



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators



**Minutes from the April 2008 Board Meeting of the  
Austin – Central Texas Chapter  
Association of Legal Administrators**

**April 8, 2008 at 12:00 p.m.**

**Members Present:**

Brenda Barnes  
Toni Beasley  
Chris Bhamani  
Chrissie Eastin

Bill Elkjer  
Angie Kalsbeck  
Amanda Korte  
Cara Mueller

Karie Rivkin  
Debbie Roan  
Peggy Shaw  
Chris Sims

**Members Not Attending:**

James Cornell      Diana Stangl

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

The March 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 March 31, 2008 is \$3,488.93 and the Money Market account balance is \$39,671.12.

A Balance Sheet for the period ending March 31, 2008 is attached hereto and made a part of these minutes. (Attachment A)

The Profit & Loss information for April 2007 through March 2008 is attached hereto and made part of these minutes. (Attachment B)

The Check Detail and Deposit detail for the period ending March 31, 2008 are attached hereto and made a part of these minutes. (Attachments C and D)

The Budget Sheets for the Board/Chapter as well as for each committee for April 2007 through March 2008 are attached hereto and made part of these minutes. (Attachment E)

Chris reported that we ended last year's fiscal year with a \$6,606.55 loss after projecting around a \$15,000 loss. We should continue to be conscientious about the budget this coming year. Each committee needs to take a look at its budget list and come up with a budget for April 2008 through March 2009. Bill Elkjer should meet with Angie to determine the budget for the new Communications Committee. We have an expensive year coming up due to the Region 4/6 Conference, so committees should spend as little as possible and look for earning potential. Chris will send a blank template to each Committee Chair and updated budgets should be returned to Chris by April 25, 2008. He is happy to help committees with budgeting. These budgets will then be compiled for review by Angie, Chris, Cara, and Amanda.

The annual audit of the books needs to be performed by the Secretary and President-Elect by May 1, 2008.

Chris will update the bank signature cards to add Cara and remove Toni.

Chris will send the Chapter Board budget for approval.

Chris continues to move money to the money market account when appropriate.



**Item 3.      Committee Reports:**

**Bar Liaison: (Toni Beasley)**

Toni attended her first meeting as the Bar Liaison on \_\_\_\_ . It has been very beneficial to ALA to have representation on the Bar's Board and Toni is very excited to be part of it.



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

Debbie reported that there were a few glitches with business partner registration for the upcoming Expo, but Chris B. took care of everything ASAP. Seven companies have already signed-up including two Gold booths from Austin Shred and Prescott Legal. That is approximately a \$5,000 commitment. The deadline for registration is this Friday, April 11<sup>th</sup>.

The Business Partner Relations Committee will be sending emails out to all of the business partners over the next week. The deadline to send out the emails is this Friday, April 11<sup>th</sup>.

Debbie will send a reminder email to the chapter members about the Business Partner happy hour on April 17<sup>th</sup> at Moonshine.

Toni reported that ALA Headquarters is sending out a blast email this week to all of the potential vendors for the Region 4/6 Conference so that registration can start for that event.



Chapter Awards Committee: (Brenda Barnes)

Brenda reported that the Chapter Awards Committee is waiting to hear about this year's awards before determining our focus for the upcoming year. They will be meeting in the coming weeks as they work on their committee goals and budget.



Community Relations: (Peggy Shaw)

Peggy reported that the Community Relations Committee has the same committee members as last year. They met a few weeks ago to plan for the Relay for Life Event and to brainstorm about ideas for next year. Relay for Life will take place on April 26<sup>th</sup> & 27<sup>th</sup> at the Westlake High School Chaparral Stadium. They currently have eleven Chapter members signed-up. To date the team members have raised \$1,655 and will be adding a \$1,000 chapter donation to that.

Bonnie Zook and Peggy discussed having a table at the next luncheon meeting for members to purchase luminarias in honor of loved ones affected by cancer. They will be decorated and placed on the track at Relay for Life. The proceeds from the luminaria sales will then be added to the team's donation.



Compensation and Benefits Committee: (Chris Sims)

Chris reported that Deb Krutsinger, Elaine Burr and Robert Matta have left the committee, but that Toni has joined it.

