



**Minutes from the October 2010 Board Meeting of the
Austin Chapter of the
Association of Legal Administrators**

October 12, 2010 at 12:00 p.m.

1. **Members Present:** James Cornell, Chris Sims, Ann Jacobson, Debbie Roan, Bonnie Zook, Tina Terrian, Diana Stangl, Josh de Koning, Barbara Mullen, Elaine Nielson, Marti Lozano and Chrissie Eastin

Members Not Present: Amanda Koplos

2. **Approval of September Minutes** - The September Board meeting minutes were approved and submitted to the Board.

3. **Treasurer's Report** (Chris Sims)

The Chapter checking account balance as of September 30, 2010 is \$3,897 and the Money Market account balance is \$58,795.29 for a total Checking/Savings balance of \$62,692.29.

TREASURER NOTES:

Regional Conference reimbursements will be processed in the next few weeks. We are still receiving orders and money for the salary survey. Expenses are still below budget. We are renewing the fidelity bond with ALA headquarters. It should renew in September each year and the notice is supposed to be sent to the chapter president's address. We did not receive it this year. We will add it to the checklist to look for it in September each year so that it doesn't lapse.

A Balance Sheet and Income Statement for the period ending September 30, 2010 are attached hereto and made a part of these minutes. Included with the financial statements is the budget to actual comparison. (Attachment A)

4. **Old Business**

- a. Community Relations Committee Report on Career Day (Bonnie Zook) - Career Day event will be on October 30 at Wilson Sonsini offices from 11 – 2. The agenda includes introductions and an ice-breaker activity; job skills workshops to include resume writing, cover letters and mock interviews; lunch; and a “meet the professionals” period. Discussion was held about whether we could make another donation to YouthLaunch.

Motion was made, seconded and approved to give \$500 to YouthLaunch and make the presentation at the event.

5. **New Business**

- a. Region 4 Conference and Expo Recap (Chrissie Eastin) – The conference was great in every way. We had 33 people from the chapter attend.

- b. Bar Relations Committee Report (Amanda Koplos) – In Amanda's absence, James reported that Amanda is interested in getting more involved with the Austin Bar and is exploring ways to do that. James is also interested in getting more involved with the State Bar and is open to suggestions on how to accomplish that.

- c. Business Partner Relations Committee Report (Tina Terrian) – The Committee reached out to the potential vendors to let them know about our community service projects. A survey was sent out requesting feedback from the business partners. The business partners were invited to the Fall Social Event on November 3 from 5-7 at Uncorked. The committee is working on finalizing the sponsorship packages for 2011 and plans to send those out by the end of October. Bonnie asked if the business partner representative could be removed from the Community Relations Committee. She said that they have not attended and it's been difficult to try to keep them in the loop with the committee discussions and has also been awkward. Tina agreed to make that change. Discussion was held about having a lunch for new vendors in September, 2011 to let them know about ALA and the packages coming out in October.

- d. Compensation and Benefits Committee Report (Elaine Nielsen) – We are still receiving orders for the salary survey. She looked at the Houston Chapter's survey. It only covers salary questions (and not benefits) but is also



cheaper than the one we are using. She will do a survey to the chapter to see if the members want to keep the benefits in the survey. It was noted that people use the listserv anyway to ask about benefits so it would probably be okay to drop the benefits section from the survey. Discussion was held on what to charge non-participating members for the survey. Decision was made to charge as follows:

- \$300 – non member and don't participate
- \$200 – non-member and do participate
- \$200 – ALA member and don't participate
- \$125 – ALA member and do participate

e. Website Committee Update on Redesign RFP's (Barbara Mullen) – The Committee has selected PaperStreet to do the web redesign. They did the Oregon chapter's website. Barbara will give an overview at the next board meeting.

f. Membership Committee (Marti Lozano) – Discussion held as to whether to include information about the chapter paying for the CLM exam in the membership brochure. It was decided that information should be included. Discussion was held about purchasing anniversary cards to send out to members. Decision was made to purchase plain note cards and print them ourselves with the chapter logo and use them for all sorts of events. Marti will work on that. Discussion was also held about whether to have drawings of gift cards at the meetings. Decision was made to not do that on a regular basis.

g. Education Committee (Josh de Koning) – Susan French is confirmed to be the speaker at the February meeting. The chapter will pay her expenses, estimated to be \$575. Bill Cobb will be the speaker at the November meeting. The chapter will reimburse his mileage.

