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

**May 8, 2007 @ 12:00pm**

**Members Present:**

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

**Members Not Attending:**

Brenda Barnes

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

The April 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 April 30, 2007 is \$1,801.93 and the Money Market account balance is \$41,842.79.

During the month of April Chris moved approximately \$4,500 to the Money Market account. He anticipates he will have to move money back to the checking account as the reimbursement requests come in from board members for attendance at the national ALA conference in Las Vegas.

Amanda Korte (secretary) and Angie Kalsbeck (president-elect) performed the end-of-year chapter audit in April. A few questions arose but were all answered quickly. All of the committee budgets for April 2007 – March 2008 have been turned in to Chris.

Chris also explained that in the information provided to board members, check #691 is not missing, it was pushed into prior year expenses as it was for parking for the Spring Educational Seminar that was held in March of 2007.

Chris reviewed the Profit & Loss and Balance Sheet.

A Balance Sheet and Income Statement for the period ending April 30, 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 was not in attendance so Toni Beasley gave the report. This committee is meeting next week to discuss how to expand our chapter's winnings at the annual conference. The main topic was the sub-categories of different awards that the Chapter didn't know about. The general feeling was that we could have won, or placed in these categories had we had a submission for that category. They will continue to research this throughout the year.

The committee will also be reviewing the submissions that won at the conference to see how we can improve our entries next year.

Toni announced the Chapter Awards we received at the annual conference as follows:

*Chapter* –Gold Level President's Award-Chapter President Angela McEntire  
*Chapter Website* – First Place, Medium Chapters, Elaine Burr, Chair  
*Newsletter Excellence* – First Place, Medium Chapters, Karie Rivkin, Chair  
*Achievements in Diversity* – Third Place, Medium Chapters, Brenda Barnes, Chair  
*Membership Brochure* – Third Place, Medium Chapters, Toni Beasley, Chair  
*Community Service* – Honorable Mention, Medium Chapters, Bonnie Zook, Chair  
*Amanda Korte* – finalist and Honorable Mention for Quest Award  
*Education* – Honorable Mention, Medium Chapters, Angie Kalsbeck, Chair  
*Feature Article* – Honorable Mention, Medium Chapters, Karie Rivkin, Chair

Angela mentioned that if she would like we could put the awards in off-site storage with the ones from previous years. Toni will keep them for a while to display at ALA events.

**Business Partner Relations Committee:** (Debbie Roan and James Cornell)

Amanda Korte gave a report on the current status of adding Paypal to the Chapter website in order to accept credit card payments for the Legal Expo. The web designer, Incorporating Design, Amanda, and Elaine Burr (website committee chair) have all been working together and are very close to a solution. Amanda created "Sandbox" or test accounts and a complete test had already



been completed successfully. Incorporating Design will make the site "live" tomorrow. Debbie Roan got approval to perform a live test using her actual credit card. She will do that and just be reimbursed by the firm when the money comes through. The firm will be out the transaction fee, but it was decided that it was a nominal amount and important to ensuring that the process was 100%.

Debbie announced that her budget was completed. We are reducing the number of available booths from 75 to 70 this year. Also, the end time will be moved up to 5:30. This will, hopefully, encourage Chapter members to stay throughout the whole event as they can still leave to meet after-hours commitments. To further encourage both attendance and that Chapter members stay through the entire show, the committee will be awarding a \$1,000 scholarship to the national conference, which will be held in Seattle in 2008. They will also be awarding a \$500 cash prize. Only Chapter Members that are in attendance at the end of the show will be eligible to win these awards.

After all of that, Debbie announced that the budget shows that we will net \$35,000 from the event.

The Vendor Happy Hour will be held at Moonshine on May 24<sup>th</sup> from 5:30 to 7:30. At the Happy Hour we will award one free Bronze booth to an attendee. Invitations for this event will be going out this week.

The committee is meeting Friday, May 11<sup>th</sup>, which will be their last meeting before registration officially kicks off at the end of May. At this meeting vendor assignments will be handed out, and they will discuss problems from last year. One being vendors that did not pay but attended the event. Debbie doesn't anticipate any problems because all but 1 committee member has been on the committee in the past.

