



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

March 11, 2008

Item 1. Members Present:

Toni Beasley, Debbie Roan, Chrissie Eastin, Amanda Korte, Bonnie Zook,
James Cornell, Angela Sanford, Chris Bhamani

Item 2. Members Not Attending:

Chris Sims, Karie Rivkin, Brenda Barnes, Angie Kalsbeck

Item 3. Reading/Approval of the Minutes:

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

Item 4. Treasurer's Report: (Chris Sims, not attending, Chrissie delivered brief report from Chris and delivered financial statements)

The Chapter checking account balance as of February 29, 2008 is \$2,986.55 and the Money Market account balance is \$41,651.47.

A Balance Sheet and Income Statement for the period ending February 29, 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 February 29, 2008 are attached hereto and made a part of these minutes. (Attachments C and D).

Item 5. Committee Reports:

Bar Liaison: (Angela Sanford)

Angela attended the Austin Bar Board Meeting on 02/27/08. She was provided a speaking opportunity to share information about ALA with Austin Bar members. She discussed/promoted:

- Our 30th anniversary celebration this year
- Our plan to have our Past President serve as the Bar Liaison each year
- Posting a link to the Chapter's website on the Austin Bar's website soon so we can better serve as a legal resource to the community
- Our business partner and community efforts
- Our diversity efforts and the success of last year's symposium
- Our website
- Our newsletter as an advertising opportunity
- Our compensation and benefits survey
- The 2008 Legal Expo
- Our educational opportunities and programs and promoted the same as speaking opportunities for Austin Bar members
- Told about the website for membership opportunities/criteria for joining ALA

She also reported that during the meeting one of the attorneys complimented our managing partner breakfast and said that he really enjoyed the speaker.

We will be announcing our 30th anniversary as well as the upcoming Expo in their e-newsletter.

She is working on getting the Austin Bar to buy a booth at the Expo.

Debbie mentioned that she is very proud of Angela's and the Chapter's efforts with the Austin Bar because we have been trying to build a relationship with them for years.

Toni said that it is her hope that we can work out a relationship with the State Bar that is like this. She had lunch with Laura Angle and they spoke about some of the opportunities.

Finally, Angela reported that the Austin Bar has a project going on now through AYLA that is a Women's Resource Fair for low-income women and our committee chairs may be interested in that.

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



The committee met last week and had a lengthy discussion about the sponsorship levels for the Expo and the idea of having annual packages. The committee decided not to offer the packages this year. Instead, they are going to “beef up” the current packages to include better descriptions of the offerings as well as add a few different opportunities. They also decided not to increase prices this year since they were just increased a couple of years ago. The decision to increase prices will be reevaluated next year when sponsorship packages are reconsidered.

She pointed out that it is the committee’s opinion that while the Expo provides money it also provides relationships and she doesn’t want to do anything that will effect our relationship with our Business Partners.

The Business Partner Appreciation Happy Hour is going to be on April 17th. In the past, Debbie has mailed invitations to participants. However, this year she’d like to do an evite and have it sent via email. Amanda cautioned Debbie that the Evite website sends emails that often get routed to junk mail so recipients sometimes don’t get them. She recommended that, if Debbie uses Evite, she followup with a second email from her own email address confirming the same information. James asked Debbie if she was considering using Evite just so she could track the RSVPs. Because if she doesn’t need it for that, she could just send out the invitation as a PDF attached to the email.

Chapter Awards Committee: (Brenda Barnes, not attending)

No report.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie showed the Winter newsletter from the Austin Children’s Shelter where we are listed as a contributor in the \$10,000 - \$24,999 column.

The Relay for Life event is being planned for the weekend of April 26-27th. Bonnie sent an email to the entire Chapter encouraging them to sign up to attend. She would like to give \$1,000 from the Chapter to the event. Although the event isn’t happening until April (which would be included in next year’s budget,) she currently has \$967 left in her budget for this year so she would like to go ahead and make the contribution. The Board unanimously approved the donation.

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

No report.

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



No report.

Membership Committee: (Chrissie Eastin)

As of today, 97 of our members have renewed their memberships at the National level. We currently have 38 who have renewed their Chapter memberships online. She will continue to send group email reminders to encourage people to renew. They are going to be sending out a membership survey at the end of the month. She has gotten some examples of membership surveys from other Chapters and will be using those to model our survey after.

Newsletter Committee: (Karie Rivkin, not attending)

Toni reported that the newsletter should be going out in a couple of days. They are sending it via an e-link. Toni asked if Chris had heard how it was going to be sent out. Chris had not but she will check on whether it was going to be a PDF on the website with a link sent to members or if the actual PDF document will be sent.

Website Committee: (Chris Bhamani)

The committee is going to meet tomorrow at noon. Elaine sent Chris a copy of the software and the files that are used to update the website. The software is Go Live and Chris reported that she is not familiar with it. However, she is going to install it and start playing with it. Elaine will also be transitioning stuff to Chris as Chris is ready to take it on.

