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

**July 12, 2007 @ 12:00**

**Item 1. Members Present:**

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

**Item 2. Members Not Attending:**

James Cornell

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

The June 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 June 30, 2007 is \$5,390.98 and the Money Market account balance is \$32,924.27.

A Balance Sheet and Income Statement for the period ending June 30, 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 June 30, 2007 are attached hereto and made a part of these minutes. (Attachments C and D).

Chris said that he has made one change to the financials. Earlier in the year he announced that he was booking the expenses we have already paid for the Legal Expo to "Prepaid Expenses." He announced that he and Amanda had conversations and agreed that the income that we are receiving from vendors should also be moved into "Prepaid Income" on the Balance Sheet and not be shown as revenue until after the Expo takes place in August.

Chris stated that he had updated the budget with the changes for the retreat and the loss for the fiscal year will be approximately \$5,400. Toni asked if this was what he had expected and Chris replied that it was.

He also told us that the check to the Headliner's Club on the check detail was a reprint because they had lost the first one. He reduced the second payment to them by the amount of the stop payment fee we will receive from the bank.

**Item 5. Committee Reports:**

Bar Liaison: (Angela McEntire)

Angela reported that the initial meeting she will attend will be in the fall and she will keep in contact with Delene Ward for information about that meeting.

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

Debbie passed out a list of the companies that had registered. Of the registrants we have 15 new vendors, who have not participated before, for a total of 37 registrations. There are still some from last year that haven't registered yet but that she is anticipating. In her experience a lot of those will come in right before the early registration deadline on July 27<sup>th</sup>.

Her committee sent out reminder emails last week and will be sending out another round in the next couple of weeks. She will also start calling anyone who has registered but has not submitted their payment.

Prescott Legal is sponsoring our tote bags this year. Debbie had originally anticipated that the bags would cost \$1,000 and had communicated as much to Prescott. However, because of the multiple colors in our logos the bags are going to cost more than that. Debbie doesn't feel right going back to Prescott with the higher price so we're going to lose a little bit of money on the tote bags. She had considered doing neck wallets for name badges (like those that are used at the larger, multi-day conferences) but decided that they were too much money for just a half-day event.

We are, though, going to do color-coded name badges so it will be easy to distinguish chapter members, from vendors, from guests. She is also going to require vendors to check in so she will know who is there. No one without a badge will get to remain at the event.

James is working on the booth layouts. This year no exhibitor will be facing a wall so she expects to have better feedback on booth placement.



In the final news regarding the Legal Expo, she has received word that the State Bar will be buying our \$3,000 Platinum sponsorship. She hasn't received the registration yet, but is pretty sure it's going to come.

Debbie then went into a conversation she had with Danelle Awtrey at the Stephen F. Austin Intercontinental Hotel. The SFA is asking for additional recognition on our website in exchange for the extra things they do for our chapter. Debbie explained that they take really good care of us. They comp speaker rooms, they did our Board Retreat for free this year and always help us out. Debbie considered upgrading them to a higher booth at the Expo or even giving them a free booth but that's not what they are looking for. They want ongoing recognition on the website.

Debbie is concerned about giving them special recognition and creating a monster by setting that precedent but does think we should agree to give them 1 year free advertising on the website.

Toni thinks that is not too much to ask. We should let them put up a prominent banner ad. But she raised the question about whether we are willing to say no to other vendors if they ask for the same thing.

Angela suggested that we add "Sponsor Board Retreat" to our list of business partner opportunities that are listed on the website. Then, if a vendor chose to do that, they would get the 1-year free. Other members were concerned that it might lead to non-hotels wanting to sponsor the retreat. It was countered that a vendor could pay for the retreat, doesn't necessarily have to host it.

Toni recommended that we provide what they are asking for and look into the ongoing relationship phase as it happens.

Chris Sims said that we want to make sure the ad links to their website.

It was decided that Debbie will talk to Danelle and tell them that we are going to give them the recognition they are asking for and ask them to design the ad they want. She also should give Danelle the heads up that we might have to offer this to other vendors. Then we will discuss this again at the next meeting.

