



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators



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

**October 14, 2008 at 12:00 p.m.**

**Members Present:**

Brenda Barnes  
Bill Elkjer  
Toni Beasley  
James Cornell

Angie Kalsbeck  
Amanda Korte  
Cara Mueller  
Karie Rivkin

Debbie Roan  
Peggy Shaw  
Chris Sims

**Members Not Attending:**

Chris Bhamani  
Chrissie Eastin

Diana Stangl

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

The September 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 September 30, 2008 is \$2,476.91 and the Money Market account balance is \$50,731.33. Costs are still coming in for the Regional Conference. There is approximately \$14,000 in net income at this point in the year which is comparable to the same time last year. We brought in normal deposits as well. Last month's meeting cost was large and Chris will ask Diana about the current costs of lunch meetings since we have been breaking even for lunches.

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

Chris reviewed the Profit & Loss and Balance Sheet.

Debbie will look into the Business Partner Fair Expense labeled "Food" in Chris' Profit & Loss handout. She believes it may be less than what is posted.

A Balance Sheet and Income Statement for the period ending September 30, 2008 are attached hereto and made a part of these minutes. (Attachments A and B)



**Item 3. Committee Reports:**

**Bar Liaison: (Toni Beasley)**

Toni reported that the Austin Bar Association Board will have a meeting on October 29<sup>th</sup>. The ABA also had a Saturday retreat for Board members from 9 a.m. until 1 p.m. with breakfast and lunch at 816 Congress. Committees and Committee Chairs also attended and they focused on three important issues to the legal community: Diversity, Education/CLE and Membership. Each attendee was assigned to one of these breakout groups.

Toni mentioned that the Board is very inclusive of ALA.

Toni will contact the ABA about possibly being interested in the upcoming release of the Austin ALA salary survey.



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

Debbie and James reported that they are working on choosing a date for the 2009 Legal Expo and that the results of their survey to the business partners was a 50/50 split between June and August being best. They believe August might be a better month since the Annual ALA Conference is in late May 2009.

They will also schedule a roundtable discussion with the business partners after the Region 4&6 conference.



Communications: (Bill Elkjer)

Bill reported that he submitted the photo from our July luncheon presenting the Relay For Life check to the American Cancer Society. The Austin Business Journal published the photo in a recent edition.



Community Relations: (Peggy Shaw)

Peggy reported that Austin ALA chapter members made an additional \$190 in donations to Communities In Schools in conjunction with the Community Challenge Weekend event.

CIS used the additional donations to buy gift cards as incentives to the students and water per the teachers' requests.



Compensation and Benefits Committee: (Chris Sims)

Chris reported that the salary survey closed earlier this month with only a few technical issues of participants not being able to submit their information. The next Compensation and Benefits Committee Chair should not have to change much in the next few years because of the hard work updating things this year.

There were 45 law firms participating this year which is approximately the same number of participants last year, however, the percentage of member law firms participating is down a bit from last year.



Program/Education Committee: (Diana Stangl)

Diana reported that the holiday party will be in the public conference room at 111 Congress on December 2<sup>nd</sup>. A save-the-date email will go out this week. There will be a white elephant gift exchange as well as a surprise "roast" of Wally. Fabulous Affairs is catering the event and is still working on a menu within our budget.

The monthly programs are already set through June 2009. There is a new ADA law that takes effect January 1, 2009 and the committee is looking for a speaker. Please contact Diana with names of attorneys who might be able to speak on this topic.





Membership Committee: (Chrissie Eastin)

Chrissie reported that there is a happy hour tomorrow for potential new members at Cork & Co. on Congress. Her committee is still working on the membership brochure and survey.



Newsletter Committee: (Karie D. Rivkin)

Karie reported that her committee needs to meet regarding the Region 4 & 6 newsletter. They are also currently working on the forth quarter newsletter for December. Karie asked that the Board please review past newsletters for the upcoming award.



