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

**August 14, 2007 @ 12:00**

**Item 1. Members Present:**

Toni Beasley, Chrissie Eastin, Amanda Korte, Angela McEntire, Debbie Roan, Chris Sims, Bonnie Zook, Angie Kalsbeck

**Item 2. Members Not Attending:**

James Cornell, Brenda Barnes, Karie Rivkin, Elaine Burr

**Item 3. Reading/Approval of the Minutes:**

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

**Item 4. Treasurer's Report: (Chris Sims)**

The Chapter checking account balance as of July 31, 2007 is \$24,587.90 and the Money Market account balance is \$32,963.14.

Chris didn't move money to the Money Market this month because he was expecting a higher cash outflow.

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

The Check Detail and Deposit detail for the period ending July 31, 2007 are attached hereto and made a part of these minutes. (Attachments C and D).

Chris is working on getting a fidelity bond which indemnifies the Board Members in the event of impropriety. We can't use the bond provided by ALA International because we don't qualify because we have single signature checks for amounts under \$2,000 and we don't have a segregation of duties within the treasurer position.

We are going to get a bond outside of ALA International. It will be more expensive, but not by much. The bond will be in place by the end of the month.

**Item 5. Committee Reports:**

Bar Liaison: (Angela McEntire)

Angela reported that the new member orientation meeting is being held August 30th.

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

Debbie passed out a list of the companies that had registered for the Legal Expo. They have closed the registration at 59 booths. At the last minute, Blumberg had to drop out because their representative was sick. However another vendor, The Benefits Team, signed on to take their place.

She will have 2 companies that will pay the day of the expo. The Benefits Team and Aflac.

She explained that although their committee's initial goal was to sell 70 booths, their profit is not going to suffer much from last year because of the sale of the Platinum sponsorship to The State Bar. The fewer vendors equal fewer expenses so the net profit will only be down by approximately \$4,000. Overall, though, the event is netting over \$30,000.

The event is going to have several new vendors this year. There were some existing vendors that didn't buy booths for many reasons. They were out of business, representatives were on vacations, and it was bad timing.

They are implementing longer, easier to read, nametags for attendees. Incorporating Design is doing them for us. She reported that the bags for the Expo turned out really nice, although they were a huge pain due to design challenges with the sponsor. The bags were expensive though, and we lost about \$300 on the bags. Prescott had agreed to pay \$1,000 and we couldn't ask them to pay more.

This year when exhibitors arrive, they will have to check in, their paperwork will not be in the booth waiting for them. At the start of the event, every person in the Exhibit Hall will have to have a nametag on. No exceptions.

In the booth layout, they have moved the bars to the back so that everyone is driven back there.

We will be giving out 5 prizes of \$100 in cash to ALA members only, who attend the event. Must be present to win. Chris asked if she would need cash or checks.



Debbie said she would prefer to give cash. Chris will go by the bank and bring cash to Debbie the day of the event.

She then turned the conversation to the 2008 Region 4 and 6 conference that will be held in Austin. We are going to have to give our list of exhibitors to the conference planning committee and she feels like we need to consider the financial implications of asking our vendors to participate in both shows. She suggested that we may have to cut back on our vendor show, or budget sponsorships for other activities in advance. Her committee is still working on this, and will be presenting ideas to the board.

Toni suggested that business partners could sponsor scholarships or we could do a different event like the golf tournament like the Dallas Chapter does, or a casino night where the vendors sponsor tables. She also reminded us that since we will not be having a retreat next year, we won't need as much cash. She suggested that we focus on this as soon as our Expo is over and that she will communicate with Dallas for specifics on their Golf event that is going to be held October 23<sup>rd</sup>-25<sup>th</sup>.

Chris reminded us that we are still going to have to bring in enough money, because we won't be able to last on our current cash throughout all of next year.

The committee is going to start working on the plan and will start communicating with vendors on what they'd like to see us do. If we give up the Expo, will we give up the Fall Educational Seminar as well?

Before the End of the Year, the committee will poll vendors to see what their suggestions are. While sponsoring scholarships is a good idea, vendors pay to have their names in front of members, to get the face time.

Chapter Awards Committee: (Brenda Barnes, not attending)

Brenda was not in attendance so there was no report. Toni asked if everyone had looked at the grids that Brenda sent out to make sure that our committees are doing everything necessary to work towards the President's award. Everyone said that they had.