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

Brenda passed out a grid she designed to help every committee member and board person track their points for the ALA President's Award. The grid assigns each criterion to the responsible board member based on their position. She asked that everyone go over their section and email her next week on the status of completing each item in their list.



Toni reported that when she attended the Chapter Leadership Institute she had gone to a section that talked about the grants available through FALA (The Foundation of the Association of Legal Administrators which is the charitable, educational and research affiliate of ALA). These grants can be given to help chapters do projects that fall into the mission of the organization. At that time she was told that they decide how to spend grant money once a quarter (or so) but that they can get together and vote on special occasions when needed. She gave them a brief summary of our plan and they thought it was a great idea. They also mentioned that they are thinking about giving a grant in memory of Martha Llano who passed away before becoming President of the association because she was always passionate about diversity. Toni suggests that we get information to them right away and Debbie & Brenda agreed to get a draft ready by the end of the week.

Brenda continued with her report saying they are still working on speakers. They have had Ida Abbott commit to serving as the moderator. They are aiming to do a lunch sometime the week of November 5<sup>th</sup>. They have spoken to Blane Prescott with Hildebrandt, International and he may be able to do a breakfast that week. Tuesday the 6<sup>th</sup> is Election Day so that might not work for a breakfast. They are still looking for a man to serve on the panel. They are working on getting Sharon Allen, the chairman of the board for Deloitte & Touche, to join as well. They have been talking to the managing partner for Locke Liddell as well. They are still looking to find a female client of one of the firms that could give us a client's perspective. She asked everyone on the board to look through the Profiles in Power report from the Austin Business Journal to see if they recognize any.

Her committee is drafting a survey that will be sent out through Survey Monkey to all Austin Bar Association members to get demographic information of the membership. This will help develop punch points for the moderators. They are also considering contacting firms with existing diversity programs to find out what is working for them.

They have not decided on a venue yet. Ann Jacobson is going to be calling the Hilton. They had considered the Convention Center but were told that since we didn't have insurance we couldn't afford it. Debbie reminded everyone that ALA national provides insurance coverage and that we should contact them to get the details.

Amanda asked whether the event was going to qualify for CPE credit for attendees and Brenda said she would work on that.

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

The Wonders & Worries event will be held on Monday, August 6<sup>th</sup>. Our organization is recognized on their website located at [wondersandworries.org](http://wondersandworries.org). She pointed out that this gives us visibility and Brenda reminder her to print out the page so we can keep it to submit in our awards packet at the end of the year.



They are meeting after work on the 6<sup>th</sup> to make between 100 and 125 goodie bags. Hanna & Plaut, Rebekah Brown's law firm, is donating most of the items that will be stuffed into the bags. They will be putting in toys and items like necklaces, beach balls, leis, bubbles, etc.

For the Community Challenge Weekend, the committee scratched the idea of a raffle because when Bonnie called the Attorney General's office there were too many rules.

Instead they have decided that the 9 committee members are going to raise \$7,500 by calling members, member firms and vendors. The chapter will still give a \$2,500 donation to make the grand total \$10,000 donation to the Austin Children's Shelter. Bonnie asked Debbie if she should contact all vendors or just those that they have a relationship with. Debbie said she will send the entire vendor database as well as the list of those participating in the Expo for Bonnie to contact.

They have finalized plans to do a bowling party for children from ACS on October 14<sup>th</sup>. There will be 20 children from the shelter, ALA members and participating vendors. They plan to have 10 teams of 5. The teams will get matching baseball caps that will have our chapter logo and the ALA CCW logo.

At our July 26<sup>th</sup> lunch meeting the director of the Austin Children's Shelter is going to give a presentation regarding why they need the new facility. This will also kick off the fundraising. Bonnie is going to compose a letter providing information for members to present to their firms when asking for a donation.

#### Compensation and Benefits Committee: (Chris Sims)

Chris has spent a lot of time in communication with the DC Chapter that we are considering buying the salary survey service from. He found out that the survey is expandable or collapsible which makes it easy to customize to our chapter. He has been exchanging emails with the Houston chapter as well regarding their survey.

