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

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

**Members Present:**

Barbara Anderson-Carr, Ann Jacobson, Karie Pilcher, Debra Nicklaus, Angela Thorpe, Becky Shafer, and Elaine Burr.

**Members Not Attending:**

Edna Diaz, Pamela Smith, 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's Report: (Mary Smith, not attending)**

Barbara Anderson-Carr reported for Mary in her absence.

The Chapter bank account balance as of September 16, 2004 is \$52,936.36.

All checks have been deposited and all payables have been processed. The only outstanding issues are refunds to two law firms that overpaid for their guests at the Educational Seminar. Those checks will be processed next week.

Mary will bring a new signature card to the Chapter meeting on the 23<sup>rd</sup> to get current signatures for the checking account.

Mary plans to coordinate with Elaine Burr to reconcile the bank statement within the next week or so.

A Balance Sheet and Income Statement for the period ending September 16, 2004 are attached hereto and made a part of these minutes. (Attachments A and B)

**Item 3.        Committee Reports:**

**Membership Committee:** (Debra Nicklaus)

Isabel Gomez, Human Resources Coordinator at Bickerstaff Heath, is our latest member. Kathy Smith of Van Osselaer, Cronin, & Buchanan, L.L.P. has applied for membership and we are waiting for her application to be approved.

**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 has accepted several vendor sponsorships so far and they are working on getting a few more.

The flyer to advertise the event has been sent to Make-A-Wish for their approval.

The Committee is planning on providing drink tickets and possibly T-shirts for the bowling teams. The focus of the project is to collect money for the wish rather than to provide refreshments and such for the participants.

The vendor participants will receive website recognition for their participation. Additional links on the website will be added to help vendors find contact information for various events.

The invitation to the membership will go out later today.

Ann suggested that we create a calendar or some other mechanism to keep track of our vendor sponsorships on the website. This would help to prevent over soliciting one or two vendors and to give credit to vendors for their contributions. Elaine Burr will work on this project in the coming week.

Ann requested that the chapter make a contribution to the Red Cross for the victims of the recent hurricanes in the gulf. The Board approved this request. Ann is going to research and find out how to make our contribution.

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

Barbara reported for Pamela in her absence.

The September meeting notice will be out today. Jack Gardner of Thornberg Securities Corporation is to speak on "Prudent Investment Practices for Fiduciaries". Handouts will be available and the presentation is expected to be well received.



In October, Marie Watts will speak about HIPAA issues including addressing answers to members' questions.

Plans are underway for the Holiday Party.

Vendor Relations Committee (Angela Thorpe)

Angela is working on the Expo reconciliation and expects to have information with regard to the net proceeds next week. A few refunds will be made as late fees were waived and not charged by the Chapter again this year, and nominal fees need to be collected from one vendor who overlooked the charge for electrical outlets. Angela will get in touch with Angie Kalsbeck to verify the expenses for the educational program. Once these items are reconciled, a reconciliation report will be filed with the Treasurer.

Eighty vendors participated in the Expo this year. A thank you letter and survey will be mailed to the participating vendors within the next few days.

Angela completed a survey from the Palmer Events Center where she communicated the chapter's positive feedback concerning this year's event. As a result, Angela recommended that we book the same venue for next year's Expo. The Board approved.

Debra Nicklaus mentioned that the length of time allotted for the Expo could have been longer since she did not have the opportunity to visit with all of the vendors at the show. Others had made similar comments to the committee so next year, as additional 30 minutes will be added to the length of the show.

Angela distributed copies of the vendor presentation to the Board, and she gave Elaine a CD of photos and other information to be added to the website.

Newsletter Committee: (Karie Pilcher)

The September newsletter is nearly complete. There are no photos submitted for the scrapbook as of now. Angela indicated that the CD of photos that she gave to Elaine may have a few member photos that would be appropriate for the scrapbook. Elaine will send the photos to Karie this afternoon.

Website Committee: (Elaine Burr)

Membership changes and firm moves have been recorded on the website. Other projects in the works include updating the vendor expo section with photos and participant lists as well as website ads.



A new link needs to be added to the public area of the site with information on how to purchase survey results.

Salary Survey Committee: (Becky Shafer)

Our Salary Survey article recently appeared in *The Austin Lawyer*. Becky indicated that the article does not read the way Robert Matta submitted it. The article also directs interested parties to purchase the survey via a link on our website which does not exist at this point. Elaine Burr will work to fix that.

Despite the minor disappointments, the article generated two calls from interested law firms.

Thirty-nine law firms participated in the survey this year which exceeds our break-even goal of thirty-five, but is down slightly from last year's number (43).

