



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators



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

**February 13, 2007, 4:00 p.m.**

**Members Present:**

Angela McEntire, Vickie Mitchell, Jo Ann Welch, Toni Beasley, Angie Kalsbeck, Brenda Barnes, Debbie Roan, Bonnie Zook, and Chris Sims

**Members Not Attending:**

Ann Jacobson, Karie Rivkin, James Cornell, and Elaine Burr

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

The January 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 February 13, 2007 is \$3,202.90 and the Money Market account balance is \$48,599.51.

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 February 13, 2007 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 she is working with Debbie on plans for diversity projects.

Brenda is recruiting the same Committee Members for next year and plans to work closely with Bonnie on visibility projects.

**Membership Committee:** (Toni Beasley)

Toni reported that Chrissie Easton has agreed to serve as the Membership Committee Chair next year.

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

Bonnie reported that the Committee will be sponsoring a lunch during the week of March 26<sup>th</sup> for the Air Force Academy student volunteers at the upcoming Austin Habitat for Humanity Annual Collegiate Challenge.

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

Angie reported that she has confirmed Stevie Ray as the speaker for our fall educational seminar. Since Stevie needs about 3.5 hours, the Board approved starting the seminar at 11:00 instead of 11:30.

Angie has also confirmed Connie Cornell as our speaker for the spring educational seminar.

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

Debbie reported that the Happy New Year card with the "save the date for our next Legal Expo" message was sent to our Business Partners and was a great success. She received 8 responses with commitments and already received one check.

Debbie gave the Pay Pal information to Jo Ann so she can get the account set up.

The Committee has been given assignments for updating the Business Partner database. They will contact Business Partners and ask if they wish to remain in our database.



The Committee is working on issues relating to the number of available booths, the time to end the Expo, and a possible rearrangement of the booths.

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

No report

Website Committee: (Elaine Burr – not attending)

No report

Compensation and Benefits Committee: (Chris Sims)

Chris has been talking to Zarka (CHRIS-HELP ME WITH THE SPELLING HERE) about the automated survey. Chris reports that Zarka can get close to the same information that we have on our survey now and once the results are ready, members will log in and print their copy of the survey. Chris will also talk to the business partner for the San Antonio Chapter survey.

A discussion was held about possibly raising the price for the survey.

**Item 4. Old Business:**

Angela congratulated the Committee Chairs and Brenda for their hard work on the Awards Submissions.

Angela reported that the Gold Presidents Award had been achieved with 6,450 points.

We have approximately 50 RSVPs for the Managing Partner Breakfast. Riata is attending and will be acknowledged as our top supporter at the 2006 Legal Expo.

The Chapter Retreat is scheduled for September 22-23, 2007. The location is pending price comparison.

The Board Retreat will be held at the Stephen F. Austin Hotel on March 27.

**Item 5. New Business:**

Long time Chapter member and current Board Member, Jo Ann Welch announced her retirement as of February 9, 2007. She will continue to serve out her term on the Board.

Angela will submit our candidate for the Quest Award.



The slate of candidates to be voted on at the February meeting are as follows:

President – Toni Beasley  
President Elect – Angie Kalsbeck  
Treasurer – Chris Sims  
Secretary – Amanda Korte

Angie reported that 6 people attended the information session for the Austin ALA CLM program. They plan to start sessions in September. The Board will include in the 2007-2008 budget an amount for gifts for the CLM speakers.

The Board approved Stevie Ray as speaker for the fall education seminar via e-mail on January 25, 2007.

Debbie reported that the Travis County Bar is working on a different way for ALA and other organizations to join in support of community service projects since having an ex officio position would require a by-law change and 2/3 vote from the members. Debbie will report back as things progress.

The 2007 National Conference budget was discussed and it was decided that the President and President-Elect stipend will be \$2,000 and Board Member stipend will be \$1,500. There was a \$1,000 scholarship given at the 2006 Legal Expo for the 2007 National Conference. Bill Elkjer was the recipient. A \$1,000 scholarship will be awarded at the Managing Partner Breakfast to a presently serving Committee Member who is in attendance at the Breakfast.

