Smith)

April's and May's programs are set. Pamela's committee includes five or six members so far. She is planning a meeting within the next few weeks to assign projects to each member.

Debra Nicklaus suggested that committee membership be noted in the membership database so that this information is readily available for query and display on the website.

Vendor Relations Committee (Angela Thorpe)

Invitations for the Vendor Appreciation Happy Hour were mailed this week. A PDF version will be e-mailed to each member within the next few days. The event is set for April 29, 2004 at the Spaghetti Warehouse. Angela will bring information about

the date, the new location and sponsorship levels for the 2004 Vendor Expo to the Happy Hour for distribution to the vendors.

Angela had planned to project a slide show of photos from the 2003 Expo as well as information about 2004 event sponsorship levels at the Happy Hour, but time constraints have forced elimination of this plan. Instead, photos will be printed and mounted in an album for display at the Happy Hour.

The Committee will meet during the first week of May to start planning the 2004

Expo.

The Houston chapter prepared a PowerPoint presentation on Vendor Relations from the Administrator's perspective. Angela suggested that we edit it to make it apply to our chapter, and invite vendors to view the presentation at 3:15PM on the day of the Expo. This would encourage the vendors to be set up by 3PM and it would provide valuable information to them. Debbie suggested that we provide a free beverage to those who attend.

The presentation may be formatted to run on the website as well.

Newsletter Committee: (Karie Pilcher)

The Newsletter Committee met last week to prepare for the newsletter which is planned for late June. Karie has expedited deadlines for this issue in order to have the bulk of the work finished prior to her maternity leave which may be at the end of May.

Angela suggested that Committee reports for the newsletter be given a deadline to eliminate the need to send e-mail reminders.

Print Logics will be completing their commitment to print four issues with the next issue. Karie asked if the Board could recommend printers to ask for the next commitment. Among the suggestions were Barringers, National Legal or Texas Star Documents. Texas Star Documents printed issues for us in the past.

Ann Jacobsen suggested that a list of vendor contributions be kept not only for newsletter printing but other contributions, e.g. Four Seasons for sponsoring Board Retreat, etc. with this being noted on our chapter website.

Karie asked how the committee needs to handle postage expense for mailing newsletters. Barbara suggested that it would be acceptable for a Committee member's firm to donate the postage for a newsletter. If that is not possible, then an expense report would need to be submitted.

Website Committee: (Elaine Burr)

The website with the new logo and color palette is live.

Projects on tap for this year include expanding the vendor area, and automating the salary survey. Elaine will work with Angela on the vendor area and with Becky on the salary survey project. The web hosting company will need to help with automating the survey. A cost estimated has not been requested yet.

Salary Survey Committee: (Becky Shafer)

The committee's goals for this year are increased participation, establishing a "prepay" plan, and a reward system for early submission. Barbara suggested that an appropriate reward could be an additional chance in the drawing for a scholarship to the regional conference in New Orleans.

Item 4. New Business:

Budget: The Board reviewed the proposed budget for the upcoming year.

Ann Jacobsen mentioned that she is unable to attend the National Conference in Philadelphia, and the budget item providing \$1,750 for her will not be needed. The board discussed whether the amount should be saved for a project later in the year, or whether it should be offered as a scholarship to one or more people who have already registered to attend the national conference. The Board decided to delete this expenditure from the expense budget. Ann also indicated that she had received information that national will be covering a portion of her expenses to CLI. The budget will be adjusted to reflect this.

Other items were discussed and approved as presented.

CLM Study Program: Barbara asked for a commitment from the Board to take on this project. Debbie Roan indicated that she knows of several good sources for materials and she will contact her sources for more information.

Barbara will discuss this program at the next chapter meeting to get commitments from the membership.

Project on Diversity: Barbara has asked Sam Williams to chair this project, but she has not heard back from him. Our Managing Partners' breakfast and our program on diversity which were held in February, 2004 are an excellent start to this project.

Job Bank: There has been discussion on setting up a job board for our chapter with regard to setting limits on the types of positions we would advertise, and whether or not we would post these opportunities in the public area of the site or in the Members Only area.

Barbara asked for opinions from the Board on this project. The consensus was that the listserve seemed to be filling the job bank role for us at least for the time being. In view of the amount of work it would take to get the project rolling, the Board decided not to commit to this project at this time.

Item 5. Old Business:

Chapter Logo: Barbara circulated a sample of the new chapter appliques featuring our Texas flag logo. The word **Austin** is printed beneath the flag. The

Board decided to order 1,000 at a cost of \$600.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting will be held Thursday, May 20, 2004.

ATTACHMENT A

**ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS
CHAPTER**

Balance Sheet

As of April 14, 2004

	Amount	Balance
ASSETS		
Current Assets		
Checking/Savings		
Checking Account		20,265.45
	243.00	20,508.45
	-225.90	20,282.55
	-182.85	20,099.70
	-37.89	20,061.81
Total Checking Account	-203.64	20,061.81
Total Checking/Savings	-203.64	20,061.81
Accounts Receivable		0.00
Total Accounts Receivable		0.00
Other Current Assets		0.00
Total Other Current Assets		0.00
Total Current Assets	-203.64	20,061.81
Fixed Assets		0.00
Total Fixed Assets		0.00
Other Assets		0.00
Total Other Assets		0.00
TOTAL ASSETS	-203.64	20,061.81
LIABILITIES & EQUITY		20,265.45
Liabilities		0.00
Current Liabilities		0.00
Accounts Payable		0.00
Accounts Payable		0.00
Total Accounts Payable		0.00
Total Accounts Payable		0.00
Credit Cards		0.00
Total Credit Cards		0.00

Other Current Liabilities		0.00
Total Other Current Liabilities		0.00
Total Current Liabilities		0.00
Long Term Liabilities		0.00
Total Long Term Liabilities		0.00
Total Liabilities		0.00
Equity		20,265.45
Opening Bal Equity		13,329.53
Total Opening Bal Equity		13,329.53
Retained Earnings		6,935.92
Total Retained Earnings		6,935.92
Net Income		0.00
Total Net Income	-203.64	-203.64
Total Equity	-203.64	20,061.81
TOTAL LIABILITIES & EQUITY	-203.64	20,061.81

ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS

AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2004 through April 14, 2004

	Balance
Ordinary Income/Expense	
Income	
Membership Dues	
04-'05 Membership Dues	225.00
Total '04-'05 Membership Dues	225.00
Total Membership Dues	225.00
Total Income	225.00
Expense	
Chapter Meeting	
Lunches	-18.00
Total Lunches	-18.00
Speakers	225.90
Total Speakers	408.75
Total Chapter Meeting	390.75
Website	

	37.89
Total Website	37.89
Total Expense	428.64
Net Ordinary Income	-203.64
Net Income	-203.64



ASSOCIATION OF LEGAL ADMINISTRATORS

THE Source of Legal Management Information and Knowledge