



**Minutes from the April 07 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

April 10, 2007 @ 12:00pm

Members Present:

Chrissie Eastin, Angela McEntire, Chris Sims, Toni Beasley, Karie Rivkin, Amanda Korte, Brenda Barnes, Bonnie Zook, Angie Kalsbeck, Debbie Roan, Elaine Burr (via telephone).

Members Not Attending:

James Cornell

Item 1. Reading/Approval of the Minutes:

The March Board meeting minutes were approved as written and submitted to the Board.

Item 2. Treasurer's Report: (Chris Sims)

The Chapter checking account balance as of March 31, 2007 is \$5,529.74 and the Money Market account balance is \$37,099.51.

The bank signature cards have been updated to show the new signers on the checking and Money Market accounts as the appropriate new Board members.

Chris has transitioned the online banking information, the Quickbooks software, and the Chapter Debit Card from Jo Ann Welch.

Chris reviewed the Profit & Loss and Balance Sheet.

A Balance Sheet and Income Statement for the period ending March 31, 2007 are attached hereto and made a part of these minutes. (Attachments A and B)

For the last fiscal year, the Chapter had a loss of \$9,070.64 as shown on the P&L. Chris explained that part of this problem was due to the way that membership dues

were being booked in the prior year but that he has remedied that problem and the proper membership dues will be booked as income in this fiscal year.

Chris asked that all committees have their individual budgets to him by April 18th.

Item 3. Committee Reports:

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

Debbie reported that we are experiencing problems getting Paypal up and running. She said that she received an email saying she had funds available when that money should have gone to Chris. Amanda suggested that it was possible that there was either a step missed or that it is not setup correctly. She and Debbie will get together in the coming week to work on that problem.

She said the Paypal is a critical issue but doesn't need to be completely working until the official kick-off at the end of May.

The committee is considering locations to have the Vendor Partners Happy Hour. Debbie mentioned either Cedar Door or Moonshine. She is leaning towards Moonshine because they have a covered patio and can provide a larger area for the event. She polled the board for a day of the week that would work best for everyone and most responded that Thursdays are best.

Debbie is having complications with the food vendors for the expo. Accent Food Service wants to have 3 large electrical outlets instead of the 1 that is usually offered. She reported that she is going to have any vendor wanting to bring in food deal directly with the Parmer Events Center because of the requirements for health department forms.

She lost 2 committee members and 1 more joined.

Chapter Awards Committee: (Brenda Barnes)

Brenda reported that she is still working with Debbie on plans for diversity projects. One idea they are still considering is focusing on women's issues for the first year of the committee. They are considering tying the project into the opening of the "Ann Richards School for Young Women Leaders" which opens in the Fall of 2007. They are considering ideas like offering a possible scholarship and possibly contacting Ann Richards' granddaughter Lily Adams and asking her to speak at a Chapter event. Chris Sims inquired about the financial needs of the committee and Brenda responded that they don't have any budget needs right now but will work on formulating that plan.



Brenda is continuing to work closely with Bonnie to improve Chapter visibility. She is going to be working on press releases of all Chapter newsworthy events as well as putting new officer ads in the Austin Bar Journal and other sources.

The committee is trying to get a big jump on the President's Award for next year and is starting to plan for that.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie reported that the Committee had a successful event when they sponsored a lunch on March 30th for the Air Force Academy student volunteers as part of the Austin Habitat for Humanity Annual Collegiate Challenge.

The Relay for Life event will be held Saturday, April 21st and that there are already 14 members signed up to walk. Further, we have raised more than \$2,000 to date and that doesn't include the \$1,000 the Chapter will also be donating. As of today, our team is ranked 3rd highest on the list of top fundraisers for the event.

She has had 4 new members join her committee.

Compensation and Benefits Committee: (Chris Sims)

This committee will be meeting this week to work on a recommendation regarding which company to use to create our 2007 survey. They are currently considering one produced by the Capital Chapter (from Washington D.C.) This survey compiles information on 140 positions but also includes a lengthy section on benefits. The committee's recommendation will be presented to the Board at the next meeting.

The committee is working diligently to have the salary survey available online this year.

The committee had two members resign and was able to bring on one more.

Program/Education Committee: (Angie Kalsbeck)

Angie reported that earlier in the week she emailed possible topics for upcoming education seminars to the Board. She asked that everyone review those topics and provide feedback. She will be leaving the topic of Diversity to Brenda's committee. She discussed future speakers and solicited ideas on which representatives from National ALA could be used. She was given the names of the President, President-Elect and others.

