



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

November 13, 2007 @ 12:00

Item 1. Members Present:

Toni Beasley, Amanda Korte, Karie Rivkin, Angie Kalsbeck, Chris Sims, Bonnie Zook, Elaine Burr, Angela Sanford

Item 2. Members Not Attending:

Brenda Barnes, Debbie Roan, James Cornell, Chrissie Eastin

Item 3. Reading/Approval of the Minutes:

The October 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 October 31, 2007 is \$6,706.47 and the Money Market account balance is \$45,073.44.

Chris moved money from the checking account to the Money Market on October 3. \$8,000 was recently paid out for the Symposium but we should be reimbursed for some of that money, Chris will check with Brenda to make sure how much. He also paid \$1,350 to the Parmer Events Center to reserve it for the 2008 Vendor Expo.

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

Item 5. Committee Reports:

Bar Liaison: (Angela Sanford)

Our effort to collect bears and books for the Austin Adoption Day was a great success. The law firm of DLA Piper made a group effort through their firm and collected a lot of both bears and books. Last night Angela had a happy hour at the Stephen F. Austin for members to turn in their collections. Danelle with the SFA provided free appetizers and parking for members and she Angela will send her a note thanking her.

There is going to be an Adoption Day press conference on Thursday, November 15th at 10:30am. Angela can't go and asked if anyone else could attend in her place. Toni asked if there was any reason for us to go and Angela said not really since that person would just be standing in the crowd. Toni suggested that unless someone was available, we not send anyone. Angela agreed. We received a thank-you note from the Austin Bar and Angela will keep it to include with our Bar Relations award submission.

The Board Members for the Austin Bar have to turn in their auction item and wine for the Gala at either the October, November or December board meetings. Angela is going to take care of getting those turned in.

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

Debbie has reserved the Parmer Events Center for Thursday, June 19, 2008 for the Vendor Expo. She will be sending Save-The-Dates and Happy New Year emails at the beginning of the year. After Thanksgiving they will start working on the Vendor Partner award submission.

Chapter Awards Committee: (Brenda Barnes, not attending)

Toni announced that the diversity symposium was very successful. We had some great speakers and an amazing turnout. Jerry Clements was a good speaker and she liked that we wrapped up the event with the speaker from Hildebrandt because it showed subjective views to compare with the objective views from the first two speakers.

Toni is going to check with Brenda to get a total net income from the symposium. Chris said that it currently looked to be about \$5,000. We don't have everything in yet and Chris is going to check with Brenda to see if all expenses have been paid and what other deposits need to be made. We initially paid \$8,100 for the hotel which was an estimated payment and the final invoice could come in as over/under that.

Toni asked that Chris please copy her on any emails from Brenda with regards to money and the symposium so she can copy John Michalik on them.



After Thanksgiving the committee will start working on the Chapter Awards and each committee chair needs to assess where they are in meeting their qualifications for the awards.

Community Relations/Bar Activities: (Bonnie Zook)

The Bowling Party to celebrate the Community Challenge Weekend fundraiser was a success. She had 28 people attend which included 6 vendors, 5 children from the shelter and 17 ALA Members. The number of children attending was lower than expected because the Austin Children's Shelter had a lot of children placed at the time. Our total amount pledged is \$13,006.67, one attorney will be giving money at the end of the year. Since we had fewer children than anticipated, the bowling party only cost us \$187.50.

For visibility purposes, Bonnie sent a picture and an article to the Austin Business Journal. It hasn't been printed yet, but Karie said not to worry since it could be a couple of months before it shows up there.

Angela mentioned that Bonnie should see if we can get it in the Austin Bar's newsletter and possibly on their website. She will forward the contact information to Bonnie.

Bonnie sent an evaluation form for the CCW event to Steve Carasso at ALA Headquarters. This earns us 100 points toward the President's Award.

Compensation and Benefits Committee: (Chris Sims)

The Compensation and Benefits survey is online and it is going reasonably well. They had a technical problem this weekend since the wrong date was entered as the end date, however that has been resolved. This did show Chris, though, that whatever day we list as the last day the system will shut off automatically on midnight of that day.

The survey was sent to 76 firms and 14 have totally completed it as of today. 5 other firms are "in process." The committee members will start calling firms to remind them to complete the survey.

