



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

August 12, 2004, 12:15 PM

Members Present:

Barbara Anderson-Carr, Ann Jacobson, Karie Pilcher, Debra Nicklaus, Pamela Smith, Becky Shafer, Mary Smith, and Elaine Burr.

Members Not Attending:

Angela Thorpe, Edna Diaz

Item 1. Reading/Approval of the Minutes:

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

Item 2. Treasurer's Report: (Mary Smith)

The Chapter bank account balance as of August 12, 2004 is \$46,050.28.

All checks for current expenses have been written and all receipts to date for the Vendor Expo have been deposited and recorded. Our Vendor Expo revenues are significant this year and we need to encourage as many members to attend as possible.

At the last Board meeting a question arose with regard to the Retained Earnings on the Balance Sheet. The Retained Earnings account reflects the amount of revenue in excess of expenses that we have accumulated over a period of time.

A Balance Sheet and Income Statement for the period ending August 12, 2004 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Debra Nicklaus)

We currently have 85 members. Becky Vragel's membership has been approved. We have one more member pending – Isabel Gomez, the Human Resources Coordinator at Bickerstaff Heath.

The Committee prepared a mass mailing to administrators from area law firms inviting them to attend the Vendor Expo and Educational Seminar. There has been positive feedback with regard to that project. So far three prospective members have contacted Debra regarding membership. Debra forwarded membership packets to them.

A number of address changes and people moves have occurred in recent weeks.

Community Relations/Bar Activities: (Ann Jacobson)

The Make-A-Wish Bowling event will be held on Sunday October 17, from 3-5PM at DartBowl. The Committee is currently working on sponsorship issues, most importantly the method by which to recruit vendors to participate. There will be five bowling teams and they will need five sponsorships. Once details are available, Ann will advise the Board.

Program/Education Committee: (Pamela Smith)

So far, seventy-five people have responded affirmatively to attend the Educational Seminar. The committee hopes to have fifteen more people confirm during the next few days. The guarantee for the caterer is due on Monday, August 16.

The Vendor Committee is calling people to remind them about the Vendor Expo and Educational Seminar and to get attendance commitments.

The Board discussed parking issues. It was decided that parking at the Palmer Event Center will be paid by the chapter whether or not an attendee is participating in both the Educational Seminar and the Vendor Expo, or only one event.

Our event is displayed on the marquis outside the center. We need to make this a worthwhile event for our vendors, so we need to encourage non-members from our firms to attend.

Vendor Relations Committee (Angela Thorpe, not attending)

Barbara reported for Angela in her absence.



We have 81 vendors who have committed to participate in the Vendor Expo. We are exceeding the number of vendor who will be participating at the regional conference.

The Vendor Committee is considering publicizing our event to the local Legal Secretaries Association, Paralegal Association, ARMA, and the Austin Bar Association.

Newsletter Committee: (Karie Pilcher)

The Newsletter Committee is continuing to work on the September newsletter. The deadline for articles, etc. is August 25 to allow time to assemble Vendor Expo information. The theme for this issue will be financial issues.

Ann Jacobson offered to write an article on the Chapter Leadership Institute.

Barringer has committed to print the next four issues, as well as future issues if we desire.

Two one-time ads have been purchased by Diamond & Associates and Dub Mobile, an audio-visual duplication service.

Thad Holt will be this issue's member profile.

Website Committee: (Elaine Burr)

There has been little change in the website in the last few weeks due to a family emergency in Elaine Burr's family. The paper version of the salary survey was posted on the website recently. Membership changes and firm moves will be added to the database in the days to come.

Salary Survey Committee: (Becky Shafer)

The Austin Bar Association recently approved an article advertising our salary survey.

Twenty-six responses have been received to date, and ten more are expected to arrive shortly. The break even number is thirty-five. August 27 is the deadline.

Item 4. New Business:

2005 Chapter Awards Program Guidelines. The Program guidelines have been posted to the national website (www.alanet.org). This year the categories will be divided by chapter size due to member feedback.



Fidelity Bond Renewal and Requirements. Our bond renewal requirements include a provision with regard to bank reconciliation, and counter signatures.

- The bank statement needs to be reconciled by a member who does not have access to check writing or bank deposits
- Counter signatures are required on checks written over a specific amount.

Elaine Burr offered to work with Mary Smith to reconcile the bank statement.

Mary will get the bank statement address changed to the ALA post office box , and she will check with the bank to see who is listed on the signature card.

Item 5. Old Business:

Managing Partner Breakfast: Barbara reported that Marcie Krufka from Altman Weil is available to speak at the Managing Partner Breakfast. Her topic will be "Enhancing Client Relationships". The cost to the chapter will be a small honorarium plus expenses.

Chapter Retreat: The chapter retreat is scheduled for October 1-2, 2004 at the Guadalupe River Ranch. So far, thirty-three members have agreed to attend, and we have only three rooms left to fill. If we overbook, some rooms will need to host three attendees rather than the usual two.

Susan Koran and Debbie Roan will present "Getting the Most from Your ALA Membership" that will include a tour of the ALA Encyclopedia and the other National website features on Saturday morning.

Audit of Chapter Books: According to Otto Wheeler, he has a document from ALA National which indicates that our chapter does not need a full fledged audit, but rather a review of the past two years' financials.

Barbara will attempt to find a copy of this document and get clarification on what steps need to be taken.

CLM: Barbara has received a booklet from National on how to set up a CLM study course and has communicated with the New York and Houston chapters about their successful courses. This project is underway, and the plan is still to begin the course this fall.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is rescheduled for September 16, 2004.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS
CHAPTER
Balance Sheet
As of August 12, 2004

	<u>Aug 12, '04</u>
ASSETS	
Current Assets	
Checking/Savings Checking Account	46,050.28
Total Checking/Savings	<u>46,050.28</u>
Total Current Assets	<u>46,050.28</u>
TOTAL ASSETS	<u><u>46,050.28</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	<u>25,784.83</u>
Total Equity	<u>46,050.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>46,050.28</u></u>



ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2004 through August 12, 2004

	<u>Apr 1 - Aug 12, '04</u>
Ordinary Income/Expense	
Income	
Education Seminars	60.00
Legal Resource Fair	39,175.00
Meeting Receipts	2,862.00
Membership Dues	
04-'05 Membership Dues	900.00
Total Membership Dues	900.00
Mtg Vendor Handout Fees	350.00
Newsletter Ads	50.00
Salary Survey	300.00
Total Income	<u>43,697.00</u>
Expense	
Chapter Meeting	
Lunches	3,164.79
Speakers	408.75
Total Chapter Meeting	3,573.54
Chapter Retreat	3,925.34
Education Seminar	
Lunches	2,426.97
Other	75.00
Total Education Seminar	2,501.97
Legal Resource Fair Expenses	
Facilities	1,350.00
Food	2,528.97
Total Legal Resource Fair Expenses	3,878.97
Miscellaneous Expense	
Other	805.87
Total Miscellaneous Expense	805.87
National Conference Scholarship	
President-National Conference	1,750.00
Silent Auction Items	223.50
Total National Conference	
Scholarship	1,973.50
New Member Functions	264.04
Postage and Delivery	16.48
Vendor Appreciation	
Parties	796.47
Total Vendor Appreciation	796.47
Website	189.43
Total Expense	<u>17,925.61</u>



Net Ordinary Income	25,771.39
Other Income/Expense	
Other Income	
Interest Income	<u>13.44</u>
Total Other Income	<u>13.44</u>
Net Other Income	<u>13.44</u>
Net Income	<u><u>25,784.83</u></u>

