



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

February 16, 2006, 12:00 PM

Members Present:

Ann Jacobson, Vickie Mitchell, Bonnie Zook, Edna Diaz, Jo Ann Welch, Angela McEntire, James Cornell, Karie Rivkin, Toni Beasley, Sam Williams (via teleconference)

Members Not Attending:

Chris Sims, Pamela Smith

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: (Jo Ann Welch)

The Chapter checking account balance as of February 16, 2006 is \$2,915.73 and the Money Market account balance is \$57,240.18. All checks have been written and deposits made.

Jo Ann presented a comparison of this year and last year Profit & Loss statement and noted that there were no major differences in income and expenses.

Dues notices will be sent soon. Toni asked Jo Ann if she will coordinate with her to make sure the membership committee is up to date on payment of dues. Jo Ann will send the renewal forms to Toni as the checks come in.

A Balance Sheet and Income Statement for the period ending February 16, 2006 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 verifying our membership list and will forward a copy to everyone.

Toni announced that we are on track to have 100 members this year. She has 8 potential new members at this time. Two of our members will not be renewing.

Toni reported that National determined Sharon Rhea is not eligible for associate membership.

Toni has been in touch with National to request new member materials and will hopefully get the materials soon. Kari will provide some back issues of our newsletter to include in the new member packets. Toni will also include information on the fee schedule for pro ration of dues.

The next new member luncheon is tentatively scheduled for June 7.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie will order shirts for the American Cancer Society Austin Relay for Life that will be held April 22 and 23 at Westlake High School from 7:00 p.m. to 7:00 a.m. The shirts will be provided at no cost to participating members.

Bonnie reported that the Austin Lawyer did not mention ALA in their article on the Legal Build event. She called and was told that they will try to get some mention of our support in the next issue.

Bonnie met with Howard Nirken of Jenkins & Gilchrist and Donna Budak of the Childrens Medical Center Foundation regarding fundraising for the medical center. They would like to speak at an ALA meeting or function. It was decided that they will be invited to make a short presentation just before the seminar resumes after the lunch break.

Bonnie and her committee are meeting next week.

Program/Education Committee: (Pamela Smith-not attending)

No report.

Ann reminded everyone of the March 16 educational seminar. Invitations for the seminar should go out tomorrow. Our March Board Meeting will be held just prior to the seminar.



Business Partner Relations Committee: (Angela McEntire & James Cornell)

Angela reported that the Chapter Awards submission has been made.

Angela has asked Debbie Roan and/or James Cornell to take over maintaining the Business Partner database.

The Business Partner happy hour has been scheduled for April 6 from 5:30 to 7:00 p.m. at Six.

The Business Partner Expo reconciliation has been finalized. Our profit was \$30,240.41.

James will maintain the listing of Business Partner opportunities and coordinate with Sam to post on our website.

Newsletter Committee: (Karie D. Rivkin)

Karie reported that the next newsletter should be out on April 15 with a deadline for submissions of April 1. The focus for the issue will be technology.

Website Committee: (Sam Williams-via teleconference)

Sam's Committee will be meeting soon.

Sam announced that his firm has hired Elaine Burr as of today so Elaine will be helping with website updates.

Compensation and Benefits Survey Committee: (Chris Sims-not attending)

No report.

Item 4. Old Business:

Edna reminded everyone that the retreat is scheduled for March 3 with Laura Pinto of Frost Bank as our speaker.

Edna reported that Vickie will present the Nominating Committee selections to the members at our next meeting and ask for a vote.

Chrissie Eastin won the \$1,500 scholarship to attend National in Montreal. Her name was drawn at the Managing Partner Breakfast.



Angela is working on getting dates for the Board Retreat and will e-mail everyone with choices.

Item 5. New Business:

A discussion was held regarding informal (member only) and possible Business Partner sponsored happy hours.

Angela asked the Board Members to approve changing our monthly Board Meeting date to the 2nd Tuesday of each month starting in April. All approved.

Angela distributed calendars for the next term and asked the Board to review and add events as needed. Angela will distribute the calendars to members at the retreat.

Angela announced that most of our Board Members will be returning (if elected) with the exception of Pamela Smith. Angela will ask Lisa Grieger and Angie Kalsbeck to consider serving as Co-Chairs of the Program/Education Committee. Debbie Roan will Chair the Business Partner Relations Committee and Sam Williams has agreed to stay on as Website Committee Chair.

Angela reported that Angie Kalsback is interested in sitting for the CLM exam in September. Angela will ask Kelly Barker and Debra Nicklaus to spearhead a CLM study group.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Thursday, March 16, 2006 at 11:00 a.m. just prior to the Spring Educational Seminar.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet As of February 16, 2006

	<u>Feb 16, '06</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	2,915.73
Frost Money Market	<u>57,240.18</u>
Total Checking/Savings	<u>60,155.91</u>
Total Current Assets	<u>60,155.91</u>
TOTAL ASSETS	<u><u>60,155.91</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>14,992.09</u>
Total Equity	<u>60,155.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>60,155.91</u></u>



ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS April 1, 2004 through February 16, 2006

	<u>Apr 1, '05 - Feb 16, '06</u>
Ordinary Income/Expense	
Income	
Education Seminars	2,649.00
Legal Resource Fair	46,676.70
Meeting Receipts	5,023.00
Membership Dues	
06-'06 Membership Dues	1,575.00
Total Membership Dues	1,575.00
Mtg Vendor Handout Fees	1,900.00
Newsletter Ads	1,850.00
Salary Survey	1,961.88
Total Income	61,635.58
Expense	
Bank Service Charges	2.50
Chapter Meeting	
Lunches	5,750.09
Total Chapter Meeting	5,750.09
Chapter Retreat	2,337.50
Community Challenge Expenses	819.43
Community Development	3,000.00
Continuing Leadership Institute	
President - CLI	932.49
President Elect-CLI	684.64
Total Continuing Leadership Institute	1,617.13
Education Seminar	
Lunches	2,292.84
Speakers	3,777.78
Education Seminar - Other	0.00
Total Education Seminar	6,070.62
Insurance	
Fidelity Bond Premium	125.00
Total Insurance	125.00



Legal Resource Fair Expenses	
Deposits	1,350.00
Facilities	7,262.99
Food	<u>1,230.48</u>
Total Legal Resource Fair Expenses	9,843.47
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	615.93
Parties	
Holiday Party	721.00
Parties - Other	<u>66.75</u>
Total Parties	787.75
Postage and Delivery	258.00
Regional Conference	
Board Members	2,750.00
Members at Large-Reg Conf	2,725.00
T-shirts	813.18
Regional Conference - Other	<u>1,487.96</u>
Total Regional Conference	7,776.14
Supplies	111.94
Uncategorized Expenses	0.00
Vendor Appreciation	
Parties	<u>1,360.50</u>
Total Vendor Appreciation	1,360.50
Website	<u>416.68</u>
Total Expense	<u>46,896.44</u>
Net Ordinary Income	14,739.14
Other Income/Expense	
Other Income	



Interest Income	<u>252.95</u>
Total Other Income	<u>252.95</u>
Net Other Income	<u>252.95</u>
Net Income	<u><u>14,992.09</u></u>

