



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

September 9, 2008 at 12:00 p.m.

Members Present:

Chris Bhamani
Chrissie Eastin
Bill Elkjer

Angie Kalsbeck
Amanda Korte
Cara Mueller

Karie Rivkin
Chris Sims
Diana Stangl

Members Not Attending:

Brenda Barnes
Toni Beasley
James Cornell

Debbie Roan
Peggy Shaw

Item 1. Reading/Approval of the Minutes:

The August 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 August 31, 2008 is \$2,357.33 and the Money Market account balance is \$50,720.94. The net income for the year is \$14,000. There is no budget comparison yet but Chris plans to have it in October. A few community development checks were written this past month. Last year's salary surveys are still selling.

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

Chris reviewed the Profit & Loss and Balance Sheet.

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

Item 3. Committee Reports:

Bar Liaison: (Toni Beasley)

No report at this time.



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

No report at this time.



Communications: (Bill Elkjer)

Nothing to report.



Community Relations: (Peggy Shaw)

The Community Challenge Weekend event was a success. There were thirteen volunteers for the Communities In Schools room makeovers and many other members provided monetary and supply donations. The CIS program manager, staff and kids were very grateful and love the new rooms.



Compensation and Benefits Committee: (Chris Sims)

The Compensation and Benefits Committee received approval this morning from ALA to publish the salary survey and it will be launched this week after testing. The committee worked very hard this year because of all the changes to the survey. The committee will be following-up with participants since last year some of the emails containing the survey link were caught by junk email filters.



Program/Education Committee: (Diana Stangl)

Nothing to report at this time. They will have a committee meeting very soon.



Membership Committee: (Chrissie Eastin)

Chrissie reported that Maggie Powell and Sandra Moxley have recently joined Austin ALA. This brings the new member total for this year to eight. There are also two potential members in the works – Lisa Woodward and Elizabeth Walker. The happy hour for potential recruits is scheduled for September 30th and the committee is still deciding on a location. 22 potential members will be invited.

Chrissie is still working on the member survey.

The committee was very helpful in producing a list for a recent campaign that included eighteen additional law firms that are not currently ALA members or on ALA's potential member listing. Maggie Powell's membership was a result of this campaign. Chris S. will also be using this updated list to market the salary survey.



Newsletter Committee: (Karie D. Rivkin)

Karie reported that she is working-in ten business partner advertisements into the next newsletter. There will be two main articles and Amanda also wrote an article.



Past President Advisory Committee: (Brenda Barnes)

No report at this time.



Website Committee: (Chris Bhamani)

Amanda and Chris B. got together to go through the new website. The logo on the Home Page was updated and very well-liked by the Board. The member login was moved to the "Members Only" tab and Chris logged-in to demonstrate this part of the website. The Region 4 and 6 Austin brochure / guide and the quarterly newsletter were also added to the website. Chris mentioned that it is possible to change banner ads each quarter versus starting all sponsorships at once. Board members should let Chris know if there is anything they'd like changed on the website. The idea of having a job bank was discussed and everyone thought this was a good idea.

The roll out of the new website is scheduled for the September 25th monthly luncheon meeting.



2008 Regional 4 & 6 Conference: (Amanda Korte)

Amanda reported that they had their first committee meeting on August 13th and assigned sub-committees. They discussed the hospitality booth, gift baskets and speaker gifts, and t-shirts for chapter members. Amanda has 30 volunteers for the conference and anticipates getting more in the next few weeks.

Chrissie and Bonnie are working on some ideas for decorating the hospitality booth in a musical theme.

The Thursday night event will be the one big party and the committee decided to do two special items for the event. First, they are going to ask all chapter members to come dressed as their favorite music star. Being the week before Halloween, costumes and accessories should be easy to find. Then, they are going to focus some of the giveaways budget to getting accessories to make the Thursday night better and to help the out of town guests get in line with the "Dance to the Beat of Your Own Drum." Some ideas include glow necklaces, blinking accessories, etc. ALA headquarters loved the idea.

The committee will be ordering Keep Austin Weird tie-dyed shirts with the chapter logo on the back for chapter members to wear on Friday of the conference.

Amanda sent two emails to prospective sponsors and has been able to confirm one Bronze sponsor for \$100 to date. Danelle with the Stephen F. Austin Hotel told Amanda they would be doing the Diamond Sponsorship which is a door prize of at least \$500. Amanda has also talked to Frost Bank and Safesite that will both be doing something yet to be determined. Amanda will continue to work with the sub-committee regarding sponsorships.

Many business partners have asked about a date for the post conference happy hour, so Amanda will speak with her committee to determine a good date. It will most likely be the first or second Thursday after the conference.