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

Bonnie reported that the Relay for Life event held on April 21<sup>st</sup> was a huge success. The Chapter was able to raise \$4,300 and will be awarded the Silver Award from the American Cancer Society for reaching this level. A representative from the ACS will present this award at the May luncheon.

We had 18 people that attended this event (which included Chapter members and guests) and our group stayed until 1:30am. We made goodie-bags that we gave away to other participants and Bonnie brought earrings, which she sold with 50% of the proceeds being donated to the ACS.

Two chapter members, Amanda Korte and Chrissie Eastin raised over \$1,000 each for the event. Amanda raised \$1,525 and Chrissie raised \$1,225. At the April chapter



luncheon they were presented with certificates and special Green t-shirts that the ACS awards to individuals that raise more than \$1,000.

The committee has also decided on a service project for July. There is an Austin-based non-profit organization called Wonders and Worries. This organization was founded in 2001 and “*strives to help increase communication within families coping with a chronic or life-threatening illness.*”

*Wonders & Worries strives to lessen the emotional and developmental damage a loved one’s illness has on children, and to help children gain effective coping and communication skills that they can use to deal with any life experience.*

*Working in groups or an individual setting, our therapeutic programs are designed to:*

- *Provide an age-appropriate understanding of the illness, its treatment and side effects;*
- *Facilitate expression of feelings related to the changes in the family;*
- *Identify individual coping skills to help ease feelings of sadness, anger, etc.”*

The organization sponsors a party for the families once a quarter. In July they will be holding a “Bat Cruise” party on Town Lake. We will sponsor this event at the cost of \$800. We also have to put together and pass out goodie bags to the attendees. We won’t attend the event, only be there in the beginning to pass out the bags.

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

The committee is currently narrowing down the choice of a vendor to provide an electronic survey for this year. They are moving away from the D.C. survey because it is so extensive. They are leaning towards using the survey offered by the San Antonio Chapter which is Excel based. Toni also suggested that Chris look at the survey offered by the Houston Chapter because she has heard it is also for sale. She will pass the contact information to Chris.

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

The committee met and has just about finalized the listing of Educational Programs for the Chapter for the 2007-2008 year. The Chapter Programs are:

*April 26, 2007 – Speaker: Keith Ronck, Thomson/Find Law: “Online Client Development.”*

KSA: Communications/General Management



*May 17, 2007* – National Conference highlights by attendees  
KSA: All

*June 28, 2007* – Speaker: Mike Kennedy, Commercial Texas: “Downtown Market Trends, etc.”  
KSA: Legal Industry

*July 26, 2007* – Speaker: Richard Payton: “Hiring and Succession Planning”  
KSA: HR

*August 16, 2007* – Fall Educational Seminar, Palmer Events Center, Speaker: Stevie Ray: “Think on Your Feet.”  
KSA: Communications/General Management

*September 27, 2007* – Speaker: Michelle Wade, Lockton Co.: “Professional Liability Insurance Update/Market Review”  
KSA: Legal Industry

*October 25, 2007* – Speaker: Dena Rafte: “Building a Competitive Edge – Creating a Client-Focused Firm”  
KSA: Communications/General Mgmt.

*November 15, 2007* – Speaker: Ray Langenburgh: “Texas Margin Tax.”  
KSA: Finance

*December 2007* – Holiday Party

*January 24, 2008* – Speaker: National Rep: “Trends in Legal Mgmt.” (or Feb)  
KSA:

*February 28, 2008* – Speaker: Joel Ferguson: “Effective Financial Reporting” (or Jan.)  
KSA: Finance

*March 2008* – Spring Educational Seminar, TBD

*April 2008* – Speaker on technology topic  
KSA: Office Operations

With these topics we should be covering all of the KSAs (Knowledge, Skills, and Abilities) for the year. Debbie Roan mentioned that the national organization might be changing the KSAs so we should keep an eye out for that.



Angie went over the volunteers that will be speaking at the May luncheon regarding the Vegas trip and solicited more.

Membership Committee: (Chrissie Eastin)

Chrissie reported that the committee met last week. They have set the day of the new member luncheon as May 22<sup>nd</sup>. So far they have RSVP's from 4 of the 7 new members.

