



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators



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

**November 14, 2006, Noon**

**Members Present:**

Angela McEntire, Vickie Mitchell, Jo Ann Welch, Chris Sims, Bonnie Zook, Elaine Burr, Ann Jacobson, and Angie Kalsbeck

**Members Not Attending:**

Toni Beasley, Karie Rivkin, Brenda Barnes, Debbie Roan, James Cornell,

**Item 1. Reading/Approval of the Minutes:**

The October 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 November 14, 2006 is \$2,096.26 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 November 14, 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)

Angela reported for Brenda. Brenda plans to have a project proposal for the diversity award by the December Board meeting. The Committee members continue to work with their respective Board members.

Jo Ann reported that she has been approached by Dell about partnering with us on a diversity project in the community. Angela will contact Brenda.

**Membership Committee:** (Toni Beasley – not attending)

No report. Angela noted that at last count we had 95 members.

**Community Relations/Bar Activities:** (Bonnie Zook)

Bonnie shared pictures and commentary with the Board that were submitted to National in connection with the Community Challenge events. There were 90 toys donated for the magic show at Children's Hospital. 35 toys were given to participants and 55 were left for future patients and their siblings. \$1,000 was donated to the new Dell Children's Hospital scheduled to open next year. Bonnie was told that ALA's donation will be mentioned in the next Dell Children's Hospital newsletter.

Bonnie had two suggestions for improving the event next year. She suggested taking members who speak Spanish to improve communication with the children and their parents. Bonnie also suggested that an invitation or handout would be useful to pass out to the patients and their families prior to the event to promote and inform.

The Board approved a holiday donation to the Salvation Army and the Children's Shelter of \$100 each.

Bonnie will be meeting with Mary Smith, her Chapter Awards Committee partner, on Thursday about ideas to promote visibility for the Community Relations/Bar Activities Committee.

Bonnie reported that the next event will be the Relay for Life in April. Her committee will discuss having a booth and possibly selling cookies to raise money. They will also order matching shirts with the ALA logo for the event.

**Program/Education Committee:** (Angie Kalsbeck)

Angie reported that the holiday party invitations are scheduled to go out this week. The party will be held at Houlihan's on December 5<sup>th</sup> starting at 5:00 p.m. To tie in



with ALA's 35<sup>th</sup> anniversary, the Board decided to ask members to bring 70s music CDs for our annual CD exchange and affix an interesting fact from 1971 to the CD.

Mark Freeman, Executive Vice President, Frost Bank will be speaking at the November member luncheon on Roth 401(k)s and the Pension Protection Act of 2006. The luncheon sponsor is C-Serv Commercial Moving Services.

Angie asked for someone to host the upcoming Teleseminar on records management. She has 24 interested members and not enough conference room space. Jo Ann will check to see if her conference room is available and let Angie know.

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

No report.

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

Angela reported for Karie. Everyone was reminded that Karie needs to submit articles for the next newsletter by December 1.

Karie plans to publish all of the recipes that were submitted for the National contest in our next newsletter.

Website Committee: (Elaine Burr)

Elaine reported that there have been some delays by our designer, Ellie Brady, in the website roll out. She is working with Ann on ways to accomplish implementation by our December 31 deadline.

Compensation and Benefits Committee: (Chris Sims)

Chris reported that he had nothing to report.

**Item 4. Old Business:**

Retreat - Angela reported the results of the Past Presidents' survey regarding the Chapter Retreat. The majority voted that the ranch experience was preferred, specifically the Flying L. Angela is in the process of checking availability. Ann talked to the Hyatt Lost Pines and recommended to the Board that they were too expensive.



Angela has confirmed that the suggested speaker, Marsha Petrie Sue, is within our budget. She is still working on the date. Angela also reported that the San Antonio Chapter will not be joining us.

Bonnie suggested another venue, Vintage Villas on Lake Travis.

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

Regional Conference reimbursements – Jo Ann has paid all reimbursements that have been submitted.

Managing Partner Breakfast – Angela reported that it is set for February 7, 2007 at the Four Seasons. She will mail invitations on January 5<sup>th</sup>. The topic is managing client expectations.

Archiving Chapter files – Angela has indexed the files in her possession and will keep the Board posted on her progress with the files in other member's hands.

