



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

September 11, 2007 @ 12:00

Item 1. Members Present:

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

Item 2. Members Not Attending:

Karie Rivkin, Elaine Burr, James Cornell

Item 3. Reading/Approval of the Minutes:

The August 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 August 31, 2007 is \$24,258.30 and the Money Market account balance is \$32,963.14.

Chris will move a majority of the funds in the checking account to the money market account.

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

The net income in August is high because of the proceeds from the Vendor Expo. Toni asked Chris if there were any big expenses that haven't been paid. He said we will need to pay approximately \$7,000 for the compensation survey. He put the questions out to the board. Angela reported that most of the major expenses had

already been paid for the chapter retreat. Brenda said that we will need to give a \$1,300 deposit to the Hilton as a deposit for the diversity symposium.

Chris reported that the annual tax return will be submitted this month.

He reported that the fidelity bond was ready to be bound with an effective date of August 26, 2007 so that there would be no lapse in coverage. This is a \$75,000 bond and we will pay about \$190 for it. The coverage with the international association is \$125 but, as mentioned in a previous meeting, we don't qualify for that bond because we don't have a segregation of duties. Brenda mentioned that we might consider adding that segregation. Chris asked if we could move forward with the bond and the board agreed.

Item 5. Committee Reports:

Bar Liaison: (Angela McEntire)

Angela went to the new member orientation on August 30th. She recommends that we all take a look at the Austin Bar Association's website (austinbar.org) because of the great resources available there.

She suggested that we can get with them between now and the End of the Year to work on a joint event that will help us with the Bar Relations Award. They have their annual Bar and Grill Event Show that will be held on November 3rd and Angela has placed a call to see if Administrators can go.

They also have their Austin Adoption Day on November 15th. This event centers around the pro bono services of Austin Bar attorneys who give their services to families who want to adopt but can't afford the adoption fees. They are asking for donations such as teddy bears and she recommended that we do something to get connected with that.

They also need funds to produce a pamphlet for homeless people to give them information on legal services available to them. Finally there is an e-bulletin that we can advertise in as well as a calendar. We should send events to Angela so she can add them to that calendar.

Angela reported that at the Austin Bar there is a conference room that holds 75 – 100 people that we can use for free and that we might consider using for an education seminar.

Toni asked if we can get on their website. Angela is going to try to get us on. She said the CLE application process on their website seems easy enough to use so that we can use it for the diversity symposium and might also consider doing it for the managing partner's breakfast.



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

Debbie passed out a spreadsheet showing the approximate net proceeds of the event at a little more than \$36K. She has gotten great verbal feedback from both our vendors and members about the event. We had 59 exhibitors and she is recommending that we limit to 60 in the coming years.

She has been thinking more about and working on researching what to do about our expo next year. She talked to the person in charge of the golf tournament with the Dallas Chapter. She learned that it is a full day and night event but involves a lot of preparation work. She's not sure if we would have great participation in either that or another event (ie casino night).

Parmer Events Center is calling her trying to get her to firm up a date if we are going to have it there again.

Amanda said that she thinks we should keep the show next year since we have such a solid template in place for the event and because we really can't afford to lose the revenue. Toni agreed saying that she thinks we'd get higher member participation in an event that is already known and doesn't take a full-day commitment.

Debbie said that we really have to decide now so that our local vendors can plan their budgets, and so that we can plan ours. She is recommending that we continue with the Expo but do it earlier in the year, and just be sure to plan it so it meets the time frame about scheduling around the international conference. She feels that a chapter our size, where this event is our main fundraiser, can't afford to go without it.

Amanda agreed and reminded everyone that the majority of our participating vendors are small and local anyway, and either can't afford and wouldn't be interested in participating in the Regional event being held here in 2008. And our larger vendors will be planning on buying booths at the Regional event anyway.

Chris said we should still look at other revenue sources to offset our revenues. Toni also said that we need to be thinking about our additional costs in 2008. We are going to have more people attending the Regional Conference so we will have higher registration fees. And although we'll save by not paying board member travel we will still need more money. She suggested that we work on projecting our budget for next year.