The next Regional Management Team phone conference is scheduled for Thursday.



Item 4. Old Business:

- a. E-Bulletin – The Board of Directors unanimously voted for a three-month trial period to begin in November. Amanda and Angie will produce and distribute the bulletins. After the trial period, the program will be evaluated to determine if the E-bulletin should continue and, if so, review its content, production and which committee will be responsible for production.
- b. Professional Legal Management Week (PLMW) / October 6 to 10th – Angie contacted Texas State's Legal Studies with Legal Administration concentration program about having a roundtable discussion with a team of Austin ALA members. The Legal Research course meets on Mondays from 2:00 p.m. to 4:45 p.m. and Angie will present this idea at the next chapter meeting. It would work best to have the roundtable on a Monday during the class time.
- c. Smile Train – Angie asked for ideas on fundraising for the Smile Train. Should firms be challenged to raise \$250 to cover one surgery? Donate Chapter meeting fees for one month? Do a chapter donation? It was discussed that members should be asked to promote within their firms and/or possibly not have dessert at a monthly luncheon and donate the savings to the Smile Train.



Item 5. New Business:

a. Review of Bylaws – Angie spoke with the Past President Advisory Committee about the chapter bylaws not being reviewed in approximately five. The specific items they believe should be reviewed are:

- Life Member Status - possibly giving this status to anyone who has been a member for over twenty-five years. Any Life Member would not have to pay annual chapter dues.
- Succession Planning – review the qualifications for President and President-Elect and how these positions are chosen. Possibly require members to be on a committee.



Open Discussion:

Chrissie mentioned that she had spoken with Brenda about the status of a member who leaves ALA and then later returns. Chrissie wondered if their years of service should be added up or do they start over as a new member? Another situation Chrissie thought should be considered is when a member doesn't pay dues on time and his/her membership is cancelled for a brief period.

Amanda also mentioned that this topic was brought up at the meeting in Seattle.



1. **Item 6.** **Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, October 14, 2008 at Graves, Dougherty (401 Congress Avenue, Suite 2200).



10:16 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

09/09/08

Balance Sheet

Accrual Basis

As of August 31, 2008

	<u>Aug 31, ...</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	2,357.33
Frost Money Market	<u>50,720.94</u>
Total Checking/Savi...	<u>53,078.27</u>
Total Current Assets	<u>53,078.27</u>
TOTAL ASSETS	<u>53,078.27</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	25,781.28
Net Income	<u>13,967.46</u>
Total Equity	<u>53,078.27</u>
TOTAL LIABILITIES & EQ...	<u>53,078.27</u>

Profit & Loss
April through August 2008

	Apr - Aug 08
Ordinary Income/Expense	
Income	
Business Partner Fair	
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	50.00
Total Business Partner Fair	39,480.00
Education	
Meeting Receipts	2,605.00
Seminars	1,102.00
Total Education	3,707.00
Membership Dues	11,375.00
Newsletter Ads	200.00
Salary Survey	2,000.00
Total Income	56,762.00
Expense	
Bank Service Charges	533.85
Board Expenses	
Gifts	886.86
Region 4/6 Conference Planning	15.00
Total Board Expenses	901.86
Business Partner Fair Expenses	
Facilities	7,756.00
Food	1,558.20
Other	500.00
Vendor Appreciation Party	1,987.66
Total Business Partner Fair Expenses	11,801.86
Community Development	1,974.97
Continuing Leadership Institute	
Board Member-CLI	944.58
President - CLI	996.64
President Elect-CLI	135.32
Continuing Leadership Institute - ...	998.58
Total Continuing Leadership Institute	3,075.12
Education Costs	
Chapter MeetingLunches	2,463.37
Lunches-Education Seminar	1,394.15
Other-Education Seminar	1,170.07
Total Education Costs	5,027.59
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
National Conference Scholarship	
Board Member Stipend	11,345.92
Chapter Dinner	976.78
CLM Scholarship	345.00
Quest Scholarship	1,000.00
Silent Auction Items	10.00
Total National Conference Scholarship	13,677.70
New Member Functions	
Promo Gifts	17.34
Total New Member Functions	17.34
Salary Survey Costs	5,340.00

10:17 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

09/09/08

Profit & Loss

Accrual Basis

April through August 2008

	<u>Apr - Aug 08</u>
Salary Survey Expense	59.07
Website	
Designer Fees	<u>245.00</u>
Total Website	<u>245.00</u>
Total Expense	<u>42,844.36</u>
Net Ordinary Income	13,917.64
Other Income/Expense	
Other Income	
Interest Income	<u>49.82</u>
Total Other Income	<u>49.82</u>
Net Other Income	<u>49.82</u>
Net Income	<u><u>13,967.46</u></u>

