



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

June 13, 2006, Noon

Members Present:

Angela McEntire, Toni Beasley, Ann Jacobson, Jo Ann Welch, Vickie Mitchell, Bonnie Zook, Angie Kalsbeck, Debbie Roan, Elaine Burr, Karie Rivkin, and Chris Sims

Members Not Attending:

James Cornell

Item 1. Reading/Approval of the Minutes:

The May 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 June 13, 2006 is \$377.12 and the Money Market account balance is \$32,484.05. All checks have been written and deposits made.

A Balance Sheet and Income Statement for the period ending June 13, 2006 are attached hereto and made a part of these minutes. (Attachments A and B)

A copy of the draft budget and draft budget vs. actual are attached hereto and made a part of these minutes. (Attachments C and D)

A discussion was held regarding various aspects of the draft budget. Board member stipends for the 2007 National Conference were included in the draft and will be removed with a footnote reminder to take into consideration when making decisions later in the year.

A motion was made and passed to offer scholarships for registration fees to any member who can go to Regional Conference in October. The Board decided to include in the budget registration fees for 20.

A motion was also made and passed to offer a first time attendee \$250.00 travel scholarship for Regional Conference to be awarded at a member luncheon.

The Board confirmed their decision to award two \$1,000 scholarships to National Conference. One will be awarded at the Managing Partner Breakfast and the other will be awarded at the Business Partner Expo.

The Board will discuss Board stipends for the 2007 National Conference at their September meeting.

The budget for participation by our President and President Elect at the Chapter Leadership Institute was discussed. Debbie Roan will contact National to check on what expenses they pay.

A discussion was held about Chapter Retreat expenses and it was generally accepted that the previous expense was too high for the value received. Ann will start checking fall dates with the Hyatt Lost Pines Resort in Bastrop, Lakeway, and the Inn Above Onion Creek.

Karie proposed that the Chapter start picking up the cost of mailing the newsletter. Previously Committee Member firms have been taking turns covering the cost of approximately \$200 per quarter. The Board agreed that this should be a Chapter expense. A discussion was held regarding electronic delivery but was tabled for the time being.

Item 3. Committee Reports:

Membership Committee: (Toni Beasley)

Toni reported that our newest members are Rosa Jones, Deb Krutsinger, and Winston Williams which brings our total membership to 91. There are three or four potential members that Toni is working with.

All renewals are complete.

The new member luncheon is being planned for July 12 or 13.

Community Relations/Bar Activities: (Bonnie Zook)

The Committee met last week and is working on a summer event with the Austin Children's Shelter, a Carnival at Austin Children's Hospital during the Community



Challenge Weekend, and a possible bowling event.

Program/Education Committee: (Angie Kalsbeck)

Angie is working with Bruce Wilkerson on his program for the fall educational seminar.

The program for the Chapter Luncheon this month will be on e-filing. The IT Director for the U.S. Western District Court will be the speaker. Angie is still looking for a luncheon sponsor. Angela said she may have some possibilities and will forward them to Angie.

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

Debbie reported that the Business Partner information packets will have all been sent out by this Friday.

Debbie also reported that we already have one silver and one gold sponsorship.

The Committee will plan to send a "do you want to remain on our database" message to all Business Partners next year (prior to sending out the information packages for the Expo). The message will ask for updates.

Newsletter Committee: (Karie D. Rivkin)

Karie reported that the next newsletter will be sent to the printer on Monday.

The Committee plans to have budget issues as the focus of the September newsletter.

Website Committee: (Elaine Burr)

Elaine is working with Ellie Brady on the website renovation. Ellie suggested a new logo which was promptly voted down by the Board. Elaine will bring to the next Board Meeting some suggested stock photos of Austin to be used as background. Elaine and Ellie may include a slide show on the website with photos of Members at different events.

Elaine renewed our domain name for another five years.

Compensation and Benefits Survey Committee: (Chris Sims)

Chris submitted a reminder to be included in the next newsletter regarding the survey and upcoming dates.



Chris will get a list of non-member Austin law firms from either National or the Austin Bar and send the survey to them asking for participation. The cost for participating members is \$100 and participating non-members \$150. The cost for a copy of the survey by non-participants is \$200.

Item 4. Old Business:

Angela presented cost information for a press release with the Austin American Statesman and the Austin Lawyer. The Board approved using the Austin Lawyer for our new Board Members press release.