She lost 1 committee member and gained one. However, she is in need of more committee members as she only has 6 at this time.



The May monthly Chapter meeting will be held 1 week early, on May 17th. The topic will be highlights from the attendees of the Annual Education Conference & Expo being held in Las Vegas, April 30 – May 3rd.

Membership Committee: (Chrissie Eastin)

Chrissie reported that as of today the Chapter has 96 members. Most 2007 dues are in and there are only a few outstanding. They will have their next meeting on April 30th. The board gave her ideas on new firms/potential members to contact.

They gained 1 committee member.

Newsletter Committee: (Karie D. Rivkin)

They have their next meeting scheduled for April 17th. Their upcoming issue will include a spread focused on the Vendor Expo. She hasn't been able to work much on the project of emailing the newsletter but will be working on that in the coming months. She had some problems with quality on the last newsletter and will be examining causes/possible solutions.

She also said that she will contact the Denver Chapter for their advice in working on a digital version of our newsletter.

Website Committee: (Elaine Burr)

Elaine reported that she only has 93 members on her database of current members and will get with Chrissie to update her listing. She is having a problem getting content from everyone and then volunteered to join the newsletter committee to create a liaison between the Newsletter and Website committees and to offer her expertise to Karie in solving some of the problems Karie described. The setup for the Paypal issue was done by Pam @ Incorporating Design and since Elaine wasn't directly involved in that she can't help much with it.

The committee gained 1 new member.

Region 4 News: (Debbie Roan)

The Region 4 2007 conference will be held in Oklahoma City on October 19th & 20th. The 2008 conference will be held in Austin and that committee will be in the area looking for a location in the coming months.

Item 4. Old Business:



The Spring Educational Seminar was a great success.

Angela McEntire is currently archiving chapter files to send offsite to Safesite. She will be emailing Chapter members to ask if they have any files that need to be archived. She will be working with Safesite to also update the list of Chapter members that are authorized to pull files in from offsite. Once the index of files is created she will email to Elaine to be included on the website.

A discussion was held about theme ideas for the upcoming 2008 Regional Education Conference that will be held in Austin. Debbie suggested that we come up with a list of possible themes, slogans, etc and she will submit them to Susan Koran, the Region 4 director. Amanda mentioned that she didn't think we should recommend a western or rodeo theme, and that we should share that with the Region 4 Committee. Angela and Toni both suggested having a musical theme, highlighting Austin as the "live music capital of the world." This would include a logo created from a guitar and possible slogans that go with that. Brenda recommended, "Strumming to Success," "Get in Tune with Education," or "Tune-up with Education." Angela suggested that we take pictures of some of the guitars that are downtown outside our buildings and submit them with our ideas. Toni asked everyone to brainstorm on possible ideas that she could submit to the Conference Committee.

The voting by the Austin Bar Association ALA Ex-Officio Member will take place in May. Debbie suggested that we recommend Bonnie or whoever holds to position of Community Relations chair.

The Chapter submitted our Give-a-Way for the Silent Auction that will take place at the Annual Education Conference & Expo being held in Las Vegas, April 30 – May 3rd. The Chapter is giving away 2 tickets to the Austin City Limits Music Festival that is held in September.

Locations for upcoming Board Meetings. We will have the May 8th Board Meeting in Debbie Roan's office on the 23rd floor of the 111 Congress building. Toni asked that everyone email her if they would like a turn to host the meeting at their office.

CLM Study Group – Angie Kalsbeck will be getting with Debra Nicklaus to start the study group in August to prepare for the test that will be given in the Spring of 2008.

Item 5. New Business:

Toni asked that we all review the Board goals that were in the binder given out at the Board Member's retreat on March 27th.



Toni asked that we review calendar items and send any additions to her.

Toni asked that each committee chair email the list of members to her by April 19th for an announcement at the April luncheon meeting.

Toni asked that committee goals be emailed to her by April 25th.

Chris asked that committee budgets be sent to him by April 18th.

The Board gave approval for the ad of new officers to be put in the Austin Lawyer.

Brenda asked that we all start reviewing the qualifications for individual committee awards for the 2008 conference and to submit any questions to her.

There will be 16 members from our Chapter attending the ALA Conference in Las Vegas. The board voted to have a Chapter Dinner on Monday night after the Chapter Awards presentation. Toni and Chris will look at different restaurant ideas and we will budget \$50 per person for the dinner.

Toni will compile a list of cell phone numbers for people attending the Conference.

