



**AUSTIN-CENTRAL TEXAS CHAPTER**  
Association of Legal Administrators



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

**October 10, 2006, Noon**

**Members Present:**

Angela McEntire, Jo Ann Welch, Vickie Mitchell, Toni Beasley, Karie Rivkin (via telephone), Chris Sims, Bonnie Zook, Brenda Barnes, Debbie Roan, and James Cornell

**Members Not Attending:**

Elaine Burr, Ann Jacobson, Angie Kalsbeck

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

The September 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 October 10, 2006 is \$2,361.38 and the Money Market account balance is \$61,484.05. 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 and noted that we have made a profit of \$389 so far on the Compensation and Benefits survey.

A Balance Sheet and Income Statement for the period ending October 10, 2006 are attached hereto and made a part of these minutes. (Attachments A and B)

**Item 3. Committee Reports:**

**Chapter Awards Committee: (Brenda Barnes)**

Brenda reported that the Past Presidents on the Committee all have two assignments and have made initial contacts.

**Membership Committee: (Toni Beasley)**

Toni reported that she has several potential members. Our current membership is 93. She hopes to attain the Committee's goal of 100 members soon. Toni suggested that since National is including the rest of 2006 and all of 2007 for dues paid between now and the end of the year that we follow suit. The Board approved.

Toni reminded the Board that the next new member luncheon will be held October 18<sup>th</sup>. The National teleseminar on new member orientation will be the focus.

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

Bonnie reported that Bakerman's Bakery will provide a Halloween cake and Ajillion will provide cookies for the magic show at the Children's Hospital on November 26<sup>th</sup> from 2:00 to 3:00.

The Committee has also been asked to provide lunch for the Habitat build on October 28<sup>th</sup>.

**Program/Education Committee: (Angie Kalsbeck – not attending)**

Rosemary Sheils from ALA National will be speaking at our October luncheon. Rosemary is the Editor-in-Chief of the ALA Management Encyclopedia, and will speak on this as well as other member benefits. The Board approved her hotel stay at the Stephen F. Austin Hotel. The luncheon sponsor will be Riata.

The November luncheon will feature Mark Freeman from Frost Bank, who will speak on the Roth 401(k) option. Angie is still working on confirming the luncheon sponsor.

Angie reported that Edward Poll has confirmed as speaker for the Managing Partners' Breakfast.

The Chapter Holiday Party will be held December 5<sup>th</sup> from 5:30-8:00 p.m. at Houlihan's.



Business Partner Relations Committee: (Debbie Roan and James Cornell)

Debbie presented a draft reconciliation of income and expenses for the Business Partner Expo.

Debbie also reported that Riata has expressed interest in Platinum sponsorship next year.

Debbie noted that we had 4 companies on the waiting list for this year so interest in participating is still high. She and James are working with Ellie Brady and Elaine Burr on getting Expo registration on line. Amanda Korte is working on information for setting up the option to pay by credit card.

All of the Committee members plan to return next year.

James noted that the speaker was a large expense and asked for discussion about the value for the cost.

A discussion was held about various Expo issues. Various ideas were exchanged about how to encourage participation, coordinate door prizes, and keep the Business Partners happy and willing to repeat participation. Debbie and James plan to survey the membership for ideas.

Newsletter Committee: (Karie D. Rivkin)

Karie will provide copies of the recent newsletter to Toni to include in new member packets.

Website Committee: (Elaine Burr – not attending)

Angela reported for Elaine.

Ellie will be giving Elaine link this week to preview the website. Elaine will share the link with the website Committee and Board Members for their comments. The final item to be addressed is updating the Members Only section.

Our web host suggested using Paypal to accept credit card payments. It would save us having to get a SSL certificate (\$450/year), a merchant account (cost varies by bank), a payment gateway (costs vary), and the set up cost of \$500-\$600. Paypal can be easily set up. It uses their payment gateway and their secure site. The payer does not need to be a member of Paypal to make a payment. Paypal charges about 2% depending on the amount.



Compensation and Benefits Committee: (Chris Sims)

Chris reported that he is still selling surveys to non-participating firms for \$200. A discussion was held regarding giving a discount to new members. The Board approved.

Chris will get a list of new law firms from Toni and contact them about the survey.