The meeting tomorrow will be to determine the committee's wants and needs for the coming year. One topic, for example, will be the use of a software product called Joomla. This is the same program that the Denver Chapter uses. It is freeware, meaning that there is no purchase price. It also has some add on packages which are sold at nominal prices. The software allows multiple people to access and then to update our site without extensive IT knowledge. Chris would set up templates or would help the committee chairs set them up. Then we could update our own sites with minimal input from Chris.

The software would be setup with logins that would limit/control the access that each individual user has. This also helps reduce problems with turnover because it is easy to use. It is based on a Word format, users don't need to know HTML code. Basically they would type in their content, just like typing into a Word document. The pages are also easy to publish and unpublish so mistakes are easy to correct.

Chrissie asked if we would have to pay someone to convert it or if Chris could do it herself? Chris answered that she could probably do it herself.



Toni agreed that it would be nice for people to be able to updated their own site.

Chris is going to work on some templates and show us some ideas. Our current host, Host My Site, may not be able to host the site in Joomla so we may have to change hosts.

Toni said that we definitely have time to figure out how to do this before the end of the year. Chris is going to work on this over the next 4-6 weeks and will have something to show the Board.

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

Amanda reported that the theme for the conference had been decided...it will be "The Best Beat in Town" and our logo has a multi-colored background as well as many musical elements.

Toni reported that Michael Nash has been confirmed as a speaker and will be doing 2 sessions on personality because he needs a longer period of time. She also reported that we have some local speakers including Steve Welch who spoke at a Chapter luncheon and will do a presentation on substance abuse, Mike Kennedy who also spoke at a Chapter luncheon and who will do a presentation on office lease negotiations, and someone from Toni's firm who will give a disaster planning workshop.

Item 6. Old Business:

- a. Silent Auction Item – Chrissie has picked out David Eckert, a local artist. Toni asked if he does anything music related. Chrissie said that he typically does natural arts but some have Austin backgrounds, animals and landscaping. Toni asked that Chrissie try to tie it to Austin as much as possible. Chrissie will pick out a print and will work with them to get a nice frame done for a reasonable price. She will send some examples of his work as well as a blurb about him to the Board via email. Toni said that we have to have the form filled in with what we are sending by March 31st.
- b. Electronic Newsletter Update – Previously discussed
- c. Communication Chair – At the February meeting Toni passed out a description of a Board Member position she was recommending, the Communications Chair. She asked everyone to review it to make a decision at this meeting. She asked if anyone had any questions or comments about it. None were made. Amanda motioned that we approve adding the position. Bonnie seconded. It passed unanimously. Toni asked if there were any



recommendations for who should take on this position. Amanda recommended Angela. Angela said that she is interested in the position but she needed a little time to think about it and will let Toni know via email very soon.

Item 7. New Business:

a. Logo Usage Agreement – Angela emailed the logo usage agreement that she received from headquarters to all Board members. This document is a sample of what can be given to business partners or others who want to use our logo. Angela is recommending that we consider using this sample to create our own agreement. She would like to have a useable agreement by the time the Expo comes around. Chairpersons should also be aware of the agreement when setting up events and working with outside entities who will be using our logo. Debbie agreed that this is a good idea, especially for business partners. She thinks it could either offer guidance for committee chairs or someone that has to sign off on the form. Bonnie gave the example of working with Wonders & Worries to use our logo. She just sent it to them and didn't give them any restrictions because she didn't know of any. Toni recommends that the Board members look this over so we can take action on it in future meetings. On a side note, Chrissie asked about using the 30th anniversary logo that Toni created. Toni said she currently has it in Powerpoint. Amanda said that, if Toni will send her the Powerpoint file, she will convert it to a jpg and send it out to the Board.

b. Board Retreat – Will be held Thursday, March 27th at the Stephen F. Austin. We will be welcoming 3 new Board members, Diana Stangl who will be chairing the education committee, Peggy Shaw who will be chairing the community relations committee, and Cara Mueller who will be our new Secretary. We will not have budgets due but all committee chairs need to be thinking about them.

Item 8. Open Discussion

Toni thanked everyone for a great year as President. She said that she could not have done this without all of our support and she really appreciated it.

Amanda asked if we had made a decision about allowing business partners to attend our monthly luncheons. This is something she would like to decide soon so it can be offered as part of the Expo packages this year. Debbie said that the one thing she has against this is she doesn't want it to be like the CAPA luncheons where attendees are bombarded with business partner advertisements and solicitations as soon as they come in. Amanda agreed that we should avoid this at all cost. Toni mentioned that we can still recommend that they sit at the speaker table to help alleviate some of the tendency to sell to the members during the luncheons. However, she reminded Amanda that the



Education Committee was opposed to the idea. Amanda said that she thinks we should open this up for consideration again. She asked if we could include a question on the membership survey that Chrissie is sending out to poll the membership at-large about the issue. She would word the question to explain exactly how we intend this to work. Angela agreed that adding it to the membership survey would be a good idea. Toni told Amanda that she needs to discuss this with Angie/Diana, Chair of the Education Committee. If we did the survey, their committee and the Board, in her opinion, should agree to abide by the results of the survey and go with the members preference. Amanda will run this by Angie to get her and her committee's input.

