



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

October 9, 2007 @ 12:00

Item 1. Members Present:

Toni Beasley, Amanda Korte, Brenda Barnes, Debbie Roan, Karie Rivkin, Chris Sims, Bonnie Zook, James Cornell, Angela Sanford

Item 2. Members Not Attending:

Angie Kalsbeck, Elaine Burr & Chrissie Eastin

Item 3. Reading/Approval of the Minutes:

The September 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 September 30, 2007 is \$16,097.00 and the Money Market account balance is \$33,002.05.

Chris moved money from the checking account to the Money Market on October 3rd and that will be shown on the October financials. There is a positive net income of more than \$12,000 but there are still some expenses that are not all booked, including retreat expenses. Chris asked Debbie to call the Parmer Events Center and make sure all invoices have been paid in full. The deposit to the Hilton for the Diversity Symposium has been recorded as a prepaid expense on the balance sheet.

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

Item 5. Committee Reports:

Bar Liaison: (Angela Sanford)

Angela asked to get the Board's approval to run a ¼ page ad for the Austin Bar & Grill event. The price of the ad is \$350. Toni said that this is a good visibility piece. Amanda asked what the ad would say and Angela said that it will be something that basically says that ALA is proud to support the Austin Bar Foundation and we wish them the best of luck. This was approved

The Bar & Grill event is being held on Saturday, November 3rd and Angela said she was planning to attend and asked if anyone else was. Toni said she would go. We have until Friday the 19th to order tickets.

The Austin Bar Foundation Gala is in February. Each Board member (which includes Angela, through ALA) is being asked to donate 1 bottle of wine and 1 auction item. We have to have our donation by October 30th. Angela is going to find a good bottle of wine for under \$50. She asked about the dollar amount she could spend for the silent auction. Chris asked what we spent on the FALA Auction item and Toni said it was \$150. Toni then recommended that Angela come up with some ideas for an item that costs around \$100.

The Bar partners with the Department of Human Services, CASA of Travis County and Gardner-Betts Juvenile Center to consummate the adoption of at least 40 children. Those adoptions will be celebrated on November 15th at the Austin Adoption Day. At the event, the children and their siblings teddy bears are presented to the children. They are also given books from the "Adoption Day Bookstore" to take to their new home. Angela would like our Chapter to help gather Bears & Books for this event. Toni agreed that it is a good idea for us. Angela will help spread the word for Chapter members to donate.

If we have any events that we want posted on the ABA e-bulletin calendar we should send to Angela and she will forward them on.

She has looked into getting CLE for our Managing Partner's Breakfast and it should be pretty easy.

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

Debbie has been in contact with the Parmer Events Center to schedule our 2008 Legal Expo. She is currently considering dates in either the 3rd or 4th week of June as alternates if we don't want to have our Expo in August. Debbie pointed out that while we won't be violating timing rules by having it in August, it might look better if



we move it. Toni and Amanda both agreed and the Board approved moving it to June.

Debbie has received some of the surveys back and has gotten positive feedback from the vendors. They liked the new layout in the exhibit hall with the exception of some of the end booths on the first row. We are also going to need to work on the website before next year because there was some confusion about whether someone was registered or not.

Chapter Awards Committee: (Brenda Barnes)

The team has raised \$18,000 so far to help pay for the Diversity Symposium. They are still waiting to hear from two law firms as to the amount of their donation. A lot of vendors have donated at small amounts. All Gold Sponsors will get reserved tables with 8 seats and 2 vendors will be seated at each of those tables. The raised money should cover all of our expenses and we might profit as much as \$5,000. The profit will be split with the Travis County Women Lawyer's Association.

Barringer Legal Copies is donating the paper for the invitations as well as the printing. TCWLA recommends that we not waste time getting CLE credit for this since it is such a small hour amount. A PR firm is working on doing a press release.

Brenda said that if there are any firms that are having problems filling their tables there may be some law students that can be sponsored.

Formal invitations are going out by October 22nd and people will have up until the Friday before to register. The 500 invitations will be going to all legal administrators, all members of TCWLA and Managing Partners.

Sponsors will be recognized on the websites, and in the newsletters of both ALA & TCWLA. They will be listed on the invitations and on the tables.