The Chapter Audit was performed on May 15, 2005 by our President-Elect, Toni Beasley and our Secretary, Vickie Mitchell.

Angela submitted our Chapter calendar and it was posted on the website on May 31, 2006.

Item 5. New Business:

Angela distributed the comments on our Chapter awards submissions.

Angela and Toni are working on our Chapter Compliance Certification which is due July 21.

Angela reminded everyone to remember to submit e-news to the Regional e-Newsletter when submitting to Karie for the Chapter newsletter.

Angie agreed that the Education Committee will coordinate hosting ALA Teleseminars. Angela offered the use of her firm's conference room.

Angela will send the minutes of the Region 4 Council meeting to Elaine to post on the website.

Angela reminded everyone to be thinking of ways to promote the Professional Legal Management Week of October 2-6 and supplied various possibilities.

Angela noted the Regional Conference dates of October 13-14.

Angela will make inquiries regarding volunteers for the new post of Awards Committee Chairperson.



Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for July 11, 2006 at 12:00 p.m.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet
As of June 13, 2006

	<u>Jun 13, '06</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	377.12
Frost Money Market	<u>32,484.05</u>
Total Checking/Savings	<u>32,861.17</u>
Total Current Assets	<u>32,861.17</u>
TOTAL ASSETS	<u><u>32,861.17</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	<u>-21,235.76</u>
Total Equity	<u>32,861.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>32,861.17</u></u>



ATTACHMENT B
ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS
CHAPTER

PROFIT & LOSS
April 1, 2006 through June 13, 2006

	<u>Apr 1 - Jun 13, '06</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	1,080.00
Mtg Vendor Handout Fees	300.00
Education - Other	<u>25.00</u>
Total Education	1,405.00
Membership Dues	
06-'07 Membership Dues	<u>2,175.00</u>
Total Membership Dues	2,175.00
Salary Survey	<u>200.00</u>
Total Income	3,780.00
Expense	
Bank Service Charges	4.00
Board Expenses	
Gifts	<u>177.19</u>
Total Board Expenses	177.19
Business Partner Fair Expenses	
Facilities	2,700.00
Vendor Appreciation Party	<u>1,543.00</u>
Total Business Partner Fair Expenses	4,243.00
Education Costs	
Chapter Meeting Lunches	1,313.51
Speakers-Education Seminar	2,750.00
Education Costs - Other	<u>12.39</u>
Total Education Costs	4,075.90
Managing Partner Breakfast	2,323.39
Miscellaneous Expense	
Other	<u>64.41</u>
Total Miscellaneous Expense	64.41
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
Uncategorized Expenses	0.00
Website	
Monthly Fee	37.88
Website - Other	<u>75.76</u>
Total Website	<u>113.64</u>
Total Expense	<u>25,001.53</u>
Net Ordinary Income	-21,221.53
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>-21,235.76</u></u>



Total Income	691.67	2,691.67	691.67	691.67	59,191.67	691.67	691.67	691.67	691.67	691.67	691.67	7,941.63	76,050.00
Expense													
Bank Service Charges	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	6.00
Board Expenses													
Board Retreat												150.00	150.00
Total Board Expenses												150.00	150.00
Business Partner Fair Expenses													
Deposits	1,350.00												1,350.00
Facilities					7,300.00								7,300.00
Food					1,250.00								1,250.00
Membership Scholarship												1,500.00	1,500.00
Other					130.00								130.00
Vendor Appreciation Party												1,500.00	1,500.00
Total Business Partner Fair Expenses	1,350.00				8,680.00							3,000.00	13,030.00
Chapter Retreat													
Community Challenge Expenses	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.63	5,000.00
Continuing Leadership Institute													
President - CLI					800.00								800.00
President Elect-CLI					800.00								800.00
Total Continuing Leadership Institute					1,600.00								1,600.00
Education Costs													
Chapter Meeting Lunches	566.67	566.67	566.67	566.67	566.67	566.67	566.67	566.67	566.67	566.67	566.67	566.67	6,800.04
Holiday Party										800.00			800.00
Lunches-Education Seminar					1,500.00							1,500.00	3,000.00
Other-Education Seminar					100.00							100.00	200.00
Speakers-Education Seminar					2,250.00							2,250.00	4,500.00
Total Education Costs	566.67	566.67	566.67	566.67	4,416.67	566.67	566.67	566.67	566.67	1,366.67	566.67	566.67	15,300.04