Next Amanda asked about the upcoming expenses we have and our planned use of the cash currently in our money market account. Toni said that we will have a large expense for Board Member stipends to the annual conference. Also, most of that money will need to be saved to get us through next year, especially if we decide to do stipends for members to attend the Regional Conference and other related Regional Conference expenses. Amanda agreed that she thinks it is crucial to offer these stipends to encourage attendance. Toni said that the Board really needs to consider if we have the money and if we are willing to spend it.

Toni also mentioned that it needs to be decided whether or not we are going to tie it to service within the Chapter or at the event itself. This needs to be decided soon so that it can be included in the Budgets we will be doing in the coming months. Most agreed that we could do this, but since a new Board will be in place next month, Toni thought it should be decided by the new Board who will be most effected by the expense. Amanda will ask Angie (incoming Chapter President) to put this on the agenda for next month's meeting so that we can make the decision.

Item 9. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, April 8, 2008 and the location will be announced.



ATTACHMENT A

4:34 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
03/26/08 **Balance Sheet**
Accrual Basis **As of February 29, 2008**

	<u>Feb 29, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	2,986.55
Frost Money Market	41,661.37
Total Checking/Savings	44,647.92
Other Current Assets	
Prepaid Expense-2008 Ex...	1,350.00
Total Other Current Assets	1,350.00
Total Current Assets	45,997.92
TOTAL ASSETS	<u>45,997.92</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	506.32
Total Equity	45,997.92
TOTAL LIABILITIES & EQUITY	<u>45,997.92</u>



ATTACHMENT B

4:35 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
Profit & Loss
 03/26/08 **April 2007 through February 2008**
 Accrual Basis

	<u>Apr '07 - Feb 08</u>
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	<u>45,784.47</u>
Education	
Meeting Receipts	4,270.00
Seminars	2,220.00
Education - Other	55.53
Total Education	<u>6,545.53</u>
Membership Dues	
'07-'08 Membership Dues	7,175.00
Total Membership Dues	<u>7,175.00</u>
Newsletter Ads	400.00
Salary Survey	7,275.00
Women's Syposium	25,920.00
Total Income	<u>93,100.00</u>
Expense	
Bank Service Charges	520.36
Board Expenses	
Advertising and Promotion	1,438.00
Bar Relations	154.13
Board Meetings	373.18
Gifts	1,049.56
Region 4/6 Conference Planning	947.57
Board Expenses - Other	0.00
Total Board Expenses	<u>3,962.44</u>
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	<u>14,560.45</u>
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	<u>1,875.18</u>
Diversity Project	21,490.13
Education Costs	
Chapter MeetingLunches	5,056.78
Holiday Party	692.96
Lunches-Education Seminar	1,268.50
Total Education Costs	<u>7,018.24</u>
Education Seminar	6,409.62
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>



4:35 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 03/26/08 **Profit & Loss**
 Accrual Basis **April 2007 through February 2008**

	<u>Apr '07 - Feb 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 - Ot...	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	184.30
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>92,958.48</u>
Net Ordinary Income	141.52
Other Income/Expense	
Other Income	
Interest Income	364.80
Total Other Income	<u>364.80</u>
Net Other Income	<u>364.80</u>
Net Income	<u><u>506.32</u></u>



ATTACHMENT C

4:36 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 03/26/08 **Check Detail**
 February 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	796	2/8/2008	Toni Beasley		Frost Bank Che...		-373.18
					Board Meetings	-373.18	373.18
TOTAL						-373.18	373.18
Check	797	2/8/2008	Allensworth & ...		Frost Bank Che...		-111.46
					Postage and Deli...	-111.46	111.46
TOTAL						-111.46	111.46
Check	798	2/12/2008	Amanda Korte		Frost Bank Che...		-503.39
					Region 4/6 Conf...	-503.39	503.39
TOTAL						-503.39	503.39
Check	799	2/13/2008	Headliners Club		Frost Bank Che...		-793.10
					Chapter Meeting...	-793.10	793.10
TOTAL						-793.10	793.10
Check	800	2/20/2008	Amanda Korte		Frost Bank Che...		-444.18
					Region 4/6 Conf...	-444.18	444.18
TOTAL						-444.18	444.18
Check	801	2/27/2008	Travis County ...		Frost Bank Che...		-4,429.87
					Diversity Project	-4,429.87	4,429.87
TOTAL						-4,429.87	4,429.87



ATTACHMENT D

4:36 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 03/26/08 **Deposit Detail**
 February 2008

Type	Num	Date	Name	Account	Amount
Deposit		2/8/2008		Frost Bank Che...	630.00
			Various	Meeting Receipts	-580.00
			Graves Doughert...	'07-'08 Members...	-50.00
TOTAL					-630.00
Deposit		2/29/2008		Frost Money M...	9.90
				Interest Income	-9.90
TOTAL					-9.90