One of the goals of the committee for this year is to get more input from the membership. He indicated that we seem to get the same input every year (add a few positions such as catering and break up the legal assistant categories by reducing the ranges for years of experience). His priority is to update the position titles since we haven't focused on them in several years and to determine job descriptions and relevancy of each position in today's market. He would like to filter any changes through the membership and not just through the committee to ensure it is benefiting the group.

Chris felt that raising the price of the survey for non-participating, non-member firms to \$300 was a good decision this year. He is thinking of charging that same price for non-participating, member firms this year as well. Those who do not participate but buy the survey don't seem to blink an eye at paying \$250 and there is no reason why non-participating members should get a deal. This is the only salary survey in town and the national survey isn't as helpful locally. Chris also is considering selling advertising and changing the look of the survey.



Program/Education Committee: (Diana Stangl)

Toni reported that Diana's committee is meeting on April 11<sup>th</sup> to discuss what should be covered on the leasing management seminar. Conflict resolution will be the topic at the April luncheon meeting. The May luncheon meeting topic is TBD but will probably include conference highlights from attendees as in prior years.





Membership Committee: (Chrissie Eastin)

Chrissie reported that the online renewals went very well. They have stopped coming in and they have thirty members who have not paid. The good thing is that 97 people have already renewed their memberships to national, so it may just be a matter of making renewals a priority. Chrissie will make sure someone follows-up with these members. Chrissie will send an updated membership list tomorrow. Chrissie did not hear any feedback about the increase in dues this year.

The Membership Committee will be meeting on April 16<sup>th</sup>. Barbara Mullen joined the committee. At the meeting the committee will set a date for new member orientation and discuss the Buddy program.

We have three recent additions to the chapter:

Tina Ross  
Armbrust & Brown, L.L.P.  
Human Resources Director

Chris Gibson  
Popp Gray & Hutcheson, LLP  
Chief Operations Officer

Vickie Ann Daniel  
Cantey & Hanger LLP  
Administrator

\*Vickie is a member of the Fort Worth chapter



Newsletter Committee: (Karie D. Rivkin)

Karie recently sent the newsletter via email as an attached PDF and received no feedback (good or bad). Chrissie mentioned that she thought a few pages were missing under the committee reports – possibly under Education. Karie and Chris Bhamani will look into that. Otherwise Chrissie thought it was really easy.

Karie mentioned that PDF was created using Adobe 8 which allowed it to be an interactive file, but she wasn't sure if users not using that version would be able to utilize the interactive features. Having the format interactive allows a user to highlight contact info, click on links, etc. The next newsletter is scheduled to go out in the same format. The June newsletter will focus on the green law firm and the committee is looking for ideas for September and December, so please send them on to Karie.



### Website Committee: (Chris Bhamani)

Chris reported that she installed Go Live and got a copy of our files from Pam at Incorporating Design, but she still has some glitches to work out. Her committee met about a month ago and brainstormed ideas they would like to see on the redesigned website. They will be having another meeting very soon.

Chris has been working with some friends to create a demo site in Joomla, which is the freeware she is proposing to use for creating the website. The demo site she showed the board was put together in about five days and already had many of the features installed that we are looking for. She is still going to work on the "look" of the site, including the colors, layout, etc but pointed out some features that our redesigned site will be able to do.

Some of the features are:

- Having a "News" section at the top of either the home page or each page that refreshes each time the site is refreshed or revisited.
- Banner ads on each page or just on home page / rotating or not
- Officer links under "Officers" section
- The ability for committee members to update their own pages as well as to upload their own articles, pictures, video, etc.
- Newsletter search function
- Straight newsletter link
- Listing of business partners with logo link to their websites
- Calendar of events
- Polling ability
- Registration form to join ALA
- Members able to edit contact information
- Ability to replace Yahoo "listserve" distribution group
- Member contact information with photo

Brenda asked if we would be able to set-up on-line registration for all of our events and if we would be able to establish separate polls for each committee. Chris indicated that we could set up registration for any event and could create as many polls as we would like.

Chris mentioned that the old programmer has control of files and they'll have to share those files, but it shouldn't be an issue. For everything we want to do on the website, Chris estimated the cost at less than \$1,000 to convert. We pre-paid for a year of hosting service already, but would have to get a new host that could support Joomla. She has the recommendation of one that would be only about \$10/month. Currently we are still using Pam @ Incorporating Design to make changes to our website. We will have to continue to do that until the site is completely converted. Brenda asked how much that was costing. Chris reported that it is a very fair hourly amount. As an example, she just paid \$185 to implement the pay-on-line function for



renewals. Once converted we would take care of our own website and administration. If Chris was no longer around to assist, Hostmysite.com does the hosting and would be able to take care of anything we needed.



