



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

January 8, 2008

Item 1. Members Present:

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

Item 2. Members Not Attending:

James Cornell, Chris Sims

Item 3. Reading/Approval of the Minutes:

The December Board meeting minutes were approved as written and submitted to the Board.

Item 4. Treasurer's Report: (Chris Sims, not attending. Submitted via email)

The Chapter checking account balance as of December 31, 2007 is \$1,860.61 and the Money Market account balance is \$41,573.44

As of the end of the calendar year, we are holding approximately \$1,860 in the operating account and just over \$41,570 in the money market account with all checks received and deposits made as of that period. For the fiscal YTD, we are showing negative net income of \$707. However, since the first of the calendar year, we have received income totaling \$8,290. This is primarily from the diversity seminar, but also includes compensation survey income. Of note, I have appropriately categorized the business partner expo income and also the retreat costs.

I have been asked to prepare an ad hoc profit and loss analysis of the diversity seminar. So, as of today, income is \$25,670.00 with expenses of \$17,060 for a profit of just over \$8,600. Regarding the compensation and benefits survey, the income is \$7,275 and the expenses are \$6,880 for a small profit of \$395.

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

Item 5. Committee Reports:

Bar Liaison: (Angela Sanford)

She submitted a request to advertise our completed salary survey in the Austin Bar's e-newsletter the BarCode. She hasn't heard anything back yet but she may not get a response before it is posted. The invitation to the Gala will be sent out soon directly to Angela and she will forward it to all the chapter members since we will all be invited to attend. Toni suggested that Angela ask members to let her know if they will be attending so we can keep track of our total attendance at the event.

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

Debbie announced that she sent Happy New Years emails to all of the Business Partners that participated in last year's expo giving them the date of this year's Legal Expo. She has also been working on the vendor packages. That will be discussed during the New Business portion of the meeting.

Chapter Awards Committee: (Brenda Barnes)

Brenda is confident that every committee is ready to meet their deadline for award submission. Her committee has been working with their assigned committees and everything should be submitted on time.

Community Relations/Bar Activities: (Bonnie Zook)

There was a write up in the Austin Lawyer (published by the Austin Bar) about the Community Challenge Weekend event. Rebekah Brown is in the hospital and the chapter sent flowers. She is back at work and sent a thank you card to Bonnie for the flowers and our support.

Compensation and Benefits Committee: (Chris Sims, not attending)

No report.



Program/Education Committee: (Angie Kalsbeck)

Angie received notification from The Headliner's Club that they are increasing the price for our monthly chapter lunches from \$15.25 to \$15.75 per person. For the month of January, our regular room is not going to be available. They can offer us a smaller room on the 21st floor but it will only seat 32 people, which is about where we are on attendance each month. However, that room is not large enough to do our regular buffet. We have the option of doing a plated lunch at \$19 per person or eating the regular buffet for \$23 per person.

The board voted to do the plated lunch to save money. Angie is also going to contact them to see if they can work with her on the price. Joel Ferguson is the speaker for January and will be speaking on financial reporting.

Patti Groff, president of ALA will be the February speaker. She is booked to stay at the Intercontinental Stephen F. Austin the night before. Angie said that we still need to decide where to take her to dinner.

Amanda and Debbie suggested the Roaring Fork since it is downstairs in the hotel and is very good. Angie will look into that.

Her committee will be meeting soon to choose a new chair for the committee since Angie won't be able to do it when she assumes the role of president.

They also need to decide on a topic for the summer educational seminar. One idea is to ask Mike Kennedy and Russell Young to speak on leasing and buildout issues. They recently spoke at a CLM class and were very good.

Membership Committee: (Chrissie Eastin)

At the close of the year we had 97 members (this includes associate and secondary memberships). We had 92 regular members – one more than last year. We added 12 new members in 2007 and lost 11 (due to retirement, career change and loss of job).

The committee is working with Ann Jacobson on submitting the Membership Brochure for Chapter Awards. They will be working with Debbie on the Retention/Recruitment Submission.

The membership committee is meeting on January 23rd to reminisce about last year and to create new goals for 2008. Retention has been on their minds a lot since the chapter lost so many members last year.

The committee presented 2 out of 3 Membership Awards at the Holiday Party last month. Laura Angle received Outstanding New Member and Joshua de



Koning received Outstanding Member at large. Carol Arnold will be receiving Outstanding Committee Member at the next Chapter Meeting. She was not present at the Holiday Party.

Newsletter Committee: (Karie Rivkin)

The committee decided that the article they will be submitting for Best Feature Article is one written by Debbie Roan on RFPs.