Toni then tabled the topic for next month when we can start looking at ideas to reduce expenses and increase revenue.

Chapter Awards Committee: (Brenda Barnes)



Brenda reminded everyone that we need to be keeping up with the list of items on the grid she previously created so we are earning points for the President's Award.

She reported that the Diversity Symposium plans are rapidly progressing. The committee met with the Travis County Women's Lawyers Association to firm up some details. They are going to be announcing sponsorship opportunities for law firms as they are now expecting about 200 people and the gross budget is now at approximately \$20,000. They will be charging \$45 at the door but are still in need of additional funds.

Sponsoring law firms (and business partners) will be able to get free seats to the symposium in return for their donations.

She is going to be sending a save the date email to our membership next week, as will both the Austin Bar and the State Bar to their members. She is hoping to get in touch with some of the larger firms who don't have ALA members.

We should hear about the FALA grant this week and she is applying for the CLE credit this week as well. She has created the survey and the survey will be delivered with the invitations. The survey asks about demographics from women attorneys and the results will be used by Hildebrandt to determine the topics to be used in the symposium. She anticipates that while there will be structured talking points, the speakers will be in a more casual conversation-like setting.

Brenda asked if the invitations that are sent out should be personalized and the board said that they should be.

Finally she solicited ideas for vendors that may be interested in sponsoring and was given a list of names from other board members of vendors that have previously expressed interest in doing more things as well as a couple of women-owned businesses who may take a special interest.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie's committee is continuing to raise funds for the Austin Children's Shelter. She reported that she had sent out an email asking for donations from members and from member law firms. A couple of board members said that they had not seen the email. Bonnie will resend it in hopes of triggering some more donations.

The bowling party for the children from ACS is going to be held on Sunday, October 14th at Dart Bowl. She will send out more information on that in the next week or so as well.

Compensation and Benefits Committee: (Chris Sims)



Chris reported that the agreement with the DC Chapter has been signed to purchase the survey from them. Chris will write the check and send it so we should be up and running in the next week or so. There will be an update in the newsletter. The results are expected between October 1st and October 15th. We are running about 2 weeks behind from last year. The survey will be sent via e-mail and responses will be given online. They will be available to download or print. Chris will be seeking a vendor sponsorship of \$1,000. The sponsor will get a link on the survey site directly to their own site.

Program/Education Committee: (Angie Kalsbeck)

They are starting to work on planning the Holiday party and they will be announcing the date as well as more details very soon. The topic for this month's chapter meeting luncheon is "Trends in Professional Liability Insurance."

Membership Committee: (Chrissie Eastin)

The New Members Benefits Webcast is on September 20th. Marti and Cara are hosting. There will be a \$50 cash door prize given at the webcast to encourage participation.

The committee met in late August to go over the rest of the year's events. Committee is putting together the "Private Eye Award" descriptions for the Holiday Party over the next couple of months and will be ready to announce the candidates to the board in late November. They will be giving out: A New Member Award, Member at Large Award, and Committee Member Award.

Chrissie will be on maternity leave as of Friday, September 14th and will return November 19th. However she will be keeping in touch by email.

Newsletter Committee: (Karie Rivkin, not attending)

No report, but the newsletter will be coming out in the next couple of weeks.

Website Committee: (Elaine Burr, not attending)

Toni reported that Elaine has asked to step down as chair of the committee and recommends that her committee be combined with the Newsletter Committee. She will also be withdrawing from the board. Discussions began about whether or not to merge the committee or keep the separate and bring in a new Website Committee Chair. Further discussions will be needed.

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



The committee has 9 members on it and met last week to plan. Amanda has been in touch with both the Region 4 and Region 6 Board Directors. At this time, our main focus is to make our hospitality booths ready for the Oklahoma and Tucson Conferences.