2008 Regional 4 & 6 Conference: (Amanda Korte)

Amanda reported that the planning committee has confirmed almost all of the speakers for the conference. There will be great local speakers and the education looks good overall. She is hoping that people will have the desire to attend.

Amanda reported that the Conference Committee will have a booth during the Seattle Conference and will find out at the next conference call on Thursday if we need to do anything for the booth and for how long.

Amanda met with Chris S. and Angie about the budget and has received a lot of guidance from the Oklahoma City Chapter's budget from last year's regional conference. However, we must keep in mind that their event was one third our size and only included Region 4. She will work closely with her committee to determine an appropriate budget and is hoping to get some support from Business Partners to help with some of the expense.



Communications: (Bill Elkjer)

No report at this time.



**Item 4. Old Business:**

- It was discussed that we have considered working about \$12,000 into the budget to cover registration for 40 members to the Regional Conference. We discussed whether or not to require committee participation and/or service at the conference. Debbie thinks there should be a direct link to those who serve (write an article, etc). It was agreed that we will need a lot of volunteers at the conference and that we don't want to be short-staffed. It was asked how we were going to make sure someone had participated when they ask for reimbursements. Amanda suggested that we make each member designate their "involvement" on the reimbursement request form. That way Chris won't have to "police" whether someone actually participated. Our goal is to get people active who may not have taken advantage of the ALA benefits in the past. The general consensus was that we most likely wouldn't have more than 40 people interested in attending. Angie will determine how many committee members we have and then will open discussion on whether we should give them first dibs on paid registration or if we should open it up to the entire membership. Amanda mentioned that the planning committee has ten people who most likely will attend.
- A \$250 print was submitted by Chrissie for the silent auction.
- A CLM scholarship was approved last year for one test taker to have his/her exam fee paid.



**Item 5. New Business:**

- Committees should take a look at their goals and send final list to Angie by April 25<sup>th</sup>.
- Amanda is coordinating the Annual Conference Chapter Dinner and needs to set a price amount for the approximately ten people attending. Last year's budget was \$50 per person for Las Vegas and she would like to up it to \$75 per person. The purpose of the dinner is to get people together other than Board members. Amanda will send an email around to get a more comprehensive attendance list. Brenda was opposed to raising the budget to \$75 per person since we are trying to save money and we are making decisions without having an idea of where we are going to stand financially. Bill then suggested that we leave the budget at \$50 per person and that the chapter buy two bottles of wine. It was approved unanimously.
- Chrissie announced that the annual conference is still in need of session managers.
- We discussed several options on how to thank Danelle Awtry at the Stephen F. Austin Hotel for sponsoring our Board Retreat. A suggestion was to keep the current banner ad on our website while another suggestion was a flower arrangement. We will table this for now and discuss again later.
- The Chapter Leadership Institute will be held on June 27<sup>th</sup>-29<sup>th</sup>. The registration for the President-Elect is paid for by ALA Headquarters. In the past we have also paid to send the President or one other Board Member. Last year, we increased the budget to send three other Board Members at the price of approximately \$900 per attendee. Angie asked if we would like to continue that this year and the Board agreed. Also, as a side note, Toni will also be attending as a representative for Region 4 but our chapter will not be paying for that. Angie will send an email to the Board to see who else would like to attend.
- The Board discussed the stipend we give to the annual conference and how many to award this year and to whom. It was decided to continue the scholarship and to promote it through the Membership Committee. It was also decided to award this scholarship to the Qwest Award nominee.
- The chapter had previously run an ad announcing the chapter officers in Austin Lawyer and we discussed running an ad again this year. Chris S. said we should take advantage of any free opportunities and since this was very expensive at \$700. It was mentioned that we could ask them to write an





article about it instead of producing an ad, in light of our new relationship with them. Bill and Toni will discuss further.

- Angie will send an email to Board members to find dates each is able to host a Board meeting.
- Budgets will be circulated before next weekend. Committee budgets are due to Chris S. by April 25<sup>th</sup>. Angie explained that in previous years the budgets have been approved by Board vote but they have been approved with out regards for the overall financial position of the Chapter. She is proposing that the Board Officers meet and review all budgets before they are officially submitted to the Board for approval. The goal is to make sure that we are not budgeting for a loss again, or that it is manageable. She hopes to challenge Committee Chairs to find more ways to increase income or to reduce expenses. The officers will meet the week of April 27<sup>th</sup> to review and approve. Chapter/Board budget will be completed after that and will be submitted to the Board electronically for approval.