They will be meeting soon to come up with themes and ideas for the rest of the year.

She has spoken to Carol Arnold and Kelly Barker (committee members) about the electronic newsletter. It is her understanding that other chapters do an electronic newsletter through their website committee. However, the newsletter committee is willing to take on this project so the website committee doesn't have to do it. They are thinking that the electronic newsletter will be formatted just like the Regional Newsletter. Quark (the program we previously purchased to design the newsletter) might have an upgrade to export to an HTML file.

Her committee is going to start researching and working on an approach to send out the electronic newsletter. They would like to have it ready by the March newsletter but aren't sure they will be able to.

Chrissie suggested that if the electronic version isn't ready to go, we can just send an email to the Chapter at large with a link to the newsletter as posted on our website. Thus, we won't send out any more printed newsletters. Toni agreed that this is a good idea because it allows us to start saving on postage right away.

Toni wants this project to remain cost effective and help save us money. Karie is going to talk to Elaine Burr about how to incorporate the newsletter and website committees. She will also keep Amanda in the loop about this.

Angela reminded Karie that she needs to let Rainmaker know that they won't be printing it anymore but that there will other vendor opportunities available to them.

Brenda said that she likes the idea of doing the electronic newsletter and really likes the one that Regional does. The thing she likes most about email is that it can be flagged to read later rather than paper copies that might get put aside and not get picked back up again.

Website Committee: (Amanda Korte)



Amanda has been working with Elaine to make a lot of updates to the website. She got the Holiday Party pictures up as well as a write-up of the event.

She is going to have a committee meeting in the next month or so. The committee is going to delegate tasks to members to break up the workload involved. They are also going to determine the best way to get information to Elaine each month.

Toni asked which company is now hosting the website. Amanda isn't sure. She is going to check with Elaine and report back to Toni.

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

Amanda and Toni had a call with Susan Koran (Region 4 Director) and Jeannie Cabell (Region 6 Director) to give them our chapter's ideas for the theme/logo. They have them many of the themes that we had received from chapter members as well as some they had come up with. Most of the themes were music related.

For a logo, they suggested that the Board choose something like a tie-dyed guitar. There might not be as much flexibility on the logo this year since ALA is trying to standardize Regional themes, but Amanda and Toni suggested that they stick with the tie-dyed or guitar themes.

They also made the offer to take the Regional team to dinner when they come here in February for their planning meeting. Susan told Toni and Amanda that typically the Board likes to go out as a group for team building purposes but that she will make the offer on our behalf.

Finally, Toni and Amanda are going to have some sort of hospitality or gift baskets done to give to the Regional team when they come in February. They were thinking of having some Austin products. Nothing very big or expensive.

Item 6. Old Business:

a. Annual Membership - A budget meeting was held in December to brainstorm ideas for financing the Chapter over the next year. The first item discussed was whether to increase the cost of annual membership. Toni reported that it has been \$75 since at least 2003 but it is her understanding that it hasn't increase in many years. Toni asked for a vote about whether the membership dues should increase. It passed unanimously.

Toni then asked for a suggestion on how much to increase the dues. Angie said that she thinks \$125 is good because going up to \$150 actually doubles the cost. Debbie



pointed out that it is not that much money. Angela asked if we should worry that we are increasing this and are also considering increasing the cost of monthly lunches. Both Debbie and Brenda said that they don't think we will have a problem with the increases.

Toni also asked for a suggestion as to when the increase should be effective and asked if anyone had a problem with an effective date of April 1, 2008 (to coincide with the start of the new fiscal year). Toni asked for a vote to increase the membership dues to \$125 effective April 1, 2008. It passed unanimously.

b. Monthly Lunches - Next Toni asked if we still wanted to raise the price of the monthly lunches. She proposed that we increase the price of the lunches from \$18 to \$20 and asked for a vote. It passed unanimously. She asked if we should use an April 1, 2008 effective date for that as well.

Amanda said that she thinks we should make the lunch price increase effective immediately because The Headliner's Club is raising our cost now and to avoid hitting the membership with two increases in the same month. The board members agreed. Monthly lunches will be increased to \$20 effective with the January lunch to be held on Thursday, January 24.

d. Managing Partners Breakfast – Toni then asked us to decide if we will be looking for sponsors for the Managing Partners Breakfast that will be held on February 27th. Debbie pointed out that we already have two platinum sponsors, Riata Technologies and The State Bar of Texas who will be attending the event as a benefit from purchasing Platinum booths for the 2007 Legal Expo. Amanda said that adding additional sponsors might anger the two current sponsors who paid for this privilege already. Toni and Debbie agreed. Toni is suggesting that we look at adding this sponsorships for next year.