**Item 5.        New Business:**

The Board approved purchase of Adobe Go Live Software via e-mail.

The Board approved providing meals for speakers and guests of speakers via e-mail.

Angela announced that our Chapter was one of the winners in the Tic Tac ALA contest. Angela will get Toni's input on the best way to use the \$500 American Express gift card prize.

Ann will be conducting the November Chapter luncheon in Angela's absence.

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

Angela plans to update the Board on our Awards 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.

A discussion was held about qualifications for new Board Members. Jo Ann volunteered to check the Chapter By-Laws and report back.

**Item 6.        Adjourn:**



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



## ATTACHMENT A

### ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet  
As of November 14, 2006

	<u>Nov 13, '06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	2,096.26
Frost Money Market	<u>52,984.05</u>
<b>Total Checking/Savings</b>	<u>55,080.31</u>
<b>Total Current Assets</b>	55,080.31
<b>Other Assets</b>	
Prepaid Expense-2007 BusPtr Sho	<u>1,350.00</u>
<b>Total Other Assets</b>	<u>1,350.00</u>
<b>TOTAL ASSETS</b>	<u><u>56,430.31</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	<u>2,333.38</u>
<b>Total Equity</b>	<u>56,430.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>56,430.31</u></u>



**ATTACHMENT B**  
**ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS**  
**CHAPTER**

**PROFIT & LOSS**  
April 1, 2006 through November 14, 2006

	<u>Apr 1 - Nov 13, '06</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Business Partner Fair</b>	
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>
<b>Total Business Partner Fair</b>	<b>48,239.50</b>
<b>Education</b>	
Meeting Receipts	3,978.00
Mtg Vendor Handout Fees	600.00
Seminars	3,261.00
Education - Other	<u>25.00</u>
<b>Total Education</b>	<b>7,864.00</b>
<b>Membership Dues</b>	
06-'07 Membership Dues	<u>2,550.00</u>
<b>Total Membership Dues</b>	<b>2,550.00</b>
Newsletter Ads	650.00
Salary Survey	<u>5,625.00</u>
<b>Total Income</b>	<b>64,928.50</b>
<b>Expense</b>	
Bank Service Charges	4.00
<b>Board Expenses</b>	
Gifts	<u>177.19</u>
<b>Total Board Expenses</b>	<b>177.19</b>
<b>Business Partner Fair Expenses</b>	
Facilities	9,355.51
Food	1,862.18
Other	286.46
Vendor Appreciation Party	<u>1,543.00</u>
<b>Total Business Partner Fair Expenses</b>	<b>13,047.15</b>



<b>Community Challenge Expenses</b>	401.08
<b>Community Development</b>	1,754.03
<b>Continuing Leadership Institute</b>	
<b>President - CLI</b>	<u>310.00</u>
<b>Total Continuing Leadership Institute</b>	310.00
<b>Education Costs</b>	
<b>Chapter MeetingLunches</b>	4,638.40
<b>Lunches-Education Seminar</b>	2,884.75
<b>Other-Education Seminar</b>	396.19
<b>Speakers-Education Seminar</b>	6,275.16
<b>Education Costs - Other</b>	<u>12.39</u>
<b>Total Education Costs</b>	14,206.89
<b>Insurance</b>	
<b>Fidelity Bond Premium</b>	<u>125.00</u>
<b>Total Insurance</b>	125.00
<b>Managing Partner Breakfast</b>	2,323.39
<b>Miscellaneous Expense</b>	
<b>Gifts</b>	139.88
<b>Other</b>	103.64
<b>Miscellaneous Expense - Other</b>	<u>0.00</u>
<b>Total Miscellaneous Expense</b>	243.52
<b>National Conference Scholarship</b>	
<b>Board Member Stipend</b>	12,000.00
<b>President-National Conference</b>	1,500.00
<b>Social Event</b>	<u>500.00</u>
<b>Total National Conference Scholarship</b>	14,000.00
<b>New Member Functions</b>	
<b>New Member Lunches</b>	134.45
<b>Promo Gifts</b>	<u>270.11</u>
<b>Total New Member Functions</b>	404.56
<b>Newsletter</b>	318.16
<b>Parties</b>	426.55
<b>Regional Conference</b>	
<b>Board Members</b>	1,875.00
<b>First-Time Attendee</b>	250.00
<b>Members at Large-Reg Conf</b>	4,500.00
<b>T-shirts</b>	<u>343.98</u>
<b>Total Regional Conference</b>	6,968.98