**Item 6.     Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for May 13, 2008 at 12:00 p.m.



**Balance Sheet**

As of March 31, 2008

	<u>Mar 31, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	3,488.93
Frost Money Market	<u>39,671.12</u>
<b>Total Checking/Savings</b>	43,160.05
<b>Other Current Assets</b>	
Prepaid Expense-2008 Expo	<u>1,350.00</u>
<b>Total Other Current Assets</b>	<u>1,350.00</u>
<b>Total Current Assets</b>	<u>44,510.05</u>
<b>TOTAL ASSETS</b>	<u><u>44,510.05</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Prepaid Income-Member D...	<u>5,625.00</u>
<b>Total Other Current Liabilities</b>	<u>5,625.00</u>
<b>Total Current Liabilities</b>	<u>5,625.00</u>
<b>Total Liabilities</b>	5,625.00
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	<u>-6,606.55</u>
<b>Total Equity</b>	<u>38,885.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>44,510.05</u></u>

## Profit &amp; Loss

April 2007 through March 2008

	<u>Apr '07 - Mar 08</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Business Partner Fair</b>	
Bronze Sponsors	13,895.00
Gold Sponsors	10,612.50
Platinum Sponsor	3,052.50
Silver Sponsors	13,855.00
Speaker Sponsor	3,000.00
Business Partner Fair - Other	1,369.47
<b>Total Business Partner Fair</b>	<u>45,784.47</u>
<b>Education</b>	
Meeting Receipts	5,690.00
Seminars	2,220.00
Education - Other	55.53
<b>Total Education</b>	<u>7,965.53</u>
<b>Membership Dues</b>	
'07-'08 Membership Dues	7,175.00
<b>Total Membership Dues</b>	<u>7,175.00</u>
<b>Newsletter Ads</b>	400.00
<b>Salary Survey</b>	8,175.00
<b>Women's Syposium</b>	25,920.00
<b>Total Income</b>	<u>95,420.00</u>
<b>Expense</b>	
<b>Bank Service Charges</b>	561.64
<b>Board Expenses</b>	
Advertising and Promotion	1,438.00
Bar Relations	154.13
Board Meetings	986.96
Gifts	1,219.91
Region 4/6 Conference Planning	947.57
Board Expenses - Other	0.00
<b>Total Board Expenses</b>	<u>4,746.57</u>
<b>Business Partner Fair Expenses</b>	
Facilities	7,710.57
Food	2,760.00
Other	1,963.63
Vendor Appreciation Party	2,097.21
Business Partner Fair Expenses - Ot...	96.49
<b>Total Business Partner Fair Expenses</b>	<u>14,627.90</u>
<b>Chapter Retreat</b>	9,184.69
<b>Community Development</b>	5,032.85
<b>Continuing Leadership Institute</b>	
Board Member-CLI	1,149.72
President - CLI	725.46
<b>Total Continuing Leadership Institute</b>	<u>1,875.18</u>
<b>Diversity Project</b>	21,489.63
<b>Education Costs</b>	
Chapter MeetingLunches	5,844.48
Holiday Party	692.96
Lunches-Education Seminar	1,268.50
Other-Education Seminar	350.00
<b>Total Education Costs</b>	<u>8,155.94</u>
<b>Education Seminar</b>	6,409.62
<b>Insurance</b>	
Fidelity Bond Premium	190.00
<b>Total Insurance</b>	<u>190.00</u>
<b>Managing Partner Breakfast</b>	6,223.12

## Profit &amp; Loss

April 2007 through March 2008

	<u>Apr '07 - Mar 08</u>
Miscellaneous Expense	
Copies	175.95
Other	1.54
	<hr/>
Total Miscellaneous Expense	177.49
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
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Total National Conference Scholarship	10,047.84
New Member Functions	
Buddy Happy Hours	189.38
Miscellaneous	134.00
New Member Lunches	419.63
Promo Gifts	50.00
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Total New Member Functions	793.01
Newsletter	282.40
Postage and Delivery	184.30
Regional Conference	
Board Members	2,038.53
Members at Large-Reg Conf	2,075.00
Other (bus)	450.26
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Total Regional Conference	4,563.79
Salary Survey Costs	6,880.00
Website	
Design	189.44
Designer Fees	303.10
Monthly Fee	482.59
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Total Website	975.13
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Total Expense	102,401.10
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Net Ordinary Income	-6,981.10
Other Income/Expense	
Other Income	
Interest Income	374.55
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Total Other Income	374.55
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Net Other Income	374.55
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Net Income	<u><u>-6,606.55</u></u>