Toni also said that she has sent an email to the FALA people regarding a grant to assist with the Women's Seminar and is awaiting their response. She also reported that all of the speakers were lined up and nailed down for the event.



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

Bonnie reported that the Wonders & Worries Bat Cruise was a big success. She showed us the t-shirts and the invitation and said she will be keeping them for visibility. She read the following email from Suzanne Robbins, the Director of Development for Wonders & Worries:

Dear Bonnie, Kathy, and the entire ALA group,

Thank you so much for making our 2007 Bat Cruise for Kids possible. On both nights everyone had a wonderful time, and we had just enough glow necklaces and goodie bags for the kids. They were really surprised by all the goodies this year.

I'm attaching a few photographs that I thought you might like to see.

I'd also love to get the names and addresses of the law firms (along with a contact name) so that we could send them a thank you as well.

Thanks again, from the bottom of our hearts. Many of these families had not done anything "fun" as a family for quite a while. You really helped them make some good memories this week.

Sincerely,

Suzanne Robbins  
Director of Development  
Wonders & Worries

The organization has been receiving calls and hearing all about the good time that the families had. Bonnie reported that the children really liked all the goodies that were provided in their bags. She will be doing a write-up of the event for the newsletter and website.

They are working on the Community Challenge Weekend. She is going to send out an information sheet via our list serve that will be an explanation of the fundraiser for the Austin Children's Shelter and will help members go to their firms to ask for sponsorships for the event.

For the bowling event, she was able to get Community Challenge pins from ALA International. We are going to put the pins on the caps during the event. She reported that full-color caps are expensive and Toni suggested that we just put the ALA Black & White logo and the pins on the caps.

She also reported that she was able to get 50 free drinking glasses with the CCW logo on them from ALA International. She will bring them to the event so they can be used there.

She also informed the board that the Austin Children's Shelter is asking that



members not bring their own children/grandchildren to the event. ACS feels that this might make their children feel bad since they aren't there with their own families.

Compensation and Benefits Committee: (Chris Sims)

Chris reported that they are recommending we buy the salary survey from the DC chapter. The price will be \$5,000 base plus a per member charge. It is going to end up being more than \$7,000. In the coming years we will pay a maintenance fee. Toni motioned to approve the purchase and Angela seconded. The motion passed.

Program/Education Committee: (Angie Kalsbeck)

They currently have 63 RSVP's for the Fall Educational Seminar that is being held in conjunction with the Legal Expo. Her committee is partnering with the vendor relations committee to make calls to the remaining members who have not already RSVP'd.

She reported that the Dallas Chapter president is coming to check out our event.

The speaker, Stevie Ray is bringing some of his books to raffle off. Debbie asked if we were paying for the books, and Angie said she was not sure, but that it didn't seem like it according to their conversations.

Angie needs someone to pick up Stevie from the Stephen F. Austin Hotel at 10:30am the day of the seminar and bring him to the Parmer Events Center because she will be unable to. Debbie will do it.

Tommy Wald, from Riata Technologies, who is our Speaker Sponsor, will speak at the seminar. He will tell a little about the event and then introduce the speaker.

Amanda suggested that someone send a reminder out for members to bring business cards since people often forget. Angie will include that reminder on the email she sends to the members that includes their parking pass.

Membership Committee: (Chrissie Eastin)

Jacquelyn Walker is our newest member. Chrissie is working on Britney from Osborne, Helman's membership. Britney has turned in her international information, and we are waiting to hear back about that. She is also still working on Pete Gomez' membership.

She asked about what happens if a member changes firms. Debbie explained that a membership is good for one year as long as you are still in the business, regardless of what firm you work at. It is only different if you leave your legal administrator position.



She reported that the Buddy Happy Hour at Cork and Company was good, and she had good attendance. She is not planning another Happy Hour or new member orientation for a while since all of the newest members have attended the recent events.

The new member webinar is being held September 20<sup>th</sup>. She will be sending invitations out to the entire chapter soon. She is hoping to get as much attendance from the whole chapter as possible.

They have succeeded in getting the membership handbook online.

Newsletter Committee: (Karie Rivkin, not attending)

No report. Toni mentioned that the deadline is tomorrow for people to get their stories/reports in.

