



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

February 12, 2008

Item 1. Members Present:

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

Item 2. Members Not Attending:

Item 3. Reading/Approval of the Minutes:

The January 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 January 31, 2008 is \$9,011.73 and the Money Market account balance is \$41,651.47.

A Balance Sheet and Income Statement for the period ending January 31, 2008 are attached hereto and made a part of these minutes. (Attachments A and B).

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

Chris made some changes to the financials to reclassify some revenue from the diversity seminar. Brenda reported that they made over \$9,000 in profit from the diversity seminar but we still need to split half of it with TCWLA which leaves us with just about \$4,500 in profit.

Item 5. Committee Reports:

Bar Liaison: (Angela Sanford)

Angela sent in the Bar Relations Award Submission on Jan. 15. She attended the Austin Bar Board of Directors' Meeting on Jan. 30.

She reminded everyone about the People's Law School brochure that she emailed to the membership on Friday (Feb 8). The People's Law School is sponsored by the Austin Bar Association. It is a free opportunity to learn the basics of common legal issues. Classes will be held on Saturday, February 23 at the UT Law School campus. She asked the Board again to pass the information on to their employees and to report back to her if anyone from a member's firm attends.

Angela received a letter from the Austin Asian-American Bar Association. This group is one year old and has 60 active members, 180 total. The organization is reaching out for assistance and is looking for any opportunities. She encouraged us to contact this agency if we know of anyone interested in working with them and asked us to let her know if we do.

The Austin Young Lawyer's Association is holding a Texas Hold 'Em Charity Event in June. The event issues awards to mentors of young lawyers. Their 50th anniversary is next year. Also they announced that they are going to be focusing on women's resource initiatives in the coming year.

The small firms website is now up and running through the Bar.

She is working on getting a link to our site on the "Legal Resources" page of the Austin Bar website. She made an announcement to the Austin Bar's e-newsletter about our local chapter's 30th anniversary.

She is going to be talking with Laura Angle re: increasing State Bar relations and gathering project ideas.

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

Debbie has scheduled the Business Partner Appreciation Happy Hour for Thursday, April 17, 2008 at 6:00pm at Moonshine. They are going to start Vendor registration for the Expo at the beginning of April. She would like Business Partners to get notification the same week as the Happy Hour. She will have a June 6th deadline for registration to the Expo.



She has been discussing the Partnership packages with Angela and James and it is their opinion that they can't be rolled out now because of timing. They can do it but they are recommending we don't do it for this year's show. Toni said that she thinks we should continue with the idea but agrees that we don't need to do it right away. Debbie continued that the package idea has a lot of merit but doesn't want to rush into anything. She agrees that the Booth should still anchor the package but wants vendors who can't afford to attend the Expo to still have a la carte options available to them.

Toni recommended that we do a better job of posting the sponsorships on the website and that once we get the information posted we can send a link to the business partners.

Chris asked how the lunch sponsorships are working. They are booked with the ones that come from the Expo, currently \$150 to others. Angie said that her committee doesn't like the idea of having vendors attend the monthly luncheons. Debbie said that if we seat the vendor at the speaker table, what is the harm in that. Toni agrees.

Amanda said she agreed with the idea of having the vendor pay more to get the privilege to attend. Karie also said it was a fabulous idea.

Angela went on to discuss the "packages" they are working on and said that she still needs to get dollar amounts from some of the chairs. For example, luncheon sponsorships need to be listed as an a la carte item. On these instances the Education and Vendor committees need to work together.

Debbie is going to meet with her committee to get together and put a value to some of the items on this list. Their committee will meet before the next Board meeting and come back with a report.

Chapter Awards Committee: (Brenda Barnes)

The committee is going to start meeting on the diversity seminar again pretty soon. Bill Elkjer was added to the committee. She is interested in Angela's report about the Austin Asian American Bar Association as she thinks they might be a good partner for a future project, someone who is interested in furthering the diversity interests but isn't looking to make it a money-making project.

Community Relations/Bar Activities: (Bonnie Zook)

The committee is going to meet Monday the 18th and talk about Relay for Life. Is the Board okay with our participation again? Everyone agreed that we are. Peggy Shaw is going to replace Bonnie as the Chair of the Community Relations Committee for the upcoming year. The Relay for Life Event is April 26th – 27th. We have been



contacted to give ideas for the entertainment. Brenda recommended a group of little kids that play fiddles. Bonnie will look into that.