Toni asked when it was going to be ready to go to the membership, and Chris said they are still on track to have it out in September.

Toni also asked that, if we use this survey, who certifies the results as the disinterested party. Chris explained that part of the service we are paying for is that certification. The cost of the service is \$5,000 plus \$25 for each member. The base price is adjustable depending on the chapter size.

Amanda asked if we were going to increase the price of the survey. Chris said no, not this year, because we have \$7 - \$8K budgeted for this year.



It was discussed that we should charge non-member firms more. Debbie suggested that we move the price to \$300 for non-member firms. Brenda said \$295. Debbie agreed and reiterated that this is really valuable information and we shouldn't be giving it away.

Currently we have a couple of staffing companies that purchase the survey. Amanda suggested that we market the survey to other staffing companies. Debbie will send a list of all staffing company vendors to Chris. Brenda also suggested we advertise the survey in the Austin Bar Journal. We could also advertise the survey to Houston or Dallas staffing firms.

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

They are currently looking for a law firm to host the CLM study group that will take place, starting in October, every other Tues or Thursday from 6 – 9:30ish. Debbie offered to host. They are going to be scanning materials onto disk to hand to participants. Amanda recommended they find a vendor that would be willing to donate their services to help them scan all of the materials.

She was wondering if they should charge participants, or if we should allocate chapter funds. The committee is going to recommend that each participant buy the study guide that is \$250. Debbie said that we shouldn't allocate chapter funds and we should definitely charge members for the cost so they are making a personal investment in it.

The topic was then brought up about whether the chapter should provide a scholarship for people to take the test. Bonnie said that this is a personal test and that the chapter shouldn't pay the price. They did give a scholarship to Debra Nicklaus to take the test.

Brenda said we should consider a scholarship for the exam fee only but not for the hotel, airfare, cost of the conference registration, etc. She then motioned that we give a reimbursement scholarship for the exam fee that is given after they take the test pass or fail. She thinks this is a good idea because we get points for promoting the CLM exam.

#### Membership Committee: (Chrissie Eastin)

The ALA Buddy Happy Hour will be held on Thursday, July 26<sup>th</sup> at 5:30 at Cork and Company.

The 2 new members that were at our Chapter luncheon have filled out their local applications. Brittney Summers, the new administrator at Dubois, Bryant, Campbell, is interested in joining.



Chrissie is going to start sending an email to the entire chapter when a new member signs up.

Starting this month, the committee will get the lunch RSVP list ahead of time and then start calling members that haven't RSVP'd for the luncheon. They hope this will increase attendance at the lunches.

Newsletter Committee: (Karie Rivkin)

The September issue is on teambuilding. She is going to ask the 4 board members that attended the CLI in Nashville to write articles on one of the sessions they attended.

Website Committee: (Elaine Burr)

There was no report because Elaine had to leave the meeting before it was finished.

**Item 6.        Old Business:**

Toni, Angie, Amanda & Karie attended the Chapter Leadership Institute and Toni reported that she feels like it was money well spent. It provided a lot of good information and made her really excited about ALA as well as validated that our chapter is good at what we do.

The Chapter retreat is going to be a bi-annual event. Toni would like to recommend that spouses be invited to attend the event this year. This gives members a chance to get away with their significant other. The member would have to pay the difference in the cost to bring their spouse.

Amanda agreed with Toni that it wouldn't hurt anything to try it this time to see what the response is.

We have already committed to 40 people so we need to fill those spots up. Toni & Angela are going to work on offering a spouses event on Saturday while we are doing the educational portion of the retreat.

**Item 7.        New Business:**

Our chapter was awarded a Region 4 conference scholarship. The board will give it away to a first time conference attendee at the Legal Expo. Toni will announce that it is available at the July meeting.



Notes from the monthly chapter meetings should be sent to Gary Harrop. Amanda will do that.

The issue on gifts for retirement was tabled to the next meeting.