The Chapter Audit needs to be completed. This will be done by Chris, Angie and Amanda. Toni is not certain of the deadline but will look it up and let Chris know.

Danelle Awtry from the International Stephen F. Austin Hotel did not charge us for the Board Retreat held on March 27th. In appreciation of that the board approved getting her a gift. Last year we spent \$200 on a massage and gift basket.

The ALA National Salary Survey was recently mailed out. Brenda asked all members to complete the survey and will mention it at the next Chapter luncheon.

Toni and Angie will attend the Chapter Leadership Institute being held in Nashville on June 22-24.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for May 8, 2007 at 12:00 p.m.



ATTACHMENT A

4:46 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
04/09/07 **Balance Sheet**
Accrual Basis **As of March 31, 2007**

	<u>Mar 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	5,529.74
Frost Money Market	37,099.51
Total Checking/Savings	<u>42,629.25</u>
Total Current Assets	42,629.25
Other Assets	
Prepaid Expense-2007 BusPtr Sho	1,350.00
Prepaid Expense-2007 Retreat	6,747.04
Total Other Assets	<u>8,097.04</u>
TOTAL ASSETS	<u>50,726.29</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-2007 Member ...	5,700.00
Total Other Current Liabilities	<u>5,700.00</u>
Total Current Liabilities	<u>5,700.00</u>
Total Liabilities	5,700.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	-9,070.64
Total Equity	<u>45,026.29</u>
TOTAL LIABILITIES & EQUITY	<u>50,726.29</u>



ATTACHMENT B

4:40 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 04/09/07 **Profit & Loss**
 Accrual Basis **April 2006 through March 2007**

	<u>Apr '06 - Mar 07</u>
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	21,262.50
Gold Sponsors	9,052.50
Platinum Sponsor	3,000.00
Silver Sponsors	15,065.00
Business Partner Fair - Other	-140.00
Total Business Partner Fair	<u>48,240.00</u>
Education	
Meeting Receipts	5,089.23
Mtg Vendor Handout Fees	900.00
Seminars	4,711.00
Education - Other	25.00
Total Education	<u>10,725.23</u>
Membership Dues	
'06-'07 Membership Dues	2,550.00
Total Membership Dues	<u>2,550.00</u>
Newsletter Ads	750.00
Salary Survey	6,025.00
Total Income	<u>68,290.23</u>
Expense	
Bank Service Charges	9.00
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	166.46
Vendor Appreciation Party	1,543.00
Total Business Partner Fair Expen...	<u>12,927.15</u>
Community Challenge Expenses	401.08
Community Development	3,466.11
Continuing Leadership Institute	
President - CLI	310.00
Total Continuing Leadership Instit...	<u>310.00</u>
Education Costs	
Chapter MeetingLunches	5,929.24
Holiday Party	1,122.00
Lunches-Education Seminar	3,624.75
Other-Education Seminar	741.19
Speakers-Education Seminar	7,100.16
Education Costs - Other	12.39
Total Education Costs	<u>18,529.73</u>
Insurance	
Fidelity Bond Premium	125.00
Total Insurance	<u>125.00</u>
Managing Partner Breakfast	8,611.95
Miscellaneous Expense	
Gifts	289.07
Other	486.20
Miscellaneous Expense - Other	0.00
Total Miscellaneous Expense	<u>775.27</u>



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 04/09/07 **Profit & Loss**
 Accrual Basis **April 2006 through March 2007**

	<u>Apr '06 - Mar 07</u>
National Conference Scholarship	
Board Member Stipend	12,000.00
President-National Conference	1,500.00
Social Event	500.00
Total National Conference Scholar...	14,000.00
New Member Functions	
New Member Lunches	134.45
Promo Gifts	270.11
Total New Member Functions	404.56
Newsletter	424.88
Parties	587.65
Postage and Delivery	177.26
Regional Conference	
Board Members	1,875.00
First-Time Attendee	250.00
Members at Large-Reg Conf	4,500.00
T-shirts	343.98
Total Regional Conference	6,968.98
Salary Survey Expense	4,214.00
Uncategorized Expenses	0.00
Website	
Design	3,215.52
Designer Fees	1,894.38
Monthly Fee	492.44
Website - Other	99.95
Total Website	5,702.29
Total Expense	77,812.10
Net Ordinary Income	-9,521.87
Other Income/Expense	
Other Income	
Interest Income	676.23
Total Other Income	676.23
Other Expense	
Other Expenses	225.00
Total Other Expense	225.00
Net Other Income	451.23
Net Income	-9,070.64

