



**Minutes from the December 06 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

December 12, 2006, Noon

Members Present:

Angela McEntire, Vickie Mitchell, Jo Ann Welch, Toni Beasley, Bonnie Zook, Ann Jacobson, and Angie Kalsbeck

Members Not Attending:

Karie Rivkin, Brenda Barnes, Debbie Roan, James Cornell, Chris Sims, Elaine Burr

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: (Jo Ann Welch)

The Chapter checking account balance as of December 12, 2006 is \$998.49 and the Money Market account balance is \$52,984.05. All checks have been written and deposits made.

Jo Ann continues to move money to the money market account when appropriate.

Jo Ann reviewed the Profit & Loss and Balance Sheet.

A Balance Sheet and Income Statement for the period ending December 12, 2006 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Chapter Awards Committee: (Brenda Barnes – not attending)

Brenda and Toni are working on a December 18 educational meeting with Lino Mendiola, President of the Hispanic Bar Association and a member of Andrews Kurth's diversity committee. Mr. Mendiola will speak on diversity issues.

The Committee members continue to work with their respective Board members and plan to meet after Christmas to set dates for finalizing submissions.

Membership Committee: (Toni Beasley)

Toni reported that we have 94 members. The Committee is planning to renew their efforts after the end of the year with a particular focus on corporate members.

The Committee is working on the brochure with the idea that it should be something a prospective member can give to their managing partner to show what ALA is about and why they should join.

The Committee decided to use the \$500 gift card for our 100th member celebration party.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie will be mailing our holiday donation checks to the Salvation Army and the Children's Shelter (\$100 each) soon.

Bonnie' meeting with Mary Smith, her Chapter Awards Committee partner, regarding ideas to promote visibility for the Community Relations/Bar Activities Committee was postponed but will be rescheduled soon.

Jo Ann received a thank you letter from Habitat and will forward it to Bonnie.

Program/Education Committee: (Angie Kalsbeck)

Angie reported that our January meeting will feature round table discussions and asked for topic ideas.

Angie also reported that the Dallas Chapter plans to invite our Chapter to their spring expo and educational seminar to be held March 29, 2007 at the Tower Club. A suggestion was made to send representatives so we can possibly get new ideas for our expo.



Business Partner Relations Committee: (Debbie Roan – not attending and James Cornell – not attending)

Angela reported for Debbie and James. Debbie plans to send Happy New Year cards to the business partners that participated in the 2006 Legal Expo with a “save the date” note for the 2007 Expo.

Debbie is working with Toni on the Chapter brochure and Membership awards submission and reported that Toni plans to have the brochure done in time for the submission.

Newsletter Committee: (Karie D. Rivkin – not attending)

Angela reported for Karie that she hopes to have the newsletter finalized before she is out on maternity leave. Go Karie!

Website Committee: (Elaine Burr – not attending)

Angela reported for Elaine. Our website consultants are busy bringing in the existing content to the new Members Only site. They will also add the article Elaine wrote about our holiday party while it is still fairly current.

Elaine plans to get the following added before the end of this year:

- Photos from Michal Bagley’s retirement party and the holiday party
- Update news areas regarding Community Relations Committee activities – Bowling, lunch for Habitat for Humanity, and magic show
- Photos from Legal Expo – Elaine needs copies of the photos
- Update Board meeting and Chapter meeting pages
- Review Board Minutes for other information to add to the website

Elaine will meet with the Committee to work on goals for 2007.

Compensation and Benefits Committee: (Chris Sims – not attending)

No report.

Item 4. Old Business:

Adobe Go Live was purchased as approved at the last meeting.

Retreat - Angela is still working on a venue. The Flying L does not have availability during March. She will look at alternatives. Angela has availability dates from our speaker, Marsha Petrie Sue. A discussion was held regarding the possibility of changing the format of the retreat or possibly holding it at a hotel in Austin.



Credit Card Payments – Amanda Korte is continuing to investigate our options.

Managing Partner Breakfast – Angela confirmed that she will be mailing invitations the first week of January.

Archiving Chapter files – Angela reported that she is continuing to work on the project.

Everyone commented on the success of our holiday party and how much fun it was.

Item 5. New Business:

An additional charge of \$2,500 for migrating the members only section of the website was approved on November 15, 2006.

Toni will be conducting the January Chapter luncheon in Angela's absence.

Angela asked Board Members to bring a list of their Committee goals for this year to the January meeting for review. Angela will bring the Chapter goals.

Angela plans to update the Board on our the President's Award points totals at the next meeting.