Salary Survey Expense	4,214.00
Uncategorized Expenses	0.00
Website	
Design	3,215.52
Monthly Fee	340.92
Website - Other	99.95
<b>Total Website</b>	<u>3,656.39</u>
<b>Total Expense</b>	<u>62,580.89</u>
<b>Net Ordinary Income</b>	2,347.61
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	60.77
<b>Total Other Income</b>	<u>60.77</u>
<b>Other Expense</b>	
Other Expenses	75.00
<b>Total Other Expense</b>	<u>75.00</u>
<b>Net Other Income</b>	<u>-14.23</u>
<b>Net Income</b>	<u><u>2,333.38</u></u>





## Board Meeting Agenda November 14, 2006

### Members Present:

Angela McEntire, Vickie Mitchell, Jo Ann Welch, Angie Kalsbeck, Chris Sims, Elaine Burr, Ann Jacobson, Bonnie Zook

### Members Absent:

James Cornell, Brenda Barnes, Debbie Roan, Karie Rivkin, Toni Beasley

### 1. Approval of October Minutes

### 2. Treasurer's Report

### 3. Committee Reports

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

### 4. Old Business

- a. Payment by credit card option – *amanda looking*
- b. Regional Conference pending reimbursements – *all pd that turned in*
- c. Chapter Retreat – *see notes*
- d. Managing Partner Breakfast – *set 2/17 4 seasons Making Client Expectations*
- e. Holiday Party – *A-working on minutes to be sent 1/5*
- f. 35<sup>th</sup> Anniversary –
- g. Archiving Chapter Files – *Angela is indexing files*
- h. Thank Edna for serving on Association Nominating Committee – *going this wk*
- i. Award submissions due 1/16/07

**5. New Business**

- a. Approval to purchase Adobe Go Live Software - *done*
- b. Approval to provide meal for Speaker and Guests of Speaker - *done*
- c. Tic Tac ALA Winner - \$500 American Express Gift Card - *we won - see notes*
- d. Monthly Meeting - Ann Jacobson to conduct -
- e. Review Austin ALA goals - review in December meeting - *see notes*
- f. Review Committee goals - review in December meeting
- g. President's Award - update points & provide total in December meeting - *Ang will*
- h. ALA News Article Due 1/3/06 *bring next meeting*

**6. Open Discussion**

*Angela will submit - send draft  
Region 4 -*

**Vickie Mitchell**

---

**From:** McEntire, Angela [Angela.mcentire@strasburger.com]  
**Sent:** Tuesday, November 14, 2006 11:40 AM  
**To:** Vickie Mitchell  
**Subject:** FW: Austin ALA Board Meeting Reminder

Brenda's report for you -

---

**From:** Brenda Barnes [mailto:BBarnes@hbrfirm.com]  
**Sent:** Tuesday, November 14, 2006 8:31 AM  
**To:** McEntire, Angela  
**Subject:** RE: Austin ALA Board Meeting Reminder

Hi Angela,

I'm sorry I'm slammed this week and won't be able to attend. I will have a project proposal for the diversity award by December meeting with hopes we can work it in to the schedule early January before submission cut-off. Everyone else on the committee is working with their respect board members.

Tell everyone hello for me,

bb

Brenda A. Barnes, CPA  
Firm Administrator  
Hilgers Bell & Richards, LLP  
816 Congress, Suite 1200  
Austin, TX 78701  
Phone: 512-476-0005  
Fax: 512-476-1513  
[bbarnes@hbrfirm.com](mailto:bbarnes@hbrfirm.com)  
[www.hbrfirm.com](http://www.hbrfirm.com)

This message is intended only for the person(s) to whom it is addressed and may contain privileged, confidential, and/or insider information. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Any disclosure, copying, distribution, or taking of any action concerning the contents of this message and any attachment(s) by anyone other than the named recipient(s) is strictly prohibited.