**Item 4. Old Business:**

The Board approved an updated budget for Regional Conference to be held October 12-14, 2006. The budget includes \$6,325 to pay attendees registration, \$100 travel expense, and \$250 First-time Regional Conference Attendee Scholarship awarded to Deb Krutsinger.

Angela reminded the Board about the retirement reception for Michal Bagley. Invitations were distributed on October 6<sup>th</sup>. The reception will be held on October 19<sup>th</sup> at the Belmont from 5:30-7:00 p.m. The budget and gift were approved by the Board.

Angela submitted surveys to the Past Presidents regarding the Chapter Retreat and will report back at the next meeting. Angela has confirmed that the suggested speaker, Marsha Petrie Sue, is within our budget. She is still working on the date, location, and involvement of the San Antonio Chapter.

Angela reported that Ann and Angie will help her review the contract for our Managing Partner Breakfast speaker, Ed Poll. She also reminded everyone that the breakfast will be held February 7, 2007 at the Four Seasons from 7:30-9:00 a.m.

Angela is finalizing the Safesite agreement to archive our Chapter files and will collect boxes from members, index, and move to storage in November.

Angela reminded the Board that the 2007 National Conference will be held in Las Vegas April 30 through May 3. Early bird registration is due February 23, 2007 and is \$699. The Conference hotel is the Mandalay Bay and is \$229 per night with a 9% tax.

Angela reported that the member panel participation at the last International Association of Boutique Law Firms (INBLF) in conjunction with Professional Legal Management Week was a great success.



**Item 5.      New Business:**

Angela asked for ideas to help celebrate ALA's 35<sup>th</sup> Anniversary. She suggested possibly giving our December holiday party a 1970's theme and including 1970s information in our 4<sup>th</sup> quarter Newsletter.

The Region 4 Conference 2007 will be held in Oklahoma City. Austin has been recommended to host the Region 4 Conference 2008 and there is a possibility that it will be a joint Conference with Region 6.

Angela reminded the Board that recipes for the FALA Cookbook are due October 31, 2006.

Angela reported that Edna Diaz will travel to Chicago as our Region 4 Representative to the Association Nominating Committee on November 18, 2005 to help select ALA Directors and the President-Elect.

**Item 6.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for November 14, 2006 at 12:00 p.m.



## ATTACHMENT A

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

Balance Sheet  
As of October 10, 2006

	<u>Oct 10, '06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	2,361.38
Frost Money Market	<u>61,484.05</u>
<b>Total Checking/Savings</b>	<u>63,845.43</u>
<b>Total Current Assets</b>	63,845.43
<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>65,195.43</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	<u>11,098.50</u>
<b>Total Equity</b>	<u>65,195.43</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>65,195.43</u></u>



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

**PROFIT & LOSS**  
April 1, 2006 through October 10, 2006

	<u>Apr 1 - Oct 10, '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	3,466.00
Mtg Vendor Handout Fees	600.00
Seminars	3,261.00
Education - Other	<u>25.00</u>
<b>Total Education</b>	7,352.00
<b>Membership Dues</b>	
06-'07 Membership Dues	<u>2,400.00</u>
<b>Total Membership Dues</b>	2,400.00
<b>Newsletter Ads</b>	650.00
<b>Salary Survey</b>	<u>5,025.00</u>
<b>Total Income</b>	63,666.50
<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>	576.97
<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>	3,973.42
<b>Lunches-Education Seminar</b>	2,884.75
<b>Other-Education Seminar</b>	396.19
<b>Speakers-Education Seminar</b>	6,076.21
<b>Education Costs - Other</b>	<u>12.39</u>
<b>Total Education Costs</b>	13,342.96

<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>Other</b>	103.64
<b>Miscellaneous Expense - Other</b>	<u>0.00</u>
<b>Total Miscellaneous Expense</b>	103.64

<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>237.88</u>
<b>Total New Member Functions</b>	372.33

<b>Regional Conference</b>	
<b>T-shirts</b>	<u>343.98</u>
<b>Total Regional Conference</b>	343.98

<b>Salary Survey Expense</b>	4,214.00
<b>Uncategorized Expenses</b>	0.00

<b>Website</b>	
<b>Design</b>	2,809.09
<b>Monthly Fee</b>	189.40
<b>Website - Other</b>	<u>213.59</u>