Compensation and Benefits Committee: (Chris Sims)

Chris reported that we were able to make a profit on the survey this year. Debbie commented that it was very easy this year, the easiest she has ever done. Chris said that one of the biggest negative responses he got this year was that there was no high and low salary information given. He explained that we bought a “canned report” and that those options were not available. He is working with programmers to get the info on the report but it could cost us money to do it. He will report back when he finds out so the Board can decide if it is worth it.

Program/Education Committee: (Angie Kalsbeck)

Diana Stangl will be taking over as Chair of this Committee when Angie assumes the role of President. Thursday, February 28th the Board will be taking Patti Groff to dinner at the Roaring Fork. The March luncheon is going to be an IT Roundtable led by Joshua deKoenig. April will be Tom Sedberry from Jackson Walker on Interpersonal Conflict Resolution. Mike Kennedy from Commercial Texas is confirmed to do the Summer Educational Seminar.

Membership Committee: (Chrissie Eastin)

The Committee will meet next month. They are working on 3 people that are wanting to join. Vicki from the Ft. Worth Chapter wants to do a secondary membership. Chrissie’s committee is also going to work on a list of “what you get for your membership” that will go out in conjunction with the price increase notification.

Newsletter Committee: (Karie Rivkin)

They are working on a management themed newsletter. Kelly is working on his recurring article that will be restaurant reviews. They are looking into the electronic newsletter. Elaine sent them info from Constant Communications which is an electronic newsletter company. Karie has downloaded a trial copy and is going to be looking t it. She asked if we want to pay for a software to do this.

Toni said that since we are increasing fees we can probably afford it. We are willing to pay extra if it is worth it to deliver value to our members. For March we are going to get the PDF on the website and send out with a link to all members. Toni said that, in her opinion, this is the least complicated because we won’t fill up anyone’s email with large files.



Karie also mentioned that she talked to Chris Bhamani from Brown McCarroll and that Chris seems to know a lot about the back end part of this. They are going to be working together, possibly through a joint committee, to get the electronic newsletter up and running.

The March deadline is February 18th. The June theme will be “Think Green – Green Law Firms.”

Website Committee: (Amanda Korte-reporting for Chris Bhamani)

Chris Bhamani, from Brown McCarroll, is taking over as Chair of the Website Committee effective immediately. She could not attend this meeting as she is out of town. Amanda reported that she and Chris went to lunch together and Amanda is really excited about everything that she thinks Chris will be able to bring to the Board as well as this committee. Amanda committed to remaining on the committee to help Chris with her transition.

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

Nothing to report at this time.

Item 6. Old Business:

- a. Membership Renewals – Toni will send out an email this week to the membership about the annual dues increase. She will send a draft to the board this week to get approval.
- b. Board Stipend for Annual Conference – Toni has been reviewing the costs associated with the upcoming Annual Conference in Seattle. She made her reservations and she is looking at approximately \$2,300 in expenses. Last year we allocated \$2,000 for the President, \$1,500 for the President-Elect and \$1,000 for all other Board Members. She reminded everyone that the decision regarding stipends was made by the existing board for the May conference, and that the stipends are for the Board that is in place for that fiscal year. She anticipates that 6 or 7 Board members will be going. We had previously budgeted \$15,000 for this conference (anticipating more people at less per person) so we won't be spending more than budgeted. She is proposing two things: 1) Each Board member be given a stipend of \$2,000 to attend the Annual Conference and 2) That, in order to be eligible, the member must have served for the full 2007-2008 Term. Amanda motioned to pass both of those items. Angela seconded. It passed unanimously.
- c. The 2008-2009 Board member nominees will be voted on at the February luncheon on February 28th. These Board Members will serve a term beginning April 1, 2008 – March 31, 2009. Angela Sanford, as Past-President



led the Nominating Committee that presented this slate of officers to the membership. The Nominating Committee included one member chosen by the Board, Barbara Mullen, and three members chosen by the Membership at Large: Chrissie Eastin, Joshua de Koenig & JoAnn McNeil. The Committee met at the end of January. On February 7, Angela sent an email to the membership at large presenting the following slate of officers:

President – Angie Kalsbeck
President-Elect – Amanda Korte
Treasurer – Chris Sims
Secretary – Cara Mueller

She informed the membership in the email that our bylaws also allow for nominations from the membership at large. She stated that any additional nominations must be sent to her by Friday, February 15th and that if she received any additional nominations then she would distribute ballots to the membership for voting. If no other nominations are received the presented slate will be approved by verbal vote at the February meeting. She reported that, to date, she has not received any additional nominations.

