



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

September 12, 2006, Noon

Members Present:

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

Members Not Attending:

Debbie Roan and James Cornell

Item 1. Reading/Approval of the Minutes:

The August 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 September 12, 2006 is \$3,962.37 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.

Jo Ann reported that she did a preliminary analysis of expenses and income for the 2006-2007 fiscal year. She expects our expenses for the rest of the year to be approximately \$25,000 which will leave approximately \$35,000 at the end of the year.

A Balance Sheet and Income Statement for the period ending September 12, 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's Committee met and made assignments. Edna Diaz will be the point person to help edit the visibility submission. Angela noted that our press release will be published soon in the Austin Lawyer.

Brenda asked for ideas for the diversity submission. Toni noted that Orlando Lopez is a potential new member and could help with ideas since he is the Director of the State Bar. A suggestion was made to review our mission statement regarding diversity and update it if need be. Ann suggested updating our section in ALA's national diversity database and encouraging members to use this resource.

Membership Committee: (Toni Beasley)

Toni reported that she has 7 potential members. Our current membership is 91.

Toni announced that Chris Sims and Shelley Sedillo have joined the Membership Committee.

The Committee is working on their goal of producing a membership brochure.

Toni and her Committee are working on welcome gift ideas for each new member. They plan to order soapstone coasters with the ALA logo and the national and local websites.

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

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie reminded everyone of the bowling event on September 24-Dart Bowl at 2:00 p.m. Each person is to bring a new toy or stuffed animal to be presented at the Children's Hospital event on October 26. Bonnie has commitments from 12 business partners to attend the bowling event. She will e-mail members asking them to bring toys/stuffed animals to our next Chapter luncheon if they are unable to attend the bowling event. The hospital event has been changed to a magic show instead of a carnival at the request of the hospital.

Program/Education Committee: (Angie Kalsbeck)



Angie reported that we had 92 in attendance at the spring seminar. She sent thank you notes to Bruce Wilkinson and the Stephen F. Austin hotel for providing a room for Mr. Wilkinson.

Angie reported that the speaker engagement letter is finalized and presented a copy to the Board.

The speaker for the September luncheon will be Jennifer Patterson. She will be speaking on the new tax legislation.

Rosemary Sheilds from ALA National will be speaking about member benefits at our October luncheon.

Angie has been in touch with Edward Poll regarding speaking on disaster recovery at a future event.

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

Angela reported for James.

A discussion was held regarding some proposed enhancements/changes to the Business Partner Expo. The discussion was tabled until Debbie and/or James could be in attendance.

Newsletter Committee: (Karie D. Rivkin)

Karie reported that the newsletter publication has been delayed for one week. She is waiting on two articles.

Website Committee: (Elaine Burr)

Elaine reported that Ellie Brady is still working on transferring content from the old website and presented Ellie's interim statement for payment.

Elaine requested pictures from the spring seminar and expo. She will contact Jackson Seamans and Debbie Roan.

Compensation and Benefits Survey Committee: (Chris Sims)

Chris reported that we had 66% participation in the survey.

The Committee continues to work on using an online survey for next year.



Item 4. Old Business:

Angela noted that we have not transferred any Chapter files to Safesite but she is working on it.

Angela reported that she will contact the San Antonio Chapter President about having a joint retreat this spring. The venues of the Flying L Ranch, Lost Pines Hilton, and Lakeway will be investigated. Angela also stated that she plans to e-mail our past Presidents about feedback on prior retreats to help in planning our spring event.

Karie and Angela will work on an article for the newsletter regarding Professional Legal Management Week (October 2-6). Angela suggested asking our membership to submit tips promoting the legal profession and then pass the tips along to business schools and possibly posting them on our website. Bonnie suggested having some of our members speak to the International Network of Boutique Law Firms at their October 5th meeting. She noted that a lot of the firms are very small and do not have professional managers. It was agreed that this would be a good forum for promoting professional management.

Angela has been working on the retirement reception for Michal Bagley. The date will be October 19.

Angela reminded everyone of the early bird registration deadline for Regional Conference. She will order Chapter shirts for the attendees that do not have one already.

Item 5. New Business:

Angela reported that the date for the next Business Partner Expo will be August 16, 2007.