It was decided that we will not send a representative to the Tucson Conference, we will just ship our gift basket, giveaways and promotional material and the Region 6 director will set it up for us.

Amanda and Toni went to the City Store to get ideas for what will go in our gift basket. Amanda is going to be purchasing the items in the coming weeks. Basically we are trying to get 1 item from each of the things that make Austin special. Amanda recommended that we spend about \$100 per gift basket and the board members agreed. We will set up a bowl to collect cards and will draw a winner in the afternoon on Friday. (In Tucson we will ask the director to do this for us.)

Amanda reported that we are going to get some free brochures from the Austin Convention Center and Tourism Bureau that we can have at the booth. She also told everyone that the Austin Chronicle's Best of issue comes out in October so we can get some issues to have to take with us as well.

Within the booths everyone is going to be wearing a "Keep Austin Weird" t-shirt as well as the individual's favorite Austin representative hat. Amanda suggested that the Board pay for the shirts and that the individuals provide their own hats. That was agreed to.

Item 6. Old Business:

a. Chapter Retreat: Angela said that 27 members have registered. We budgeted and paid for 40. She is going to talk to the Flying L about dropping 4 rooms if they can be resold we might be able to recoup some of those costs. She has been asked by people if they can bring a guest and people have been asked to pay the additional cost. People who have requested single occupancy rooms are paying \$75 per room so anyone who wants to bring a guest will pay the additional \$75. If she can't get the rooms released she is going to send an email for the 10 remaining spots, to those already registered, to get the open rooms and it will be first come, first serve. She mentioned that less than 1/3rd of the membership is going and this is something we should definitely keep in mind when planning our future retreats.

She is going to be sending out the final room assignments later this week.

b. Region 4 Scholarship – Andrew Molnau won the Region 4 scholarship that was given out at the Legal Expo. Karen Sue Doughty is the backup. Andrew had asked if



he could use this scholarship plus the funds already available to the membership at large to cover the cost of attending the conference. It had been agreed by Board members in emails over the last month that it would be okay for him to have both.

Item 7. New Business:

- a. *Andrew Molnau scholarship* – see notes under Old Business
- b. *Elaine Burr's request to merge the Website and Newsletter Committees* – see notes under Website Committee report
- c. Early Registration for the OKC conference is September 19th. Toni will send a reminder to the membership at large to remind them.
- d. Professional Legal Management Weeks is October 1st through the 5th. The objectives of Professional Legal Management Week are:

*To provide awareness, understanding and education about the legal management profession, and

*To increase knowledge of the diverse roles within the profession.

Toni has \$500 that we were awarded for a Membership Tic Tac Toe project that we did last year. Originally that money was to go toward a 100th Member Party. Because we have had resignations and retirements this year, the 100 Member Party will not happen. She is suggesting that we use the money for PLMW. She was thinking something visual like a balloon so that people will ask why they received it. Debbie thought that may not go over well with staff and attorney. Toni also had the idea of sending a letter to the Managing Partners to thank them for their support of ALA and their legal managers and to explain PLMW. The Board agreed that this is the way to go. Toni will send an email to the Chapter to get an updated listing of their Managing Partners for the letter.

Item 8 & 9. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, October 9th. James Cornell had originally offered to host but has since moved to another law firm. Toni will check with him to see if we can have it at his new firm and will email all board members to tell them where the next meeting is to be held.



ATTACHMENT A

11:43 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
09/11/07 **Balance Sheet**
Accrual Basis **As of August 31, 2007**

	<u>Aug 31, ...</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	24,258.30
Frost Money Market	32,963.14
Total Checking/Savings	<u>57,221.44</u>
Total Current Assets	57,221.44
Other Assets	
PPD Expense - Diversity Semin...	1,375.00
Prepaid Expense-2007 BusPtr ...	-1,150.00
Prepaid Expense-2007 Retreat	6,747.04
Total Other Assets	<u>6,972.04</u>
TOTAL ASSETS	<u>64,193.48</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-2007 Expo	-486.00
Total Other Current Liabilities	<u>-486.00</u>
Total Current Liabilities	-486.00
Total Liabilities	-486.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	19,187.88
Total Equity	<u>64,679.48</u>
TOTAL LIABILITIES & EQUITY	<u>64,193.48</u>