Community Relations/Bar Activities: (Bonnie Zook)

The Bowling Party to celebrate the Community Challenge Weekend fundraiser will be held this Sunday. Bonnie doesn't have a whole lot of people signed up. The cost of the event is going to be around \$400 plus \$175 for the matching hats. We have raised over \$12,000 that is going to be presented to the Austin Children's Shelter at the party.

Compensation and Benefits Committee: (Chris Sims)

Chris is having some technical problems with the survey but things are getting ready to go out. Participation emails will go out in the next week or so and the survey will be opened immediately. It will close 2 weeks later and Chris will be able to see who



is left. The results will be available 2 weeks after the survey closes. Debbie asked if we can shorten the time it is open to 10 days. Toni said that we should keep it open 2 weeks but tell people it is open less time. Chris will be able to see who has and who hasn't participated. We normally get a 60% participation rate and he will be shooting for that.

Program/Education Committee: (Angie Kalsbeck, not attending)

The first CLM Study Group met and 7 people attended. They will be sending out the schedule of speakers/topics to the membership so they can determine future attendance. She would like to request \$500 of the Education/Program Committee budget be allocated as thank you gifts for any speakers and any miscellaneous expenses throughout the course. The Board approved this if she has the money in her budget available.

The October 25th lunch meeting is "Building a Competitive Edge – Creating a Client-Focused Firm." The speaker is Dena Raffte. The sponsor (most likely) will be the State Bar.

Debbie asked if we do the Expo in June if we are still going to do a half-day seminar. Toni said she seemed to think that Angie was open to moving their educational seminar that is normally held in March to June. Debbie should check with Angie to make sure.

Membership Committee: (Chrissie Eastin, not attending)

There is a \$500 Amex gift card somewhere that we received as prize money for the membership committee for the 2006 Tic-Tac ALA Membership Drive Raffle. We need to decide what to do with this money. Chris is going to check the safe deposit box and see if it is in there.

Newsletter Committee: (Karie Rivkin)

They are actively seeking ideas from members. They are going to run an article on the Chapter Retreat that they would like to have written by a first-time attendee.

Website Committee: (Elaine Burr, not attending)

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

Amanda is finishing getting everything together for the raffle gift baskets. They include a bunch of "Austin's Original" goodies. She is working with the



Convention and Visitor's Bureau to get the literature together. We will have some copies of the Austin Chronicle's Best Of issue to pass out from our Hospitality Booth. Amanda has 8 people signed up to work in the booth during the Oklahoma conference and we will all be wearing our "Keep Austin Weird" shirts while we are working in the booth.

Item 6. Old Business:

- a. *Chapter Retreat:* This was a great success. Toni pointed out that we spent a lot of money on it so we need to keep that in mind when planning our next event in two years.
- b. *Chair For Website Committee* – Elaine Burr has stepped down as Chair of the Website Committee and we need a replacement. She is still going to be available to make updates to the website she just won't be able to attend Board Meetings. Amanda will assume the role as Website Committee Chair and will basically act as a liaison to report information back and forth between Elaine and the Board.
- c. *\$500 Prize Money* – (see above under Membership Committee notes)
- d. *Any reference to PLMW in your firm?* Toni sent out information to the managing partners about Professional Legal Managers Week and asked if we had heard anything back. No one reported that they had.

Item 7. New Business:

- a. *FALA Check received* – Toni received a \$250 check from the Foundation of the Association of Legal Administrators that will be used to pay for the Diversity Symposium.
- b. *Donation to ALA Holiday Gala* – See notes under Bar Liaison Committee Report
- c. *¼ page ad for Bar & Grill* – See notes under Bar Liaison Committee Report
- d. *Extraordinary Law Firm Conference* – is being held January 25-26, 2008 in Carefree Arizona.
- e. *Merge of Dewey Ballentine and LeBoeuf, Lam, Green & MacRae LLP – new firm: Dewey & LeBoeuf LLP – W9 to Chris*
- f. *Daylight Savings Time ends November 4*
- g. *Discussion about Reveue* – We are still going to do the Legal Expo but we need to discuss ways to raise more revenue. We need to have more Board talks about putting a budget together for next year. Debbie suggested that the current board should put together a proposed budget that next year's board can ratify. Toni agreed that we should do this.