Angela suggested that the Bar Relations Committee provide the bar with information on Chapter members that would be available to speak at Bar functions.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for October 10, 2006 at 12:00 p.m.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet
As of September 12, 2006

	<u>Sep 12, '06</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	3,962.37
Frost Money Market	<u>61,484.05</u>
Total Checking/Savings	<u>65,446.42</u>
Total Current Assets	65,446.42
Other Assets	
Prepaid Expense-2007 BusPtr Sho	<u>1,350.00</u>
Total Other Assets	<u>1,350.00</u>
TOTAL ASSETS	<u><u>66,796.42</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	<u>12,699.49</u>
Total Equity	<u>66,796.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>66,796.42</u></u>



ATTACHMENT B
ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS
CHAPTER

PROFIT & LOSS
April 1, 2006 through September 12, 2006

	<u>Apr 1 - Sep 12, '06</u>
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	21,262.00
Gold Sponsors	9,672.50
Platinum Sponsor	3,000.00
Silver Sponsors	15,065.00
Business Partner Fair - Other	-140.00
Total Business Partner Fair	<u>48,859.50</u>
Education	
Meeting Receipts	2,538.00
Mtg Vendor Handout Fees	450.00
Seminars	3,226.00
Education - Other	25.00
Total Education	<u>6,239.00</u>
Membership Dues	
06-'07 Membership Dues	2,400.00
Total Membership Dues	<u>2,400.00</u>
Newsletter Ads	350.00
Salary Survey	425.00
Total Income	<u>58,273.50</u>
Expense	
Bank Service Charges	4.00
Board Expenses	
Gifts	177.19
Total Board Expenses	<u>177.19</u>
Business Partner Fair Expenses	
Facilities	9,355.51
Food	1,862.18
Other	786.46
Vendor Appreciation Party	1,543.00
Total Business Partner Fair Expenses	<u>13,547.15</u>



Community Challenge Expenses	401.08
Continuing Leadership Institute	
President - CLI	<u>310.00</u>
Total Continuing Leadership Institute	310.00

Education Costs	
Chapter MeetingLunches	2,956.40
Lunches-Education Seminar	2,884.75
Other-Education Seminar	396.19
Speakers-Education Seminar	6,076.21
Education Costs - Other	<u>12.39</u>
Total Education Costs	12,325.94

Insurance	
Fidelity Bond Premium	<u>125.00</u>
Total Insurance	125.00

Managing Partner Breakfast	2,323.39
Miscellaneous Expense	
Other	103.64
Miscellaneous Expense - Other	<u>0.00</u>
Total Miscellaneous Expense	103.64

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

New Member Functions	
New Member Lunches	<u>134.45</u>
Total New Member Functions	134.45

Uncategorized Expenses	0.00
Website	
Design	1,780.71
Monthly Fee	113.64
Website - Other	<u>213.59</u>
Total Website	<u>2,107.94</u>

Total Expense	<u>45,559.78</u>
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Net Ordinary Income	12,713.72
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Other Income/Expense



Other Income	
Interest Income	<u>60.77</u>
Total Other Income	<u>60.77</u>
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>12,699.49</u></u>





Board Meeting Agenda September 12, 2006

Members Present:

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

Members Absent:

James Cornell, Debbie Roan

1. **Thanks to Bonnie Zook and Slack & Davis for hosting Board meeting**
2. **Approval of August Minutes**
3. **Treasurer's Report**
4. **Committee Reports**
 - a. Business Partner Relations – James Cornell & Debbie Roan
 - b. Chapter Awards – Brenda Barnes
 - c. Community/Bar Liaison – Bonnie Zook
 - d. Education/Program – Angie Kalsbeck
 - e. Membership – Toni Beasley
 - f. Newsletter – Karie Rivkin
 - g. Salary Survey – Chris Sims
 - h. Website – Elaine Burr
5. **Old Business**
 - a. Transfer Austin ALA files to Safesite – *NOT yet*
 - b. Chapter Retreat – date, location, speaker, budget, San Antonio Chapter – *spring* *Flipping* *Lost Paries (Lalaway)* *will call Pres*
 - c. Professional Legal Management Week, October 2-6
 - d. Michal Bagleys' retirement reception – date, location, gift, budget
 - e. Regional Conference, October 13-14
 - i. Early bird deadline is 9/13/06
 - ii. Board Member Attendance – *Toni*
 - iii. Chapter Member Attendance – 9 members

- iv. Shirt Order – placing on 9/12/06, 5 shirts, budget
- f. Speaking Engagement Letter in place – *Ange*
- g. Presidents' Award – earned points since last meeting
- h. Chapter Award Submissions due January 16

6. New Business

- a. ~~Demo of New Austin ALA Website~~ *next time*
- b. Summer Educational Seminar & Legal Expo Approved – 8/16/07
- c. Status of Bar Relations Efforts – *committee*
- d. Confirm Date of Press Release in Austin Lawyer
- e. Invite Region 4 Officer, Susan French Koran, to Austin
- f. New Member Luncheon, October 18
- g. FALA Cookbook for National, recipes due October 31
- h. Managing Partner Breakfast – date, location, speaker, budget