REQUIRED NOTICE PURSUANT TO IRS CIRCULAR 230: Any U.S. Federal tax advice included in this communication, including any attachments, is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties that may be imposed under the U.S. Internal Revenue Code, or (ii) promoting, marketing, or recommending any tax-related matters addressed herein to another party.

---

**From:** McEntire, Angela [mailto:Angela.mcentire@strasburger.com]  
**Sent:** Monday, November 13, 2006 4:37 PM  
**To:** Toni Beasley; Ann Jacobson; Vickie Mitchell; Jo Ann Welch; James Cornell; Debbie Roan; Brenda Barnes; Bonnie Zook; Angie Kalsbeck; Karie P. Rivkin; Chris Sims; Elaine Burr  
**Subject:** Austin ALA Board Meeting Reminder

Our meeting will be held tomorrow at noon. I'll have drinks, dessert, and parking for you. You are welcome to bring your lunch.

If you can NOT join, please provide me with a brief committee report that I can provide on

your behalf. Thanks!



**Angela McEntire**, Office Manager • Strasburger & Price, LLP  
600 Congress, Suite 1600, Austin, TX 78701  
512.499.3609 • Fax 512.536.5714 • [Strasburger.com](http://Strasburger.com)

---

This email message and any attachments are confidential and may be privileged. If you are not the intended recipient, please notify Strasburger & Price, LLP immediately -- by replying to this message or by sending an email to [postmaster@strasburger.com](mailto:postmaster@strasburger.com) -- and destroy all copies of this message and any attachments. Thank you.

---

This email message and any attachments are confidential and may be privileged. If you are not the intended recipient, please notify Strasburger & Price, LLP immediately -- by replying to this message or by sending an email to [postmaster@strasburger.com](mailto:postmaster@strasburger.com) -- and destroy all copies of this message and any attachments. Thank you.

---

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Balance Sheet**  
**As of November 13, 2006**

11/13/06

	<u>Nov 13, '06</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checking	2,096.26
Frost Money Market	<u>52,984.05</u>
Total Checking/Savings	<u>55,080.31</u>
Total Current Assets	55,080.31
Other Assets	
Prepaid Expense-2007 BusPtr Sho	<u>1,350.00</u>
Total Other Assets	<u>1,350.00</u>
<b>TOTAL ASSETS</b>	<b><u>56,430.31</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	<u>2,333.38</u>
Total Equity	<u>56,430.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>56,430.31</u></b>

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Profit & Loss**

**April 1 through November 13, 2006**

11/13/06

	<u>Apr 1 - Nov 13, '06</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Business Partner Fair</b>	
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>
<b>Total Business Partner Fair</b>	48,239.50
<b>Education</b>	
Meeting Receipts	3,978.00
Mtg Vendor Handout Fees	600.00
Seminars	3,261.00
Education - Other	<u>25.00</u>
<b>Total Education</b>	7,864.00
<b>Membership Dues</b>	
'06-'07 Membership Dues	<u>2,550.00</u>
<b>Total Membership Dues</b>	2,550.00
<b>Newsletter Ads</b>	650.00
<b>Salary Survey</b>	<u>5,625.00</u>
<b>Total Income</b>	64,928.50
<b>Expense</b>	
<b>Bank Service Charges</b>	4.00
<b>Board Expenses</b>	
Gifts	<u>177.19</u>
<b>Total Board Expenses</b>	177.19
<b>Business Partner Fair Expenses</b>	
Facilities	9,355.51
Food	1,862.18
Other	286.46
Vendor Appreciation Party	<u>1,543.00</u>
<b>Total Business Partner Fair Expenses</b>	13,047.15
<b>Community Challenge Expenses</b>	401.08
<b>Community Development</b>	1,754.03
<b>Continuing Leadership Institute</b>	
President - CLI	<u>310.00</u>
<b>Total Continuing Leadership Institute</b>	310.00