Committee Reports are attached and made a part of these minutes (Attachment **B**).

6. **Open Business**

7. **Announcements/Adjournment** (James Cornell)

The meeting was adjourned at 1:30. The next Board Meeting is scheduled for noon on Nov. 9 at Kelly Hart & Hallman (301 Congress Ave., Suite 2000).



ATTACHMENT A

4:26 PM

10/11/10

Accrual Basis

Austin Chapter of the Association of Legal Administrators

Balance Sheet

As of September 30, 2010

	<u>Sep 30, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	3,897.00
Frost Money Market	58,795.29
Total Checking/Savi...	<u>62,692.29</u>
Total Current Assets	<u>62,692.29</u>
TOTAL ASSETS	<u>62,692.29</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	68,412.70
Net Income	<u>-19,049.94</u>
Total Equity	<u>62,692.29</u>
TOTAL LIABILITIES & EQ...	<u>62,692.29</u>

Austin Chapter of the Association of Legal Administrators
Profit & Loss
 April through September 2010

	Apr - Sep 10
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Gold	1,500.00
Total Annual Sponsorship	2,000.00
Business Partner Fair	
Additional Reps	750.00
Total Business Partner Fair	750.00
Education	
Meeting Receipts	3,230.00
Mtg Vendor Handout Fees	20.00
Seminars	3,770.00
Total Education	7,020.00
Membership Dues	10,825.00
Salary Survey	3,975.00
Total Income	24,570.00
Expense	
Bank Service Charges	37.86
Board Expenses	
Board Retreat	82.59
Chapter Awards/Gifts	153.84
Service Awards	1,135.47
Total Board Expenses	1,371.90
Business Partner Fair Expenses	
A/V Rental	521.66
Beverages	1,637.82
Deposits	0.00
Facilities	1,272.00
Food	3,597.46
Other	75.00
Parking	224.00
Total Business Partner Fair Expenses	7,327.94
Chapter Leadership Institute	
Board Member-CLI	2,477.99
President - CLI	1,209.35
President Elect-CLI	217.15
Total Chapter Leadership Institute	3,904.49
Community Development	500.00
Education Costs	
Chapter MeetingLunches	2,888.07
Speakers-Education Seminar	3,982.18
Webinars and Audio Conferences	343.95
Total Education Costs	7,214.20
Miscellaneous Expense	
Other	50.00
Post Office Box	100.00
Total Miscellaneous Expense	150.00
National Conference Scholarship	
Board Member Stipend	8,000.00
Chapter Dinner	294.00
President-National Conference	2,000.00
National Conference Scholarship - O...	1,500.00
Total National Conference Scholarship	11,794.00
New Member Functions	
Buddy Happy Hours	181.07
New Member Lunches	160.86
Total New Member Functions	341.93
Newsletter	339.15
Regional Conference	
Other (bus)	3,000.00
Total Regional Conference	3,000.00
Salary Survey Costs	6,740.00
Website	
Maintenance	885.00
Monthly Fee	29.85
Total Website	914.85
Total Expense	43,636.32
Net Ordinary Income	-19,066.32

4:27 PM

10/11/10

Accrual Basis

Austin Chapter of the Association of Legal Administrators

Profit & Loss

April through September 2010

	<u>Apr - Sep 10</u>
Other Income/Expense	
Other Income	
Interest Income	16.38
Total Other Income	<u>16.38</u>
Net Other Income	<u>16.38</u>
Net Income	<u><u>-19,049.94</u></u>

