



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



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

**February 17, 2005, 12:00 PM**

**Members Present:**

Ann Jacobson, Mary Smith, Edna Diaz, Pamela Smith, Debra Nicklaus, and Elaine Burr.

**Members Not Attending:**

Becky Shafer, Karie Pilcher, and Angela McEntire-Thorpe.

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

The January 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 February 17, 2005 is \$40,438.52.

Dues invoices will be going out to the current membership this week via email. Elaine Burr will provide Mary with a list of current e-mail addresses from the membership database.

A Balance Sheet and Income Statement for the period ending February 17, 2005 are attached hereto and made a part of these minutes. (Attachments A and B)

**Item 3. Nominating Committee Report:**

Edna Diaz reported for the Nominating Committee. An e-mail containing the following information will be circulated to the chapter this week:

The Nominating Committee will present the following slate of officers for the chapter's vote at the February 24 lunch meeting. With the chapter's approval by

verbal vote at that meeting, they will serve a term beginning April 1, 2005 through March 31, 2006:

President: Ann Jacobson  
President-Elect: Angela Thorpe  
Secretary: Vickie Mitchell  
Treasurer: Jo Ann Welch

Our bylaws provide that we also allow nominations from our membership. If there are other individuals that members want to nominate for any of these positions, they will be asked to submit their nominations via email and submit them to Edna Diaz by Monday, February 21, 5:00 pm. If we do have nominations other than those shown above as recommended by the Nomination Committee, we will have to send out ballots to the membership for voting.

**Item 4. Committee Reports:**

Membership Committee: (Debra Nicklaus)

We have two new members:

1. Christine Bhamani, Human Resource Manager, Brown McCarroll, LLP, 111 Congress Ave, Ste 1400, Austin, 78701, 479-1189, f 226-7371, [cbhamani@mailbmc.com](mailto:cbhamani@mailbmc.com)
2. Chrissie Eastin, Assistant Administrator, Bickerstaff Heath Smiley Pollan Kever & McDaniel LLP, 816 Congress Ave, Ste 1700, Austin, 78701, 472-8021, f 320-5638, [ceastin@bickerstaff.com](mailto:ceastin@bickerstaff.com),

This gives us 87 members.

Debra is waiting for National to approve membership for Sharon Edgett of Popp & Ikard LLP, and three prospective member letters will be going out this week.

The Membership Committee met on February 10. Updating the membership handbook is the current project. This year, we will try to put the handbook on the website so that members can download updates at their convenience.

The next New Member luncheon is being planned for early June.

Community Relations/Bar Activities: (Ann Jacobson)

Nothing new to report.



Program/Education Committee: (Pamela Smith)

Pamela mentioned that the spouse of one of our vendors (Rockford) is interested in supporting the chapter in some manner. Since he is a baker, Pamela suggested that he provide dessert for the March Educational seminar. The Board approved.

Barbara Anderson-Carr of Associated Counsel is also interested in supporting the chapter and she would like suggestions on possible roles she could play. Edna Diaz suggested that since the Speaker's fee is \$500, Barbara's firm may be interested in being the speaker sponsor for \$500. The sponsorship would include a few minutes at the beginning of the seminar and the opportunity to introduce the speaker. Mention of Associated Counsel will be made in the next newsletter in the context of a Program Committee report. Pamela will present this plan to Barbara.

The committee completed its research on alternate locations for the monthly chapter meetings. All of the downtown locations offered pricing that was \$3-\$4 more than what we are currently paying. In addition, Pamela was successful in negotiating an increase of only 5% from the Headliners Club. In order to keep the prices low, the Board suggested that we change the menu from two entrees to only one and keep the buffet style rather than opting for a sit down luncheon.

The Committee has vendor sponsorships lined up through August, and speakers through April. Our February speaker will address personal financial planning issues; in March, we will have the educational seminar with Dr. Jill Kohn, and in April the speaker will focus on Information Technology issues.

We recently received a lead from the Colorado Chapter to invite Bruce Wilkenson as a possible fall seminar speaker.

Business Partner Relations Committee: (Angela McEntire-Thorpe, not attending)

Ann Jacobson reported for Angela in her absence.

The Committee selected April 14 for the Expo Appreciation Happy Hour at the lounge at Spaghetti Warehouse.

Angela continues to work on recruiting a new chair for the 2005 Business Partner Relations Committee.

Newsletter Committee: (Karie Pilcher, not attending)

Ann Jacobson reported for Karie in her absence.



The committee is working on articles for the upcoming newsletter. There has been some difficulty getting article submissions that stay on point with the theme of the newsletter.