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Profit & Loss**

April 1 through November 13, 2006

11/13/06

	<u>Apr 1 - Nov 13, '06</u>
<b>Education Costs</b>	
Chapter MeetingLunches	4,638.40
Lunches-Education Seminar	2,884.75
Other-Education Seminar	396.19
Speakers-Education Seminar	6,275.16
Education Costs - Other	12.39
	<hr/>
<b>Total Education Costs</b>	14,206.89
<b>Insurance</b>	
Fidelity Bond Premium	125.00
	<hr/>
<b>Total Insurance</b>	125.00
<b>Managing Partner Breakfast</b>	2,323.39
<b>Miscellaneous Expense</b>	
Gifts	139.88
Other	103.64
Miscellaneous Expense - Other	0.00
	<hr/>
<b>Total Miscellaneous Expense</b>	243.52
<b>National Conference Scholarship</b>	
Board Member Stipend	12,000.00
President-National Conference	1,500.00
Social Event	500.00
	<hr/>
<b>Total National Conference Scholarship</b>	14,000.00
<b>New Member Functions</b>	
New Member Lunches	134.45
Promo Gifts	270.11
	<hr/>
<b>Total New Member Functions</b>	404.56
<b>Newsletter</b>	318.16
<b>Parties</b>	426.55
<b>Regional Conference</b>	
Board Members	1,875.00
First-Time Attendee	250.00
Members at Large-Reg Conf	4,500.00
T-shirts	343.98
	<hr/>
<b>Total Regional Conference</b>	6,968.98
<b>Salary Survey Expense</b>	4,214.00
<b>Uncategorized Expenses</b>	0.00



**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Profit & Loss**  
**April 1 through November 13, 2006**

11/13/06

	<u>Apr 1 - Nov 13, '06</u>
<b>Website</b>	
<b>Design</b>	3,215.52
<b>Monthly Fee</b>	340.92
<b>Website - Other</b>	99.95
<b>Total Website</b>	3,656.39
<b>Total Expense</b>	62,580.89
<b>Net Ordinary Income</b>	2,347.61
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Interest Income</b>	60.77
<b>Total Other Income</b>	60.77
<b>Other Expense</b>	
<b>Other Expenses</b>	75.00
<b>Total Other Expense</b>	75.00
<b>Net Other Income</b>	-14.23
<b>Net Income</b>	2,333.38

11/13/06

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Deposit Detail**  
**October 10 through November 13, 2006**

Type	Date	Num	Name	Account	Amount
Deposit	10/10/2006			Frost Bank Checki...	839.00
				Seminars	-35.00
			Thomson West	Meeting Receipts	-118.00
				Newsletter Ads	-300.00
				Salary Survey	-4,600.00
				Salary Survey Expe...	4,214.00
TOTAL					-839.00
Deposit	10/26/2006			Frost Bank Checki...	750.00
			Chris Scott	'06-'07 Membership...	-75.00
			Teresa Tipton	'06-'07 Membership...	-75.00
				Salary Survey	-600.00
TOTAL					-750.00
Deposit	10/26/2006			Frost Bank Checki...	512.00
				Meeting Receipts	-512.00
TOTAL					-512.00
Check	10/26/2006	641	Bill Elkjer	Frost Bank Checki...	0.00
TOTAL					0.00

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Check Detail**  
**October 10 through November 13, 2006**

11/13/06

Type	Date	Num	Name	Item	Account	Original Amount	Paid Amount
Check	10/10/2006	634	Headliners Club		Frost Bank Checki...	-1,017.02	
					Chapter MeetingLu...	1,017.02	-1,017.02
TOTAL						1,017.02	-1,017.02
Check	10/10/2006	635	Special Tees		Frost Bank Checki...	-581.86	
					Promo Gifts	237.88	-237.88
					T-shirts	343.98	-343.98
TOTAL						581.86	-581.86
Check	10/26/2006	636	Graves Dougherty ...		Frost Bank Checki...	-318.16	
					Newsletter	318.16	-318.16
TOTAL						318.16	-318.16
Check	10/26/2006	637	Children's Medical...		Frost Bank Checki...	-1,000.00	
					Community Develo...	1,000.00	-1,000.00
TOTAL						1,000.00	-1,000.00
Check	10/26/2006	638	Amanda Korte		Frost Bank Checki...	-375.00	
					Members at Large-...	375.00	-375.00
TOTAL						375.00	-375.00
Check	10/26/2006	639	Bickerstaff, Heath,...		Frost Bank Checki...	-375.00	
					Members at Large-...	375.00	-375.00
TOTAL						375.00	-375.00
Check	10/26/2006	640	Bracewell & Giulia...		Frost Bank Checki...	-375.00	
					Board Members	375.00	-375.00
TOTAL						375.00	-375.00

