



**AUSTIN-CENTRAL TEXAS CHAPTER**  
Association of Legal Administrators



**Minutes from the April 05 Board Meeting of the  
Austin – Central Texas Chapter  
Association of Legal Administrators**

**April 14, 2005, 12:00 PM**

**Members Present:**

Ann Jacobson, Pamela Smith, Angela McEntire-Thorpe, Bonnie Zook, James Cornell, Toni Beasley, Jo Ann Welch, Vickie Mitchell

**Members Not Attending:**

Edna Diaz, Karie Pilcher Rivkin, Elaine Burr,

**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: (Jo Ann Welch)**

The Chapter bank account balance as of April 14, 2005 is \$45,337.82. All deposits have been made and all checks have been written.

Jo Ann distributed the previous year's profit and loss statement to aid in the preparation of committee budgets. She also offered to enter each committee's budget in Quickbooks.

A current signatory is needed to accompany Jo Ann to the bank to add her to the signature card. Ann Jacobson will go to the bank with Jo Ann.

There was a discussion regarding moving our account to Frost Bank for convenience. Jo Ann will investigate and report back. She will also talk to John Green at Bank One regarding their services.

A Balance Sheet and Income Statement for the period ending April 14, 2005 are attached hereto and made a part of these minutes. (Attachments A and B)

**Item 3. Committee Reports:**

**Membership Committee: (Toni Beasley)**

Toni reported that the committee had their first meeting. Goals and budget were discussed.

Goals:

Find ways to strengthen our mentoring program. The suggestion was made that we rename the mentoring program the ALA Ally Program and possibly have a happy hour to talk about our current member's interests so we can better match them with new members.

Building membership as well as getting non-participating members more involved.

Work with Elaine Burr to get the membership handbook on our website.

Ideas to make our new member lunches better.

Welcome gifts and introductions for new members at regular monthly lunches. Possible gifts (ALA pins and sticky note holders) were discussed. It was also suggested that the new member's ally ask a Board Member to go to lunch with them.

**Community Relations/Bar Activities: (Bonnie Zook)**

Bonnie is working on a plan for the budget. The committee has not had their first meeting.

Bonnie suggested Legal Build as our community project this year. It is more of a "hands on" event that participants seem to favor. We will continue to invite our business partners to join in this event.

**Program/Education Committee: (Pamela Smith)**

Pamela submitted a list of programs scheduled through November. Most of our speaker sponsor opportunities have been reserved.

The suggested speaker for our fall educational seminar is Jan Hargrave. Her contract was discussed and approved pending a detailed review by the Board Members. Pamela will sign the contract if no objections are lodged by a week from today. We will invite other chapters to attend the fall seminar.



Pamela will invite members to bring their IT people to the April 28 chapter meeting where the program will be on IT issues.

Pamela suggested that all members attending national give a report on their favorite sessions.

Business Partner Relations Committee: (Angela McEntire-Thorpe and James Cornell)

Angela and James reported that we expect 49 business partner representatives and 23 chapter members at the business partner appreciation happy hour this evening at Mezzaluna. Information regarding the fall business partner expo will be available at tonight's event. There will be two prizes given at the event (1) \$400 booth upgrade at the fall expo and (2) free newsletter ad. Angela will announce the prizes about 6:00 p.m.

The committee has 3 members and is recruiting to bring that number up to 10. It was suggested that we recruit at tonight's event and talk to new members about joining.

The committee's proposed budget was distributed.

Newsletter Committee: (Karie Pilcher Rivkin, not attending)

No report.

Website Committee: (Elaine Burr, not attending)

Ann Jacobson reported for Elaine in her absence.

The website is current with the new Officers and Committee Chairs except for Salary Survey.

A request was made to James Cornell for a photo for the Business Partner Committee page.

Elaine's next project will be to reconcile the official membership database from the Membership Committee with the website database and generate new online membership lists.

It was suggested that we add a new member section on the website.



Salary Survey Committee: (?)

No report.

Suggestions were made for possible committee chair candidates.

**Item 4.        New Business:**

Scholarships – Ann requested e-mail suggestions for scholarships from the Board Members. We plan to pay the registration for any Chapter Member that wants to attend the Regional Conference in Houston. We will also charter a bus at no cost to members.