Past President Advisory Committee: (Brenda Barnes)

Brenda reported that the PPAC is making contact with committee chairs for the awards. Tomorrow the group is meeting to review the chapter's current Bylaws and Brenda reminded the Board that any changes need to be approved by headquarters and she will find out if anyone else needs to approve.

The PPAC is also working on certificates for the holiday party and tenure awards.



Website Committee: (Chris Bhamani)

Chris reported that the website was recently attacked by a hacker, however, it is up, running and fully functional. Please report any issues to Chris as soon as possible.

Chris understands that some members are asking for their usernames and passwords. Please direct these members to Chris and she will get them this information. Some members did not receive the email with their usernames and passwords because of spam filters.



2008 Regional 4 & 6 Conference: (Amanda Korte)

Amanda reported there are currently 270 paid registrants with 48 of them being Austin chapter members. For the Thursday night event, the committee ordered novelty items that light up, blink, glow in the dark, etc.

Joanne is tagging the "Keep Austin Weird" t-shirts with members' names to wear during the conference on Friday.

Friday night there are no planned conference events but some vendors will be having receptions. Amanda would also like to coordinate an informal get-together for the Austin chapter and will send information about this. Toni thought more invites to receptions that evening from local business partners may be coming.

Amanda plans to have a white board by the Austin hospitality booth listing the next three events of the conference.

Amanda distributed a table of the conference sponsors and door prizes that is attached hereto and made a part of these minutes. (Attachment C) She asked for two prizes at the newcomers event and is still needing some door prizes.

Amanda also is planning a Regional Conference volunteer appreciation happy hour on November 6<sup>th</sup> that the Diamond and Platinum sponsors will also attend.

Angie is helping with volunteer coordination and Cara is helping with speaker and officer gifts.

She is still working on signage for the business partners and will try Melissa Barringer.

They will also be asking for donations to The Smile Train during the conference.



**Item 4. Old Business:**

- a. PLM was last week and Angie and a group of Austin chapter members went to Texas State for a roundtable with approximately twenty students studying legal management. Bill will work on publicizing this event and the chapter should consider submitting the work for an award.
- b. The November lunch meeting will help raise money for The Smile Train by donating the cost of a dessert for each attendee and also by asking for donations. Angie will distribute Smile Train brochures and also challenge members' firms to raise \$250 to cover one surgery. Bill will work on publicizing this event.



**Item 5.      New Business:**

“ALA Alumni” initiative is a new project from headquarters to reconnect with past ALA members. These ex-members would have the ability to join the alumni group at a lower membership cost and would receive several benefits including a customized website, eNewsletter, serve as mentors, articles and the opportunity to take part in group vacations. Angie will announce this at the next luncheon and ask members to send Angie contact information for former members.



**Item 6.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, November 11, 2008 at Hohmann, Taube & Summers (100 Congress Avenue, 18<sup>th</sup> Floor).





8:25 AM  
10/14/08  
Cash Basis

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

**Balance Sheet**  
**As of September 30, 2008**

	<u>Sep 30, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checki...	2,476.91
Frost Money Market	<u>50,731.33</u>
<b>Total Checking/Savi...</b>	<u>53,208.24</u>
<b>Total Current Assets</b>	<u>53,208.24</u>
<b>TOTAL ASSETS</b>	<u><u>53,208.24</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	25,781.28
Net Income	<u>14,097.43</u>
<b>Total Equity</b>	<u>53,208.24</u>
<b>TOTAL LIABILITIES &amp; EQ...</b>	<u><u>53,208.24</u></u>

