



**Minutes from the November 13 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

June 12, 2007 @ 12:00

Members Present:

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

Members Not Attending:

Karie Rivkin, James Cornell, and Angie Kalsbeck

Item 1. Reading/Approval of the Minutes:

The May 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 May 31, 2007 is \$2,930.35 and the Money Market account balance is \$32,886.70

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

Chris moved \$9,000 from the money market to the checking account to fund the Board Stipends and Scholarships for the National Conference in May.

Chris reported that the 2007-2008 budget has been finalized (attached hereto) and with these numbers we are showing a loss of approximately \$18,200 for the fiscal year. He reminded everyone that the loss from 2006-2007 was a little over \$9,000.

He reduced the budget column for the Board Members' stipend for the National Conference because he explained that those numbers should go into the 2008-2009 budget.

It was questioned about where the budget column was for the Member Retreat that is scheduled for September 21st at the Flying L Ranch. It was not held last year and since it wasn't on the budget it was missed when creating this year's budget. Angela (as past-president) is planning this event and will provide those numbers to Chris. (Subsequent to the meeting, Angela gave Chris a number of \$9,000 which is included in the attached budget.)

The Member Retreat was then discussed. It had been mentioned prior that the retreat should be held every other year to keep the cost down. Angela explained that attendance at last year's retreat was low because of multiple date changes including one that was associated with Hurricane Katrina.

Debbie Roan then brought up the discussion of the cost of the retreat when compared to attendance. She said that we need at least 40 people to make the event worthwhile and that last year we only had about 20. Debbie suggested that we make people commit to the event sooner so that we can justify the expense of the event. Toni will announce this at the June Chapter meeting. Debbie said that we should send out the invitations early.

Brenda suggested that we make chapter members put down a deposit when they commit to attend. This event is fully funded and members only have to pay if they want a private room. Debbie asked what our current commitments were for the event. What was the total price, the cancellation fee, etc? Angela estimated that the event would cost around \$10,000 but promised to get the exact numbers soon.

Chris reminded everyone that with the addition of an extra \$10,000 expense our loss for the year would become approximately \$14,000.

Toni stated that it is her opinion that an operating loss in a year is acceptable since the Chapter currently has an ample stockpile of cash that can be used for additional member benefits.

Chris moved that we approve the budget at this meeting and that he will send an update once the retreat numbers are received. Angela seconded and the budget was approved.



Item 3. Committee Reports:

Chapter Awards Committee: (Brenda Barnes)

Brenda reported that she met with Toni and Angie. They want to include Mary Smith, Edna Diaz & Ann Jacobson on the committee and then provide a report at the next board meeting or have a separate Chapter Awards meeting. She is also working on creating a grid for the President's Award since this is time sensitive. One of the categories for awards is for Educational Enrichment. She suggested that we have a career fair and we can work with Wally Warrenburg and Bonnie on those things.

Amanda mentioned that we consider speaking at or working with the program put on by Texas State for their Masters of Legal Management. It was also suggested that Angie or Clay could speak at a high school. Chrissie mentioned that she has a sister at Round Rock High School who is responsible for working with kids in the internship program. She will talk to her about sponsoring someone who is interested in our field.

Brenda said that we should have a camera at every event. Then after each event we should be creating press releases to the Austin Bar Journal & Austin American Statesman.

She reported that the diversity project is looking great. She has spoken with the events chair at the Women's Bar regarding hiring and retention for women associates. The chair is very excited about the joint visibility it will bring to both parties.

They are currently considering a panel discussion led by moderator Dr. Ostrow who Debbie has corresponded with via email to get fees, availability, etc. They are looking at holding the event in the first two weeks of October. This is a timely subject and they are estimating that they could have 200 people in attendance. She doesn't anticipate that this would become a "whine fest." Their current thoughts are that the moderator would speak for 25-30 minutes. Followed by a male figure from a CPA firm to discuss the initiative in their industry with the reasoning being accounting firms may be ahead of the curve on dealing with women associates.

They are interested in polling managing partners and women lawyers to get their demographics. The location is yet to be decided as well. She quoted some figures that while females make up 50% of graduating attorneys only 20% of them are remaining in the legal field.

The success of this event will depend on getting the membership of the Women's Bar behind them. She suggested that we cover the cost of the lunch at approximately \$25-\$30 per person. The Women's Bar has a budget to sponsor the event but she doesn't know what it is. We definitely want it to be a nice affair, not too



cheap. Toni questioned whether the event could qualify for CLE credits. She also suggested that we could get a professor from UT, the head of the Women's Foundation, who might be cheaper as a moderator. If it is a good speaker we can increase the chances of better attendance. ARMA might also be interested in working with us. It was also questioned whether we could sell tables of 10.