Website Committee: (Elaine Burr, not attending)

Toni reported that Elaine is going to be taking a leave of absence and will not be able to work on the website. Elaine recommended to Toni that Pam, from Incorporating Design, take over doing regular updates for us. (i.e. posting stories, pictures, reports, etc).

Amanda said that she thought that while it is good to use Incorporating Design it could get expensive. On top of that she feels like at least one other person in the organization should know how to do this. Toni agreed.

Debbie suggested that we start with only doing updates twice a month to defray the costs. She said we should have a gatekeeper who will compile the information and then send it over twice a month. Amanda volunteered to do this since she is on the website committee.

Amanda said she would also contact Pam and ask what it would take to get someone else up to speed on how to update the website.

Debbie reported that she has spoken to the Stephen F. Austin Hotel and they are very happy with the website.

The topic was broached again about selling ads on the website. Toni reminded everyone about what she heard about CLI about being careful that we don't get into trouble with the IRS and risk losing our not-for-profit status if we sell too many ads. Amanda said that she has read up on it and she isn't really concerned about it being a problem for us as long as we don't lose sight of our primary objective and not turn into a for-profit entity.



We are going to continue to discuss this as it comes up.

**Item 6. Old Business:**

*a. Chapter Retreat:* Angela reported on the retreat. She said that with the preliminary RSVP's she only has 10 spots left. Toni asked if Angela felt like the preliminary RSVP's felt like they are committing to attending. Angela said yes, she thought so.

She is going to be working on room assignments next week. She said it looks like we won't have enough rooms available for spouses or significant others to attend. She has 23 shared rooms and 7 private rooms available. Angela said she already had 6 private rooms gone with the preliminary RSVP's.

She is going to send official invitations this week. Debbie asked that she wait until after the Expo and Angela said she would.

*b. Region 4 Scholarship* - We are going to award the Region 4 scholarship at the beginning of the Legal Expo, after the State Bar of Texas speaks. Toni is going to send an email to all members asking which first-time attendees would like to be included in the drawing. For this drawing, members do not need to be present to win.

**Item 7. New Business:**

- a. Pam Schmick at Incorporating Design* – see notes under Website Committee
- b. Board Member Stipend* – The Board Member Stipend for the Region 4 conference was discussed. Toni said that she had budgeted \$5,000 total for Board Members to attend. However, the expenses for this conference aren't going to be very high. She's thinking it will be \$300 for hotel, \$300 for registration and \$200 for airfare. She asked who on the board was intending to go. Amanda and Angie are. Bonnie might go. Chris and Angela will not be going. Debbie is speaking at another Region's conference that is the same weekend so she won't be going either. Toni suggested that we reimburse up to \$900 for Board Members. Everyone agreed to that. She has budgeted \$3,000 for members at large to attend. which includes \$300 for registration. Are we okay with giving \$100 toward travel to general members? Everyone agreed, but only if they meet the early bird registration deadline.

Debbie brought up that we need to consider that next year we will have a lot more members attending the conference (since it is here in Austin) and



we will have to budget/plan for that additional expense if we want to do it again.

- c. *2008 Regional Conference* – Toni has spoken to Susan French-Koran and we need to put together a host committee. The chairperson of that committee will act as a liason between the chapter and the Region 4 & 6 planning committee. Amanda volunteered to chair that committee. It was mentioned that we want to try to include as much of the membership at-large on that committee. She passed out 2 pieces of information regarding the Host Chapter duties.

The first thing we have to do is to set up a hospitality table at the Region 4 Conference in Oklahoma October 18 – 20<sup>th</sup> and probably another table at the Region 6 Conference in Tucson that is being held November 1<sup>st</sup> – 3<sup>rd</sup>. She asked if we would pay for someone to go to that event to staff the booth and it was agreed that we would.

We have to be thinking of a gimmick, giveaway for our booths. We have to set up tables close to the registration booth and ours has to be staffed all during registration hours. Toni suggested we use brochures from the city that include fun things to do. We should get with the Chamber of Commerce to see what they can offer us.

Chris reminded everyone that he can get discounts at the City of Austin store for T-shirts, etc.

Toni wants us to consider giving out the guitar pins, a lot like what the Stephen F. Austin gave out at the Las Vegas Conference. Debbie told everyone that those pins are really expensive. Toni suggested that we look to a vendor sponsor to help cover the cost of those.