Check Detail

August 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	849	8/11/2008	James C. Sims		Frost Bank Ch...		-59.07
				Salary Survey E...		-59.07	59.07
TOTAL						-59.07	59.07
Check	850	8/11/2008	Amanda Korte		Frost Bank Ch...		-135.32
				President Elect...		-135.32	135.32
TOTAL						-135.32	135.32
Check	851	8/11/2008	Diana Stangl		Frost Bank Ch...		-2,952.35
				Lunches-Educat...		-1,394.15	1,394.15
				Food		-1,558.20	1,558.20
TOTAL						-2,952.35	2,952.35
Check	852	8/11/2008	Headliners Club		Frost Bank Ch...		-448.88
				Chapter Meetin...		-448.88	448.88
TOTAL						-448.88	448.88
Check	853	8/29/2008	Association of ...		Frost Bank Ch...		-190.00
				Fidelity Bond Pr...		-190.00	190.00
TOTAL						-190.00	190.00
Check	854	8/29/2008	Communities i...		Frost Bank Ch...		-974.97
				Community Dev...		-974.97	974.97
TOTAL						-974.97	974.97

10:17 AM
09/09/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Deposit Detail
August 2008

Type	Num	Date	Name	Account	Amount
Deposit		8/11/2008		Frost Bank Ch...	460.00
			Various	Meeting Receipts	-460.00
TOTAL					-460.00
Deposit		8/29/2008		Frost Bank Ch...	995.00
			Various	Meeting Receipts	-745.00
			Various	Salary Survey	-125.00
			Various	Salary Survey	-125.00
TOTAL					-995.00
Deposit		8/31/2008		Frost Money M...	11.08
				Interest Income	-11.08
TOTAL					-11.08



WE'RE FROM HERE

P.O. Box 1727 Austin, Texas 78767 Member FDIC

FOR INFORMATION CALL
512-473-4500 OR 1-800-513-7678

STATEMENT ISSUED
08-29-2008

AUSTIN CENTRAL TEXAS CHAPTER
OF THE ASSOC OF LEGAL ADMINISTRATORS
% CHRIS SIMS BICKERSTAFF HEATH
816 CONGRESS AVE STE 1700
AUSTIN TX 78701

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FREE BUSINESS CHECKING ACCOUNT NO 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
1,252.36	2	5,460.00	5	3,995.62	2,716.74

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
08-11	DEPOSIT	460.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-11	5,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
08-04	839 #	400.00	08-14	850	135.32	08-15	852 #	448.88
08-12	849 *	59.07	08-14	851 #	2,952.35			

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-31	1,252.36	08-11	6,312.36	08-14	3,165.62
08-04	852.36	08-12	6,253.29	08-15	2,716.74

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

10:14 AM

09/09/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Summary

Frost Bank Checking, Period Ending 08/31/2008

	<u>Aug 31, 08</u>
Beginning Balance	1,252.36
Cleared Transactions	
Checks and Payments - 5 ite...	-3,995.62
Deposits and Credits - 2 items	5,460.00
Total Cleared Transactions	<u>1,464.38</u>
Cleared Balance	<u><u>2,716.74</u></u>
Uncleared Transactions	
Checks and Payments - 3 ite...	-1,354.41
Deposits and Credits - 1 item	995.00
Total Uncleared Transactions	<u>-359.41</u>
Register Balance as of 08/31/2008	<u><u>2,357.33</u></u>
Ending Balance	2,357.33

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Bank Checking, Period Ending 08/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,252.36
Cleared Transactions						
Checks and Payments - 5 items						
Check	6/30/2008	839	HIRECounsel	X	-400.00	-400.00
Check	8/11/2008	851	Diana Stangl	X	-2,952.35	-3,352.35
Check	8/11/2008	852	Headliners Club	X	-448.88	-3,801.23
Check	8/11/2008	850	Amanda Korte	X	-135.32	-3,936.55
Check	8/11/2008	849	James C. Sims	X	-59.07	-3,995.62
Total Checks and Payments					-3,995.62	-3,995.62
Deposits and Credits - 2 items						
Deposit	8/11/2008			X	460.00	460.00
General Journal	8/11/2008	81623		X	5,000.00	5,460.00
Total Deposits and Credits					5,460.00	5,460.00
Total Cleared Transactions					1,464.38	1,464.38
Cleared Balance					1,464.38	2,716.74
Uncleared Transactions						
Checks and Payments - 3 items						
Check	3/20/2008	809	Incorporating D...		-189.44	-189.44
Check	8/29/2008	854	Communities in ...		-974.97	-1,164.41
Check	8/29/2008	853	Association of L...		-190.00	-1,354.41
Total Checks and Payments					-1,354.41	-1,354.41
Deposits and Credits - 1 item						
Deposit	8/29/2008				995.00	995.00
Total Deposits and Credits					995.00	995.00
Total Uncleared Transactions					-359.41	-359.41
Register Balance as of 08/31/2008					1,104.97	2,357.33
Ending Balance					1,104.97	2,357.33