Finally Brenda recommended that the diversity project be combined with Legal Management Week because a lot of events are planned for October.

Membership Committee: (Chrissie Eastin)

Chrissie reported that all dues are in and that we are now at a membership of 95 people. Jackson Seamans and Cindy Patrizzi are leaving their firms but can stay on as associate members for 6 months. One member, Pete Gomez has paid for his national membership, but not his local. Chrissie will also contact Jacklyn Walker to see about her membership. She thanked everyone for his or her attendance at the New Member luncheon and reported that it was a great success.

She has matched buddies as part of the mentoring program and will pass them out later this week. She is looking at the dates of July 19th or July 26th for the New Member Happy Hour. She suggested having a secret committee to award prizes at the Holiday Party for member participation. She also suggested that the Quest Award could be moved to the membership committee instead of the Awards Committee. She also suggested that we start asking for RSVP's for luncheons earlier so that she can call people that we haven't heard from in a while to invite them to the luncheon.

Elaine is going to put the membership handbook online. They are going to have a meeting in July. There will be a New Member Podcast on Sept. 20th and that we should invite all members to attend.

She reported that Cara & Marti will take over for her while she is on maternity leave in a couple of months.

Community Relations/Bar Activities: (Bonnie Zook)

The committee met on 06/05/07.

They reviewed committee goals and position descriptions. Discussed important dates for Community Challenge Weekend (CCW) and Bonnie distributed information regarding the same (purpose of CCW, options, etc

They discussed Wonders & Worries event, which will be held on Monday, August



6th. Different members of the committee have taken responsibility for different parts of the project, including coordinating, creating and stuffing gift bags, supplying party favors. Bonnie provided a write-up that will appear in the June ALA newsletter. It discusses our Chapter's \$1,000 donation that will cover the cost of the invitations to the children and the boat rental fee. She reported that we will also get recognition on the back of t-shirts that are being printed for the occasion.

They discussed the CCW project. One suggestion is to work with the Austin Children's Shelter this year to help them with their capital campaign "building a new foundation of hope." This campaign involves raising money to build a new campus on 13 acres of land adjacent to the old Mueller Airport. The new campus is needed because they are currently able to help only 300 children a year and a new campus will more than double that figure.

She proposes that ALA work to raise \$10,000 for the ACS. This \$10K might consist of a chapter donation of \$2,500, raising \$2,500 from business partners, getting \$2,500 in donations from members, and creating a raffle or silent auction to raise the remainder. We could get business partners to create baskets. Debbie Roan said that she has a \$250 gift card to the Four Seasons that she will contribute to the raffle. Bonnie said that one of her partners has tickets to Austin City Limits that maybe could be donated as well.

The CCW event would also involve a bowling event for the children at Dart Bowl. This proposed date is Sunday, October 14th. It was discussed that business partners could sponsor teams of 10 for \$250 each.

Program/Education Committee: (Angie Kalsbeck)

Angie was not in attendance but provided a report that Toni read.

- **PRIOR BUSINESS:**

Angie polled the committee on the topic of having vendor sponsors attend monthly meetings to generate more money, and the general consensus was *not* to allow vendors to attend the meetings.

Patti Groff, ALA President, will be presenting at either the January or February meeting. The committee and the board were polled on which topic they prefer and "*Building an Effective Executive Management Team*" got the most votes. It was also decided via email that the board will have a dinner meeting with Patti the night before the luncheon.

Debbie Roan proposed that the Chapter fund dinner the night before, hotel for Patti, and Ground transportation but not airfare. All seemed to be in agreement.

- **NEW BUSINESS**



The CLM Study Group coordinators (Kelly Barker, Debra Nicklaus and Angie) met May 15th.

The Study Group will begin in October and run through April in preparation for the May Exam. The group will meet every other Tuesday from 6-8:30/9:00. Sessions will follow study outline from the CLM Idea Exchange presented at the National Conference and that are used by the Cyber Chapter Study Group.

The sessions will feature “experts” from different areas and several have already been identified. The hope is that speakers will volunteer their time/insights with fees. Participants will be encouraged to purchase their own CLM Study Guide. The plan is to gather all study materials from past exam takers and other chapters and scan on to disc, indexing by subject area and providing participants with a copy.

