



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



**Minutes from the October²⁰⁰⁵ Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

October 17, 2005, 12:00 PM

Members Present:

Ann Jacobson, Debbie Roan, Angela McEntire, Chris Sims, Pamela Smith, Karie Rivkin, Jo Ann Welch, Toni Beasley, and Elaine Burr

Members Not Attending:

Edna Diaz, Vickie Mitchell, Bonnie Zook, James Cornell.

Item 1. Reading/Approval of the Minutes:

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

Item 2. Treasurer's Report: (Jo Ann Welch)

The Chapter checking account balance as of October 17, 2005 is \$4,775.65 and the Money Market account balance is \$60,058.68. We received a few checks for new member dues and a credit for interest income on the Money Market account in the amount of \$58.68. The final check to Palmer Auditorium (\$3,025) for the Legal Expo has been written.

Jo Ann indicated that funds transfers to the Money Market account are done on line and the system is working well. The chapter has access to a debit card but there has been no activity on it so far.

The chapter tax return has been completed and filed.

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

Item 3. Committee Reports:

Membership Committee: (Toni Beasley)

Toni is working on an updated roster which will be available at the next Board meeting. After removing members who are no longer active (Ellen Carpenter, Patrick Cullitan, Isabel Gomez and Robert Lees) and adding new members (Jody Gressett, Andrew Molnau, Fran Vincent and Elizabeth Walker), the membership stands at 88 members. Jackson Seamans of Cantey & Hanger is pending. Sharon Rhea's membership is also pending. Her position with area law firms is similar to Jeanne Schulte's and it appears that she is eligible for an Associate membership.

The next New Member luncheon is scheduled for Wednesday, January 11. Toni asked that the Board Members save the date on their calendars.

Member surveys will be going out this week.

Ten people have signed up for the Buddy Program. This is a program targeting members who have been with the chapter for one year or less. Toni will send out another invitation for people to sign up. She would like to schedule a Happy Hour on Wednesday, November 9 to include new members, the Board and members of the Buddy Program.

Toni wants to have a Membership Drive that will encourage people to join this fall rather than waiting for January. She suggested that the chapter provide incentives for members to recruit new members, such as gift certificates to restaurants and the like. In addition, she suggested reduced or prorated dues. Ann indicated that we may need to wait on this proposal due to National's 10,000 pyramid drive this year. The discussion on prorated dues was postponed to the next meeting. In general, the Board agreed that we should follow National's lead despite the difference in dues cycles.

Community Relations/Bar Activities: (Bonnie Zook, not attending)

No formal report was submitted.

November 12 is the scheduled landscaping event with Habitat for Humanity. We need to get the word out to the membership and put it on the website calendar.

Debbie Roan indicated that she will be working on partnering with the Austin Bar on community events. She will forward information to Bonnie.



Program/Education Committee: (Pamela Smith)

Pamela indicated that a question arose concerning CLM credit for meetings and seminars. Clay Singleton contacted Jan Marshall who said that the program needs to be one hour in length so our monthly luncheons would not qualify. Our educational seminars will qualify, however. Debbie will ask the Regional Board Committee why our 45 minute monthly meeting presentations do not qualify for CLM since, for example, similar luncheon meetings qualify for attorney CLE.

The Committee is investigating possible venues for the holiday party.

Business Partner Relations Committee: (Angela McEntire)

The Business Partner Relations Committee held their post-expo meeting on October 14. They reviewed the results of the survey – twenty-three out of seventy-five business partners participated and most of the ratings were “good” or “excellent”. This response is better than prior years, presumably because they were sent via email rather than the postal service. The main reasons the vendors said they participated in the Expo was to support the chapter, establish a presence among Austin law firms, and to intensify awareness and maintain relationships.

At the request of a few vendors, the Committee is going to work on putting a dollar value on the booth packages offered for next year’s Expo. It may mean re-pricing or enhancing the packages.

The Legal Expo reconciliation is off by \$2800. Angela will work on reconciling this amount.

The Chapter shirts will be arriving in the next day or so. Ann will distribute them on the bus to Houston.

Angela asked for approval to purchase chapter thank you cards. Ann indicated that earlier efforts to purchase cards were not successful because the cost was prohibitive. Debbie suggested that plain cards be used for this purpose or check with ALA National who maintains a supply of cards at a reasonable price.

Angela and James are planning to start early on preparing their submission for the Chapter Awards.