Board Member stipends - \$750 stipend for 10 board members for regional. President, President-Elect and 1 member at large get stipends for national. A suggestion was made that we review the final budgets and have further discussions regarding stipends.

**Item 5.        Old Business:**

No old business

**Item 6.        Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for May 19, 2005.



## ATTACHMENT A

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

Balance Sheet  
As of April 14, 2005

	<u>Apr 14, '05</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	<u>45,337.82</u>
<b>Total Checking/Savings</b>	<u>45,337.82</u>
<b>Total Current Assets</b>	<u>45,337.82</u>
<b>TOTAL ASSETS</b>	<u><u>45,337.82</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>174.00</u>
<b>Total Equity</b>	<u>45,337.82</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>45,337.82</u></u>



## ATTACHMENT B

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

#### PROFIT & LOSS

April 1, 2004 through April 14, 2005

	<u>Apr 1 - 14, '05</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Education Seminars</b>	24.00
<b>Membership Dues</b>	
<b>05-'06 Membership Dues</b>	<u>150.00</u>
<b>Total Membership Dues</b>	<u>150.00</u>
<b>Total Income</b>	<u>174.00</u>
<b>Net Ordinary Income</b>	<u>174.00</u>
<b>Net Income</b>	<u><u>174.00</u></u>



## 2005 - 2006 Business Partners Committee Budget

<u>Event</u>	<u>Itemization</u>	<u>Estimated Amount</u>
<b>Legal Expo</b>		
	<b>Expenses</b>	
	2nd half of deposit at PEC; due in June 2005	1,350.00
	Balance due to PEC from actual event (will be reconciled)	2,700.00
	Food & Beverages at PEC	2,600.00
	Booth Installation at PEC	4,300.00
	Miscellaneous Supplies	200.00
	1st half of deposit at PEC for 2006 Expo; due in November 2005	1,350.00
	<b>Total Expo Expenses</b>	<b>\$ 12,500.00</b>
	2005 Expo Appreciation Happy Hour (75 people @ \$15 pp)	1,125.00
	<b>Grand Total of Expenses</b>	<b>\$ 13,625.00</b>
	<b>Income</b>	
	1 Speaker Sponsor	3,000.00
	1 Platinum Sponsor	3,000.00
	5 Gold Sponsors	7,500.00
	20 Silver Sponsors	15,000.00
	53 Bronze Sponsors (80 booths total)	21,200.00
	<b>Total Expo Income</b>	<b>\$ 49,700.00</b>
	<b>Net Income (Income - Expense)</b>	<b>\$ 36,075.00</b>

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

CHAPTER PROGRAMS – 2005-06

JANUARY 27

John Michalik, Executive Director ALA – “The Extraordinary Administrator”  
Sponsor - Building Image Group, Inc., Charlie Jones

FEBRUARY 24

Cinco Cocke, Personal Financial Planning  
Sponsor - Frost Bank FMG, Laura Pinto,

MARCH 24 – ½ Day Educational Seminar Dr. Jill Kohn, Improving  
Communications with Attorneys

BAC, Assoc. Counsel, sponsoring speaker \$500

Bakerman's Bakery (Jeannine McGill's husband's bakery) – he provided desserts  
Frost Plaza –11<sup>th</sup> floor Community Room

APRIL 28 – Jackson Walker's IT guy through April Stanaland

Current tech issues, extranets, digital imaging, wireless

Sponsor – Rockford Business Interiors, Jeannine McGill,  
jmcguill@rockford-texas.com

MAY 26

National conference highlights by attendees (who will coordinate the presenters?/  
Roundtable discussions (need topics)

Sponsor – Marilyn Diamond, Accutrack Marilyn Diamond  
[Marilyn@diamondassociates-usa.com] 214 420-9800 ext 302

JUNE 23

Juan Diego High School Mentor/Work Program (Wally will confirm)

Sponsor – Cory Pullen with Corp Couriers – 479.4007,  
cpullen@corporatecouriers.com

JULY 28 (Lisa)

Gisela Bradley, State Bar of Texas – File retention guidelines

Sponsor – Greater Texas Water, Reggie Nisbett, [reggie@greatertexaswater.com](mailto:reggie@greatertexaswater.com)  
771.9131

AUGUST 18 (Angie)

Spring Educational Seminar – Palmer Events Center

Jan Hargrave – Body Language (Edna) \$3000 will pay her own expenses



SEPTEMBER 22 (Clay)

Anita Motloch and Steve Knebel with Maxwell, Locke & Ritter to do the 1099 topic - reporting guidelines for lawsuit settlements  
Sponsor – Cinco Cocke, CB Richard Ellis (yes, he spoke in Feb.)