<b>Total Website</b>	<u>3,212.08</u>
<b>Total Expense</b>	<u>52,553.77</u>
<b>Net Ordinary Income</b>	11,112.73
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Interest Income</b>	<u>60.77</u>
<b>Total Other Income</b>	60.77
<b>Other Expense</b>	
<b>Other Expenses</b>	<u>75.00</u>
<b>Total Other Expense</b>	<u>75.00</u>
<b>Net Other Income</b>	<u>-14.23</u>
<b>Net Income</b>	<u><u>11,098.50</u></u>





## Board Meeting Agenda October, 10, 2006

### Members Present:

Angela McEntire, Toni Beasley, Vickie Mitchell, Jo Ann Welch, James Cornell, Debbie Roan, Brenda Barnes, Angie Kalsbeck, Karie Rivkin (833-2603), Chris Sims

### Members Absent:

Elaine Burr, Ann Jacobson *Angie*

#### 1. Approval of September 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. Completed & filed Chapter Tax Return – 9/15/06
- b. Paid first deposit of \$1,350 to Austin Convention Center for 2007 Educational Seminar & Legal Expo – 9/15/06
- c. Posted 2006-2007 Committees on Website – 9/21/06
- d. Salary Survey Committee name change to Compensation & Benefits Survey Committee approved
- e. Travel expenses for Rosemary Shields, speaker from National, approved by Board on 9/28/06
- f. Professional Legal Management Week successful event with INBLF – 10/5/06
- g. Chapter Award submissions due 1/16/07

## 5. New Business

- a. Discussion of **Legal Expo 2006**
- b. Discuss options for payment by **credit card** – *Amanda Korte looking into*
- c. **Regional Conference**, 10/12-10/14/06 – Updated budget, \$6,325 approved by Board on 9/28/06, includes paid registration, \$100 travel expenses, Deb Krutsinger recipient of \$250 First-Time Regional Conference Attendee Scholarship, name drawn at September meeting
- d. ✓ **New Member Luncheon & Teleseminar** – 10/18/06
- e. **Retirement Reception** for Michal Bagley – invitations distributed on 10/6/06, The Belmont, 5:30-7:00 p.m., 10/19/06, budget & gift approved by Board
- f. **Lunch for Habitat for Humanity**, 10/28/06
- g. **FALA Cookbook** for National, recipes due 10/31/06
- h. **Chapter Retreat** – Submitted survey to Past Presidents on 10/9/06; due 10/20/06; date, location, speaker (Marsha Petrie Sue), budget, & San Antonio involvement pending. *Lothmanbur*
- i. **Managing Partner Breakfast**, 2/7/07, 7:30-9:00 a.m., Four Seasons – Ed Poll approved as speaker on 9/29/06 – *Ann & Angie will help review contract*
- j. **Holiday Party**, 12/5/06
- k. *ALA's* **35<sup>th</sup> Year Anniversary Ideas**
  - i. 1970's theme holiday party in December
  - ii. 1970's information for 4<sup>th</sup> Quarter Newsletter
- l. **Archiving Chapter Files** – Safesite agreement to be signed on 10/10/06; collect boxes from members, index, & move to storage in November
- m. **Region 4 Representative**, Edna Diaz, Association Nominating Committee, travels to Chicago on 11/18/06 to help select ALA Directors & President-Elect
- n. **Region 4 Conference 2007** – voted to hold in Oklahoma City
- o. **Region 4 Conference 2008** – Austin recommended – *may be joint w/ Region 8*
- p. **National ALA Conference** – Budget Update for 2007
  - i. Las Vegas, April 30 – May 3
  - ii. Early bird by 2/23/07, \$699
  - iii. Hotel, Mandalay Bay, \$229/night + 9% tax

## 6. Open Discussion



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators

## **2007 LEGAL EXPO EXHIBIT RULES AND REGULATIONS**

**Exhibit Space:** Booth size depends on the sponsorship level purchased (Platinum and Speaker Sponsors - 10 x 20, Gold 10 x 15, Silver 10 x 12, Bronze 10 x 10). Exhibits should not exceed a height of 8 feet. Business partners requesting multiple tables must purchase at least one table at the Platinum or Gold level. The booth must be manned during exhibit hours, and representatives manning the booth must be bona fide employees of the business partner. **Booth sharing between two companies is not allowed.** A company can have their table removed to put a piece of machinery or furniture (copier, desk, etc.) in its place if that piece of machinery or furniture is manufactured or sold by the company and does not exceed the booth dimensions.