8:25 AM  
 10/14/08  
 Cash Basis

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

**Profit & Loss**  
**April through September 2008**

	<u>Apr - Sep 08</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Business Partner Fair</b>	
Bronze Sponsors	11,732.50
Gold Sponsors	9,527.50
Platinum Sponsor	3,000.00
Silver Sponsors	12,170.00
Speaker Sponsor	3,000.00
Business Partner Fair - Other	136.00
<b>Total Business Partner Fair</b>	<u>39,566.00</u>
<b>Education</b>	
Meeting Receipts	3,420.00
Seminars	1,102.00
<b>Total Education</b>	<u>4,522.00</u>
<b>Membership Dues</b>	11,700.00
<b>Newsletter Ads</b>	200.00
<b>Salary Survey</b>	<u>2,375.00</u>
<b>Total Income</b>	<u>58,363.00</u>
<b>Expense</b>	
<b>Bank Service Charges</b>	537.78
<b>Board Expenses</b>	
Gifts	886.86
Region 4/6 Conference Planning	-535.00
<b>Total Board Expenses</b>	<u>351.86</u>
<b>Business Partner Fair Expenses</b>	
Facilities	7,756.00
Food	1,558.20
Other	500.00
Vendor Appreciation Party	1,987.66
<b>Total Business Partner Fair Expenses</b>	<u>11,801.86</u>
<b>Community Challenge Expenses</b>	399.35
<b>Community Development</b>	1,974.97
<b>Continuing Leadership Institute</b>	
Board Member-CLI	944.58
President - CLI	996.64
President Elect-CLI	135.32
Continuing Leadership Institute - ...	998.58
<b>Total Continuing Leadership Institute</b>	<u>3,075.12</u>
<b>Education Costs</b>	
Chapter MeetingLunches	4,091.51
Lunches-Education Seminar	1,394.15
Other-Education Seminar	1,170.07
<b>Total Education Costs</b>	<u>6,655.73</u>
<b>Insurance</b>	
Fidelity Bond Premium	190.00
<b>Total Insurance</b>	<u>190.00</u>
<b>National Conference Scholarship</b>	
Board Member Stipend	11,345.92
Chapter Dinner	976.78
CLM Scholarship	345.00
Quest Scholarship	1,000.00
Silent Auction Items	10.00
<b>Total National Conference Scholarship</b>	<u>13,677.70</u>

8:25 AM

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

10/14/08

**Profit & Loss**

Cash Basis

**April through September 2008**

	<u>Apr - Sep 08</u>
New Member Functions	
Promo Gifts	17.34
Total New Member Functions	17.34
Salary Survey Costs	5,340.00
Salary Survey Expense	59.07
Website	
Designer Fees	245.00
Total Website	245.00
Total Expense	44,325.78
Net Ordinary Income	14,037.22
Other Income/Expense	
Other Income	
Interest Income	60.21
Total Other Income	60.21
Net Other Income	60.21
Net Income	<u><u>14,097.43</u></u>

8:26 AM  
10/14/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Check Detail**  
**September 2008**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	855	9/10/2008	Headliners Club		Frost Bank Ch...		-743.21
					Chapter Meetin...	-743.21	743.21
TOTAL						-743.21	743.21
Check	856	9/10/2008	Rebekah Brown		Frost Bank Ch...		-137.53
					Community Cha...	-137.53	137.53
TOTAL						-137.53	137.53
Check	857	9/10/2008	Tami Uptain		Frost Bank Ch...		-95.37
					Community Cha...	-95.37	95.37
TOTAL						-95.37	95.37
Check	858	9/11/2008	Bonnie Zook		Frost Bank Ch...		-356.45
					Community Cha...	-356.45	356.45
TOTAL						-356.45	356.45
Check	859	9/30/2008	Headliners Club		Frost Bank Ch...		-884.93
					Chapter Meetin...	-884.93	884.93
TOTAL						-884.93	884.93