Insurance															
	Fidelity Bond Premium														
														125.00	
	Total Insurance												125.00		
Managing Partner Breakfast												3,500.00	3,500.00		
Miscellaneous Expense															
Gifts															
														250.00	
	Other												500.00		
	Total Miscellaneous Expense												750.00	750.00	
National Conference Scholarship															
	Board Member Stipend												16,500.00	16,500.00	
	CLM Scholarship												1,000.00	1,000.00	
	New Member Regist-Natl Conferen												760.00	760.00	
	President-National Conference												1,500.00	1,500.00	
	President Elect-National Confer												1,500.00	1,500.00	
	Silent Auction Items												150.00	150.00	
	Social Event												750.00	750.00	
	Total National Conference Scholarship												1,150.00	22,160.00	
New Member Functions															
	Buddy Happy Hours												200.00	200.00	400.00
	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.37	100.00	
	Miscellaneous												300.00	300.00	600.00
	New Member Lunches												25.00	25.00	25.00
	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	
	Promo Gifts												33.33	33.33	333.33
	33.33	33.33	333.33	233.33	33.33	33.33	233.33	333.33	33.33	33.33	33.33	33.33	33.37	1,400.00	
	Total New Member Functions														
	Newsletter												41.67	41.67	500.00
	Parties												75.00	75.00	75.00
	Postage and Delivery												200.00	200.00	200.00



Regional Conference														
Board Members														3,575.00
Chapter Dinner														750.00
First-Time Attendee														275.00
T-shirts														<u>300.00</u>
Total Regional Conference														<u>4,900.00</u>
Salary Survey Costs														
CPA														<u>4,200.00</u>
Total Salary Survey Costs														<u>4,200.00</u>
Supplies													100.00	100.00
Website														
Design														4,000.00
Designer Fees														600.00
Monthly Fee	37.88	37.88	37.88	37.88	37.88	37.88	37.88	37.88	37.88	37.88	37.88	37.88	37.88	454.56
Website - Other		<u>0.00</u>		<u>0.00</u>										<u>0.00</u>
Total Website	<u>37.88</u>	<u>37.88</u>	<u>37.88</u>	<u>37.88</u>	<u>37.88</u>	<u>37.88</u>	<u>4,637.88</u>	<u>37.88</u>	<u>37.88</u>	<u>37.88</u>	<u>37.88</u>	<u>37.88</u>	<u>37.88</u>	<u>5,054.56</u>
Total Expense	<u>2,446.72</u>	<u>22,106.72</u>	<u>1,396.72</u>	<u>2,896.72</u>	<u>17,951.72</u>	<u>1,096.72</u>	<u>10,796.72</u>	<u>1,396.72</u>	<u>1,896.72</u>	<u>1,096.72</u>	<u>1,096.72</u>	<u>1,096.72</u>	<u>19,871.68</u>	<u>84,050.60</u>
Net Ordinary Income	-1,755.05	-19,415.05	-705.05	-2,205.05	41,239.95	-405.05	-10,105.05	-705.05	-1,205.05	-405.05	-405.05	-11,930.05		-8,000.60
Other Income/Expense														
Other Income														
Interest Income	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.37</u>	<u>700.00</u>
Total Other Income	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.37</u>	<u>700.00</u>
Net Other Income	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.33</u>	<u>58.37</u>	<u>700.00</u>
Net Income	<u>-1,696.72</u>	<u>-19,356.72</u>	<u>-646.72</u>	<u>-2,146.72</u>	<u>41,298.28</u>	<u>-346.72</u>	<u>-10,046.72</u>	<u>-646.72</u>	<u>-1,146.72</u>	<u>-346.72</u>	<u>-346.72</u>	<u>-11,871.68</u>		<u>-7,300.60</u>