Bonnie suggested that Chris send an email to remind people that you don't have to complete the survey all in one sitting. That you can log in, work a little, save your work and then log out.

One problem we've encountered is that you can't print the entire survey to work on it, it has to be done page by page. Amanda said that she ran into difficulty where you



can't print out the "Job Description" until after you had already selected that job. This caused her to actually go back and forth adding and subtracting some jobs.

Chris will get feedback from users after we have finished to see what went wrong and what problems they had.

The price of the survey was increased so we should recoup more money than we have in prior years.

Chris pointed out that one of the delays in getting the survey out had to do with getting headquarters' approval. Normally the review of our survey is precursory since it doesn't change much every year. However, since this was a large change to go online, the survey was actually reviewed by legal council. That led to the inclusion of the words "only past data is sought" throughout the survey. This survey approval earned us 100 points toward the President's Award.

However, now that many of the kinks are worked out, we could choose to do the survey again in March so that the data will be more current.

Program/Education Committee: (Angie Kalsbeck)

Angie said that she is working on getting \$500 into her budget for speaker gifts for speakers at the CLM Study Group.

The Chapter Holiday Party will be held on Monday, December 17 at the Stephen F. Austin. Danelle has agreed to pay for 1 drink and the chapter will pay for an additional drink plus appetizers. We have the whole bar reserved.

Amanda asked if we would be doing the traditional CD Exchange at the Holiday Party. Angie said that she and Corina Ruiz are working on something to do instead. Amanda suggested a small white elephant and Chris agreed that was a good idea as long as we kept it to a \$5 or \$10 limit.

Angie and Toni (as president) will start working on the Managing Partner's Breakfast.

This Thursday's meeting will be on the Margin Tax and Amanda will work on getting the power point slides on the website.

Membership Committee: (Chrissie Eastin, not attending)

We have two new members which brings our total membership up to 96. This year we lost 7 and added 9. We have to add 11 for the President's Award.

Newsletter Committee: (Karie Rivkin)



They passed out a survey at the lunch meeting asking for newsletter ideas but didn't get any good responses. Karie is going to send out an email over the listserve to solicit the membership at a whole again.

They are adding a new section to the website that Kelly Barker will be writing. It will be "Food" and will have information on different food venues and places to have events. It will review different places to eat and entertain.

The deadline for the December issue is the end of November or the first week of December.

Karie asked if we want to reconsider doing the electronic newsletter. This would place a lot of responsibility on the website people. We have the option of doing something completely electronic (like the Region 4 newsletter) or just emailing the PDF version of the newsletter.

Elaine pointed out that the PDF version is already on the website. The board agreed that we will not look at doing the electronic newsletter for now.

Website Committee: (Elaine Burr)

Elaine announced that this will be her last meeting as a Board Member. Unfortunately she has to resign because of the time commitment involved. She will remain on the website committee and will continue to do updates to the site as the information is given to her. Amanda will be taking over as the Committee Chair. It will be her responsibility to get information to Elaine that will be posted to the site.

Our website crashed last night. The current host isn't sure why but alluded that Elaine may have uploaded a virus when she recently updated some information. Elaine is positive that that did not happen. However, the current host is now refusing to host our website any more and we need a new host for our website very quickly. The current host recommended someone and Bonnie and Chris both recommended White Lion. Elaine doesn't really have time to hunt for a new contact so she will go with either who was recommended or White Lion.

2008 Region 4/6 Educational Conference: (Amanda Korte)

Amanda reported that the Oklahoma City Conference went good. We were given flashing guitar pins as well as flashing bat pins from the Austin Convention and Visitor's Bureau for free. They passed them out from the OKC hospitality booth and sent some to the Tucson booth as well. The general feel from the attendees in OKC is that people are really looking forward to coming to Austin.



Amanda is communicating with the Conference Liaison from OKC to get a copy of their budget from the event. Since we will not get any revenue from the event it will be important to plan our expenses ahead of time.

We will be encouraged to help find some local speakers and Bonnie is going to send some ideas to Amanda.

Item 6. Old Business:

Item 7. New Business:

- a. Encourage everyone to complete the salary survey.
- b. November Chapter meeting is moved up one week early because of Thanksgiving. It will be this Thursday, November 15.
- c. Toni said that we need to have an extended Board Meeting to discuss budgeting for 2008. She'd like to make our December meeting a Happy Hour so that we will not be as rushed and can spend more time talking about the budgets and the idea of leaving legacy budgets for incoming Board Members. She is going to email all members with some date/time/location ideas.