Website Committee: (Elaine Burr)

The website has not had any major changes this month since the judging for the awards will not end until February 28.

The Membership section has been updated to agree with the roster maintained by the Membership Committee. Elaine has also updated the NEWS page on the site.

No major changes are scheduled.

Salary Survey Committee: (Becky Shafer, not attending)

No report.

**Item 5.      New Business:**

**Committee Chairs for 2005-2006.** The Committee Chairs for 2005-2006 will need to be selected within the next few weeks.

**Budget for 2005-2006.** The Board will be reviewing the 2004-2005 expenses in preparation for the new 2005-2006 budget within the next month.

**Update from National.** No recent updates from National.

**Headliners.** Based on the findings of the Program Committee, the monthly chapter luncheons will continue to be held at the Headliners Club.

**Item 6.      Old Business:**

**Audit: Secretary & President Elect:** The Secretary (Elaine Burr) and President-elect (Angela McEntire-Thorpe) completed the audit of the chapter finances on January 20, 2005. Angela is completing the submission of the audit form.

**Change Authorized Check Signers on Chapter Bank Account.** Angela, Mary and Ann have signed a new signature card for the Chapter bank account at Bank One.

**Item 7.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for March 17, 2005.



## ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS  
CHAPTER  
Balance Sheet  
As of February 17, 2005

	<u>Feb 17, '05</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	40,438.52
<b>Total Checking/Savings</b>	<u>40,438.52</u>
<b>Total Current Assets</b>	<u>40,438.52</u>
<b>TOTAL ASSETS</b>	<u><u>40,438.52</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	<u>20,173.07</u>
<b>Total Equity</b>	<u>40,438.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>40,438.52</u></u>



## ATTACHMENT B

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

#### PROFIT & LOSS

April 1, 2004 through February 17, 2005

	Apr 1, '04 - Feb 17, '05
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Education Seminars	2,420.00
Joint Chapter Retreat	600.00
Law Firm Leadership Breakfast	1,500.00
Legal Resource Fair	49,260.00
Meeting Receipts	5,586.00
Membership Dues	
04-'05 Membership Dues	1,575.00
<b>Total Membership Dues</b>	1,575.00
Mtg Vendor Handout Fees	800.00
Newsletter Ads	825.00
Salary Survey	2,900.00
Sponsorships	
Joint Retreat	500.00
<b>Total Sponsorships</b>	500.00
<b>Total Income</b>	65,966.00
<b>Expense</b>	
Chapter Meeting	
Lunches	6,301.47
Speakers	631.85
<b>Total Chapter Meeting</b>	6,933.32
Chapter Retreat	9,297.71
Community Challenge Expenses	244.78
Continuing Leadership Institute	
President Elect-CLI	162.75
<b>Total Continuing Leadership Institute</b>	162.75
Education Seminar	
Lunches	1,265.60
Other	1,513.88
Speakers	800.00
<b>Total Education Seminar</b>	3,579.48
Insurance	
Fidelity Bond Premium	125.00
<b>Total Insurance</b>	125.00
Law Firm Leadership bkfst exp	1,984.33
Legal Resource Fair Expenses	
Facilities	5,423.50
Food	2,528.97
Other	4,638.52
<b>Total Legal Resource Fair Expenses</b>	12,590.99
Miscellaneous Expense	
Copies	50.00
Gifts	200.00
Other	805.87
<b>Total Miscellaneous Expense</b>	1,055.87
National Conference Scholarship	
President-National Conference	1,750.00



<b>Silent Auction Items</b>	<u>360.98</u>
<b>Total National Conference</b>	
<b>Scholarship</b>	2,110.98
<b>New Member Functions</b>	433.97
<b>Parties</b>	
<b>Holiday Party</b>	<u>1,395.99</u>
<b>Total Parties</b>	1,395.99
<b>Postage and Delivery</b>	70.71
<b>Regional Conference</b>	
<b>Board Members</b>	<u>5,098.66</u>
<b>Total Regional Conference</b>	5,098.66
<b>Salary Survey Expense</b>	-484.00
<b>Supplies</b>	38.95
<b>Vendor Appreciation</b>	
<b>Parties</b>	<u>796.47</u>
<b>Total Vendor Appreciation</b>	796.47
<b>Website</b>	<u>416.72</u>
<b>Total Expense</b>	<u>45,852.68</u>
<b>Net Ordinary Income</b>	20,113.32
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Interest Income</b>	<u>59.75</u>
<b>Total Other Income</b>	<u>59.75</u>
<b>Net Other Income</b>	<u>59.75</u>
<b>Net Income</b>	<u><u>20,173.07</u></u>