ATTACHMENT D

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Budget vs. Actual

	<u>Apr '06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>May '06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jun 1 - 13, '06</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense												
Income												
Business Partner Fair												
Bronze Sponsors	0.00				0.00				0.00	0.00	0.00	
Gold Sponsors	0.00				0.00				0.00	0.00	0.00	
Platinum Sponsor	0.00				0.00				0.00	0.00	0.00	
Silver Sponsors	0.00				0.00				0.00	0.00	0.00	
Speaker Sponsor	0.00				0.00				0.00	0.00	0.00	
Total Business Partner Fair	<u>0.00</u>				<u>0.00</u>				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Education												
Meeting Receipts	648.00	500.00	148.00	129.6%	0.00	500.00	-500.00	0.0%	432.00	216.67	215.33	19.6%
Mtg Vendor Handout Fees	150.00	150.00	0.00	100.0%	0.00	150.00	-150.00	0.0%	150.00	65.00	85.00	23.1%
Seminars	0.00				0.00				0.00	0.00	0.00	
Education - Other	25.00				0.00				0.00	0.00	0.00	
Total Education	<u>823.00</u>	<u>650.00</u>	<u>173.00</u>	<u>126.62%</u>	<u>0.00</u>	<u>650.00</u>	<u>-650.00</u>	<u>0.0%</u>	<u>582.00</u>	<u>281.67</u>	<u>300.33</u>	<u>20.7%</u>
Membership Dues												
06-'07 Membership Dues	1,200.00				750.00	2,000.00	-1,250.00	37.5%	225.00	0.00	225.00	11.2%
Total Membership Dues	<u>1,200.00</u>				<u>750.00</u>	<u>2,000.00</u>	<u>-1,250.00</u>	<u>37.5%</u>	<u>225.00</u>	<u>0.00</u>	<u>225.00</u>	<u>11.2%</u>
Newsletter Ads	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	18.06	-18.06	
Salary Survey	0.00				0.00				200.00	0.00	200.00	11.1%
Total Income	<u>2,023.00</u>	<u>691.67</u>	<u>1,331.33</u>	<u>292.48%</u>	<u>750.00</u>	<u>2,691.67</u>	<u>-1,941.67</u>	<u>27.86%</u>	<u>1,007.00</u>	<u>299.73</u>	<u>707.27</u>	<u>33.3%</u>



Expense

Bank Service Charges	0.50	0.50	0.00	100.0%	3.50	0.50	3.00	700.0%	0.00	0.22	-0.22
Board Expenses											
Gifts	<u>177.19</u>				<u>0.00</u>				<u>0.00</u>		
Total Board Expenses	177.19				0.00				0.00		
Business Partner Fair Expenses											
Deposits	0.00	1,350.00	-1,350.00	0.0%	0.00				0.00	0.00	0.00
Facilities	0.00				2,700.00				0.00	0.00	0.00
Food	0.00				0.00				0.00	0.00	0.00
Other	0.00				0.00				0.00	0.00	0.00
Vendor Appreciation Party	<u>1,543.00</u>				<u>0.00</u>				<u>0.00</u>		
Total Business Partner Fair Expenses	1,543.00	1,350.00	193.00	114.3%	2,700.00				0.00	0.00	0.00
Community Challenge Expenses	0.00	416.67	-416.67	0.0%	0.00	416.67	-416.67	0.0%	0.00	180.56	-180.56
Continuing Leadership Institute											
President - CLI	0.00				0.00				0.00	0.00	0.00
President Elect-CLI	<u>0.00</u>				<u>0.00</u>				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Continuing Leadership Institute	0.00				0.00				0.00	0.00	0.00
Education Costs											
Chapter Meeting Lunches	0.00	566.67	-566.67	0.0%	785.44	566.67	218.77	138.61%	528.07	245.56	282.51
Holiday Party	0.00				0.00				0.00	0.00	0.00
Lunches-Education Seminar	0.00				0.00				0.00	0.00	0.00
Other-Education Seminar	0.00				0.00				0.00	0.00	0.00
Speakers-Education Seminar	0.00				2,750.00				0.00	0.00	0.00
Education Costs - Other	<u>0.00</u>				<u>0.00</u>				<u>12.39</u>		
Total Education Costs	0.00	566.67	-566.67	0.0%	3,535.44	566.67	2,968.77	623.9%	540.46	245.56	294.90