Toni said that the Denver Chapter has a timeline of host chapter responsibilities that they developed and she is going to get a copy for us to use.

She also said that we need to be thinking of ideas for local speakers for the event.

The theme hasn't been chosen for the event, but the planning committee may be hesitant to use a guitar since it was used in Nashville.

We also will be asked to give ideas for the Friday night event. Some things that were mentioned were Stubbs, Coyote Ugly or possibly doing something at the Stephen F. Austin. The budget has to be set by Region 4



for this, so a lot of communication has to be done with the planning committee.

As we are gathering volunteers we need to try to involve the whole chapter. There will be a lot of volunteer opportunities so we can try to recruit a good portion of the membership.

Chris asked if we are given any financial help for this event, Toni said no, this is all out of our pocket.

We do need to start communicating with our vendors regarding what they want us to do

Chris reiterated that we need to keep talking about the budget. Toni agreed that we need to be mindful of expenses. Debbie added that we could run out of money very fast. One thing we should consider, for example, is how much money we give to board members to attend the National Conference in Seattle.

Angela suggested that we try to find sponsors for the managing partners breakfast. We could have vendor sponsors set up tables in the back of the rooms, or sponsor the tables we sit at.

Toni reminded us that the Women's event is going to be very costly and that while the Travis County Women's Bar committed to helping with the expense she is not counting on them for much money. We are going to be charging for the event that will help defray some of the costs. Again we can consider vendor sponsorships since this is such an enormous undertaking. Brenda is going to be working on getting money from them. Debbie pointed out also, that this event is pretty big and we probably won't do something on this scale every year.

Finally it was suggested that we consider forming a joint sub-committee to address the issues of raising funds for the chapter.

**Item 8 & 9. Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, September 11<sup>h</sup> at Chris Sims' and Chrissie Eastin's office.



## ATTACHMENT A

11:19 AM      ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP  
08/14/07      **Balance Sheet**  
Accrual Basis      As of July 31, 2007

	<u>Jul 31, 07</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checking	24,587.90
Frost Money Market	32,963.14
Total Checking/Savings	<u>57,551.04</u>
Total Current Assets	57,551.04
Other Assets	
Prepaid Expense-2007 BusPtr ...	2,700.00
Prepaid Expense-2007 Retreat	6,747.04
Total Other Assets	<u>9,447.04</u>
<b>TOTAL ASSETS</b>	<b><u>66,998.08</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-2007 Expo	30,497.50
Total Other Current Liabilities	<u>30,497.50</u>
Total Current Liabilities	<u>30,497.50</u>
Total Liabilities	30,497.50
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	-8,991.02
Total Equity	<u>36,500.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>66,998.08</u></b>



## ATTACHMENT B

11:20 AM      **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
 08/14/07      **Profit & Loss**  
 Accrual Basis      **April through July 2007**

	Apr - Jul 07
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Education</b>	
Meeting Receipts	1,728.00
Seminars	-25.00
<b>Total Education</b>	1,703.00
<b>Membership Dues</b>	
'07-'08 Membership Dues	6,900.00
<b>Total Membership Dues</b>	6,900.00
Salary Survey	800.00
<b>Total Income</b>	9,403.00
<b>Expense</b>	
Bank Service Charges	323.22
<b>Board Expenses</b>	
Gifts	394.15
<b>Total Board Expenses</b>	394.15
<b>Business Partner Fair Expenses</b>	
Vendor Appreciation Party	2,097.21
<b>Total Business Partner Fair Expenses</b>	2,097.21
Community Development	1,033.18
<b>Continuing Leadership Institute</b>	
Board Member-CLi	1,149.72
President - CLi	725.46
<b>Total Continuing Leadership Institute</b>	1,875.18
Diversity Project	73.52
<b>Education Costs</b>	
Lunches-Education Seminar	1,955.82
<b>Total Education Costs</b>	1,955.82
<b>National Conference Scholarship</b>	
Board Member Stipend	3,867.21
Chapter Dinner	450.00
First Time Attendee Member	1,000.00
President-National Conference	2,000.00
President Elect-National Confer	1,418.49
Silent Auction Items	312.14
National Conference Scholarship - O...	1,000.00
<b>Total National Conference Scholarship</b>	10,047.84
<b>New Member Functions</b>	
New Member Lunches	175.00
<b>Total New Member Functions</b>	175.00
Newsletter	282.40
<b>Website</b>	
Designer Fees	151.55
Monthly Fee	151.52
<b>Total Website</b>	303.07
<b>Total Expense</b>	18,560.59
<b>Net Ordinary Income</b>	-9,157.59