The Early Bird registration deadline for National is February 23, 2007.

**Item 6.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for March 13, 2007 at 12:00 p.m.



## ATTACHMENT A

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

Balance Sheet  
As of February 13, 2007

	<u>Feb 13, '07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	3,202.90
Frost Money Market	<u>48,599.51</u>
<b>Total Checking/Savings</b>	<u>51,802.41</u>
<b>Total Current Assets</b>	51,802.41
<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><b>53,152.41</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	<u>-944.52</u>
<b>Total Equity</b>	<u>53,152.41</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>53,152.41</b></u>



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

**PROFIT & LOSS**  
April 1, 2006 through February 13, 2007

	<u>Feb 13, '07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	3,202.90
Frost Money Market	<u>48,599.51</u>
<b>Total Checking/Savings</b>	<u>51,802.41</u>
<b>Total Current Assets</b>	51,802.41
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>53,152.41</u></u>





## Board Meeting Agenda February 13, 2007

### Members Present:

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

### Members Absent:

James Cornell, Elaine Burr, Ann Jacobson *Karie*

### 1. Approval of January 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 (Angela to report)
- d. Compensation & Benefits Survey – Chris Sims (Angela to report)
- e. Education/Program – Angie Kalsbeck
- f. Membership – Toni Beasley
- g. Newsletter – Karie Rivkin
- h. Website – Elaine Burr

### 4. Old Business

- a. Award Submissions submitted 1/16/07 – great job! –
- b. Gold Presidents Award achieved *6450 points*
- c. Managing Partner Breakfast – approx. 50 attendees – *Riata is attending*
- d. Chapter Retreat – *still 9/22-23* *got speaker contract* *acknowledge as top supporter last yr*
- e. Board Retreat
- f. Spring Educational Seminar
- g. Retirement gift for JoAnn Welch

### 5. New Business

- a. Quest Award Nominee – *Amanda*
- b. Nominating Committee & Process

- c. Presentation slate of 2007 Officers — Feb meeting
- d. Austin ALA CLM Program — Angie — 6 people attended info session — will start sessions in Sept.
- e. Fall Education Seminar Speaker, Stevie Ray, approved 1/25
- f. Pending ALA Membership Renewals
- g. Liason for Travis County Bar ex officio position
- h. National Conference 2007 Budget — amount of expense reimbursement for Board members and/or members at large

**6. Open Discussion**

80371



**Vickie Mitchell**

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**From:** McEntire, Angela [Angela.mcentire@strasburger.com]  
**Sent:** Tuesday, January 02, 2007 11:16 AM  
**To:** Toni Beasley; Ann Jacobson; Vickie Mitchell; Jo Ann Welch; James Cornell; Debbie Roan; Brenda Barnes; Bonnie Zook; Angie Kalsbeck; Chris Sims; Elaine Burr  
**Subject:** Gifts for Edna Diaz

I just wanted to follow up with the Board to advise that a \$50 donation was made to the American Diabetes Association from our Chapter in memory of Edna's mother. Edna will receive a small bouquet of flowers at her office this afternoon from us as well.

Please accept our sincere gratitude for your generous donation of \$50.00 to the American Diabetes Association in memory of Ms. Jo Yarborough. It is truly a privilege to have your support.

As you may know, the American Diabetes Association is the nation's leading nonprofit health organization providing diabetes research, information and advocacy. Your memorial gift brings us closer to the realization of our mission: To prevent and cure diabetes and to improve the lives of all people affected by diabetes. Millions of people with diabetes and their families are the true beneficiaries of your meaningful gift.

Again, thank you so much for your support. Only through the voluntary generosity of caring individuals like you can we continue our quest to conquer diabetes in our lifetime!

Sincerely,

Nuvia Flores  
Director, Memorial and Honor Program

(No goods or services were provided for this donation.)

ADA is an accredited 501(c)(3) nonprofit organization. All donations are tax deductible. You will receive an acknowledgment letter via email and/or mail.

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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.

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