Insurance

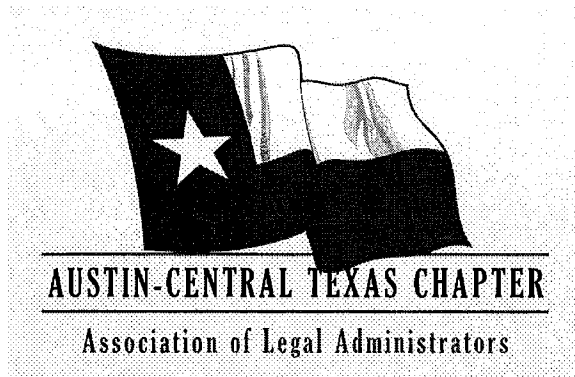


Fidelity Bond Premium	<u>0.00</u>				<u>0.00</u>				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Insurance	0.00				0.00				0.00	0.00	0.00	
Managing Partner Breakfast	2,323.39				0.00				0.00			
Miscellaneous Expense												
Other	<u>0.00</u>				<u>64.41</u>				<u>0.00</u>			
Total Miscellaneous Expense	0.00				64.41				0.00			
National Conference Scholarship												
Board Member Stipend	0.00				11,828.00	16,500.00	-4,672.00	71.69%	172.00	0.00	172.00	11
New Member Regist-Natl Conferen	0.00				0.00	760.00	-760.00	0.0%	0.00	0.00	0.00	
President-National Conference	0.00				0.00	1,500.00	-1,500.00	0.0%	1,500.00	0.00	1,500.00	11
President Elect-National Confer	0.00				0.00	1,500.00	-1,500.00	0.0%	0.00	0.00	0.00	
Social Event	<u>0.00</u>				<u>500.00</u>	<u>750.00</u>	<u>-250.00</u>	<u>66.67%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total National Conference Scholarship	0.00				12,328.00	21,010.00	-8,682.00	58.68%	1,672.00	0.00	1,672.00	11
New Member Functions												
Buddy Happy Hours	0.00				0.00				0.00	0.00	0.00	
Miscellaneous	0.00	8.33	-8.33	0.0%	0.00	8.33	-8.33	0.0%	0.00	3.61	-3.61	
New Member Lunches	0.00				0.00				0.00	130.00	-130.00	
Promo Gifts	<u>0.00</u>	<u>25.00</u>	<u>-25.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>25.00</u>	<u>-25.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>10.83</u>	<u>-10.83</u>	
Total New Member Functions	0.00	33.33	-33.33	0.0%	0.00	33.33	-33.33	0.0%	0.00	144.44	-144.44	
Newsletter	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	18.06	-18.06	
Regional Conference												
Board Members	0.00				0.00				0.00	0.00	0.00	
Chapter Dinner	0.00				0.00				0.00	0.00	0.00	
First-Time Attendee	0.00				0.00				0.00	0.00	0.00	
T-shirts	<u>0.00</u>				<u>0.00</u>				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Regional Conference	0.00				0.00				0.00	0.00	0.00	



Salary Survey Costs												
CPA	<u>0.00</u>				<u>0.00</u>				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Salary Survey Costs	<u>0.00</u>				<u>0.00</u>				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Uncategorized Expenses												
Website	0.00				0.00				0.00			
Design	0.00				0.00				0.00	0.00	0.00	
Designer Fees	0.00				0.00				0.00	0.00	0.00	
Monthly Fee	0.00	37.88	-37.88	0.0%	0.00	37.88	-37.88	0.0%	37.88	16.41	21.47	23%
Website - Other	<u>37.88</u>				<u>37.88</u>	<u>0.00</u>	<u>37.88</u>	<u>100.0%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Website	<u>37.88</u>	<u>37.88</u>	<u>0.00</u>	<u>100.0%</u>	<u>37.88</u>	<u>37.88</u>	<u>0.00</u>	<u>100.0%</u>	<u>37.88</u>	<u>16.41</u>	<u>21.47</u>	<u>23%</u>
Total Expense	<u>4,081.96</u>	<u>2,446.72</u>	<u>1,635.24</u>	<u>166.83%</u>	<u>18,669.23</u>	<u>22,106.72</u>	<u>-3,437.49</u>	<u>84.45%</u>	<u>2,250.34</u>	<u>605.25</u>	<u>1,645.09</u>	<u>3%</u>
Net Ordinary Income	-2,058.96	-1,755.05	-303.91	117.32%	-17,919.23	-19,415.05	1,495.82	92.3%	-1,243.34	-305.52	-937.82	40%
Other Income/Expense												
Other Income												
Interest Income	<u>60.77</u>	<u>58.33</u>	<u>2.44</u>	<u>104.18%</u>	<u>0.00</u>	<u>58.33</u>	<u>-58.33</u>	<u>0.0%</u>	<u>0.00</u>	<u>25.28</u>	<u>-25.28</u>	
Total Other Income	<u>60.77</u>	<u>58.33</u>	<u>2.44</u>	<u>104.18%</u>	<u>0.00</u>	<u>58.33</u>	<u>-58.33</u>	<u>0.0%</u>	<u>0.00</u>	<u>25.28</u>	<u>-25.28</u>	
Other Expense												
Other Expenses	<u>0.00</u>				<u>75.00</u>				<u>0.00</u>			
Total Other Expense	<u>0.00</u>				<u>75.00</u>				<u>0.00</u>			
Net Other Income	<u>60.77</u>	<u>58.33</u>	<u>2.44</u>	<u>104.18%</u>	<u>-75.00</u>	<u>58.33</u>	<u>-133.33</u>	<u>-128.58%</u>	<u>0.00</u>	<u>25.28</u>	<u>-25.28</u>	
Net Income	<u>-1,998.19</u>	<u>-1,696.72</u>	<u>-301.47</u>	<u>117.77%</u>	<u>-17,994.23</u>	<u>-19,356.72</u>	<u>1,362.49</u>	<u>92.96%</u>	<u>-1,243.34</u>	<u>-280.24</u>	<u>-963.10</u>	<u>44%</u>