- d. Per January meeting, the Chapter sponsored the Austin Star Scholarship Program, which provides scholarships. The event is hosted by the Austin Business Travel Association. The Chapter donated \$250.
- e. Sponsorship packages – discussed in Business Partner Relations Committee Report, above.
- f. Sponsorship of monthly luncheons – discussed in Business Partner Relations Committee, but is still undecided.
- g. Electronic Newsletter update – discussed in Newsletter Committee Report

Item 7. New Business:

a. Online Membership Renewal – Chris Bhamani will be working with Pam from incorporating design to get this set-up. We should be able to make the deadline, and Chris will keep us involved via email as this process progresses.

b. Silent Auction Item – We need to come up with something to donate to the FALA Auction that is held at the annual conference. Chrissie recommended we use art from a local artist. Toni agreed and asked if Chrissie could look into it. We want to keep it at between \$100 and \$125 for the total price.

c. Scholarship for Quest Award Nominee – Toni reminded the Board that Barbara Mullen was our nominee for the Quest Award. She thinks it is a good idea to offer



her a scholarship of \$1,000 to help her attend the annual conference where the award will be presented. Everyone agreed. Toni will present the scholarship to Barbara at the Managing Partner's Breakfast.

d. Books for Managing Partner's Breakfast – Toni would like to raffle books off at the Managing Partner's Breakfast – just as she has been doing at our Monthly Luncheons. Everyone agreed that was fine.

e. Board Retreat Dates – The Board retreat will probably be held the week of March 24th. This is the time when the old and new boards come together to turn over notebooks and share materials. She asked everyone to bring their Board notebooks to share with the people taking their new position.

f. Communications Chair? Liaison? Toni is proposing a new Committee be added to the Board. Her proposal for the Communications Chair/Committee is attached as Attachment E. She wants to talk about this position this month and then make the decision at the March meeting. Amanda suggested that this person take over the duties of Bar Relations and combine it into one position. Angie said that she, too, could see how you could add Bar Relations to the Communications Chair. Toni and Debbie disagreed saying that we should keep Bar Relations as a Past-President job because it keeps them involved and it allows us to put a different person at the Bar each year. Toni said that other chapters have this position in a "marketing" capacity. Thus, this person is our Marketing Manger. They are responsible for things like following up with publications that we have sent information to. Chris said that he could see how it would be important to get a dynamic person who could market our chapter to help increase member participation. Brenda and Chrissie agreed that this would be a lot of work but they could see the value in having this position. Toni would like us to continue to consider this and we will make a decision on March 11, which will be the last formal meeting of this Board.

Item 8 & 9. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, March 11, 2008 at 12:00pm at Toni Beasley's office.



ATTACHMENT A

10:29 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
02/12/08 **Balance Sheet**
Accrual Basis **As of January 31, 2008**

	<u>Jan 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	9,011.73
Frost Money Market	41,651.47
Total Checking/Savings	<u>50,663.20</u>
Other Current Assets	
Prepaid Expense-2008 E...	1,350.00
Total Other Current Assets	<u>1,350.00</u>
Total Current Assets	<u>52,013.20</u>
TOTAL ASSETS	<u><u>52,013.20</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	6,521.60
Total Equity	<u>52,013.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>52,013.20</u></u>



ATTACHMENT B

10:29 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 02/12/08 **Profit & Loss**
 Accrual Basis **April 2007 through January 2008**

