



**Minutes from the March 2009 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

March 10, 2009 at 12:00 p.m.

Members Present:

Toni Beasley
Chris Bhamani
James Cornell

Bill Elkjer
Angie Kalsbeck
Amanda Koplos

Cara Mueller
Debbie Roan
Peggy Shaw

Members Not Attending:

Brenda Barnes
Chrissie Eastin
Karie Rivkin

Chris Sims
Diana Stangl

Item 1. Reading/Approval of the Minutes:

The February 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 February 28, 2009 is \$884.24 and the Money Market account balance is \$39,756.84.

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

A Balance Sheet and Income Statement for the period ending February 28, 2009 are attached hereto and made a part of these minutes. (Attachments A and B)

Membership renewals will start coming in, so regular deposits will be made during this time. The chapter has a net income of just over \$2,690 for the fiscal year.

The Officers met again yesterday to discuss the 2009-2010 budget. More detailed discussions will be held with the involvement of the incoming and outgoing committee chairs at the upcoming Board retreat.

Item 3. Committee Reports:

Bar Liaison: (Toni Beasley)

Invitations to the Austin Bar Association's vendor fair will be going out soon and Toni will get more information to the membership. She has also inquired about having an Austin Chapter booth at the fair.



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

A contract has been signed with Palmer for the 2009 Business Partner Expo and Educational Seminar. Insurance for the event has also been secured. Tomorrow Chris B., Amanda and Debbie are meeting to work on the online registration and other event details.

The committee is looking at moving to an annual sponsorship package for the business partners that is similar to what other ALA chapters are doing currently. Debbie suggested that the upcoming committee should be consulted on this possibility.

Debbie has already received many calls from business partners for information about the 2009 Expo.



Communications: (Bill Elkjer)

The Region 4 quarterly newsletter requests will now go directly to Bill for reports and pictures from our recent activities.



Community Relations: (Peggy Shaw)

Kelly Barker came up with a new spring project idea at Urban Roots. Urban Roots connects at-risk high school students with information on growing food. They have a booth at the Farmers Market and donate food to CARITAS and other similar organizations. Corporate sponsors have the opportunity to volunteer in the gardens with the students for a \$500 contribution. The volunteer date is currently scheduled for May 2nd and they will need about fifteen volunteers.

Toni mentioned that we should keep an eye out for opportunities to mix our diversity efforts with community involvement as well as for students we could potentially hire later. James mentioned it might be worth a look into the San Juan Diego School since they are always looking for student training / speaker opportunities. There could be an opportunity to coordinate a panel discussion similar to what was done last year at Texas State or even a resume workshop. James will give Toni Christina's contact information.



Compensation and Benefits Committee: (Chris Sims)

No report.



Program/Education Committee: (Diana Stangl)

Invitations have been sent for the March 26th educational seminar. There are eleven registrants to date. Winston will send an email Monday, March 16th as a reminder that the seminar is in place of our regular March meeting.



Membership Committee: (Chrissie Eastin)

Marti Lozano is the new Membership Committee Chair and will be sending an email this week with chapter membership renewal information. Clay Singleton has rejoined the Chapter.



Newsletter Committee: (Karie D. Rivkin)

No report.



Past President Advisory Committee: (Brenda Barnes)

No report.



Website Committee: (Chris Bhamani)

The new Bylaws are posted on the website as well as the recent Platinum Award notice.

The website listing for Membership Committee Chair has been changed to Marti Lozano.

The Board approved a \$50 payment for the creation of a new logo with the new Austin Chapter name.

Chris will begin working on obtaining member photos at upcoming lunch and seminar meetings.



Item 4. Old Business:

- 1) Legal Expo and Summer Educational Seminar
 - a) It was discussed that the upcoming Legal Expo Committee members should discuss any changes to the 2009 Expo including allowing higher sponsor levels to attend lunch with the membership while giving them enough time to still set-up their booths.
 - b) Everyone agreed that the chapter needs to add value at the same sponsorship levels and that allowing high-level sponsors to attend the lunch is a good option.
 - c) The Education and Expo committees will discuss further.

- 2) Strategic Planning Survey
 - a) Amanda handed out a draft of the survey that is attached hereto and made a part of these minutes. (Attachment C)
 - b) Amanda has been working with the Membership Committee and Board Officers on the survey and hopes to gain information from the membership about items the board will potentially be discussing in the coming year.
 - c) There is a section for each committee and Amanda would like to receive feedback from each committee chair about his/her section this week.

- 3) Service Awards
 - a) The service awards are on hold until the new term.
 - b) It was agreed that sending letters to Managing Partners with administrators earning service awards is a nice touch.



Item 5. New Business:

- 1) It was announced that the Austin Chapter has earned the Platinum President's Award of Excellence.
- 2) The new 2009-2010 Officers were congratulated.
- 3) Annual ALA Conference
 - a. Board stipends for this year's conference are set at \$2000 for Board Officers and \$1500 for Committee Chairs during the 2008-2009 term. The stipend will be \$2,000 for the President and President-Elect of the 2009-2010 term. Stipends will be discussed further at next year's budget meeting.
 - b. The Board agreed on a self-funded chapter dinner during the annual conference.
 - c. The chapter needs to have a silent auction item for the annual conference by April 15th. Some ideas were Southwest Airlines tickets paired with a hotel stay. It was also suggested that we try to split the cost with a business partner.



Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, April 14, 2009 at Hance Scarborough, 111 Congress, Suite 500.