Austin Chapter of the Association of Legal Administrators

10/11/10

Profit & Loss Budget vs. Actual

Accrual Basis

April through September 2010

	Apr - Sep 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Annual Sponsorship - Totebag	500.00	500.00	0.00	100.0%
Gold	1,500.00			
Total Annual Sponsorship	2,000.00	500.00	1,500.00	400.0%
Business Partner Fair				
Additional Reps	750.00			
Total Business Partner Fair	750.00			
Education				
Meeting Receipts	3,230.00	2,400.00	830.00	134.6%
Mtg Vendor Handout Fees	20.00			
Seminars	3,770.00	3,600.00	170.00	104.7%
Total Education	7,020.00	6,000.00	1,020.00	117.0%
Membership Dues	10,825.00	10,875.00	-50.00	99.5%
Salary Survey	3,975.00	4,000.00	-25.00	99.4%
Total Income	24,570.00	21,375.00	3,195.00	114.9%
Expense				
Bank Service Charges	37.86	375.00	-337.14	10.1%
Board Expenses				
Advertising and Promotion	0.00	225.00	-225.00	0.0%
Bar Relations	0.00	250.00	-250.00	0.0%
Board Meetings	0.00	125.00	-125.00	0.0%
Board Retreat	82.59			
Chapter Awards/Gifts	153.84	375.00	-221.16	41.0%
PLMW Event	0.00	250.00	-250.00	0.0%
Service Awards	1,135.47			
Total Board Expenses	1,371.90	1,225.00	146.90	112.0%
Business Partner Fair Expenses				
A/V Rental	521.66			
Beverages	1,637.82			
Deposits	0.00			
Facilities	1,272.00	10,800.00	-9,528.00	11.8%
Food	3,597.46			
Other	75.00			
Parking	224.00			
Total Business Partner Fair Expenses	7,327.94	10,800.00	-3,472.06	67.9%
Chapter Leadership Institute				
Board Member-CLI	2,477.99	2,800.00	-322.01	88.5%
President - CLI	1,209.35	1,400.00	-190.65	86.4%
President Elect-CLI	217.15	150.00	67.15	144.8%
Total Chapter Leadership Institute	3,904.49	4,350.00	-445.51	89.8%
Community Development	500.00	500.00	0.00	100.0%
Education Costs				
Audio Visual	0.00	1,500.00	-1,500.00	0.0%
Chapter MeetingLunches	2,888.07	2,662.67	225.40	108.5%
Lunches-Education Seminar	0.00	2,375.00	-2,375.00	0.0%
Parking	0.00	360.00	-360.00	0.0%
Speakers-Education Seminar	3,982.18	3,300.00	682.18	120.7%
Webinars and Audio Conferences	343.95	750.00	-406.05	45.9%
Total Education Costs	7,214.20	10,947.67	-3,733.47	65.9%
Miscellaneous Expense				
Other	50.00	100.00	-50.00	50.0%
Post Office Box	100.00	102.00	-2.00	98.0%
Total Miscellaneous Expense	150.00	202.00	-52.00	74.3%
National Conference Scholarship				
Board Member Stipend	8,000.00	10,000.00	-2,000.00	80.0%
Chapter Dinner	294.00			
First Time Attendee Member	0.00	1,500.00	-1,500.00	0.0%
President-National Conference	2,000.00	2,000.00	0.00	100.0%
Silent Auction Items	0.00	250.00	-250.00	0.0%
Social Event	0.00	300.00	-300.00	0.0%
National Conference Scholarship - O...	1,500.00			
Total National Conference Scholarship	11,794.00	14,050.00	-2,256.00	83.9%
New Member Functions				
Buddy Happy Hours	181.07	200.00	-18.93	90.5%
Miscellaneous	0.00	50.00	-50.00	0.0%
New Member Lunches	160.86	300.00	-139.14	53.6%
Promo Gifts	0.00	100.00	-100.00	0.0%
Total New Member Functions	341.93	650.00	-308.07	52.6%
Newsletter	339.15	567.50	-228.35	59.8%
Postage and Delivery	0.00	25.00	-25.00	0.0%
Printing and Reproduction	0.00	75.00	-75.00	0.0%
Regional Conference				
Other (bus)	3,000.00	260.00	2,740.00	1,153.8%
Total Regional Conference	3,000.00	260.00	2,740.00	1,153.8%
Salary Survey Costs	6,740.00	6,740.00	0.00	100.0%