OCTOBER 27 (Edna)

John Green – identity theft  
Sponsor - Westlake Video Conferencing – Bonnie Zook

NOVEMBER 17 (Wally)

Fred Gale, CPA to speak on Fraud and Prevention

DECEMBER (Teresa)

Holiday party

JANUARY 26, 2006

FEBRUARY 23

MARCH

Spring Educational seminar

APRIL 27

Potential speakers for the year –

Wally – insurance industry update (employee or commercial?)

Carter King – Commercial Real Estate Solutions – real estate market trends

**Jacobson, Ann**

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**From:** Elaine Burr [eburr@hfhsllaw.com]  
**Sent:** Tuesday, April 12, 2005 12:53 PM  
**To:** AJacobson@winstead.com  
**Subject:** Website Committee update

The website is current with the new Officers and Committee Chairs except for Salary Survey. I had not heard whether or not that position had been filled.

I need James Cornell's photo for the Business Partner Committee page. I meant to take his picture at the retreat, but I forgot my camera.

Next project - reconcile the official membership database from the Membership Committee with my website database and generate new online membership lists.

I am also looking for online salary survey options again this year.

Elaine M. Burr  
IT Manager  
Henslee, Fowler, Hepworth & Schwartz, LLP  
816 Congress Ave.  
Suite 800  
Austin, Texas 78701

Phone: 512-708-1804 Ext. 217  
Toll Free: 800-969-7444  
Fax: 512-708-9037

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### Jan Hargrave & Associates

P.O. Box 480065, Houston, Texas 77058-8065  
(713) 622-9400; (713) 622-9401 fax

#### CONFIRMATION AGREEMENT

This Agreement is entered into on 4-13-05 between Jan Hargrave of Jan Hargrave & Associates of Houston, Texas

(Consultant), and Client:

Assoc. of Legal Administrators

Authorized Representative:

Edna Diley, Office Mgr., Locke Riddell & Sapp LLP

Address:

100 Congress, Suite 300 City: Austin State: TX Zip: 78701

Phone:

512-305-4850

Fax:

512-391-4850

Engagement Location:

Palmer Exec Center

Phone:

Address:

Austin, TX

PROGRAM TOPIC:

"People Reading Through Understanding Imberbal Communication"

Presentation Date(s):

Aug. 18, 2005

Time(s):

1:45 - 1:45 (pm. end after lunch)

Est. Attendance:

90++

#### TRAVEL AND LODGING:

- Hotel Reservation: (Non-smoking room) If needed, Consultant will be reimbursed for hotel charges.
- Round Trip Airfare: Consultant will be reimbursed for approved airfare.
- Rental Car: If needed, Consultant will be reimbursed for car expenses.
- Audio Visual Request(s): Lapel Microphone or Stand Microphone.
- Copies of Attached: Consultant will be reimbursed for copy expenses.
- Miscellaneous:

*all inclusive*

HONARARIUM: \$ 3000.00 plus travel and lodging expenses.

**Honorarium due day of presentation.** In the event of a client's cancellation six weeks prior to the event, 50% of the honorarium is due payable to Jan Hargrave & Associates.

All material, handouts, presentations and written documentation provided by the Consultant, under this Agreement, including those with the Copyright mark of "Let Me See Your Body Talk", shall be for the use and benefit of the Customer. It may be used for the single purpose provided under this Agreement and it may not be sold, reproduced or distributed outside the Customer's Company in any way or form.

Any internal documentation, programs, procedures, client information and contracts disclosed by the Customer to the Consultant during the course of this Agreement shall be privileged information and not disclosed, copied or distributed by the Consultant. This confidentiality extends indefinitely after the conclusion of this contract.

Any advice or training provided under this Agreement is based on the expertise of the Consultant. Effectiveness of the advice or training is dependent not only on the quality of the training but on the receptiveness of the trainees and the internal reinforcement after the training. It is the intent of the Consultant to provide the most effective training possible. There is no warranty for the effectiveness of the advice or training, however, the Consultant will provide any reasonable remedial help necessary to ensure that all candidates have been fairly and equally exposed to the training materials, at no additional cost to Customer.