Angela plans to send a draft article for ALA News on Region 4 to the Board Members for their review before submission on January 3, 2007.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for January 9, 2007 at 12:00 p.m.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet
As of December 12, 2006

	<u>Dec 12, '06</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	998.49
Frost Money Market	<u>52,984.05</u>
Total Checking/Savings	<u>53,982.54</u>
Total Current Assets	53,982.54
Other Assets	
Prepaid Expense-2007 BusPtr Sho	<u>1,350.00</u>
Total Other Assets	<u>1,350.00</u>
TOTAL ASSETS	<u><u>55,332.54</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	<u>1,235.61</u>
Total Equity	<u>55,332.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>55,332.54</u></u>



ATTACHMENT B
ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS
CHAPTER

PROFIT & LOSS
April 1, 2006 through December 12, 2006

	<u>Apr 1 - Dec 12, '06</u>
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	21,262.00
Gold Sponsors	9,052.50
Platinum Sponsor	3,000.00
Silver Sponsors	15,065.00
Business Partner Fair - Other	<u>-140.00</u>
Total Business Partner Fair	48,239.50
Education	
Meeting Receipts	4,644.00
Mtg Vendor Handout Fees	750.00
Seminars	3,261.00
Education - Other	<u>25.00</u>
Total Education	8,680.00
Membership Dues	
06-'07 Membership Dues	<u>2,550.00</u>
Total Membership Dues	2,550.00
Newsletter Ads	650.00
Salary Survey	<u>5,825.00</u>
Total Income	65,944.50
Expense	
Bank Service Charges	4.00
Board Expenses	
Gifts	<u>177.19</u>
Total Board Expenses	177.19
Business Partner Fair Expenses	
Facilities	9,355.51
Food	1,862.18
Other	286.46
Vendor Appreciation Party	<u>1,543.00</u>
Total Business Partner Fair Expenses	13,047.15



Community Challenge Expenses	401.08
Community Development	1,984.27
Continuing Leadership Institute	
President - CLI	<u>310.00</u>
Total Continuing Leadership Institute	310.00
Education Costs	
Chapter MeetingLunches	5,362.05
Holiday Party	1,122.00
Lunches-Education Seminar	2,884.75
Other-Education Seminar	396.19
Speakers-Education Seminar	6,275.16
Education Costs - Other	<u>12.39</u>
Total Education Costs	16,052.54
Insurance	
Fidelity Bond Premium	<u>125.00</u>
Total Insurance	125.00
Managing Partner Breakfast	2,323.39
Miscellaneous Expense	
Gifts	139.88
Other	103.64
Miscellaneous Expense - Other	<u>0.00</u>
Total Miscellaneous Expense	243.52
National Conference Scholarship	
Board Member Stipend	12,000.00
President-National Conference	1,500.00
Social Event	<u>500.00</u>
Total National Conference Scholarship	14,000.00
New Member Functions	
New Member Lunches	134.45
Promo Gifts	<u>270.11</u>
Total New Member Functions	404.56
Newsletter	318.16
Parties	426.55
Regional Conference	
Board Members	1,875.00
First-Time Attendee	250.00
Members at Large-Reg Conf	4,500.00
T-shirts	<u>343.98</u>
Total Regional Conference	6,968.98



Salary Survey Expense	4,214.00
Uncategorized Expenses	0.00
Website	
Design	3,215.52
Monthly Fee	378.80
Website - Other	<u>99.95</u>
Total Website	<u>3,694.27</u>
Total Expense	<u>64,694.66</u>
Net Ordinary Income	1,249.84
Other Income/Expense	
Other Income	
Interest Income	<u>60.77</u>
Total Other Income	60.77
Other Expense	
Other Expenses	<u>75.00</u>
Total Other Expense	<u>75.00</u>
Net Other Income	<u>-14.23</u>
Net Income	<u><u>1,235.61</u></u>



Vickie Mitchell

From: Elaine Burr [eburr@wabsa.com]
Sent: Thursday, December 14, 2006 6:17 PM
To: Vickie Mitchell
Subject: Fwd: Website Committee Update

I think this was it

>>>

From: Elaine Burr
To: Angela McEntire
Date: 12/7/2006 3:40 PM
Subject: Website Committee Update

Pam Simchick and Ellie are busy bringing in the existing content into the Members Only area. They have asked me not to touch the site until they are finished - it has been almost 3 weeks. They are telling me that the ISP's host computer is very slow and it is taking longer than expected to upload files. I never noticed that before - it was always pretty quick, but they are using GoLive to update the pages and I simply use FTP.

I asked Pam and Ellie to include an article I wrote about the Holiday Party and to add it as a link to on the Chapter Activities sidebar since it would not have been timely by the time I got the okay.

I had one quick training session with Pam on 11/21. but I will need a refresher once they finally tell me that I can start working on it.

Items that I need to do before year end:

Add photos

from Michal's retirement party

from the Holiday party

Update News areas

Community Relations Committee activities - Bowling, lunch for Habitat for Humanity, etc.

Legal Expo - I have not received any photos of this event yet, or if I did, I misplaced them.

Update the Board meeting and chapter meeting pages

Go through the Board meeting minutes to glean other information to add to the site

This has been a daunting project for 2006. I need to get with my committee to talk about goals for 2007. My thoughts are to expand the Members Only area, make use of the on-line forms, look into online luncheon registrations and accepting paypal payments for the Legal Expo, not to mention getting comfortable using this software.

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