**Booth Assignment:** Booth assignments will be provided upon arrival at the Expo. Booth assignments will not be released prior to the Expo.

**Booth Setup:** Booth set-up may not begin prior to 12:00 p.m. and must be completed by 3:00 p.m. The Expo begins at 3:30 p.m. Business partners must be in their booths at 3:30 p.m.

**Booth Dismantle:** Business partners may not dismantle prior to 6:00 p.m. If an exhibitor is found in violation, that exhibitor's future participation in Legal Expos may be denied.

**Non-Endorsement:** Participation as a business partner at the 2007 Legal Expo does not constitute an endorsement by the Austin-Central Texas Chapter of ALA.

**Refunds:** No refunds once payment is received.

**Liability:** Business partner agrees that it will indemnify, hold and save the Austin-Central Texas Chapter of ALA and Palmer Events Center whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against the Austin-Central Texas Chapter of ALA and its agents and Palmer Events Center on account of injury or damage that may be incident to, arise out of, or be caused either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of the business partner or any of its agents, employees, guests, patrons, invitees or any other person entering upon the premises leased with the express or implied invitation or permission of the business partner.

The business partner covenants and agrees that in case the Austin-Central Texas Chapter of ALA and/or Palmer Events Center shall be made a party to any litigation against the business partner, the business partner shall and will pay all costs and expenses including reasonable attorney's fees and court costs and expenses incurred by or imposed by the Austin Central Texas Chapter of ALA, its agents and the Palmer Events Center by virtue of such litigation. Business partners are required to carry liability insurance.

**Security:** Every reasonable precaution will be taken to protect property during the Expo. However, neither the Austin Central Texas Chapter of ALA nor the management of the Palmer Events Center is responsible for the safety of the property of business partners from theft, damage by fire, accident, vandalism or other causes.

**Food and Beverage:** All food and beverage items that a business partner has in the booth MUST receive prior approval from Aramark Corporation/Austin Convention Center. Please review the food and beverage guidelines. A valid health certificate is required for some food items.

**Miscellaneous:** No helium balloons are allowed in the exhibit hall. Electrical, phone and IT services are available at an additional charge. The Palmer Events Center prohibits anything affixed to their walls (e.g., banners, materials, etc.)

**AUSTIN-CENTRAL TEXAS CHAPTER - 2006 LEGAL EXPO/Seminar  
INCOME/EXPENSE RECONCILIATION**



<b>INCOME:</b>			
	<b>Number</b>	<b>Amount</b>	
Platinum Sponsor	1	\$3,000	
Speaker Sponsor	0	\$0	
Gold Sponsors	6	\$9,673	
Silver Sponsors	20	\$16,755.00	
Bronze Sponsors	48	\$19,882.50	
Seminar Registration Fees		\$3,226.00	
<b>Total</b>	<b>75</b>	<b>\$52,536.00</b>	
<b>EXPENSES:</b>			
<b>EDUCATIONAL SEMINAR</b>			
Facility Rental, Meeting Rooms 1-3		750.00	\$250 each
Security (Parking Garage)		153.00	8.5 hrs x \$18
Rentals		321.00	Chairs, tables, water cooler
Speaker's Fee		5,883.76	Bruce Wilkinson
Catering		2,884.75	Aramark
Audio/Visual		389.70	
Parking		434.00	\$7/vehicle
<b>Total</b>		<b>\$10,816.21</b>	
<b>EXPO</b>			
Facility Rental, Exhibit Hall II		1,950.00	Palmer Events Center
Security (Parking Yard)		144.00	8 hrs x \$18
Electrical		1,260.00	24 booths
Sound		0.00	Complimentary paging system
Beverage Service		1,862.18	Aramark
Expo Brochure		0.00	Compliments of Océ
Tote Bags		618.46	Compliments of IKON (\$500.00)
Exhibit Boards		168.00	National Legal
Parking		434.00	
Convention Decorating Services			
10x10 Bronze Booth	49	2,205.00	\$45 each
10x12 Silver Booth	21	1,050.00	\$50 each
10x15 Gold Booth	6	390.00	\$65 each
10x20 Platinum Booth	0	0.00	\$90 each
10x20 Speaker Booth	0	0.00	\$90 each
ALA Booth	0	0.00	\$45 each
Registration Tables	2	0.00	\$120 each
Drapes	120	240.00	Included
Tax		320.51	
<b>Total</b>		<b>\$10,642.15</b>	
<b>Late Fee Refunds</b>			
Corporate Express		75.00	
Central Transportation		75.00	
Copy Sense		75.00	
National Legal		75.00	
Office Max		75.00	
<b>Total</b>		<b>\$375.00</b>	
<b>TOTAL INCOME</b>		<b>\$52,536.00</b>	Note: \$70 due from Océ
<b>TOTAL EXPENSES</b>		<b>\$21,833.36</b>	Seminar + Expo + Refunds
<b>NET PROCEEDS</b>		<b>\$30,702.64</b>	