Disclosure Agreements within this Agreement shall not expire with the Agreement nor its extensions. This Agreement forms the entire and only understanding between Customer and Consultant with respect to this subject matter and shall be interpreted and construed in accordance with the laws of the State of Texas. There are no warranties expressed or implied, other than those contained within this Agreement.

To acknowledge your agreement to the aforementioned, please sign and date the space provided below and return to Jan Hargrave and Associates within ten (10) days of the date of this document.

Authorized Signature (Client):

Date:

*\* please sign & return!*

Jan L. Hargrave:

Jan Hargrave

Date:

4-13-05

Thank you!

*Communication & Personality Differences*

## **PEOPLE READING THROUGH UNDERSTANDING NONVERBAL COMMUNICATION**

**Jan Hargrave**

**It's a scientific fact that a person's body gestures give away his true intentions. Actually, over ninety percent of all face-to-face communication is nonverbal; thus, the silent messages of the body often reveal more than the spoken word in conveying true feelings and attitudes. Jan Hargrave, expert in the field of nonverbal communication and author of "Let Me See Your Body Talk," "Freeway of Love," "Judge the Jury" and "Strictly Business Body Language" helps you discover how to:**

- **Make a positive impression on others.**
- **Sell yourself successfully.**
- **Communicate your ideas more powerfully.**
- **Read applicants during job interviews and learn what they are really thinking.**
- **Decipher lying gestures**
- **Persuade others to adopt your viewpoints.**
- **Understand cultural nonverbal differences.**
- **Develop fulfilling relationships.**

**Clear, practical and fun, this seminar offers a wealth of detailed information concerning the "hidden messages" of the people around you as well as yourself. Jan Hargrave's fascinating presentation gives you the advantages you need to make in-depth character assessments as well as an increased ability to form more successful, rewarding relationships.**

# **JAN HARGRAVE & ASSOCIATES**

*Motivational/Educational Presentations*

## ***Introduction***

1. ***Author of Let Me See Your Body Talk, Freeway Of Love, Judge The Jury and Strictly Business Body Language.***
2. ***CEO of Jan Hargrave & Associates, a Houston-based consulting firm.***
3. ***Recent talk-show guest of:*** *The Montel Williams Show*  
*The Maury Povich Show*  
*The Other Half with Dick Clark*  
*The Ricki Lake Show*  
*The Learning Channel*  
*E-Entertainment Television*  
***Contributing author to:*** *The New York Post*  
*Cosmopolitan Magazine, Redbook*  
*Us Weekly, In Touch Weekly*  
*Washington, D.C.'s People's Voice Radio*
4. ***Sample client list:*** *El Paso Corporation*  
*Wachovia Securities*  
*NASA Johnson Space Center*  
*Chase Manhattan Bank*  
*Stewart Title*  
*Texas Children's Hospital*  
*Starbucks*  
*American Express*  
*AIG SunAmerica*  
*Texas Department of Corrections*
5. ***Instructor, University of Houston. Bachelor's Degree, Master's Degree Education Specialists' Degree from the University of Louisiana at Lafayette.***

***P. O. Box 460065, HOUSTON, TEXAS 77056-8065\*TEL:(713)622-9400\*FAX(713)622-9401***  
***www.janhargrave.com***

# Professional Speaker, Educator, and Consultant Jan Hargrave



Introducing Ms. Jan Hargrave...

Profession Speaker, distinguished educator, international consultant, author of **Let Me See Your Body Talk, Freeway of Love, Judge the Jury and Strictly Business Body Language**, recent talk show guest of:

- The Montel William's Show
- The Ricki Lake Show
- The Maury Povich Show
- The Learning Channel
- Talk Soup
- Entertainment Television
- Mars/Venus Television

Jan Hargrave proves with her contagious warmth, wit, and humor that there is a method - and a style - to success. As a popular speaker on the power and effect nonverbal communication has on our success in corporate America and education America, Jan describes for you the "hidden messages" we use in our

everyday lives that help us:

- Make a positive impression on others
- Persuade others to adopt our viewpoints
- Communicate our ideas more powerfully
- Take charge - without being overbearing
- Discern and diffuse hostility in others
- Identify differences in cultural communications
- Recognize love signs and power plays

Working with thousands of youths and adults in the field of personal growth and self-expression through seminars and workshops, Jan has already inspired many of today's leading corporations and associations such as:

- Reliant Energy
- NASA
- American Express
- Chase Manhattan Bank
- ESPN
- El Paso Energy
- Stewart Title

and hundreds of other fortune 500 companies.