Item 8 & 9. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, November 13th at Schwartz & Eichelbaum at 12:00pm



ATTACHMENT A

10:58 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
10/09/07 **Balance Sheet**
Accrual Basis **As of September 30, 2007**

	<u>Sep 30, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	16,097.00
Frost Money Market	33,002.05
Total Checking/Savings	<u>49,099.05</u>
Total Current Assets	49,099.05
Other Assets	
PPD Expense - Diversity Sem...	1,375.00
Prepaid Expense-2007 Retreat	6,747.04
Total Other Assets	<u>8,122.04</u>
TOTAL ASSETS	<u>57,221.09</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-2007 Expo	-486.00
Total Other Current Liabilti...	<u>-486.00</u>
Total Current Liabilities	<u>-486.00</u>
Total Liabilities	-486.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	12,215.49
Total Equity	<u>57,707.09</u>
TOTAL LIABILITIES & EQUITY	<u>57,221.09</u>



ATTACHMENT B

10:58 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 10/09/07 **Profit & Loss**
 Accrual Basis **April through September 2007**

	Apr - Sep 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	32,282.97
Total Business Partner Fair	46,200.47
Education	
Meeting Receipts	2,214.00
Seminars	2,220.00
Education - Other	55.53
Total Education	4,489.53
Membership Dues	
'07-'08 Membership Dues	7,050.00
Total Membership Dues	7,050.00
Newsletter Ads	400.00
Salary Survey	1,200.00
Total Income	59,340.00
Expense	
Bank Service Charges	520.36
Board Expenses	
Advertising and Promotion	838.00
Gifts	573.51
Total Board Expenses	1,411.51
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	-523.86
Community Development	1,033.18
Continuing Leadership Institute	
Board Member-CLI	1,149.72
President - CLI	725.46
Total Continuing Leadership Institute	1,875.18
Diversity Project	73.52
Education Costs	
Chapter MeetingLunches	547.63
Lunches-Education Seminar	3,224.32
Total Education Costs	3,771.95
Education Seminar	6,409.62
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	10,047.84



10:58 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
10/09/07 **Profit & Loss**
Accrual Basis **April through September 2007**

	<u>Apr - Sep 07</u>
New Member Functions	
Buddy Happy Hours	189.38
New Member Lunches	419.63
Total New Member Functions	609.01
Newsletter	282.40
Salary Survey Costs	6,880.00
Website	
Designer Fees	151.55
Monthly Fee	227.28
Total Website	378.83
Total Expense	47,329.99
Net Ordinary Income	12,010.01
Other Income/Expense	
Other Income	
Interest Income	205.48
Total Other Income	205.48
Net Other Income	205.48
Net Income	<u>12,215.49</u>



ATTACHMENT C

11:01 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 10/09/07 **Deposit Detail**
September 2007

Type	Num	Date	Name	Account	Amount
Deposit		9/7/2007		Frost Bank Ch...	1,180.00
			Aramark	Business Partne...	-1,124.47
			Aramark	Education	-55.53
TOTAL					-1,180.00
Deposit		9/11/2007		Frost Bank Ch...	400.00
			JPM Enterprises...	Newsletter Ads	-400.00
TOTAL					-400.00
Deposit		9/11/2007		Frost Bank Ch...	75.00
			Walsh Anderson	'07-'08 Member...	-75.00
TOTAL					-75.00
Deposit		9/24/2007		Frost Bank Ch...	70.00
			Hampton Inn & ...	Business Partne...	-70.00
TOTAL					-70.00
Deposit		9/24/2007		Frost Bank Ch...	75.00
			Bill Elkjer	Chapter Retreat	-75.00
TOTAL					-75.00
Deposit		9/24/2007		Frost Bank Ch...	600.00
			Various	Chapter Retreat	-600.00
TOTAL					-600.00
Deposit		9/30/2007		Frost Bank Ch...	225.00
			Carol Shaffer	Chapter Retreat	-75.00
			Diana Stangl	Chapter Retreat	-75.00
			Karie Rivkin	Chapter Retreat	-75.00
TOTAL					-225.00
Deposit		9/30/2007		Frost Bank Ch...	6,527.86
			State Bar of Tex...	Platinum Sponsor	-3,052.50
			PayPal	Bank Service C...	88.82
			Kilpatrick Equip...	Silver Sponsors	-877.50
			PayPal	Bank Service C...	25.75
			Central Transpo...	Bronze Sponsors	-545.00
			PayPal	Bank Service C...	16.11
			Austin Business...	Gold Sponsors	-850.00
			PayPal	Bank Service C...	24.95
			Office Depot	Bronze Sponsors	-525.00
			PayPal	Bank Service C...	15.53
			Move Solutions	Bronze Sponsors	-475.00
			PayPal	Bank Service C...	14.08
			AFLAC	Bronze Sponsors	-400.00
			PayPal	Bank Service C...	11.90
TOTAL					-6,527.86



