



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators



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

**December 16, 2004, 12:00 PM**

**Members Present:**

Ann Jacobson, Mary Smith, Becky Shafer, Edna Diaz, Angela Thorpe and Elaine Burr.

**Members Not Attending:** Karie Pilcher, Pamela Smith, Debra Nicklaus,.

**Item 1. Reading/Approval of the Minutes:**

The November 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 December 15, 2004 is \$41,937.94.

All checks have been deposited and all expenses have been paid to date.

A Balance Sheet and Income Statement for the period ending December 15, 2004 are attached hereto and made a part of these minutes. (Attachments A and B)

**Item 3. Committee Reports:**

Membership Committee: (Debra Nicklaus, not attending)

Ann Jacobson reported for Debra in her absence. We now have 91 members. Our newest members are Joshua de Koning of Lloyd Gosselink and Diane Hervol of Davis & Oppen PC.

Three new members attended the new member luncheon/webcast which was held on December 1, 2004 at Haynes & Boone.

Debra is working on her committee's award submission.

Community Relations/Bar Activities: (Ann Jacobson)

Ann described the selection process that the committee adopted to select the recipient of the wish. The committee drew a name from a pool of twenty Austin children who had been on the waiting list for the longest period of time. They drew the name of a 12 year old girl who wished to go to Disney World.

The Committee will hold a welcome home event for her when she returns from her trip to Disney World.

Program/Education Committee: (Pamela Smith, not attending)

No report.

Vendor Relations Committee (Angela Thorpe)

We received the payment from Intuit for their Legal Expo 2004 booth on December 3. Dahill still owes \$140 for two additional outlets. Collection calls have not been returned. Angela asked whether or not we should continue to pursue the matter. Mary Smith suggested that Angela provide her with a copy of the booth agreement so that she may write a collection letter in her capacity as Treasurer.

The Committee is planning an Expo Appreciation Happy Hour in April at the lounge at Spaghetti Warehouse.

Legal Expo 2005 will be held at the Palmer Events Center on August 18, 2005. ALA National has approved that date because it meets the sixty-day buffer requirement. (ALA sponsored events must be scheduled at least 30 days before and 30 days after any other major ALA event.).

The ARMA conference is scheduled for August 24-25 and it does not conflict with our Expo.

Angela requested that the Board approve paying the deposit to reserve the date with the Palmer Event Center. The Board approved.

Newsletter Committee: (Karie Pilcher, not attending)

Ann Jacobson reported for Karie in her absence. The newsletter has been submitted to Barringer Legal Copies who is the printer for this issue. It took about five days to layout and another day to edit and finalize. The labels are being



prepared and the newsletter is expected to be in the mail on Friday, December 17, 2004.

Karie gave a copy of the Regional minutes to the printer to be included with the newsletter. Karie feels that Barringer deserves honorable mention for their extra work on this newsletter.

Karie expects to begin the awards submission process over the holidays. She will also begin working on selecting a new printer for our next issue.

Website Committee: (Elaine Burr)

The website will be getting a brush up this weekend in anticipation of the awards submission process. One of the criteria that the judges evaluate is whether or not a website includes a search engine. Our web host has offered to build one for us at a cost of about \$300-\$400. The Board felt that it was not a worthwhile expense. Elaine will try to build one using tutorials available on the net and will report back to the Board on her progress.

Several Board members expressed an interest in updating some of the photos on the site. Elaine will accept a digital photo in .JPG format from anyone who would like to submit.

Salary Survey Committee: (Becky Shafer)

Requests to purchase surveys continue to trickle in. No other news to report.

**Item 4. New Business:**

**Chapter Award Submissions.** The Chapter Award Submissions are due on January 12, 2005. This is earlier than last year in order to allow enough time in advance of the National Conference in San Francisco. Ann Jacobson distributed the guidelines to each responsible Board members.

**CLM Exam Scholarship.** Barbara Anderson-Carr was the winner in our drawing for the CLM exam scholarship. If she cannot sit for the exam, Chris Sims was selected as the alternate. The scholarship is distributed in the form of a reimbursement for expenses incurred.

**National Conference Scholarship to be announced at Managing Partner Breakfast.** To ensure that the winner of the \$1,250 scholarship may register without incurring a late registration penalty, the drawing will be held sometime in January and the winner will be announced at the Managing Partner Breakfast.

**Receipt of Fidelity Bond Insurance Policy.** Ann Jacobson announced that we have received the fidelity bond insurance policy.



**2005 Budget Item.** Debbie Roan suggested that the Board should consider a budget item for 2005 related to the Regional Conference in Houston. It may improve chapter participation if the chapter were to offer to pay the registration fee for any chapter member in good standing to attend the conference. In addition, the chapter could rent a bus to provide transportation for all attendees. The Board approved this budget item.

**Change Authorized Check Signers on Chapter Bank Account.** Mary Smith will get new signature cards from the bank. We will remove Barbara Anderson-Carr's name from the list and add Angela Thorpe. In January, Mary will research other banks for the chapter bank account.