## Vickie Mitchell

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**From:** McEntire, Angela [Angela.mcentire@strasburger.com]  
**Sent:** Tuesday, October 10, 2006 9:11 AM  
**To:** Vickie Mitchell  
**Subject:** FW: Board Meeting Today

Elaine's report if you'd like ...

-----Original Message-----

**From:** Elaine Burr [mailto:eburr@wabsa.com]  
**Sent:** Tuesday, October 10, 2006 8:17 AM  
**To:** McEntire, Angela  
**Subject:** Re: Board Meeting Today

A conflict has come up and I will not be able to attend the board meeting. Ellie will be giving me a link this week to preview the site. I will share the address with the website committee and the board for comments. There will only then remain updating the Members Only section.

Here is some information about the credit card costs from our web host:

Elaine,

Ok on payment...no problem.

Regarding taking credit card payment....

Have you thought about using Paypal? It would be the cheapest and most straightforward and you would NOT need to get:

- an SSL certificate \$450/yr
- a merchant account (contact your bank for who they use and how much)
- a payment gateway (see the verisign.com site for info about cost of this)
- and it would probably cost another \$500 to \$600 for me to set up or you could do it.

Paypal can be set up easily. It uses their payment gateway (process) and their secure site. Payer does not need to be a member of Paypal to make a credit card payment. Paypal charges about 2%...depends on amount...see [www.paypal.com](http://www.paypal.com) for more info on exact costs.

Hope this helps

Gary

Elaine M. Burr  
Billing and Training Manager

Walsh, Anderson, Brown, Schulze, & Aldridge P.C.  
Phone: (512) 454-6864  
Fax: (512) 467-9318  
Email: [eburr@wabsa.com](mailto:eburr@wabsa.com)

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From: "McEntire, Angela" <Angela.mcentire@strasburger.com>  
To: "Toni Beasley" <tbeasley@andrewskurth.com>, "Ann Jacobson" <ajacobson@winstead.com>, "Vickie Mitchell" <vemitchell@ohkdlaw.com>, "Jo Ann Welch" <jawelch@ohkdlaw.com>, "James Cornell" <JCORNELL@longburner.com>, "Debbie Roan" <debbie.roan@bracewellgiuliani.com>, "Brenda Barnes" <bbarnes@hbrfirm.com>, "Bonnie Zook" <bzook@slackdavis.com>, "Angie Kalsbeck" <alk@aapl原因.com>, "Karie P. Rivkin" <kdr@edlaw.com>, "Chris Sims" <csims@bickerstaff.com>, "Elaine Burr" <Eburr@wabsa.com>  
Date: 10/10/2006 8:01 AM  
Subject: Board Meeting Today

You are welcome to park in our parking garage, especially if it is raining! If you are like me, you melt in the rain. :(

I'm happy to validate your tickets. The garage ramp entrance is on 7th St., between Colorado & Congress. See you at noon!

Angela McEntire, Office Manager \* Strasburger & Price, LLP 600 Congress, Suite 1600, Austin, TX 78701

512.499.3609 \* Fax 512.536.5714 \* Strasburger.com  
<blocked::http://www.strasburger.com/>

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