They need to still find a place to hold the meetings with easy parking.

There are roughly 12-15 members that have expressed interest in the group.

She is proposing that a \$1,000 CLM scholarship be awarded in April. They also may need vendors to sponsor copies for speaker handouts that would not be on the disk.

The board discussed the scholarship idea. Debra Nicklaus was given a scholarship to take the exam and was then given a gift for passing. Angie was given a lapel pin. Chris Sims recommended that we give nonmonetary gifts or just give special recognition at a lunch meeting.

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

Debbie reported that the online registration process is going very smoothly and has drastically cut back on the amount of work she has to do. Only two people have had problems receiving confirmations, but she suspects it may have problems to do with their individual firewalls. 4 or 5 people have paid via Paypal. She currently has 24 registrations, which equal gross receipts of \$19,380. We have sold 1/3 of the booths so far but the registrations will ramp back up again once we send out reminders at the end of June and then again 2 weeks before the deadline.

She has talked to Neopost and they will be paying by credit card but not until the deadline.

James Cornell is working with the Palmer Events Center on the room layout. The insurance has been completed.

Chris Sims reported that Paypal is very easy for him and he receives an email in



his account. He did have to provide the firm's debit card to move unlimited funds each month because otherwise there is a limit to only pull out \$1,500 per month.

Debbie explained that she anticipates the cost of Paypal being covered by the fees for late registrations. In past years we have refunded late registration fees to vendors. We are not doing that this year and that should cover the cost of the Paypal fees.

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

Laura Angle has joined the chapter. Karie is talking to the Texas Bar Journal about ads. They are not free and she is working on the price.

Website Committee: (Elaine Burr)

She has received an invoice from Pam @ Incorporating Design for the expenses to setup Paypal. Chris hasn't paid yet but will shortly.

She has received an estimated cost to convert our database to PHP format. It would run around \$1,400 and it is her opinion that it is not worth it this year and should be looked at next year.

Compensation and Benefits Committee: (Chris Sims)

No report.

Item 4. Old Business:

Angela McEntire as the Past-President will serve on the Austin Bar Association as the ALA Ex-Officio Member. This role will be performed by the Past-President in the future as well. Debbie will let Steve know and suggested that we always have someone in attendance in the event that Angela cannot attend a meeting.

The Chapter Leadership Institute will be held June 22nd – June 24th. Per Toni's recommendation at last month's board meeting, two additional board members have registered: Amanda Korte & Karie Rivkin.

Toni asked all board members for suggestions on books that will be presented to members in attendance at the monthly chapter meetings. Debbie Roan has a book she will donate and Toni is open for any other suggestions.

Item 5. New Business:

Toni reported that she has submitted the chapter's news for the Region 4 Newsletter. She again reiterated that we need to have a camera available at all



Chapter events. Bonnie has pictures from the Relay for Life event this year that she will forward to Toni.

Toni received copies of the judges' comments on awards. She will forward them to Brenda. Brenda requested that copies of any other judges' comments be forwarded to her as well.

Toni requested that we include a link to the 2008 Awards Program information and criteria from the ALA website to our local website. Brenda said that was fine with her.

It was announced that Cindy Patrizi (long-time chapter member) is resigning from Brown McCarroll. She is not officially retiring but leaving to work in another field. The question was then raised that if she is not retiring should she receive a gift from the chapter. Debbie Roan said that it is her opinion that not everyone that quits their job or retires should get a gift from the chapter. She suggested that it should be tied to number of years of service, though. Toni asked how this should be measured, as there are many variables. She questioned whether the dollar amount should be defined by the years of service to ALA.

Chris Sims pointed out that people leave jobs all the time and that perhaps an announcement of "official retirement" gets a gift but not just for someone taking a new job like Cindy Patrizi. It was then stated that JoAnn Welch retired and was given a gift but she is still working for her husband, so is that an "official retirement." The topic was approached of Michel Bagley's retirement party, where the board supplemented the cost of the party, and how that compared to other gifts and future gifts.

Debbie recommended that a gift be given at a monthly luncheon for retirement of 15 years or more. Toni suggested that it should be 15-20 years minimum (in other words, not less than 15 yrs). Debbie said that it should be at least 15 years and include a gift with an official announcement at a monthly meeting. Brenda Barnes then questioned whether a break in service should be considered because many members (including herself) have left ALA then come back.

Debbie then reiterated that she doesn't feel that everyone that is leaving gets a gift. She made a motion that anyone with years of service of 15 years or more get a gift of \$100.

