



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

March 16, 2006, 11:00 AM

Members Present:

Ann Jacobson, Bonnie Zook, Edna Diaz, Jo Ann Welch, James Cornell, Karie Rivkin, Toni Beasley, Chris Sims, Pamela Smith, Elaine Burr, and Debbie Roan.

Members Not Attending:

Vickie Mitchell and Angela McEntire.

Item 1. Reading/Approval of the Minutes:

The February 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 March 16, 2006 is \$2,268.22 and the Money Market account balance is \$49,240.18. All checks have been written and deposits made.

A Balance Sheet and Income Statement for the period ending March 16, 2006 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Toni Beasley)

It was reported that we are in the process of membership renewal. In addition, we have three new members: (1) Deborah Kortan – McGinnis, Lochridge & Kilgore, LLP; (2) Mark Lozen – Armbrust & Brown, LLP; and (3) Kerry Stigler – George & Brothers, LLP. There continues to be new inquiries about joining our organization.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie reported that the next community relations event is the April 22nd-23rd Relay for Life Walk at Westlake High School. The organization is to donate \$1,000, and she encouraged members to bring families and friends to walk with the ALA group. Vendors will be invited. She also encouraged members to get sponsors or get contributions from their firms.

Program/Education Committee: (Pamela Smith)

Pamela was excited about the educational seminar later this day, featuring Dr. Eric Cupp. Fabulous Affairs, a new vendor to ALA, was providing the meal at a discount and Baker Man's Bakery is providing the desserts. Oce printed the seminar materials. Pamela was also excited to announce that Angie Kalsbeck will be the chair of the Program/Education Committee next year. It was also mentioned that the next ALA meeting will be on April 20th

Business Partner Relations Committee: (James Cornell)

James reminded everyone of the Legal Expo Appreciation Happy Hour on April 6th at SIX. It is a sign of thanks to the vendors who participated in the latest Legal Expo. It was announced that Debbie Roan will chair this committee next year. It was mentioned that the Legal Secretaries Association is interested in having a booth along with CAPA.

Also, James indicated that there was plans to have a drawing for a booth again this year due to effectiveness of this in the past.

Newsletter Committee: (Karie D. Rivkin)

Karie indicated that she would like any new pictures for the upcoming newsletter.

Website Committee: (Elaine Burr)

The Board was ecstatic to have Elaine back at the Board meeting. Since there was a break in Elaine's participation, there have been no meetings of the committee. The plan was to get the energy going again soon.

Compensation and Benefits Survey Committee: (Chris Sims)

Chris reported there had been no activity, but there were plans to start the process sooner this next year.

Item 4. Old Business:



None at this time.

Item 5. New Business:

There was discussion regarding getting ALA shirts for those going to the National Conference who do not having the shirts at this time.

The 2006-2007 board is going to meet every second Tuesday of each month. The Board Retreat is to be held on March 28th from 5-7 p.m. at the Intercontinental Stephen F. Austin Hotel. There has been mention of an informal happy hour to be hosted by three vendors, including Digital City, Safesite, and Mission IT—no specific date is set. There are plans ongoing regarding a CLM study group to begin during the 2006-2007 year, possibly to be headed by Debra Nicklaus and Kelly Barker.

In addition, Debbie Roan reported on the status and issues involved in deciding which chapter will host the Regional Conference each year. Denver is to host the upcoming conference and then Oklahoma City.

Item 6. Adjourn:

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



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet
As of March 16, 2006

	<u>Mar 16, '06</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	2,268.22
Frost Money Market	<u>49,240.18</u>
Total Checking/Savings	<u>51,508.40</u>
Total Current Assets	<u>51,508.40</u>
TOTAL ASSETS	<u><u>51,508.40</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>6,344.58</u>
Total Equity	<u>51,508.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>51,508.40</u></u>



ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2004 through March 16, 2006

	<u>Apr 1, '05 - Mar 16, '06</u>
Ordinary Income/Expense	
Income	
Education Seminars	2,649.00
Legal Resource Fair	46,676.70
Meeting Receipts	5,473.00
Membership Dues	
05-'06 Membership Dues	1,650.00
06-'07 Membership Dues	1,500.00
Total Membership Dues	3,150.00
Mtg Vendor Handout Fees	1,900.00
Newsletter Ads	1,950.00
Salary Survey	2,361.88
Total Income	64,160.58
Expense	
Bank Service Charges	2.50
Chapter Meeting	
Lunches	6,395.51
Total Chapter Meeting	6,395.51
Chapter Retreat	7,084.46
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	5,877.78
Education Seminar - Other	0.00
Total Education Seminar	8,170.62
Insurance	
Fidelity Bond Premium	125.00
Total Insurance	125.00



Legal Resource Fair Expenses	
Deposits	1,350.00
Facilities	7,262.99
Food	1,230.48
Other	<u>128.28</u>
Total Legal Resource Fair Expenses	9,971.75
Managing Partner Breakfast	3,366.75
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	1,750.00
Silent Auction Items	<u>147.22</u>
Total National Conference Scholarship	5,492.22
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>454.56</u>
Total Expense	<u>58,068.95</u>
Net Ordinary Income	6,091.63



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>6,344.58</u></u>