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STATEMENT ISSUED
08-29-2008

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AUSTIN CENTRAL TEXAS CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS
% CHRIS SIMS BICKERSTAFF HEATH
816 CONGRESS AVE STE 1700
AUSTIN TX 78701

0

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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
55,709.86	0	11.08	1	5,000.00	50,720.94

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-31	11.08	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-11	5,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-31	55,709.86	08-11	50,709.86	08-29	50,720.94

10:15 AM

09/09/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Summary

Frost Money Market, Period Ending 08/31/2008

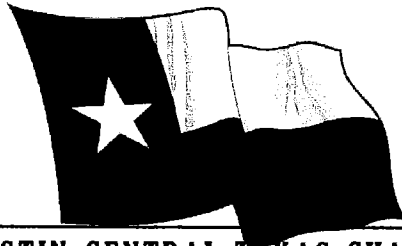
	<u>Aug 31, 08</u>
Beginning Balance	55,709.86
Cleared Transactions	
Checks and Payments - 1 it...	-5,000.00
Deposits and Credits - 1 item	11.08
	<u>-4,988.92</u>
Total Cleared Transactions	-4,988.92
Cleared Balance	<u>50,720.94</u>
Register Balance as of 08/31/2008	50,720.94
Ending Balance	50,720.94

10:15 AM

09/09/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Money Market, Period Ending 08/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55,709.86
Cleared Transactions						
Checks and Payments - 1 item						
General Journal	8/11/2008	81623		X	-5,000.00	-5,000.00
Total Checks and Payments					-5,000.00	-5,000.00
Deposits and Credits - 1 item						
Deposit	8/31/2008			X	11.08	11.08
Total Deposits and Credits					11.08	11.08
Total Cleared Transactions					-4,988.92	-4,988.92
Cleared Balance					-4,988.92	50,720.94
Register Balance as of 08/31/2008					-4,988.92	50,720.94
Ending Balance					-4,988.92	50,720.94



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators
Celebrating 30 Years of Success
1978 - 2008



BOARD MEETING AGENDA September 9, 2008

1. Members Present:

Toni Beasley	✓ Angie Kalsbeck	✓ Karie Rivkin
✓ Chris Bhamani	✓ Amanda Korte	✓ Chris Sims
✓ Chrissie Eastin	✓ Cara Mueller	✓ Diana Stangl
✓ Bill Elkjer		

2. Members Absent:

Brenda Barnes	Debbie Roan
James Cornell	Peggy Shaw

3. Approval of August Minutes (attached)

4. Treasurer's Report (Chris Sims)

5. Committee Reports:

- a. Bar Liaison – Toni Beasley
- b. Communications – Bill Elkjer
- c. Community Relations – Peggy Shaw (absent)
- d. Compensation & Benefits Survey – Chris Sims
- e. Education/Program – Diana Stangl
- f. Membership – Chrissie Eastin
- g. Newsletter – Karie Rivkin
- h. Past-Pres. Advisory Council – Brenda Barnes (absent)
- i. 2008 Region 4/6 Education Conference – Amanda Korte
- j. Website (Final demo for Roll Out) – Chris Bhamani

6. Old Business

- a. E-Bulletin
 - Board of Directors unanimously voted for 3-month trial pd. to begin in November
 - Amanda and Angie will produce/distribute
 - Evaluate at end of trial on continuing, content, production responsibility
- b. Professional Legal Management Week (PLMW) – Oct. 6-10
 - TX State – Legal Studies w/ Legal Administration concentration
 - Roundtable discussion – team of Austin ALA members
 - Legal Research course Mondays, 2-4:45pm
- c. *Smile Train*
 - Fundraising suggestions?
 - Challenge firms to raise \$250 for one surgery
 - Donate Chapter meeting fees for one month
 - Chapter to donate \$250 for one surgery

7. New Business

- a. Review of Bylaws
 - PPAC and President to administer
 - Current Bylaws adopted 10/23/2003
 - Items to review:
 - Life Member status – suggesting 25+ years
 - Succession Planning
 - Qualifications for President, Pres-Elect
 - Turnover for Committee Chair positions
 - Member involvement on Committees
 - etc.

8. Open Discussion

9. **Next Meeting – Oct. 14, 2008, noon @ Graves, Dougherty
401 Congress, Ste. 2200**