Angela McEntire then mentioned that this was a topic discussed at a previous board meeting and that a gift giving guideline had been put in place that sets the spending limits on gifts. She will circulate that at the next meeting.

The topic was tabled until next month when the guidelines are received.



Angela will be away from October 1st – 5th but that should not affect any board business.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, July 10th at Brenda Barnes' office.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet As of May 31, 2007

1:15 PM ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
06/25/07 Balance Sheet
Accrual Basis As of May 31, 2007

	<u>May 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	2,930.35
Frost Money Market	<u>32,886.70</u>
Total Checking/Savings	<u>35,817.05</u>
Total Current Assets	35,817.05
Other Assets	
Prepaid Expense-2007 BusPtr S...	1,350.00
Prepaid Expense-2007 Retreat	<u>6,747.04</u>
Total Other Assets	<u>8,097.04</u>
TOTAL ASSETS	<u>43,914.09</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	<u>-1,577.51</u>
Total Equity	<u>43,914.09</u>
TOTAL LIABILITIES & EQUITY	<u>43,914.09</u>



ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS May 1 - May 31, 2007

1:16 PM ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
 06/25/07 Profit & Loss
 Accrual Basis April through May 2007

	Apr - May 07
Ordinary Income/Expense	
Income	
Business Partner Fair	
Gold Sponsors	1,602.50
Silver Sponsors	1,552.50
Total Business Partner Fair	3,155.00
Education	
Meeting Receipts	972.00
Seminars	-25.00
Total Education	947.00
Membership Dues	
'07-'08 Membership Dues	6,825.00
Total Membership Dues	6,825.00
Salary Survey	800.00
Total Income	11,727.00
Expense	
Bank Service Charges	37.85
Board Expenses	
Gifts	111.30
Total Board Expenses	111.30
Business Partner Fair Expenses	
Vendor Appreciation Party	2,097.21
Total Business Partner Fair Expenses	2,097.21
Community Development	33.18
Education Costs	
Lunches-Education Seminar	645.42
Total Education Costs	645.42
National Conference Scholarship	
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 - Ot...	1,000.00
Total National Conference Scholarship	10,047.84
New Member Functions	
New Member Lunches	175.00
Total New Member Functions	175.00
Newsletter	171.08
Website	
Monthly Fee	75.76
Total Website	75.76
Total Expense	13,394.64
Net Ordinary Income	-1,667.64
Other Income/Expense	
Other Income	
Interest Income	90.13
Total Other Income	90.13
Net Other Income	90.13
Net Income	-1,577.51



BUDGET		
BOARD AND CHAPTER	Actual 2006-2007	Projected 2007-2008
INCOME		
Other Income		
Interest	676.23	700.00
TOTAL INCOME	676.23	700.00
EXPENSES		
Bank Service Charge	9.00	350.00
Board Expenses		
Gifts	177.19	750.00
Chapter Gifts/Awards		1,000.00
Chapter Retreat	-	9,000.00
Continuing Leadership Institute		2,700.00
President	310.00	
Insurance		
Fidelity Bond Premium	125.00	125.00
Managing Partner Breakfast	8,611.95	9,200.00
Scholarship		1,000.00
Miscellaneous Expense		
Gifts	289.07	
Other	486.20	
National Conference		
Board Member Stipend	12,000.00	6,000.00
President	1,500.00	-
President-Elect		2,000.00
Social Event	500.00	500.00
Silent Auction		250.00
Parties	587.65	600.00
Postage and Delivery	177.26	200.00
Regional Conference		
Board Member Stipend	1,875.00	5,000.00



First-time Attendee	250.00	500.00
Members at large	4,500.00	3,000.00
T-shirts	343.98	200.00
Other Expense	225.00	225.00
	<u>31,967.30</u>	<u>42,600.00</u>
NET INCOME / (LOSS)	<u>\$ (31,291.07)</u>	<u>\$ (41,900.00)</u>

BUDGET			
BUSINESS PARTNER RELATIONS	Actual 2006-2007		Projected 2007-2008
INCOME			
Business Partner Expo			
Platinum Sponsors	3,000.00	1	3,000.00
Gold Sponsors	9,052.50	6	9,000.00
Silver Sponsors	15,065.00	22	16,500.00
Bronze Sponsors	21,262.50	40	16,000.00
Speaker Sponsor	-	1	3,000.00
Other	(140.00)		
TOTAL INCOME	<u>48,240.00</u>		<u>47,500.00</u>
EXPENSES			
Facilities	9,355.51		
Deposits			1,950.00
Security			144.00
Parking		80	560.00
Booths			4,500.00
Food	1,862.18		
Beverage Service			1,800.00
Other	166.46		
Awards			