ATTACHMENT D

11:00 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 10/09/07 **Check Detail**
September 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	733	9/11/2007	The Opportunit...		Frost Bank Ch...		-50.00
					Gifts	-50.00	50.00
TOTAL						-50.00	50.00
Check	734	9/11/2007	Internet Media ...		Frost Bank Ch...		-37.88
					Monthly Fee	-37.88	37.88
TOTAL						-37.88	37.88
Check	735	9/11/2007	nichepubs		Frost Bank Ch...		-838.00
					Advertising and ...	-838.00	838.00
TOTAL						-838.00	838.00
Check	736	9/11/2007	Austin Convent...		Frost Bank Ch...		-1,810.00
					Facilities	-1,810.00	1,810.00
TOTAL						-1,810.00	1,810.00
Check	737	9/11/2007	CDS		Frost Bank Ch...		-3,319.07
					Facilities	-3,319.07	3,319.07
TOTAL						-3,319.07	3,319.07
Check	738	9/11/2007	Toni Beasley		Frost Bank Ch...		-70.36
					Gifts	-70.36	70.36
TOTAL						-70.36	70.36
Check	740	9/11/2007	Austin Convent...		Frost Bank Ch...		-1,150.00
					Prepaid Expens...	-1,150.00	1,150.00
TOTAL						-1,150.00	1,150.00
Check	741	9/11/2007	Stevie Ray's Im...		Frost Bank Ch...		-846.41
					Education Semi...	-846.41	846.41
TOTAL						-846.41	846.41
Check	742	9/11/2007	Special Tees		Frost Bank Ch...		-1,308.74
					Other	-1,308.74	1,308.74
TOTAL						-1,308.74	1,308.74
Check	743	9/11/2007	Debbie Roan		Frost Bank Ch...		-96.49
					Business Partne...	-96.49	96.49
TOTAL						-96.49	96.49
Check	744	9/11/2007	Capital Chapte...		Frost Bank Ch...		-6,880.00
					Salary Survey C...	-6,880.00	6,880.00
TOTAL						-6,880.00	6,880.00



11:00 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 10/09/07 **Check Detail**
September 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	745	9/14/2007	Chrissie Eastin		Frost Bank Ch...		-135.00
					New Member Lu...	-135.00	135.00
TOTAL						-135.00	135.00
Check	746	9/19/2007	MPS, Inc.		Frost Bank Ch...		-60.00
					Chapter Retreat	-60.00	60.00
TOTAL						-60.00	60.00
Check	747	9/21/2007	Strasburger & ...		Frost Bank Ch...		-59.00
					Gifts	-59.00	59.00
TOTAL						-59.00	59.00
Check	748	9/30/2007	Debbie Roan		Frost Bank Ch...		-87.44
					Other	-87.44	87.44
TOTAL						-87.44	87.44
Check	749	9/30/2007	Haynes & Boon...		Frost Bank Ch...		-109.63
					New Member Lu...	-109.63	109.63
TOTAL						-109.63	109.63
Check	750	9/30/2007	MPS, Inc.		Frost Bank Ch...		-316.14
					Chapter Retreat	-316.14	316.14
TOTAL						-316.14	316.14