8:27 AM

10/14/08

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

## Deposit Detail

September 2008

Type	Num	Date	Name	Account	Amount
Deposit		9/16/2008		Frost Bank Ch...	121.07
			Maggie Powell	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
TOTAL					-121.07
Deposit		9/30/2008		Frost Bank Ch...	1,201.00
			Various	Community Cha...	-190.00
			RICOH	Business Partne...	-86.00
			Various	Salary Survey	-125.00
			Various	Salary Survey	-250.00
			Frost Bank	Region 4/6 Conf...	-450.00
			Karen Hall Interi...	Region 4/6 Conf...	-100.00
TOTAL					-1,201.00
Deposit		9/30/2008		Frost Bank Ch...	200.00
			Sandra Moxley	Membership Dues	-125.00
			Lisa Woodward	Membership Dues	-75.00
TOTAL					-200.00
Deposit		9/30/2008		Frost Bank Ch...	815.00
			Various	Meeting Receipts	-815.00
TOTAL					-815.00
Deposit		9/30/2008		Frost Money M...	10.39
				Interest Income	-10.39
TOTAL					-10.39



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STATEMENT ISSUED  
09-30-2008

AUSTIN CENTRAL TEXAS CHAPTER  
OF THE ASSOC OF LEGAL ADMINISTRATORS  
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**FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
2,716.74	5	3,332.07	6	2,497.53	3,551.28

----- DEPOSITS/CREDITS -----

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
09-02	DEPOSIT	995.00	09-30	DEPOSIT	200.00
09-30	DEPOSIT	815.00	09-30	DEPOSIT	1,201.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-18	121.07	ACH DEPOSIT	PAYPAL TRANSFER 4UEJ23DTSKHBU

----- CHECKS PAID -----

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
09-09	853	190.00	09-22	855 #	743.21	09-19	857 #	95.37
09-18	854	974.97	09-18	856 #	137.53	09-15	858	356.45

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

----- OTHER WITHDRAWALS/DEBITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-10	.00	INTERNET STMT COPY REQ	

----- DAILY BALANCE -----

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
08-29	2,716.74	09-10	3,521.74	09-19	2,078.49
09-02	3,711.74	09-15	3,165.29	09-22	1,335.28
09-09	3,521.74	09-18	2,173.86	09-30	3,551.28

Please examine at once and report any difference within 60 days from statement date.

8:22 AM

10/14/08

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

**Reconciliation Summary**

**Frost Bank Checking, Period Ending 09/30/2008**

	<u>Sep 30, 08</u>
Beginning Balance	2,716.74
Cleared Transactions	
Checks and Payments - 6 ite...	-2,497.53
Deposits and Credits - 6 items	3,332.07
Total Cleared Transactions	<u>834.54</u>
Cleared Balance	<u><u>3,551.28</u></u>
Uncleared Transactions	
Checks and Payments - 2 ite...	<u>-1,074.37</u>
Total Uncleared Transactions	<u>-1,074.37</u>
Register Balance as of 09/30/2008	<u><u>2,476.91</u></u>
Ending Balance	2,476.91

8:22 AM

10/14/08

# ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

## Reconciliation Detail

Frost Bank Checking, Period Ending 09/30/2008

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,716.74
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	8/29/2008	854	Communities in ...	X	-974.97	-974.97
Check	8/29/2008	853	Association of L...	X	-190.00	-1,164.97
Check	9/10/2008	855	Headliners Club	X	-743.21	-1,908.18
Check	9/10/2008	856	Rebekah Brown	X	-137.53	-2,045.71
Check	9/10/2008	857	Tami Uptain	X	-95.37	-2,141.08
Check	9/11/2008	858	Bonnie Zook	X	-356.45	-2,497.53
<b>Total Checks and Payments</b>					-2,497.53	-2,497.53
<b>Deposits and Credits - 6 items</b>						
Deposit	8/29/2008			X	0.00	0.00
Deposit	8/29/2008			X	995.00	995.00
Deposit	9/16/2008			X	121.07	1,116.07
Deposit	9/30/2008			X	200.00	1,316.07
Deposit	9/30/2008			X	815.00	2,131.07
Deposit	9/30/2008			X	1,201.00	3,332.07
<b>Total Deposits and Credits</b>					3,332.07	3,332.07
<b>Total Cleared Transactions</b>					834.54	834.54
<b>Cleared Balance</b>					834.54	3,551.28
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	3/20/2008	809	Incorporating D...		-189.44	-189.44
Check	9/30/2008	859	Headliners Club		-884.93	-1,074.37
<b>Total Checks and Payments</b>					-1,074.37	-1,074.37
<b>Total Uncleared Transactions</b>					-1,074.37	-1,074.37
<b>Register Balance as of 09/30/2008</b>					-239.83	2,476.91
<b>Ending Balance</b>					<b>-239.83</b>	<b>2,476.91</b>