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Check Detail**  
**October 10 through November 13, 2006**

11/13/06

Type	Date	Num	Name	Item	Account	Original Amount	Paid Amount
Check	10/26/2006	641	Bill Elkjer		Frost Bank Checki...	0.00	
TOTAL						0.00	0.00
Check	10/26/2006	642	Chrissie Eastin		Frost Bank Checki...	-32.23	
				Promo Gifts		32.23	-32.23
TOTAL						32.23	-32.23
Check	10/26/2006	643	Debra Nicklaus		Frost Bank Checki...	-375.00	
				Members at Large-...		375.00	-375.00
TOTAL						375.00	-375.00
Check	10/26/2006	644	Allensworth & Por...		Frost Bank Checki...	-275.00	
				Board Members		275.00	-275.00
TOTAL						275.00	-275.00
Check	10/26/2006	645	Angie Kalsbeck		Frost Bank Checki...	-100.00	
				Board Members		100.00	-100.00
TOTAL						100.00	-100.00
Check	10/26/2006	646	Strasburger & Price		Frost Bank Checki...	-375.00	
				Board Members		375.00	-375.00
TOTAL						375.00	-375.00
Check	10/26/2006	647	Angela McEntire		Frost Bank Checki...	-566.43	
				Gifts		139.88	-139.88
				Parties		426.55	-426.55
TOTAL						566.43	-566.43

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Check Detail**  
**October 10 through November 13, 2006**

11/13/06

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Check	10/26/2006	648	Thompson & Knight		Frost Bank Checki...	-375.00	
					Members at Large-...	375.00	-375.00
TOTAL						375.00	-375.00
Check	10/26/2006	649	Davidson & Troilo		Frost Bank Checki...	-375.00	
					Members at Large-...	375.00	-375.00
TOTAL						375.00	-375.00
Check	10/26/2006	650	Winston Williams		Frost Bank Checki...	-375.00	
					Members at Large-...	375.00	-375.00
TOTAL						375.00	-375.00
Check	10/26/2006	651	Hilgers Bell & Ric...		Frost Bank Checki...	-375.00	
					Board Members	375.00	-375.00
TOTAL						375.00	-375.00
Check	11/6/2006	652	Bill Elkjer		Frost Bank Checki...	-375.00	
					Members at Large-...	375.00	-375.00
TOTAL						375.00	-375.00
Check	11/13/2006	653	Davis & Wilkerson...		Frost Bank Checki...	-375.00	
					Members at Large-...	375.00	-375.00
TOTAL						375.00	-375.00
Check	11/13/2006	654	Josh de Koning		Frost Bank Checki...	-375.00	
					Members at Large-...	375.00	-375.00
TOTAL						375.00	-375.00

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Check Detail**

October 10 through November 13, 2006

11/13/06

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Check	11/13/2006	655	Ellen Gross		Frost Bank Checki...	-177.06	
					Community Develo...	177.06	-177.06
TOTAL						177.06	-177.06
Check	11/13/2006	656	Headliners Club		Frost Bank Checki...	-664.98	
					Chapter MeetingLu...	664.98	-664.98
TOTAL						664.98	-664.98
Check	11/13/2006	657	Toni Beasley		Frost Bank Checki...	-375.00	
					Board Members	375.00	-375.00
TOTAL						375.00	-375.00
Check	11/13/2006	658	Allensworth & Por...		Frost Bank Checki...	-198.95	
					Speakers-Educatio...	198.95	-198.95
TOTAL						198.95	-198.95
Check	11/13/2006	659	Elaine Burr		Frost Bank Checki...	-406.43	
					Design	406.43	-406.43
TOTAL						406.43	-406.43
Check	11/13/2006	660	Walsh Anderson		Frost Bank Checki...	-1,375.00	
					First-Time Attendee	250.00	-250.00
					Members at Large-...	1,125.00	-1,125.00
TOTAL						1,375.00	-1,375.00
Check	11/13/2006	4833...	Internet Media Wo...		Frost Bank Checki...	-37.88	
					Monthly Fee	37.88	-37.88
TOTAL						37.88	-37.88