They are going to be bringing back the Mentor/Buddy program this year and will be passing out forms at the May luncheon. The participants in this program will get together at a Happy Hour sometime in July.

She is still trying to collect membership dues from 5 or 6 people. She will be making calls on that this week. It was proposed from the board that any person that hasn't paid their dues as of May 31<sup>st</sup> would be removed from the membership list. She is still working on the 4 potential members as well as updating the handbook. As of today we have 95 members.

Newsletter Committee: (Karie D. Rivkin)

The next newsletter is going to have a Business Partner focus to encourage higher attendance at the Legal Expo and help with the award in that area. Debbie Roan from the Business Partner Relations Committee is helping with the articles for this newsletter.

Website Committee: (Elaine Burr)

The committee hasn't met as there haven't been any issues to discuss. There was one minor problem with the web hosting that caused our Members Only section to go down. The web hosting company, Internet Media, moved us to a new server without informing us. She is considering looking at a new web hosting service. We have stayed with Internet Media because they allow us to use Cold Fusion, which is the program we use to run our membership listing pages. We could change web-hosting services if we moved the membership listing to a program called PHP. Pam from Incorporating Design is very familiar with PHP and Elaine will be consulting with her. If we could move to PHP, we could move to a different web-hosting service and this would save us money on our monthly hosting fees.

Elaine also requested that she be copied on any issues regarding Paypal or other changes made to the website so she will know what is happening and will not make changes that may conflict with other changes that have been made.

Region 4 News: (Debbie Roan)



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

Debbie also mentioned that it is nomination time for Regional 4 Officers and nominations can be submitted online.

**Item 4. Old Business:**

Angela is almost finished archiving the Chapter files and is just putting the finishing touches on them. She will be having that completed very soon.

Toni has received some suggestions for themes for the 2008 Regional Conference that will be held in Austin. She wants more theme suggestions sent to her. She will then compile them and then bring them to the board anonymously.

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.

Toni has gotten many volunteers for locations for the upcoming board meetings. Next month's meeting will be held at Bonnie Zook's office at Slack and Davis.

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.

The ad for the Austin Lawyer has been submitted but has not been published yet. Karie will contact them to find out when it will be published. Karie will also contact Laura Angle (associate member) to see about working with the state bar on an ad. Chrissie mentioned that it is easiest to communicate with Laura via e-mail.

**Item 5. New Business:**

Toni attended the Region 4 Council Meeting that was held in Las Vegas and announced the new officers for this region: Director – Susan Koran (OKC Chapter), Communications Officer – Gary Harrop (Mile High Chapter), Education Officer – Tom Ivey (Houston Chapter), Projects Officer – Monty Morton (New Mexico Chapter), At Large Director – Rita Alli (Puget Sound Chapter).

Toni said that the Chapter Secretary will now need to send approved Chapter Board Meeting minutes to Gary Harrop and Susan Koran. Evaluations from the



monthly meetings need to be sent to Tom Ivey. He then enters them into the ALA Database to evaluate future education ideas and speakers.

The Chapter Leadership Institute will be held in Nashville, TN on June 22-24. ALA reimburses about 80% of one member to attend. Our Chapter reimburses the remainder, plus the cost of the other member. This year our Chapter is sending Toni Beasley (president) and Angie Kalsbeck (president-elect). However, Toni explained that during the Region 4 meeting she learned that many chapters send more people to the event. Other chapters send new board members, all of their board members, board members in certain positions, etc. She is proposing a scholarship or stipend to send additional Board members. The cost is approximately \$800 per person. She explained that she had been to the CLI last year as president-elect and it was such a worthwhile experience. Debbie Roan and Angela McEntire also echoed that they had learned a lot during their times there as well. Angela said that during her visit with Ann Jacobson in a prior year, they tried to split the sessions so that they could then share the information. She said that if more people went, then there would be a higher chance that all of the sessions would be covered. Then those attendees could bring that information back to the entire board and hold a "mini-CLI." Toni asked for a motion to send two or more extra board members to the CLI for this year and beyond. Debbie made the motion and Angie Kalsbeck seconded it. Toni asked that anyone interested in going please email her.