	Apr '07 - Jan 08
Ordinary Income/Expense	
Income	
Business Partner Fair	
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
Total Business Partner Fair	45,784.47
Education	
Meeting Receipts	3,690.00
Seminars	2,220.00
Education - Other	55.53
Total Education	5,965.53
Membership Dues	
'07-'08 Membership Dues	7,125.00
Total Membership Dues	7,125.00
Newsletter Ads	400.00
Salary Survey	7,275.00
Women's Symposium	25,920.00
Total Income	92,470.00
Expense	
Bank Service Charges	520.36
Board Expenses	
Advertising and Promotion	1,438.00
Bar Relations	154.13
Gifts	1,049.56
Board Expenses - Other	0.00
Total Board Expenses	2,641.69
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	9,184.69
Community Development	4,032.85
Continuing Leadership Institute	
Board Member-CLI	1,149.72
President - CLI	725.46
Total Continuing Leadership Institute	1,875.18
Diversity Project	17,060.26
Education Costs	
Chapter MeetingLunches	4,263.68
Holiday Party	692.96
Lunches-Education Seminar	1,268.50
Total Education Costs	6,225.14
Education Seminar	6,409.62
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00



10:29 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 02/12/08 **Profit & Loss**
 Accrual Basis **April 2007 through January 2008**

	<u>Apr '07 - Jan 08</u>
Miscellaneous Expense	
Copies	175.95
Other	1.54
Total Miscellaneous Expense	<u>177.49</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
Miscellaneous	134.00
New Member Lunches	419.63
Promo Gifts	50.00
Total New Member Functions	<u>793.01</u>
Newsletter	282.40
Postage and Delivery	72.84
Regional Conference	
Board Members	2,038.53
Members at Large-Reg Conf	2,075.00
Other (bus)	450.26
Total Regional Conference	<u>4,563.79</u>
Salary Survey Costs	6,880.00
Website	
Designer Fees	303.10
Monthly Fee	482.59
Total Website	<u>785.69</u>
Total Expense	<u>86,303.30</u>
Net Ordinary Income	6,166.70
Other Income/Expense	
Other Income	
Interest Income	354.90
Total Other Income	<u>354.90</u>
Net Other Income	354.90
Net Income	<u><u>6,521.60</u></u>



ATTACHMENT C

10:29 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 02/12/08 **Check Detail**
 January 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	790	1/19/2008	Toni Beasley		Frost Bank Ch...		-281.32
					Gifts	-281.32	281.32
TOTAL						-281.32	281.32
Check	791	1/19/2008	Bonnie Zook		Frost Bank Ch...		-55.52
					Gifts	-55.52	55.52
TOTAL						-55.52	55.52
Check	792	1/19/2008	Larson Newma...		Frost Bank Ch...		-692.96
					Holiday Party	-692.96	692.96
TOTAL						-692.96	692.96
Check	793	1/19/2008	Austin Bar Fou...		Frost Bank Ch...		-100.00
					Bar Relations	-100.00	100.00
TOTAL						-100.00	100.00
Check	794	1/19/2008	Chrissie Eastin		Frost Bank Ch...		-9.08
					Miscellaneous	-9.08	9.08
TOTAL						-9.08	9.08
Check	795	1/28/2008	Austin Busines...		Frost Bank Ch...		-250.00
					Advertising and ...	-250.00	250.00
TOTAL						-250.00	250.00



ATTACHMENT D

10:29 AM
 02/12/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail January 2008

Type	Num	Date	Name	Account	Amount
Deposit		1/19/2008		Frost Bank Ch...	8,540.00
			Various	Salary Survey	-500.00
			Travis County ...	Women's Sypos...	-250.00
			Travis County ...	Women's Sypos...	-7,790.00
TOTAL					-8,540.00
Deposit		1/31/2008		Frost Money M...	21.67
				Interest Income	-21.67
TOTAL					-21.67



ATTACHMENT E

Austin ALA Communications Proposal

Communications Chair

Serve as communications liaison and public relations contact to ensure good relations and frequent communication between the legal community and Austin ALA.

Responsible for Austin ALA announcements made to the legal community and general public.

Seek local opportunities to increase visibility and credibility of ALA through effective communication.

Help establish new and grow existing relationships through assorted communication means.

Monitor trends in the legal industry and help committee chairs seek new public relations opportunities.

Assist committee chairs with communication efforts involving local law firms, business partners, bar organizations, and others where Austin ALA can be a resource.

Support committee chair efforts in communicating educational, community, business partner, and other events.

Communicate with chapter members to help ensure good attendance at events planned by our committees.

Help ensure chapter website is a valuable communications tool.

Assist with communication efforts made with our business partners.

Assist in meeting communications criteria for Presidents' Award of Excellence submission.

Communications Committee

To assist with all of the above.

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