11:23 AM  
08/14/07

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

**Deposit Detail**  
July 2007

Type	Num	Date	Name	Account	Amount
			Greater Texas ...	Prepaid Income-...	-452.50
			Greater Texas ...	Bank Service C...	13.42
TOTAL					-3,985.69
Deposit		7/31/2007		Frost Money M...	38.87
				Interest Income	-38.87
TOTAL					-38.87



## ATTACHMENT C

11:23 AM		ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP				
08/14/07		Deposit Detail				
		July 2007				
Type	Num	Date	Name	Account	Amount	
Deposit		7/10/2007		Frost Bank Ch...	7,302.50	
			National Legal	Prepaid Income-...	-400.00	
			Massa Enterpris...	Prepaid Income-...	-400.00	
			Blumberg's Law...	Prepaid Income-...	-400.00	
			Maxwell Locke ...	Prepaid Income-...	-850.00	
			Riata Technolog...	Prepaid Income-...	-3,000.00	
			Prescott Legal ...	Prepaid Income-...	-1,750.00	
			Accent Food Se...	Prepaid Income-...	-502.50	
TOTAL					-7,302.50	
Deposit		7/10/2007		Frost Bank Ch...	720.00	
			Members	Meeting Receipts	-720.00	
TOTAL					-720.00	
Deposit		7/18/2007		Frost Bank Ch...	3,498.96	
			Building Image ...	Prepaid Income-...	-400.00	
			Building Image ...	Bank Service C...	11.90	
			Documation of ...	Prepaid Income-...	-1,602.50	
			Documation of ...	Bank Service C...	46.77	
			Equitrac-Diamo...	Prepaid Income-...	-452.50	
			Equitrac-Diamo...	Bank Service C...	13.42	
			InterContinental ...	Prepaid Income-...	-400.00	
			InterContinental ...	Bank Service C...	11.90	
			Capitol Credit U...	Prepaid Income-...	-750.00	
			Capitol Credit U...	Bank Service C...	22.05	
TOTAL					-3,498.96	
Deposit		7/23/2007		Frost Bank Ch...	7,838.00	
			Becky Shafer	Meeting Receipts	-18.00	
			Ajilon Professo...	Prepaid Income-...	-750.00	
			Commercial Tex...	Prepaid Income-...	-850.00	
			JPM Enterprises...	Prepaid Income-...	-750.00	
			Metropolitan Gal...	Prepaid Income-...	-452.50	
			Speakwrite LLC	Prepaid Income-...	-452.50	
			Enhanced Laser...	Prepaid Income-...	-400.00	
			Frost Bank	Prepaid Income-...	-100.00	
			Ikon Office Solu...	Prepaid Income-...	-1,652.50	
			ProLaw/West G...	Prepaid Income-...	-1,552.50	
			RICOH	Prepaid Income-...	-860.00	
TOTAL					-7,838.00	
Deposit		7/31/2007		Frost Bank Ch...	3,985.69	
			Incorporating D...	Prepaid Income-...	-452.50	
			Incorporating D...	Bank Service C...	13.42	
			Copy Sense	Prepaid Income-...	-400.00	
			Copy Sense	Bank Service C...	11.90	
			Art + Artisans C...	Prepaid Income-...	-400.00	
			Art + Artisans C...	Bank Service C...	11.90	
			Juris	Prepaid Income-...	-802.50	
			Juris	Bank Service C...	23.57	
			Barringer Legal ...	Prepaid Income-...	-400.00	
			Barringer Legal ...	Bank Service C...	11.90	
			Burnett Staffing ...	Prepaid Income-...	-400.00	
			Burnett Staffing ...	Bank Service C...	11.90	
			Toner Plus	Prepaid Income-...	-400.00	
			Toner Plus	Bank Service C...	11.90	
			Doubletree Gue...	Prepaid Income-...	-400.00	
			Doubletree Gue...	Bank Service C...	11.90	



11:23 AM  
08/14/07

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

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