7. Open Discussion

Vickie Mitchell

From: Bonnie Zook [bzook@slackdavis.com]
Sent: Friday, September 08, 2006 5:21 PM
To: McEntire, Angela; Beasley, Toni; Jacobson, Ann; Vickie Mitchell; Jo Ann Welch; James Cornell; Brenda Barnes; alk@aaplaw.com; Karie D. Rivkin; Chris Sims; Elaine Burr
Subject: Board Meeting on Tuesday, September 12th

Just a reminder that the Board meeting will be at my office on Tuesday. If you're coming from downtown, take MoPac to Bee Caves Road and head west. Take a left at the first light which is Edgegrove and come up the hill to the Mira Vista building (Plains Capital Bank). You can park anywhere (free). Take the garage elevator to the 2nd floor and we are in suite 220.

We're having lunch from Pizza Nizza - pizza, pasta and salad.

Look forward to seeing you on Tuesday.

Bonnie

Bonnie Zook
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Vickie Mitchell

From: McEntire, Angela [Angela.mcentire@strasburger.com]
Sent: Tuesday, September 12, 2006 10:17 AM
To: Vickie Mitchell
Subject: Items for the Board Meeting Today

I thought you might like to copy & paste into the meeting minutes. Neither Debbie nor James can attend so James sent the following report to me:

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

From: James Cornell [mailto:jcornell@longburner.com]
Sent: Tuesday, September 12, 2006 8:44 AM
To: McEntire, Angela
Cc: Debbie Roan
Subject: SUSPECT: Items for the Board Meeting Today

Below are the items we discussed at the Business Partner Relations debriefing meeting last week along with some additional thoughts for discussion. I wish I could be there but I have had this other meeting on my calendar for a month and can't reschedule. Not all of these issues are equally important so if you run short on time I would say discussion of items 1, 2, 5 and 7 are the most critical.

1. Send Spherion and Discovery Resources a bill for a Bronze booth (\$400) since both companies attended the Expo without registering for a booth and passed out business cards. RLS will be included if their attendance is confirmed. If these vendors refuse to pay then they will not be allowed to participate in next year's event.

Next year we will centralize the check in process and require name tags to be worn by vendors. Any vendor without one will be a "red flag" for us to go check out and confirm they are registered. We will also look at additional ways to make sure that this event is not "crashed" by unregistered vendors.

2. Member attendance - Draft a membership survey regarding the Legal Expo. Consider assigning a "mentor" to attend the Expo with new members. Doing this in an effort to find out why attendance was not as good as it should have been. Perception by some committee members was that this was the least well attended event in recent history. If this is the case it is not acceptable. We believe that attendance at the Expo should be "almost mandatory" for all chapter members, otherwise support from our vendors will go away and the revenue from them will follow.

3. Develop a "Rules" sheet to be distributed with registration form and sponsorship level document. Include information regarding the hours of the operation, when set-up can begin, where to park, make checks payable to . . . , etc. This is being done to fine tune the registration process and cut down on the number of calls from vendors. This will be given to the vendors up front rather than when their check is received.

We may also look into using Pay Pal as a means to allow vendors to pay for their registration using credit cards or other forms of payment besides company checks. This will make registration easier and allow us to collect money sooner.

4. Develop new sponsorship opportunities (tote bags, name tags, etc.). We had a great interest in the tote bag sponsorship so we may look for similar ways to add other revenue generating components to this event.

4. ⁵ Door Prizes - Draft a proposal regarding door prizes changes. Proposal will include doing away with door prizes altogether or not announcing door prizes at the Expo but rather letting the vendors draw the "winner" and have them contact the winner directly.
6. Provide a block of time prior to the start of the Expo for exhibitors to mix and mingle with each other. Cross selling opportunity!
7. Contact Kari regarding a Spring 2007 newsletter focused on business partner relationships. Seize every opportunity at Chapter events supported by Expo revenue to educate members ("This event has been funded by . .) James to write an article for the newsletter noting the importance of the event to our chapter's vitality as well as giving the Top 10 Reasons You Should Attend the 2007 Expo....
8. Clean up vendor database as it is now contains over 440 names.
9. Austin is in the running for a regional conference in 2008 which means we will have to move our event up or not do it all. Most likely we would look at doing it in late June or early March due to National conference. Late June would probably be the preferred time frame.
10. Names of 75 vendors that participated in the Expo was given to Bonnie Zook so she could email them a personal invite to participate in our Children's Hospital Bowling Fundraiser later this month at Dart Bowl. Initial response to this was very positive and helps us to build value in partnering with the chapter.
11. Convention Center is proposing August 16, 2007, the third Thursday in August as the date of our next Expo. They are requesting a deposit for the 2007 date by September 15, 2006. I am unsure if this check has been issued yet or not.

Let me know if we need to discuss this before the meeting.

James

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