The Downtown Hilton was chosen for the 2008 Region 4/6 conference site.

Toni requested that the ALA Antitrust Guidelines be posted on the website. She also asked that everyone help her maintain the listserve as a professional tool that we use wisely for information related to our jobs and industry.

**Item 6.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, August 14<sup>th</sup> at Toni Beasley's office.



## ATTACHMENT A

8:19 AM      **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
07/10/07      **Balance Sheet**  
Accrual Basis      **As of June 30, 2007**

	<u>Jun 30, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Frost Bank Checking	5,390.98
Frost Money Market	32,924.27
<b>Total Checking/Savings</b>	<u>38,315.25</u>
<b>Total Current Assets</b>	38,315.25
<b>Other Assets</b>	
Prepaid Expense-2007 BusPtr ...	2,700.00
Prepaid Expense-2007 Retreat	6,747.04
<b>Total Other Assets</b>	<u>9,447.04</u>
<b>TOTAL ASSETS</b>	<u><b>47,762.29</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Prepaid Income-2007 Expo	7,662.50
<b>Total Other Current Liabilities</b>	<u>7,662.50</u>
<b>Total Current Liabilities</b>	<u>7,662.50</u>
<b>Total Liabilities</b>	7,662.50
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	-5,391.81
<b>Total Equity</b>	<u>40,099.79</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>47,762.29</b></u>



## ATTACHMENT B

8:24 AM      **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
 07/10/07      **Profit & Loss**  
 Accrual Basis      **April through June 2007**

	Apr - Jun 07
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Education</b>	
Meeting Receipts	990.00
Seminars	-25.00
<b>Total Education</b>	965.00
<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>	8,665.00
<b>Expense</b>	
Bank Service Charges	95.37
<b>Board Expenses</b>	
Gifts	111.30
<b>Total Board Expenses</b>	111.30
<b>Business Partner Fair Expenses</b>	
Vendor Appreciation Party	2,097.21
<b>Total Business Partner Fair Expenses</b>	2,097.21
Community Development	33.18
Diversity Project	73.52
<b>Education Costs</b>	
Lunches-Education Seminar	1,114.82
<b>Total Education Costs</b>	1,114.82
<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	171.08
<b>Website</b>	
Designer Fees	151.55
Monthly Fee	113.64
<b>Total Website</b>	265.19
<b>Total Expense</b>	14,184.51
<b>Net Ordinary Income</b>	-5,519.51
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	127.70
<b>Total Other Income</b>	127.70
<b>Net Other Income</b>	127.70
<b>Net Income</b>	-5,391.81





## ATTACHMENT D

8:20 AM      **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
 07/10/07      **Deposit Detail**  
    **June 2007**

Type	Num	Date	Name	Account	Amount
<b>Deposit</b>		<b>6/4/2007</b>		<b>Frost Bank Ch...</b>	<b>1,894.98</b>
			Austin Shred	Prepaid Income-...	-400.00
				Bank Service C...	11.90
			Brand Coffee S...	Prepaid Income-...	-802.50
				Bank Service C...	23.57
			Safesite, Inc.	Prepaid Income-...	-750.00
				Bank Service C...	22.05
<b>TOTAL</b>					<b>-1,894.98</b>
<b>Deposit</b>		<b>6/15/2007</b>		<b>Frost Bank Ch...</b>	<b>2,648.00</b>
			Shawn Cossart	Meeting Receipts	-18.00
			Special Counsel...	Prepaid Income-...	-852.50
			Corporate Care	Prepaid Income-...	-452.50
			Attorney Resour...	Prepaid Income-...	-800.00
			Hampton Inn & ...	Prepaid Income-...	-450.00
			Winston Williams	'07-'08 Member...	-75.00
<b>TOTAL</b>					<b>-2,648.00</b>
<b>Deposit</b>		<b>6/30/2007</b>		<b>Frost Money M...</b>	<b>37.57</b>
				Interest Income	-37.57
<b>TOTAL</b>					<b>-37.57</b>