Item 8 & 9. Adjourn:

The meeting was adjourned. The next Board Meeting is tentatively scheduled for Tuesday, December 11th at around 5:30pm.



ATTACHMENT A

9:20 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
11/13/07 **Balance Sheet**
Accrual Basis **As of October 31, 2007**

	<u>Oct 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	6,706.47
Frost Money Market	45,073.44
Total Checking/Savings	51,779.91
Other Current Assets	
Prepaid Expense-2008 Expo	1,350.00
Total Other Current Assets	1,350.00
Total Current Assets	53,129.91
Other Assets	
PPD Expense - Diversity Sem...	1,375.00
Prepaid Expense-2007 Retreat	6,747.04
Total Other Assets	8,122.04
TOTAL ASSETS	<u>61,251.95</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-2007 Expo	-486.00
Total Other Current Liabiliti...	-486.00
Total Current Liabilities	-486.00
Total Liabilities	-486.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	16,246.35
Total Equity	61,737.95
TOTAL LIABILITIES & EQUITY	<u>61,251.95</u>



ATTACHMENT B

9:20 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 11/13/07 **Profit & Loss**
 Accrual Basis **April through October 2007**

	Apr - Oct 07
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	5,027.50
Gold Sponsors	2,452.50
Platinum Sponsor	3,052.50
Silver Sponsors	3,385.00
Business Partner Fair - Other	32,352.97
Total Business Partner Fair	46,270.47
Education	
Meeting Receipts	3,168.00
Seminars	2,220.00
Education - Other	55.53
Total Education	5,443.53
Membership Dues	
'07-'08 Membership Dues	7,125.00
Total Membership Dues	7,125.00
Newsletter Ads	400.00
Salary Survey	1,200.00
Women's Syposium	13,610.00
Total Income	74,049.00
Expense	
Bank Service Charges	520.36
Board Expenses	
Advertising and Promotion	1,188.00
Gifts	712.72
Total Board Expenses	1,900.72
Business Partner Fair Expenses	
Facilities	7,710.57
Food	2,760.00
Other	1,896.18
Vendor Appreciation Party	2,097.21
Business Partner Fair Expenses - Ot...	96.49
Total Business Partner Fair Expenses	14,560.45
Chapter Retreat	2,437.65
Community Development	3,898.00
Continuing Leadership Institute	
Board Member-CLI	1,149.72
President - CLI	725.46
Total Continuing Leadership Institute	1,875.18
Diversity Project	302.91
Education Costs	
Chapter MeetingLunches	1,114.82
Lunches-Education Seminar	3,224.32
Total Education Costs	4,339.14
Education Seminar	6,409.62
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00



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 11/13/07 **Profit & Loss**
 Accrual Basis **April through October 2007**

	<u>Apr - Oct 07</u>
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 - O...	1,000.00
Total National Conference Scholarship	<u>10,047.84</u>
New Member Functions	
Buddy Happy Hours	189.38
New Member Lunches	419.63
Promo Gifts	50.00
Total New Member Functions	<u>659.01</u>
Newsletter	282.40
Regional Conference	
Board Members	1,309.27
Members at Large-Reg Conf	1,600.00
Other (bus)	450.26
Total Regional Conference	<u>3,359.53</u>
Salary Survey Costs	6,880.00
Website	
Designer Fees	151.55
Monthly Fee	265.16
Total Website	<u>416.71</u>
Total Expense	<u>58,079.52</u>
Net Ordinary Income	15,969.48
Other Income/Expense	
Other Income	
Interest Income	276.87
Total Other Income	<u>276.87</u>
Net Other Income	<u>276.87</u>
Net Income	<u><u>16,246.35</u></u>



ATTACHMENT C

9:21 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 11/13/07 **Deposit Detail**
 October 2007