Item 7. New Business:

a. Quest Award – Toni sent an email out to all Board Members with the list of names of members eligible to be nominated for the Quest Award. The list was pretty short do to the qualifications required to be considered. Toni had not received much response. Bonnie recommended that we nominate Barbara Mullen since she attended the OKC Regional Conference and had joined the 2008 Regional Conference Planning Committee and has been active in other chapter activities.

b. 2008 – 2009 Board Nominees – Angela explained that the Nominating Committee will be meeting in January to nominate Board Members. The Nominating Committee is chaired by the Past President and has 4 other members. One member who is nominated by the Board and three members who



are nominated by the Chapter at Large. Amanda suggested that we nominate Barbara Mullen to serve on the nominating committee. The Board Members agreed. Angela will contact Barbara.

c. Speaker for Managing Partner Breakfast - Kristin Spark from Hildebrandt International is going to be speaking at the breakfast. The topic will be Associate Retention and Profitability.

d. Blake Miller, the Corporate Sales Manager from the Intercontinental Stephen F. Austin hotel emailed Toni asking for a sponsorship for the Austin Business Travel Association's STAR Scholarship Program. The ABTA is comprised of professionals in the travel industry with members representing most major corporations here in Austin. They give out \$1,500 scholarships to students from the Greater Austin-area public schools, private schools and to students being home-schooled. The scholarship money must be used for continuing education, but scholarships are not limited to a specific field of study or a particular institution. The lowest level of sponsorship is the Corporate level which is \$250. At that level we will receive 4 tickets to "A Night with Hollywood Legends" gala as well as text listing in the event program and on the ABTA website. Toni asked for a vote to sponsor at the \$250 level. It passed unanimously.

e. Budget Issues:

1. Vendor Sponsorship/Packages – Debbie has been working on gathering information for the vendor packages. She has received over \$36,000 in requests for money from the committee chairs. She is especially concerned about the expenses that will be associated with the Regional Conference since we will be asking money from vendors without being able to give them recognition at the event. She explained that if we create large packages of \$10K (for example) we need to come up with enough items to offer vendors to give them value.

Brenda asked if we had received requests from Business Partners to change the way we are doing things. Debbie said we have not. Amanda said that she knows that some chapters hold Business Partner Focus Groups or have committees of Business Partners. Debbie said that the problem with doing that is timing, since we need to decide on packages very soon.

Brenda asked if the talks about making more money stem from the need to pay for our chapter members to attend the Regional Conference. Debbie said that no, not really. She explained that we need to make enough money now so that the Board is still solvent in 2009 and 2010, otherwise we will spend down all of our reserves. Amanda reminded everyone that the amount of money we will be allocating for the registration at the Regional Conference is not going to be a completely new budget item. We already budget for Regional Conference registrations for members. We also budget for travel expenses for Board



members to the Regional Conferences. Since we won't have that expense this year, the extra money can go toward the cost of the increased registration.

Debbie said that she would like to carve out the Regional money from the vendor packages. She also reminded everyone that Member education is the primary purpose of our chapter.

Debbie also feels like the Vendor Packages idea might require too much work in such a short period of time. Toni asked if she had anyone helping her with it. Angela volunteered to help her work on it. Debbie will have some ideas put together by the next board meeting. However, she feels like maybe we should focus on keeping the Legal Expo as it is this year and examining other ways to keep in contact with our vendors about sponsorship opportunities available throughout the year. She suggested that we make sure to update the vendor opportunities on the website with information so that the Business Partner could contact the individual committee chair directly.

Toni suggested that we send emails to vendors with the opportunities. Brenda agreed and said that we could send them the opportunities each month/quarter. Amanda suggested that we include the notification into the electronic newsletter and make sure the newsletter goes to our Business Partners also. Debbie and Angela are going to work on these ideas and present something at the next Board meeting.

2. Electronic Newsletter – see discussion under Newsletter Committee

3. Paying registration for 1 ALA sponsored conference each year – At issue is whether we should offer a reimbursement stipend available to all chapter members to be able to use to attend the ALA conference of their choice. Amanda suggested that we not start this benefit this year because we want to encourage attendance at the Regional Conference.

Debbie disagreed saying that if we limit the use of the stipend we are taking away options for our members. Toni and Karie pointed out that giving the member the stipend should be tied to service such as presenting at a monthly luncheon or writing a newsletter article on the topic. Toni asked that everyone continue to think about this issue and then tabled the decision to be revisited at future board meetings.