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Check Detail**  
**March 2008**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	802	3/17/2008	American Canc...		Frost Bank Ch...		-1,000.00
					Community Dev...	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Check	803	3/17/2008	Headliners Club		Frost Bank Ch...		-743.21
					Chapter Meetin...	-743.21	743.21
TOTAL						-743.21	743.21
Check	804	3/17/2008	Debbie Roan		Frost Bank Ch...		-67.45
					Other	-67.45	67.45
TOTAL						-67.45	67.45
Check	805	3/17/2008	Toni Beasley		Frost Bank Ch...		-710.68
					Board Meetings	-613.78	613.78
					Gifts	-96.90	96.90
TOTAL						-710.68	710.68
Check	806	3/17/2008	Butz Dunn & D...		Frost Bank Ch...		-44.49
					Chapter Meetin...	-44.49	44.49
TOTAL						-44.49	44.49
Check	807	3/17/2008	Four Seasons ...		Frost Bank Ch...		-3,437.02
					Managing Partn...	-3,437.02	3,437.02
TOTAL						-3,437.02	3,437.02
Check	808	3/20/2008	Hildebrandt Int...		Frost Bank Ch...		-2,786.10
					Managing Partn...	-2,786.10	2,786.10
TOTAL						-2,786.10	2,786.10
Check	809	3/20/2008	Incorporating ...		Frost Bank Ch...		-189.44
					Design	-189.44	189.44
TOTAL						-189.44	189.44
Check	810	3/25/2008	Allensworth & ...		Frost Bank Ch...		-350.00
					Other-Education...	-350.00	350.00
TOTAL						-350.00	350.00
Check	811	3/28/2008	Toni Beasley		Frost Bank Ch...		-73.45
					Gifts	-73.45	73.45
TOTAL						-73.45	73.45

## Deposit Detail

March 2008

Type	Num	Date	Name	Account	Amount
Deposit		3/17/2008		Frost Bank Ch...	2,000.00
			Vickie Ann Daniel	Prepaid Income-...	-125.00
			Pam Hicks	Prepaid Income-...	-125.00
			Barbara Mullen	Prepaid Income-...	-125.00
			Shary Gonzales	Prepaid Income-...	-125.00
			Graves Dougher...	Prepaid Income-...	-375.00
			Brenda Segovia	Prepaid Income-...	-125.00
			Meg Land	Prepaid Income-...	-125.00
			Bonnie Zook	Prepaid Income-...	-125.00
			Lisa Grigar	Prepaid Income-...	-125.00
			Sandra Kreiger	Prepaid Income-...	-125.00
			Penny Arnold	Prepaid Income-...	-125.00
			Amanda Korte	Prepaid Income-...	-125.00
			Fran Vincent	Prepaid Income-...	-125.00
			Debra Nicklaus	Prepaid Income-...	-125.00
TOTAL					-2,000.00
Deposit		3/17/2008		Frost Bank Ch...	900.00
			Various	Salary Survey	-900.00
TOTAL					-900.00
Deposit		3/17/2008		Frost Bank Ch...	760.00
			Various	Meeting Receipts	-760.00
TOTAL					-760.00
Deposit		3/17/2008		Frost Bank Ch...	1,333.72
			PayPal	Bank Service C...	-1.95
			Edna Diaz	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			Vickie Mitchell	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			Debbie Roan	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			Donna Morgan	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			Chris Sims	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			Teresa Tipton	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			Kerry Stigler	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			cara Mueller	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			Corina Rodriguez	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			Chaney Anderson	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
			Laura Angle	Prepaid Income-...	-125.00
			PayPal	Bank Service C...	3.93
TOTAL					-1,333.72