ATTACHMENT B

11:43 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 09/11/07 **Profit & Loss**
 Accrual Basis **April through August 2007**

	Apr - Aug 07
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	3,082.50
Gold Sponsors	1,602.50
Silver Sponsors	2,507.50
Business Partner Fair - Other	31,088.50
Total Business Partner Fair	38,281.00
Education	
Meeting Receipts	2,214.00
Seminars	2,360.00
Total Education	4,574.00
Membership Dues	
'07-'08 Membership Dues	6,975.00
Total Membership Dues	6,975.00
Salary Survey	1,200.00
Total Income	51,030.00
Expense	
Bank Service Charges	323.22
Board Expenses	
Gifts	394.15
Total Board Expenses	394.15
Business Partner Fair Expenses	
Facilities	2,581.50
Food	2,760.00
Other	500.00
Vendor Appreciation Party	2,097.21
Total Business Partner Fair Expenses	7,938.71
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	5,563.21
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
New Member Functions	
Buddy Happy Hours	189.38
New Member Lunches	175.00
Total New Member Functions	364.38
Newsletter	282.40



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09/11/07 **Profit & Loss**
Accrual Basis **April through August 2007**

	<u>Apr - Aug 07</u>
Website	
Designer Fees	151.55
Monthly Fee	189.40
Total Website	<u>340.95</u>
Total Expense	<u>32,008.69</u>
Net Ordinary Income	19,021.31
Other Income/Expense	
Other Income	
Interest Income	166.57
Total Other Income	<u>166.57</u>
Net Other Income	<u>166.57</u>
Net Income	<u><u>19,187.88</u></u>



ATTACHMENT D

11:43 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 09/11/07 **Check Detail**
August 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	721	8/6/2007	Hilton Hotels		Frost Bank Ch...		-1,375.00
					PPD Expense - ...	-1,375.00	1,375.00
TOTAL						-1,375.00	1,375.00
Check	722	8/10/2007	Chrissie Eastin		Frost Bank Ch...		-189.38
					Buddy Happy H...	-189.38	189.38
TOTAL						-189.38	189.38
Check	723	8/10/2007	Internet Media ...		Frost Bank Ch...		-37.88
					Monthly Fee	-37.88	37.88
TOTAL						-37.88	37.88
Check	724	8/10/2007	Headliners Club		Frost Bank Ch...		-547.63
					Chapter Meetin...	-547.63	547.63
TOTAL						-547.63	547.63
Check	725	8/10/2007	AVW-TELAV		Frost Bank Ch...		-225.00
					Education Semi...	-225.00	225.00
TOTAL						-225.00	225.00
Check	726	8/14/2007	Stevie Ray's Im...		Frost Bank Ch...		-3,000.00
					Education Semi...	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Check	727	8/14/2007	Aramark		Frost Bank Ch...		-5,098.21
					Education Semi...	-2,338.21	2,338.21
					Food	-2,760.00	2,760.00
TOTAL						-5,098.21	5,098.21
Check	728	8/15/2007	Chrissie Eastin		Frost Bank Ch...		-500.00
					Other	-500.00	500.00
TOTAL						-500.00	500.00
Check	729	8/15/2007	Tracy Galow		Frost Bank Ch...		-50.00
					Business Partne...	-50.00	50.00
TOTAL						-50.00	50.00
Check	730	8/15/2007	Blumberg - Exc...		Frost Bank Ch...		-400.00
					Bronze Sponsors	-400.00	400.00
TOTAL						-400.00	400.00
Check	731	8/15/2007	NetSimplicity		Frost Bank Ch...		-75.00
					Business Partne...	-75.00	75.00
TOTAL						-75.00	75.00