**Austin Chapter of the Association of Legal Administrators
Profit & Loss Budget vs. Actual**

10/11/10

Accrual Basis

April through September 2010

	Apr - Sep 10	Budget	\$ Over Budget	% of Budget
Website				
Committee Meetings	0.00	50.00	-50.00	0.0%
Maintenance	885.00	1,170.00	-285.00	75.6%
Monthly Fee	29.85	50.00	-20.15	59.7%
Total Website	<u>914.85</u>	<u>1,270.00</u>	<u>-355.15</u>	<u>72.0%</u>
Total Expense	<u>43,636.32</u>	<u>52,037.17</u>	<u>-8,400.85</u>	<u>83.9%</u>
Net Ordinary Income	-19,066.32	-30,662.17	11,595.85	62.2%
Other Income/Expense				
Other Income				
Interest Income	16.38	50.00	-33.62	32.8%
Total Other Income	<u>16.38</u>	<u>50.00</u>	<u>-33.62</u>	<u>32.8%</u>
Net Other Income	<u>16.38</u>	<u>50.00</u>	<u>-33.62</u>	<u>32.8%</u>
Net Income	<u><u>-19,049.94</u></u>	<u><u>-30,612.17</u></u>	<u><u>11,562.23</u></u>	<u><u>62.2%</u></u>

4:30 PM
10/11/10

Austin Chapter of the Association of Legal Administrators
Check Detail
September 2010

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amo...</u>
Check		9/27/2010			Frost Bank Checking		-30.00
					Bank Service Charges	-30.00	30.00
TOTAL						-30.00	30.00
Check	1094	9/21/2010	Clark Travel		Frost Bank Checking		-2,340.00
					Other (bus)	-2,340.00	2,340.00
TOTAL						-2,340.00	2,340.00
Check	1095	9/21/2010	Clark Travel		Frost Bank Checking		-400.00
					Other (bus)	-400.00	400.00
TOTAL						-400.00	400.00

Austin Chapter of the Association of Legal Administrators
Deposit Detail
September 2010

Type	Date	Name	Account	Amount
Deposit	9/28/2010		Frost Bank Che...	625.00
		Lisa Grigar	Meeting Receipts	-25.00
		Slack & Davis, L.L.P.	Meeting Receipts	-20.00
		Locke Liddell & Sapp	Meeting Receipts	-20.00
		Richards Rodriguez & Sk...	Meeting Receipts	-20.00
		Scott, Douglas & McConn...	Meeting Receipts	-20.00
		Jackson Walker	Meeting Receipts	-20.00
		Alexander Dubose & Tow...	Meeting Receipts	-20.00
		Burns Anderson Jury & Br...	Meeting Receipts	-20.00
		McElroy Sullivan & Miller, ...	Meeting Receipts	-20.00
		Bishop, London & Dodds, ...	Meeting Receipts	-20.00
		Baker Botts, LLP	Meeting Receipts	-20.00
		Chamberlain & McHaney	Meeting Receipts	-20.00
		Laura Angle	Meeting Receipts	-20.00
		Lloyd Gosselink	Meeting Receipts	-60.00
		Angie Kalsbeck	Meeting Receipts	-20.00
		Ogletree Deakins	Meeting Receipts	-20.00
		Germer Gertz LLP	Meeting Receipts	-20.00
		Winstead PC	Meeting Receipts	-20.00
		Kelly Hart & Hallman	Meeting Receipts	-20.00
		Drenner & Golden Stuart ...	Meeting Receipts	-20.00
		Chrissie Eastin	Mtg Vendor Han...	-20.00
		Bracewell & Giuliani, LLP	Meeting Receipts	-20.00
		Fulbright & Jaworski LLP	Meeting Receipts	-40.00
		Graves Dougherty Hearon...	Meeting Receipts	-60.00
		Hance Scarborough	Meeting Receipts	-20.00
		Andrews Kurth	Meeting Receipts	-20.00
TOTAL				-625.00
Deposit	9/28/2010		Frost Bank Che...	350.00
		Safesite, Inc.	Additional Reps	-100.00
		Accent Food Services	Additional Reps	-50.00
		Corporate Care	Additional Reps	-50.00
		Move Solutions	Additional Reps	-50.00
		Project Leadership Associ...	Additional Reps	-50.00
		Gensler	Additional Reps	-50.00
TOTAL				-350.00
Deposit	9/28/2010		Frost Bank Che...	3,675.00
		Various	Salary Survey	-3,675.00
TOTAL				-3,675.00
Deposit	9/28/2010		Frost Bank Che...	115.00
		Munsch Hardt Kopf & Harr	Seminars	-40.00
		Angie Kalsbeck	Membership Dues	-75.00
TOTAL				-115.00
Deposit	9/30/2010		Frost Money M...	2.42
			Interest Income	-2.42
TOTAL				-2.42