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail

March 2008

Type	Num	Date	Name	Account	Amount
Deposit		3/20/2008		Frost Bank Ch...	538.00
			Toni Beasley	Meeting Receipts	-20.00
			Brenda Barnes	Meeting Receipts	-18.00
			Jan Hugonin	Prepaid Income-...	-125.00
			Andrew Molnau	Prepaid Income-...	-125.00
			Becky Shafer	Prepaid Income-...	-125.00
			Chrissie Eastin	Prepaid Income-...	-125.00
TOTAL					-538.00
Deposit		3/20/2008		Frost Bank Ch...	500.00
			Linda Pope	Prepaid Income-...	-125.00
			Angie Kalsbeck	Prepaid Income-...	-125.00
			Shannon Athey	Prepaid Income-...	-125.00
			Marilynn C. Tho...	Prepaid Income-...	-125.00
TOTAL					-500.00
Deposit		3/28/2008		Frost Bank Ch...	622.00
			Various	Meeting Receipts	-622.00
TOTAL					-622.00
Deposit		3/28/2008		Frost Bank Ch...	1,250.00
			Chris Dailey	Prepaid Income-...	-125.00
			Jo Ann McNeil	Prepaid Income-...	-125.00
			Karie Rivkin	Prepaid Income-...	-125.00
			Bill Elkjer	Prepaid Income-...	-125.00
			Kathy Smith	Prepaid Income-...	-125.00
			Marti Lozano	Prepaid Income-...	-125.00
			Gloria Turmes	Prepaid Income-...	-125.00
			Carol Shaffer	Prepaid Income-...	-125.00
			Christine Bhamani	Prepaid Income-...	-125.00
			Julie Ellison	Prepaid Income-...	-125.00
TOTAL					-1,250.00
Deposit		3/31/2008		Frost Money M...	9.75
				Interest Income	-9.75
TOTAL					-9.75



## BUDGET

BOARD AND CHAPTER	Actual 2007-2008	Budgeted 2007-2008
<b>INCOME</b>		
Other Income		
Interest	374.55	700.00
<b>TOTAL INCOME</b>	374.55	700.00
<b>EXPENSES</b>		
Bank Service Charge	561.64	350.00
Board Expenses		
Advertising and Promotion	1,438.00	
Bar Relations	154.13	
Board Meetings/Events	986.96	
Region 4/6 Conference Planning	947.57	
Chapter Gifts/Awards	1,219.91	1,750.00
Chapter Retreat	9,184.69	9,000.00
Chapter Leadership Institute		2,700.00
Board Member	1,149.72	
President	725.46	
Insurance		
Fidelity Bond Premium	190.00	125.00
Managing Partner Breakfast	6,223.12	9,200.00
Conference Scholarship	1,000.00	1,000.00
Miscellaneous Expense		
Gifts		
Other	177.49	
National Conference		
Board Member Stipend	3,867.21	6,000.00
First-time Attendee	1,000.00	1,000.00
President	2,000.00	-
President-Elect	1,418.49	2,000.00
Social Event	450.00	500.00
Silent Auction	312.14	250.00
Parties		600.00
Postage and Delivery		200.00

## BUDGET

BOARD AND CHAPTER	Actual 2007-2008	Budgeted 2007-2008
Regional Conference		
Board Member Stipend	2,038.53	5,000.00
First-time Attendee		500.00
Members at large	2,075.00	3,000.00
T-shirts		200.00
Other Expense	450.26	225.00
	37,570.32	43,600.00
<b>NET INCOME / (LOSS)</b>	<b>\$ (37,195.77)</b>	<b>\$ (42,900.00)</b>

<b>BUDGET SUMMARY</b>		
INCOME	\$ 95,794.55	\$ 74,825.00
EXPENSE	102,401.10	94,025.56
<b>NET INCOME / (LOSS)</b>	<b>\$ (6,606.55)</b>	<b>\$ (19,200.56)</b>

## BUDGET

BUSINESS PARTNER RELATIONS	Actual 2007-2008		Budgeted 2007-2008
<b>INCOME</b>			
Business Partner Expo			
Platinum Sponsors	3,052.50	1	3,000.00
Gold Sponsors	10,612.50	6	9,000.00
Silver Sponsors	13,855.00	22	16,500.00
Bronze Sponsors	13,895.00	40	16,000.00
Speaker Sponsor	3,000.00	1	3,000.00
Other	1,369.47		
<b>TOTAL INCOME</b>	<b>45,784.47</b>		<b>47,500.00</b>
<b>EXPENSES</b>			
Facilities	7,710.57		
Deposits			1,950.00
Security			144.00
Parking		80	560.00
Booths			4,500.00
Food	2,760.00		
Beverage Service			1,800.00
Other	2,060.12		
Awards			
Scholarship			1,000.00
Cash Prize			500.00
Booth Award			400.00
Vendor Appreciation Party	2,097.21		1,700.00
<b>TOTAL EXPENSES</b>	<b>14,627.90</b>		<b>12,554.00</b>
<b>NET INCOME / (LOSS)</b>	<b>\$ 31,156.57</b>		<b>\$ 34,946.00</b>