**Item 4.        New Business:**

**Procedure for Obtaining Expo Vendor Ads for *The Connection* Newsletter.**

Karie has experienced some challenges in obtaining artwork for vendor ads. It was suggested that it may help if newsletter ad information and deadlines were included with Vendor confirmation packets next year.

For this year, Karie will run the ads she already has in the September issue and continue to work on getting the rest of the artwork for the next issue. In the future, she will divide the number of ads to be published into three upcoming newsletters. She will contact the vendors ahead of the deadline for their issue and request artwork. If it is not received by the deadline, the ad will be postponed to the next issue.

**CLI June 10-12, 2005 in Denver, Colorado.** The Chapter Leadership Institute will be held June 10-12, 2005 in Denver, Colorado. Barbara urged the President and President-Elect to attend.

**Newsletter Ad pricing.** Upon review of past minutes, Barbara reported that our current newsletter ad pricing is as follows:

- Business card size - \$50
- Quarter page - \$100
- Half page - \$175

An issue arose where a vendor's ad was mistakenly entered as a full-page ad rather than a half-page ad. Since we had reserved full page ads for the newsletter printer, no pricing was set for full page ads. Barbara and Karie quoted \$350 for a full page ad in this instance.



Upon review of our current pricing structure, the Board recommended that we set \$300 as the cost for a full page newsletter ad. We will refund \$50 to the vendor who was charged \$350.

**Item 5.        Old Business:**

**Managing Partner Breakfast:** Barbara reported that Marcie Krufka from Altman Weil has been scheduled to speak at the Managing Partner Breakfast on February 8, 2005. In addition to the Austin Club, Barbara is exploring other possibilities for this year's event including the Stephen F. Austin, the Hilton and the Four Seasons.

**Audit of Chapter Books:** Through the Chapter Presidents' Listserve, Barbara has been comparing how other chapters conduct the annual audit of their books. The Denver Chapter has developed a form that many other chapters have adopted. Barbara recommended that we adopt the Denver form and that the Secretary and the President-Elect be assigned the task of conducting the audit each year. The Board approved.

**CLM:** Barbara has commitments from several speakers to teach the CLM classes. The classes will begin October 5.

Chris Sims of Bickerstaff Heath obtained permission to hold the classes at his firm from October to December.

**Item 6.        Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for October 21, 2004.



## ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS  
CHAPTER  
Balance Sheet  
As of September 16, 2004

	<u>Sep 16, '04</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Checking	
Account	<u>52,936.36</u>
<b>Total</b>	
Checking/Savings	<u>52,936.36</u>
<b>Total Current Assets</b>	<u>52,936.36</u>
<b>TOTAL ASSETS</b>	<u><u>52,936.36</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	<u>32,670.91</u>
<b>Total Equity</b>	<u>52,936.36</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>52,936.36</u></u>



## ATTACHMENT B

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

#### PROFIT & LOSS

April 1, 2004 through September 16, 2004

	Apr 1 - Sep 16, '04
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Education Seminars	2,420.00
Legal Resource Fair	49,015.00
Meeting Receipts	2,862.00
Membership Dues	
04-'05 Membership Dues	975.00
<b>Total Membership Dues</b>	975.00
Mtg Vendor Handout Fees	350.00
Newsletter Ads	225.00
Salary Survey	300.00
<b>Total Income</b>	56,147.00
<b>Expense</b>	
Chapter Meeting	
Lunches	3,164.79
Speakers	408.75
<b>Total Chapter Meeting</b>	3,573.54
Chapter Retreat	3,925.34
Continuing Leadership Institute	
President Elect-CLI	162.75
<b>Total Continuing Leadership Institute</b>	162.75
Education Seminar	
Lunches	1,265.60
Other	930.18
Speakers	800.00
<b>Total Education Seminar</b>	2,995.78
Insurance	
Fidelity Bond Premium	125.00
<b>Total Insurance</b>	125.00
Legal Resource Fair Expenses	
Facilities	1,350.00
Food	2,528.97
Other	4,638.52
<b>Total Legal Resource Fair Expenses</b>	8,517.49
Miscellaneous Expense	
Copies	50.00
Gifts	100.00
Other	805.87
<b>Total Miscellaneous Expense</b>	955.87
National Conference Scholarship	
President-National Conference	1,750.00
Silent Auction Items	223.50
<b>Total National Conference Scholarship</b>	1,973.50
New Member Functions	264.04
Postage and Delivery	16.48
Vendor Appreciation	
Parties	796.47
<b>Total Vendor Appreciation</b>	796.47



Website	189.43
Total Expense	<u>23,495.69</u>
Net Ordinary Income	32,651.31
Other Income/Expense	
Other Income	
Interest Income	19.60
Total Other Income	<u>19.60</u>
Net Other Income	19.60
Net Income	<u><u>32,670.91</u></u>