**Managing Partner Breakfast.** The Managing Partner Breakfast is tentatively scheduled for February 8, 2005. Marci Krufka from Altman Weil is the scheduled speaker. We currently have three sponsors on line and one more pending at \$500 each. We are looking at the Stephen F. Austin as a possible location for the event.

The chapter won a \$20 gift certificate for winning the Jeopardy contest at the Regional Conference in New Orleans. The Board voted to have a drawing for it at the Managing Partner Breakfast.

**Thank You Cards.** Ann Jacobson circulated samples of stationery that we are considering for our chapter Thank You cards. The Board examined the samples and selected the 5 ½ inch Baroneal card with panel at \$380 for 1,000 notes. The notes will be printed with our chapter logo at the top.

**Update from National.** Ann shared her copy of *Just the Facts* newsletter with the Board. Several topics were mentioned, namely:

- The deadline for the Chapter Awards Program is January 12, 2005;
- A new and improved Job Bank will be available on the national website in January;
- Fax Ban Stay – The FCC granted a 6 month stay on the proposed fax regulations prohibiting associations and businesses from sending unsolicited faxes. Our chapter is unaffected by this regulation since most of our communications to members is via email;
- Silent Auction – Debbie Roan purchased a bracelet and earring set to be donated to the Silent Auction at the National Conference in San Francisco.

**IOMA proposal.** The Institute of Management and Administration contacted Karie Pilcher and made a proposal to offer a discount to ALA on subscriptions to LOMAR. Their service requires a license agreement. The Board voted against an affiliation with IOMA because of possible limitations related to the license.



**Item 5.        Old Business:**

**Monthly meeting location – price increase at Headliners.** The Program Committee will continue to consider options for changing our chapter meeting location.

**Audit: Secretary & President Elect:** Angela Thorpe (President-Elect) and Elaine Burr (Secretary) agreed to audit the April 1, 2003 through March 31, 2004 books with Mary Smith, Treasurer on January 20, 2005 at the offices of Winstead & Sechrest prior to the next Board meeting.

**Item 6.        Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for January 20, 2005.



## ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS  
CHAPTER  
Balance Sheet  
As of December 15, 2004

	<u>Dec 15, '04</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Checking	
Account	<u>41,937.94</u>
<b>Total</b>	
Checking/Savings	<u>41,937.94</u>
<b>Total Current Assets</b>	<u>41,937.94</u>
<b>TOTAL ASSETS</b>	<u><u>41,937.94</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
<b>Net Income</b>	<u>21,672.49</u>
<b>Total Equity</b>	<u>41,937.94</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>41,937.94</u></u>



## ATTACHMENT B

### ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

#### PROFIT & LOSS

April 1, 2004 through December 15, 2004

	Apr 1 - Dec 15, '04
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Education Seminars	2,420.00
Joint Chapter Retreat	600.00
Legal Resource Fair	49,260.00
Meeting Receipts	4,824.00
Membership Dues	
04-'05 Membership Dues	1,275.00
Total Membership Dues	1,275.00
Mtg Vendor Handout Fees	800.00
Newsletter Ads	825.00
Salary Survey	2,100.00
Sponsorships	
Joint Retreat	500.00
Total Sponsorships	500.00
<b>Total Income</b>	<b>62,604.00</b>
<b>Expense</b>	
Chapter Meeting	
Lunches	5,340.91
Speakers	408.75
Total Chapter Meeting	5,749.66
Chapter Retreat	9,297.71
Community Challenge Expenses	244.78
Continuing Leadership Institute	
President Elect-CLI	162.75
Total Continuing Leadership Institute	162.75
Education Seminar	
Lunches	1,265.60
Other	1,557.18
Speakers	800.00
Total Education Seminar	3,622.78
Insurance	
Fidelity Bond Premium	125.00
Total Insurance	125.00
Legal Resource Fair Expenses	
Facilities	4,073.50
Food	2,528.97
Other	4,638.52
Total Legal Resource Fair Expenses	11,240.99
Miscellaneous Expense	
Copies	50.00
Gifts	100.00
Other	805.87
Total Miscellaneous Expense	955.87
National Conference Scholarship	
President-National Conference	1,750.00
Silent Auction Items	360.98
Total National Conference Scholarship	2,110.98



New Member Functions	264.04
Parties	
Holiday Party	<u>1,393.99</u>
Total Parties	<u>1,393.99</u>
Postage and Delivery	16.48
Regional Conference	
Board Members	<u>5,098.66</u>
Total Regional Conference	<u>5,098.66</u>
Salary Survey Expense	-484.00
Supplies	38.95
Vendor Appreciation	
Parties	<u>796.47</u>
Total Vendor Appreciation	<u>796.47</u>
Website	<u>340.96</u>
Total Expense	<u>40,976.07</u>
Net Ordinary Income	<u>21,627.93</u>
Other Income/Expense	
Other Income	
Interest Income	<u>44.56</u>
Total Other Income	<u>44.56</u>
Net Other Income	<u>44.56</u>
Net Income	<u><u>21,672.49</u></u>