Membership Committee Report—June 13, 2006

New Members:

Rosa Jones – Law Offices of Becky Beaver
Deb Krutsinger - Walsh, Anderson, Brown, Schulze, & Aldridge P.C.
Winston Williams – Gray & Becker, PC

Potential Members:

Shawn Cossart – Lower Colorado River Authority
Jennifer Greene – Tindall & Foster, P.C.
Cassie Rivers - Henslee Fowler Hepworth & Schwartz LLP

Membership Renewals:

All of our renewals are completed.

Membership:

Current membership is 91.

New Member Lunch:

Look at June 28 or July 12 or 13..



Board Meeting Agenda June 13, 2006

Members Present:

Angela McEntire, Toni Beasley, Ann Jacobson, Vickie Mitchell, Jo Ann Welch, Debbie Roan, Bonnie Zook, Angie Kalsbeck, Karie Rivkin, Chris Sims, & Elaine Burr

Members Absent:

James Cornell

1. Approval of the May Minutes

2. Treasurer's Report

3. Committee Reports

- a. Business Partner Relations – James Cornell & Debbie Roan
- b. Community/Bar Liaison – Bonnie Zook
- c. Education/Program – Angie Kalsbeck
- d. Membership – Toni Beasley
- e. Newsletter – Karie Rivkin
- f. Salary Survey – Chris Sims
- g. Website – Elaine Burr

4. Old Business

- a. Budget 2006-2007
- b. Press Release – AAS \$114-\$912, Austin Lawyer \$1/word (\$25 min)
- c. Chapter Audit – Performed on 5/15/06 by President-Elect & Secretary
- d. Chapter Retreat – date & location pending
- e. Chapter Calendar – submitted to website posting on 5/31/06
- f. Chapter Award Submissions – due 1/17/07

5. New Business

- a. 2006 Awards Program – distribute judges' comments to Chairs
- b. Presidents' Award Submission 2007 – collecting data & earning points!

- c. CLI – June 23-25, President & President-Elect, \$800/person scholarship
- d. Chapter Compliance Certification – due July 21
- e. Regional e-Newsletter – need to support
- f. Teleseminars – Education Committee to collect member interest & offer to host?
- g. Region 4 Council Meeting – Minutes shared verbally in May's Chapter meeting & in writing in upcoming Chapter Newsletter.
- h. Community Challenge Weekend Toolkit - received & provided to Chair
- i. Professional Legal Management Week, October 2-6 – Career fair, educational seminar, work with the Bar, happy hour, advertise in newsletter, meet with Bar President, booth at State Bar Convention, etc.?
- j. Regional Conference - October 13-14, Grand Hyatt, Denver, Colorado, \$275 early bird registration - Coyote Valley 3 blks
- k. Awards Committee Chairperson – potentially Brenda Barnes or Edna Diaz