4. Paying registration to 2008 Conference in Austin – Toni explained that we all need to be thinking of ways to incentivize people to attend this conference and also decide how much to request of the attendees in order to get the reimbursement. Debbie suggested that we require them to either work in the hospitality booth or to be session managers. She pointed out that it would be so



great to be able to go to the Regional teams and tell them not to worry about Session Managers because we have it all covered with Chapter members.

Amanda said that, in her opinion, it is very important that we pay for our Chapter Members to attend so that we can have a high attendance at our own conference. Toni asked that everyone continue to think about this issue and then tabled the decision to be revisited at future board meetings.

5. Committee Chairs for next year – Toni asked that any committee chair who is planning to step down please let her know and let her know who the replacement will be. Debbie said that she would like to step down as Chair of the Business Partner Relations Committee after the Legal Expo is done in June. Bonnie said she is also going to step aside to let someone else Chair the Community Relations Committee. She said that if no one else wants to do it she will continue but she would like to offer it up to other members.

6. The Board Retreat will be held in March. Toni would like committees to have their budgets ready by then.

Item 8 & 9. Adjourn:

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



ATTACHMENT A

9:27 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
01/11/08 **Balance Sheet**
Accrual Basis **As of December 31, 2007**

	<u>Dec 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	1,860.61
Frost Money Market	41,573.44
Total Checking/Savings	43,434.05
Other Current Assets	
Prepaid Expense-2008 Ex...	1,350.00
Total Other Current Assets	1,350.00
Total Current Assets	44,784.05
TOTAL ASSETS	<u>44,784.05</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	-707.55
Total Equity	44,784.05
TOTAL LIABILITIES & EQUITY	<u>44,784.05</u>



ATTACHMENT B

9:44 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 01/11/08 **Profit & Loss**
 Accrual Basis **April through December 2007**

	Apr - Dec 07
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	6,775.00
Women's Syposium	17,880.00
Total Income	83,930.00
Expense	
Bank Service Charges	520.36
Board Expenses	
Advertising and Promotion	1,188.00
Bar Relations	54.13
Gifts	712.72
Board Expenses - Other	0.00
Total Board Expenses	1,954.85
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 - Other	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
Lunches-Education Seminar	1,268.50
Total Education Costs	5,532.18
Education Seminar	6,409.62
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Miscellaneous Expense	
Copies	175.95
Other	1.54
Total Miscellaneous Expense	177.49



9:44 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 01/11/08 **Profit & Loss**
 Accrual Basis **April through December 2007**

	<u>Apr - Dec 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 - Ot...	1,000.00
Total National Conference Scholarship	<u>10,047.84</u>
New Member Functions	
Buddy Happy Hours	189.38
Miscellaneous	124.92
New Member Lunches	419.63
Promo Gifts	50.00
Total New Member Functions	<u>783.93</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>84,914.42</u>
Net Ordinary Income	-984.42
Other Income/Expense	
Other Income	
Interest Income	276.87
Total Other Income	<u>276.87</u>
Net Other Income	276.87
Net Income	<u><u>-707.55</u></u>



ATTACHMENT C

9:45 AM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 01/11/08 **Check Detail**
 December 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	784	12/11/2007	Headliners Club		Frost Bank Che...		-606.30
					Chapter Meeting...	-606.30	606.30
TOTAL						-606.30	606.30
Check	785	12/12/2007	Angela Sanford		Frost Bank Che...		-54.13
					Bar Relations	-54.13	54.13
TOTAL						-54.13	54.13
Check	786	12/12/2007	Bickerstaff Heat...		Frost Bank Che...		-342.45
					Miscellaneous	-124.92	124.92
					Copies	-175.95	175.95
					Other	-1.54	1.54
					Postage and Deli...	-40.04	40.04
TOTAL						-342.45	342.45
Check	788	12/12/2007	Incorporating D...		Frost Bank Che...		-151.55
					Designer Fees	-151.55	151.55
TOTAL						-151.55	151.55
Check	789	12/12/2007	Hildebrandt Int...		Frost Bank Che...		-3,363.62
					Diversity Project	-3,363.62	3,363.62
TOTAL						-3,363.62	3,363.62



ATTACHMENT D

9:45 AM
01/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP Deposit Detail December 2007

Type	Num	Date	Name	Account	Amount
Deposit		12/12/2007		Frost Bank Che...	1,368.00
				Salary Survey	-1,350.00
			Winstead PC	Meeting Receipts	-18.00
TOTAL					-1,368.00