Newsletter Committee: (Karie D. Rivkin)

Karie is considering ideas for the December issue. She is thinking about an ALA centered theme. Debbie Roan agreed to help summarize the benefits of ALA at the regional and national level. Karie asked the Board members to report on sessions



they attend at regional, as well as articles on their roles as Officers and Committee Chairs.

Ann suggested that the Membership Committee work in conjunction with the Newsletter Committee to produce a Chapter brochure aimed at attracting new members.

Website Committee: (Elaine Burr)

Elaine has updated the website to include information on the 2005 Salary Survey and the Legal Expo. She will add Gold and Silver sponsor logos in the next few weeks.

Compensation and Benefits Survey Committee: (Chris Sims)

Chris reported that the committee met its deadline to distribute the 2005 Salary Surveys. Ikon published the survey and they did a decent job on the project. No meeting has been set to discuss the 2006 survey yet. The goal for the 2006 survey is to have the results in the hands of the membership around mid-year instead of Fall as has been the case in the recent past.

Item 4. New Business:

Regional Conference – Travel Budget. The cost of the bus will be \$1,200 plus gratuity. We will leave from the Walsh Anderson parking area at 10AM on Thursday morning so that we will arrive in time for the Regional Council meeting at 2PM. There will be no smoking allowed on the bus as well as no glass containers or kegs.

All chapter members are invited to attend the Regional Council meeting. Debbie Roan encouraged the Board members to do so.

Retreat – November 18-19. The Chapter retreat has been rescheduled for November 18-19 at Balcones Springs. JoAnn has not deposited any retreat money yet.

November Board meeting. Ann has a conflict for next month's regularly scheduled Board meeting. The Board agreed to reschedule the meeting to Monday, November 14.

Item 5. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Monday November 14, 2005.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet
As of October 17, 2005

	<u>Oct 17, '05</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	4,775.65
Frost Money Market	<u>60,058.68</u>
Total Checking/Savings	<u>64,834.33</u>
Total Current Assets	<u>64,834.33</u>
TOTAL ASSETS	<u><u>64,834.33</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>19,670.51</u>
Total Equity	<u>64,834.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>64,834.33</u></u>



ATTACHMENT B
ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS
CHAPTER

PROFIT & LOSS
April 1, 2004 through October 17, 2005

	<u>Apr 1 - Oct 17, '05</u>
Ordinary Income/Expense	
Income	
Education Seminars	2,589.00
Legal Resource Fair	44,226.70
Meeting Receipts	3,336.00
Membership Dues	
05-'06 Membership Dues	<u>1,575.00</u>
Total Membership Dues	1,575.00
Mtg Vendor Handout Fees	1,000.00
Newsletter Ads	<u>1,650.00</u>
Total Income	54,376.70
Expense	
Bank Service Charges	1.50
Chapter Meeting	
Lunches	<u>3,776.28</u>
Total Chapter Meeting	3,776.28
Chapter Retreat	2,337.50
Community Challenge Expenses	122.43
Community Development	2,000.00
Continuing Leadership Institute	
President - CLI	932.49
President Elect-CLI	<u>684.64</u>
Total Continuing Leadership Institute	1,617.13
Education Seminar	
Lunches	2,292.84
Speakers	3,777.78
Education Seminar - Other	<u>0.00</u>
Total Education Seminar	6,070.62
Insurance	
Fidelity Bond Premium	<u>125.00</u>
Total Insurance	125.00



Legal Resource Fair Expenses	
Deposits	1,350.00
Facilities	7,262.99
Food	<u>1,923.16</u>
Total Legal Resource Fair Expenses	10,536.15
Miscellaneous Expense	
Other	659.24
Miscellaneous Expense - Other	<u>-0.48</u>
Total Miscellaneous Expense	658.76
National Conference Scholarship	
CLM Scholarship	1,000.00
New Member Regist-Natl Conferen	845.00
President-National Conference	1,750.00
President Elect-National Confer	<u>1,750.00</u>
Total National Conference Scholarship	5,345.00
New Member Functions	168.86
Parties	66.75
Postage and Delivery	126.00
Regional Conference	200.00
Vendor Appreciation	
Parties	<u>1,360.50</u>
Total Vendor Appreciation	1,360.50
Website	<u>265.16</u>
Total Expense	<u>34,777.64</u>
Net Ordinary Income	19,599.06
Other Income/Expense	
Other Income	
Interest Income	<u>71.45</u>
Total Other Income	<u>71.45</u>
Net Other Income	<u>71.45</u>
Net Income	<u><u>19,670.51</u></u>