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

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

STATEMENT ISSUED
09-30-2010

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
% BICKERSTAFF H D ACOSTA LLP ATTN C SIMS
3711 S MOPAC EXPY BLDG 1 STE 300
AUSTIN TX 78746



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FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
1,524.10	6	6,995.00	7	4,201.70	4,317.40

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
09-01	DEPOSIT	80.00	09-01	DEPOSIT	2,150.00
09-28	DEPOSIT	115.00	09-28	DEPOSIT	350.00
09-28	DEPOSIT	625.00	09-28	DEPOSIT	3,675.00

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
09-03	1087 #	239.40	09-27	1090 #	462.50	09-03	1093 #	756.00
09-01	1089 * #	343.95	09-01	1092 * #	29.85	09-27	1094 #	2,340.00

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-09	.00	INTERNET STMT COPY REQ	
09-09	.00	INTERNET STMT COPY REQ	
09-27	30.00	OVERDRAFT FEE	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
08-31	1,524.10	09-03	2,384.90	09-27	447.60- OD
09-01	3,380.30	09-09	2,384.90	09-28	4,317.40

Please examine your bank statement upon receipt and report any differences or irregularities as specified in the Deposit Account Agreement and Other Disclosures.

Austin Chapter of the Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 09/30/2010

	<u>Sep 30, 10</u>
Beginning Balance	1,524.10
Cleared Transactions	
Checks and Payments - 7 ite...	-4,201.70
Deposits and Credits - 6 items	6,995.00
Total Cleared Transactions	<u>2,793.30</u>
Cleared Balance	<u>4,317.40</u>
Uncleared Transactions	
Checks and Payments - 2 ite...	-420.40
Total Uncleared Transactions	<u>-420.40</u>
Register Balance as of 09/30/2010	<u>3,897.00</u>
Ending Balance	3,897.00