<b>BUDGET</b>			
<b>EDUCATION</b>	<b>Actual 2007-2008</b>		<b>Budgeted 2007-2008</b>
<b>INCOME</b>			
Meeting Receipts	5,690.00		5,500.00
Meeting Vendor Handout Fees			1,500.00
Seminars	2,220.00		5,000.00
Other	55.53		-
Seminar Speaker **			1,500.00
<b>TOTAL INCOME</b>	<b>7,965.53</b>		<b>13,500.00</b>
<b>EXPENSES</b>			
Chapter Meeting Lunches	7,112.98		6,400.00
Holiday Party	692.96		950.00
Educational Seminar	6,409.62		
Lunches			3,500.00
Speakers			5,000.00
Other	350.00		600.00
Other			50.00
<b>TOTAL EXPENSES</b>	<b>14,565.56</b>		<b>16,500.00</b>
<b>NET INCOME / (LOSS)</b>	<b>\$ (6,600.03)</b>		<b>\$ (3,000.00)</b>

\*\* - 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 2007-2008	Budgeted 2007-2008
<b>INCOME</b>		
2006-2007 Dues		
2007-2008 Dues	7,175.00	7,125.00
<b>TOTAL INCOME</b>	7,175.00	7,125.00
<b>EXPENSES</b>		
New Member Functions		
New Member Lunches	419.63	600.00
Promo Gifts	50.00	
ALA Buddy Happy Hour	189.38	500.00
Materials	134.00	
Binders		100.00
Name Tags		36.00
Brochures		100.00
Postage		50.00
<b>TOTAL EXPENSES</b>	793.01	1,386.00
<b>NET INCOME / (LOSS)</b>	\$ 6,381.99	\$ 5,739.00

**BUDGET**

COMPENSATION & BENEFITS	Actual 2007-2008		Budgeted 2007-2008
INCOME  Survey	8,175.00		6,000.00
TOTAL INCOME	8,175.00		6,000.00
EXPENSES  Survey	6,880.00		7,500.00
TOTAL EXPENSES	6,880.00		7,500.00
NET INCOME / (LOSS)	\$ 1,295.00		\$ (1,500.00)

## BUDGET

NEWSLETTER	Actual 2007-2008		Budgeted 2007-2008
INCOME			
Newsletter Ads	400.00		
TOTAL INCOME	400.00		-
EXPENSES			
Newsletter			
Printing			-
Postage	466.70		131.00
Photos			100.00
Software Licensing			1,000.00
TOTAL EXPENSES	466.70		1,231.00
NET INCOME / (LOSS)	\$ (66.70)		\$ (1,231.00)

## BUDGET

COMMUNITY DEVELOPMENT	Actual 2007-2008		Budgeted 2007-2008
INCOME			
TOTAL INCOME	-		-
EXPENSES			
Community Challenge Community Development	5,032.85		5,000.00
TOTAL EXPENSES	5,032.85		5,000.00
NET INCOME / (LOSS)	\$ (5,032.85)		\$ (5,000.00)



## BUDGET

WEBSITE	Actual 2007-2008		Budgeted 2007-2008
INCOME			
TOTAL INCOME	-		-
EXPENSES			
Design			
Design Fees	492.54		700.00
Monthly Fee	482.59		454.56
Other			
TOTAL EXPENSES	975.13		1,154.56
NET INCOME / (LOSS)	\$ (975.13)		\$ (1,154.56)

## BUDGET

CHAPTER AWARDS	Actual 2007-2008		Budgeted 2007-2008
INCOME			
Women's Symposium	25,920.00		
TOTAL INCOME	25,920.00		-
EXPENSES			
Diversity Project	21,489.63		5,100.00
TOTAL EXPENSES	21,489.63		5,100.00
NET INCOME / (LOSS)	\$ 4,430.37		\$ (5,100.00)