Type	Num	Date	Name	Account	Amount
Deposit		10/3/2007		Frost Bank Ch...	450.00
			Members	Meeting Receipts	-450.00
TOTAL					-450.00
Deposit		10/9/2007		Frost Bank Ch...	2,000.00
			Fund Checking ...	Frost Money Ma...	-2,000.00
TOTAL					-2,000.00
Deposit		10/12/2007		Frost Bank Ch...	3,878.00
			Various	Women's Sypos...	-3,860.00
			McGinnis Lochri...	Meeting Receipts	-18.00
TOTAL					-3,878.00
Deposit		10/19/2007		Frost Bank Ch...	4,825.00
			Rose Sullivan	'07-'08 Member...	-75.00
			Various	Women's Sypos...	-4,750.00
TOTAL					-4,825.00
Deposit		10/31/2007		Frost Bank Ch...	5,556.00
			Various	Women's Sypos...	-5,000.00
			Austin Conventi...	Business Partne...	-70.00
			Various	Meeting Receipts	-486.00
TOTAL					-5,556.00
Deposit		10/31/2007		Frost Money M...	37.92
				Interest Income	-37.92
TOTAL					-37.92



ATTACHMENT D

9:21 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 11/13/07 **Check Detail**
 October 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	751	10/3/2007	Internet Media ...		Frost Bank Ch...		-37.88
					Monthly Fee	-37.88	37.88
TOTAL						-37.88	37.88
Check	752	10/3/2007	Austin Childre...		Frost Bank Ch...		-2,500.00
					Community Dev...	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Check	753	10/9/2007	Headliners Club		Frost Bank Ch...		-567.19
					Chapter Meetin...	-567.19	567.19
TOTAL						-567.19	567.19
Check	754	10/10/2007	Austin Bar Fou...		Frost Bank Ch...		-350.00
					Advertising and ...	-350.00	350.00
TOTAL						-350.00	350.00
Check	755	10/11/2007	James C. Sims		Frost Bank Ch...		-50.00
					Promo Gifts	-50.00	50.00
TOTAL						-50.00	50.00
Check	756	10/12/2007	Edna Diaz		Frost Bank Ch...		-139.21
					Gifts	-139.21	139.21
TOTAL						-139.21	139.21
Check	757	10/12/2007	Association of ...		Frost Bank Ch...		-190.00
					Fidelity Bond Pr...	-190.00	190.00
TOTAL						-190.00	190.00
Check	758	10/16/2007	Bonnie Zook		Frost Bank Ch...		-187.50
					Community Dev...	-187.50	187.50
TOTAL						-187.50	187.50
Check	759	10/17/2007	Special Tees		Frost Bank Ch...		-177.32
					Community Dev...	-177.32	177.32
TOTAL						-177.32	177.32
Check	760	10/17/2007	Toni Beasley		Frost Bank Ch...		-2,961.51
					Chapter Retreat	-2,961.51	2,961.51
TOTAL						-2,961.51	2,961.51
Check	761	10/31/2007	Hilgers Bell & ...		Frost Bank Ch...		-229.39
					Diversity Project	-229.39	229.39
TOTAL						-229.39	229.39



9:21 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 11/13/07 **Check Detail**
 October 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	762	10/31/2007	Amanda Korte		Frost Bank Ch...		-978.79
					Board Members	-528.53	528.53
					Other (bus)	-450.26	450.26
TOTAL						-978.79	978.79
Check	763	10/31/2007	Barbara Mullen		Frost Bank Ch...		-400.00
					Members at Lar...	-400.00	400.00
TOTAL						-400.00	400.00
Check	764	10/31/2007	Allensworth & ...		Frost Bank Ch...		-417.00
					Board Members	-417.00	417.00
TOTAL						-417.00	417.00
Check	765	10/31/2007	Angie Kalsbeck		Frost Bank Ch...		-363.74
					Board Members	-363.74	363.74
TOTAL						-363.74	363.74
Check	766	10/31/2007	Bill Elkjer		Frost Bank Ch...		-400.00
					Members at Lar...	-400.00	400.00
TOTAL						-400.00	400.00
Check	767	10/31/2007	Lisa Grigar		Frost Bank Ch...		-400.00
					Members at Lar...	-400.00	400.00
TOTAL						-400.00	400.00
Check	768	10/31/2007	Austin Convent...		Frost Bank Ch...		-1,350.00
					Prepaid Expens...	-1,350.00	1,350.00
TOTAL						-1,350.00	1,350.00
Check	769	10/31/2007	Andrew Molnau		Frost Bank Ch...		-400.00
					Members at Lar...	-400.00	400.00
TOTAL						-400.00	400.00