**Frost**

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09-30-2008

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**BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
50,720.94	0	10.39	0	.00	50,731.33

----- DEPOSITS/CREDITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-30	10.39	INTEREST PAID	

----- DAILY BALANCE -----

DATE	BALANCE	DATE	BALANCE
08-29	50,720.94	09-30	50,731.33

8:17 AM

10/14/08

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

**Reconciliation Summary**

**Frost Money Market, Period Ending 09/30/2008**

	<u>Sep 30, 08</u>
Beginning Balance	50,720.94
Cleared Transactions	
Deposits and Credits - 1 i...	<u>10.39</u>
Total Cleared Transactions	<u>10.39</u>
Cleared Balance	<u>50,731.33</u>
Register Balance as of 09/30/2008	50,731.33
Ending Balance	50,731.33

8:17 AM

10/14/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 09/30/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50,720.94
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	9/30/2008			X	10.39	10.39
Total Deposits and Credits					10.39	10.39
Total Cleared Transactions					10.39	10.39
Cleared Balance					10.39	50,731.33
Register Balance as of 09/30/2008					10.39	50,731.33
Ending Balance					10.39	50,731.33

Regions 4/6 Conference Planning Committee  
 Business Partner Sponsorships  
 As of 10/13/08

Vendor Name	Package Purchased	Dollar Value	Cash or Door Prize?	Door Prize	Registration Form Received?	Check/Donation Received?	
Global Benefit Solutions	Diamond	\$500	Door Prize (sent check)	\$500 Southwest Airlines Gift Card - AK to purchase	Yes	Yes	
Riata Technologies	Platinum	\$450	Cash		Yes	Yes	
Documentation	Diamond	\$500	Door Prize	\$250 camera, \$250 Check	Yes	No	
Current Issues	Bronze	\$100	Door Prize	3 \$35 gift certificates to Book People	Yes	Yes	
National Legal	Bronze	\$60	Door Prize	3 \$20 Starbucks	Yes	Yes	
Greater Texas Water	Bronze	\$100	Cash		Yes	Yes	
Brand Coffee	Silver	\$125	Door Prize	Gift Basket	Yes	Yes	
Iron Mountain	Gold	\$250	Cash		Yes	Yes	
Flores & Associates	Bronze	\$100	Cash		Yes	Yes	
Hilton Austin	Gold	\$250	Door Prize	1 night weekend stay	Yes	Yes	
Karen Hall Interior Design	Bronze	\$100	Cash		Yes	Yes	
Frost National Bank	Platinum	\$450	Cash		Yes	Yes	
Intercontinental Stephen F.	Diamond	\$799	Door Prize	2 night stay	Yes	Yes	
Horseshoe Bay Resort	Diamond	\$500	Door Prize	2 night stay	No	No	
Safesite	Bronze	\$100	Cash		Yes	Yes	
The Benefits Team	Bronze	\$100	Cash		No	No	
Commercial Texas	Bronze	\$100	Cash		Yes	Yes	
		<b>\$4,584</b>					

Value of Door Prizes \$2,834  
 Value of Cash \$1,750

Highlighted - Still need something from them

Vendors interested but not committed

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