The 2007 Region 4 Conference is being held in Oklahoma, October 18-20. The Keynote speaker will be Steven Shapiro and the closing speaker will be Jim Stovall. The conference will have a western theme and will include line dancing (with instructions), dragon boat racing, Native American dancers, and Bricktown.

Toni reminded everyone that there is a 60-day window around the Regional Conference where no vendor-related events can take place – that is 30 days before and then 30 days after.

Toni also explained that the ALA Plan of Work for the year is International Partnering Opportunities. Last year delegates visited China to work with attorneys there and then traveled to Nigeria to work with legal colleges and legal secretaries. The other Plan of Work is Education. The association is looking for way to deliver more educational opportunities, apart from the conferences, which do not reach everyone in the organization.

Toni reported that the ALA Annual Educational Conference and Exposition in Vegas was a success. 15 members from the Austin Chapter attended. There were 11 countries represented at the conference. There were 1900+ attendees, 322 business partners, and 465 first-time attendees.



Toni discussed the FALA Cookbook that was published this year and includes recipes from some of our members. She things we should purchase 2 for give-a-ways at our monthly luncheons. She also would like us to consider the idea of giving away educational books, purchased from the ALA Bookstore, at every monthly luncheon.

Finally, Toni opened up the floor for ideas about including our Business Partners in more activities. She said that many chapters include them at monthly meetings, and allow them to participate on advisory boards and ad hoc committees. She said when she discussed it with the president from the San Diego Chapter she learned that this can be a decisive issue because some members refuse to go to the luncheons if business partners are there. Angie Kalsbeck said she would like to give business partners the opportunity to come to the luncheons, especially the ones who are sponsoring the lunches. She said that when she arranges the sponsors they are often surprised that they won't be allowed to attend the lunch. Debbie Roan said that she agreed that vendors should be able to come to the lunch although she knows that certain members will be opposed to it. She said, though, that we could increase the sponsorship price for the monthly luncheon if we are giving the vendor a chance to attend and then stand up and tell a little about their company for a couple of minutes. To avoid having conflicts among members that may feel like they are being cornered the vendor could sit at the speaker's table. She then proposed that we poll the whole chapter to test the water and see how much opposition we have to the idea. Chris Sims did mention that if we did this we would have to be careful that the luncheon sponsor did not conflict with the speaker who is oftentimes a vendor.

**Item 6.        Adjourn:**

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



## ATTACHMENT A

11:11 AM    **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
05/08/07    **Balance Sheet**  
Accrual Basis    **As of April 30, 2007**

	<u>Apr 30, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Frost Bank Checking	1,801.93
Frost Money Market	41,842.79
<b>Total Checking/Savings</b>	<u>43,644.72</u>
<b>Total Current Assets</b>	43,644.72
<b>Other Assets</b>	
Prepaid Expense-2007 BusPtr ...	1,350.00
Prepaid Expense-2007 Retreat	6,747.04
<b>Total Other Assets</b>	<u>8,097.04</u>
<b>TOTAL ASSETS</b>	<u><b>51,741.76</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	6,250.16
<b>Total Equity</b>	<u>51,741.76</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>51,741.76</b></u>



## ATTACHMENT B

11:12 AM    **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
05/08/07    **Profit & Loss**  
Accrual Basis    **April 2007**

	<u>Apr 07</u>
<b>Ordinary Income/Expense</b>	
Income	
Education	
Seminars	50.00
<b>Total Education</b>	<u>50.00</u>
Membership Dues	
'07-'08 Membership D...	6,225.00
<b>Total Membership Dues</b>	<u>6,225.00</u>
<b>Total Income</b>	6,275.00
Expense	
Community Development	33.18
Website	
Monthly Fee	37.88
<b>Total Website</b>	<u>37.88</u>
<b>Total Expense</b>	<u>71.06</u>
<b>Net Ordinary Income</b>	6,203.94
<b>Other Income/Expense</b>	
Other Income	
Interest Income	46.22
<b>Total Other Income</b>	<u>46.22</u>
<b>Net Other Income</b>	<u>46.22</u>
<b>Net Income</b>	<u><u>6,250.16</u></u>