Scholarship		1,000.00
Cash Prize		500.00
Booth Award		400.00
Vendor Appreciation Party	1,543.00	1,700.00
TOTAL EXPENSES	<u>12,927.15</u>	<u>12,554.00</u>
NET INCOME / (LOSS)	<u>\$ 35,312.85</u>	<u>\$ 34,946.00</u>

BUDGET		
EDUCATION	Actual 2006-2007	Projected 2007-2008
INCOME		
Meeting Receipts	5,089.23	5,500.00
Meeting Vendor Handout Fees	900.00	1,500.00
Seminars	4,711.00	5,000.00
Other	25.00	-
Seminar Speaker **		1,500.00
TOTAL INCOME	<u>10,725.23</u>	<u>13,500.00</u>
EXPENSES		
Chapter Meeting Lunches	5,929.24	6,400.00
Holiday Party	1,122.00	950.00
Educational Seminar		
Lunches	3,624.75	3,500.00
Speakers	7,100.16	5,000.00
Other	741.19	600.00
Other	12.39	50.00
TOTAL EXPENSES	<u>18,529.73</u>	<u>16,500.00</u>
NET INCOME / (LOSS)	<u>\$ (7,804.50)</u>	<u>\$ (3,000.00)</u>



** - Seminar speaker is also budgeted for \$3,000 in Business Partner Relations budget as requested. The amount showing has been reduced accordingly.

BUDGET		
MEMBERSHIP	Actual 2006-2007	Projected 2007-2008
INCOME		
2006-2007 Dues	2,550.00	
2007-2008 Dues		7,125.00
TOTAL INCOME	2,550.00	7,125.00
EXPENSES		
New Member Functions		
New Member Lunches	134.45	600.00
Promo Gifts	270.11	
ALA Buddy Happy Hour		500.00
Materials		
Binders		100.00
Name Tags		36.00
Brochures		100.00
Postage		50.00
TOTAL EXPENSES	404.56	1,386.00
NET INCOME / (LOSS)	\$ 2,145.44	\$ 5,739.00

BUDGET



COMPENSATION & BENEFITS	Actual 2006-2007	Projected 2007-2008
INCOME		
Survey	6,025.00	6,000.00
TOTAL INCOME	<u>6,025.00</u>	<u>6,000.00</u>
EXPENSES		
Survey	4,214.00	7,500.00
TOTAL EXPENSES	<u>4,214.00</u>	<u>7,500.00</u>
NET INCOME / (LOSS)	<u>\$ 1,811.00</u>	<u>\$ (1,500.00)</u>

BUDGET		
NEWSLETTER	Actual 2006-2007	Projected 2007-2008
INCOME		
Newsletter Ads	750.00	



TOTAL INCOME	750.00	-
EXPENSES		
Newsletter	424.88	
Printing		-
Postage		131.00
Photos		100.00
Software Licensing		1,000.00
TOTAL EXPENSES	424.88	1,231.00
NET INCOME / (LOSS)	\$ 325.12	\$ (1,231.00)

BUDGET		
COMMUNITY DEVELOPMENT	Actual 2006-2007	Proje 2007-2
INCOME		
TOTAL INCOME	-	-
EXPENSES		



	Community Challenge	401.08	5,000.00
	Community Development	3,466.11	
TOTAL EXPENSES		<u>3,867.19</u>	<u>5,000.00</u>
NET INCOME / (LOSS)		<u>\$ (3,867.19)</u>	<u>\$ (5,000.00)</u>

BUDGET		
WEBSITE	Actual 2006-2007	Projected 2007-2008
INCOME		
TOTAL INCOME	<u>-</u>	<u>-</u>
EXPENSES		
Design	3,215.52	
Design Fees	1,894.38	700.00
Monthly Fee	492.44	454.56
Other	99.95	



TOTAL EXPENSES	5,702.29	1,154.56
NET INCOME / (LOSS)	\$ (5,702.29)	\$ (1,154.56)

BUDGET		
CHAPTER AWARDS	Actual 2006-2007	Projected 2007-2008
INCOME		
TOTAL INCOME	-	-
EXPENSES		
Diversity Project		5,100.00
TOTAL EXPENSES	-	5,100.00
NET INCOME / (LOSS)	\$ -	\$ (5,100.00)