Her expertise concerning nonverbal communication in the courtroom and witness preparation proves to be the topics of interest in her presentations to the Honolulu Police Department, the Louisiana Attorney General's Office, and various legal Bench and Bar Associations across the country.

Jan Hargrave received her Bachelor of Science degree, Master's Degree, and Education Specialist degree in Business/ Psychology from the University of Louisiana in Lafayette, Louisiana. Ms. Hargrave has taught at several universities and high schools and is now an Adjunct Professor at the University of Houston. She is presently CEO of Jan Hargrave & Associates, a Houston Based consulting firm and resides in Houston, Texas.

**Jan Hargrave**  
**PO Box 460065**  
**Houston, TX 77056-8065**  
  
[www.janhargrave.com](http://www.janhargrave.com)

# Jan Latiolais Hargrave Order Form...

## LET ME SEE YOUR BODY TALK:

It's a scientific fact that people's body gestures give away their true intentions. Actually, over ninety percent of all face-to-face communication is nonverbal. Often the silent messages of body language reveal more than the spoken word in conveying true feelings or attitudes. Read **LET ME SEE YOUR BODY TALK** and learn to:

- Make a positive impression on others.
- Sell yourself successfully during job interviews.
- Communicate your ideas more powerfully.
- Develop fulfilling relationships.
- Learn to know what others are really thinking.
- Recognize love signs and power games.
- Understand cultural nonverbal differences.



## JUDGE THE JURY:



Clear and practical, **JUDGE THE JURY**, offers a wealth of detailed information about "hidden messages" of the people around you as well as yourself. This fascinating guide gives you the advantages you need to make in-depth character assessments and an increased ability to form more successful relationships.

**LOOK** like you have never *looked* before at:

- ★ Body Language
- ★ Personality Types
- ★ Handwriting
- ★ Birth Order
- ★ Facial Features
- ★ Doodles
- ★ Mixed Messages (Lying).

## FREEWAY OF LOVE:

In a lively, informative style, **FREEWAY OF LOVE** describes how to use unspoken communication to improve your love life and:

- ♥ Create your love map to find your dream lover.
- ♥ Understand the body language of attraction from first glance to intimacy.

- ♥ Indicate your availability to a potential lover.
- ♥ Grasp the five basic tips for better kissing.
- ♥ Realize when "no" means "yes".
- ♥ Discover your lie detection IQ and learn tips to recognize a liar.



## STRICTLY BUSINESS BODY LANGUAGE:



Take advantage of the secrets of nonverbal communication for that extra edge of confidence to overcome buyer resistance, increase sales and boost profits. **Strictly Business Body Language** gives you the answers and the rules of nonverbal selling power. Learn how to:

- ♦ Pinpoint sales resistance and turn it to your advantage.
- ▲ Determine the selling strategy to put you in the strongest bargaining position.
- ♦ Recognize verbal objections before they are expressed.
- ▲ Close more sales and increase profits.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Ship to Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Quantity	Description	Unit Price	Amt. Due
_____	Book: Let Me See Your Body Talk	\$ 19.95	_____
_____	Book: Judge the Jury	\$ 19.95	_____
_____	Book: Freeway of Love	\$ 19.95	_____
_____	Book: Strictly Business Body Language	\$ 19.95	_____
_____	Video: Actions Speak Louder Than Words	\$ 39.95	_____
_____	Video: Talk Show Body Talk	\$ 19.95	_____
_____	Audio: Body Language	\$ 9.95	_____
_____	Package Deal: All of the above	\$139.95	_____

### How to Order:

Fill out the order form and send it along with your check or money order payable to:

**Jan Hargrave**  
**PO Box 460065**  
**Houston, TX 77056-8065**  
**www.janhargrave.com**  
**(713) 622-9400**  
**Fax: (713) 622-9401**

Shipping & Handling:  
to \$25 **add \$6**  
\$26 to \$90 **add \$8**  
\$91 to \$200 **add \$11**  
\$201 to \$250 **add \$14** Additional charges will be added for International orders.