Austin Chapter of the Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 09/30/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,524.10
Cleared Transactions						
Checks and Payments - 7 items						
Check	8/23/2010	1090	Xera Group	X	-462.50	-462.50
Check	8/23/2010	1089	Graves Dougher...	X	-343.95	-806.45
Check	8/23/2010	1087	Amanda Koplos	X	-239.40	-1,045.85
Check	8/30/2010	1093	For Women's Sa...	X	-756.00	-1,801.85
Check	8/30/2010	1092	Chris Bhamani	X	-29.85	-1,831.70
Check	9/21/2010	1094	Clark Travel	X	-2,340.00	-4,171.70
Check	9/27/2010			X	-30.00	-4,201.70
Total Checks and Payments					-4,201.70	-4,201.70
Deposits and Credits - 6 items						
Deposit	8/30/2010			X	80.00	80.00
Deposit	8/30/2010			X	2,150.00	2,230.00
Deposit	9/28/2010			X	115.00	2,345.00
Deposit	9/28/2010			X	350.00	2,695.00
Deposit	9/28/2010			X	625.00	3,320.00
Deposit	9/28/2010			X	3,675.00	6,995.00
Total Deposits and Credits					6,995.00	6,995.00
Total Cleared Transactions					2,793.30	2,793.30
Cleared Balance					2,793.30	4,317.40
Uncleared Transactions						
Checks and Payments - 2 items						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	9/21/2010	1095	Clark Travel		-400.00	-420.40
Total Checks and Payments					-420.40	-420.40
Total Uncleared Transactions					-420.40	-420.40
Register Balance as of 09/30/2010					2,372.90	3,897.00
Ending Balance					2,372.90	3,897.00



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STATEMENT ISSUED
09-30-2010

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
% BICKERSTAFF H D ACOSTA LLP ATTN C SIMS
3711 S MOPAC EXPY BLDG 1 STE 300
AUSTIN TX 78746



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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
58,792.87	0	2.42	0	.00	58,795.29

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-30	2.42	INTEREST PAID	

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

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

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
08-31	58,792.87	09-09	58,792.87	09-30	58,795.29

Please examine your bank statement upon receipt and report any differences or irregularities as specified in the Deposit Account Agreement and Other Disclosures.

4:25 PM
10/11/10

Austin Chapter of the Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 09/30/2010

	<u>Sep 30, 10</u>
Beginning Balance	58,792.87
Cleared Transactions	
Deposits and Credits - 1 it...	2.42
Total Cleared Transactions	<u>2.42</u>
Cleared Balance	58,795.29
Register Balance as of 09/30/2010	<u>58,795.29</u>
Ending Balance	58,795.29

4:25 PM
10/11/10

**Austin Chapter of the Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 09/30/2010**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						58,792.87
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	9/30/2010			X	2.42	2.42
Total Deposits and Credits					2.42	2.42
Total Cleared Transactions					2.42	2.42
Cleared Balance					2.42	58,795.29
Register Balance as of 09/30/2010					2.42	58,795.29
Ending Balance					2.42	58,795.29

ATTACHMENT B



Austin ALA Committee Reports to the Board October 12th, 2010

Bar Relations Committee Report – Amanda Koplos, Committee Chair

Amanda attended the first Board meeting of the Austin Bar Association's new fiscal year on Wednesday, September 29th. The meetings are the fourth Wednesday of every month. Amanda made a report on happenings within our association including the release of our Salary Survey and our desire to increase membership by targeting small/solo firms.

Amanda also made contacts within the advertising, marketing and membership departments. Chrissie, James and Amanda will be brainstorming in the following weeks on which project(s) we would like to focus on using those contacts.

Business Partner Relations Committee Report – Tina Terrian, Committee Chair

We just finished soliciting our prospective Business Partners for participation in the October Community Service event. We're working on getting our annual Business Partner survey out in the next week or two. We are also working on setting up a BP Appreciation Happy Hour on November 3rd from 5:00 - 7:00 p.m. and are looking at locations. We want to get out the 2012 sponsorship packages by mid to late October, so it's another busy month!

Past Presidents Advisory Council – Ann Jacobson, Committee Chair

No report at this time.

Community Relations Committee Report – Bonnie Zook, Committee Chair

Update on October 30th Career Day activities for YouthLaunch.

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

2010 Survey is complete, and we are currently still getting orders for the survey. At the Region 4 conference we looked at a Demo of the Houston Survey to consider for the 2011 survey.

Education/Programs Committee Report – Josh de Koning, Committee Chair

Overview The Education Committee is now comprised of Karen Sue Doughty, April Stanaland, Diana Stangl, Corina Rodriguez, Winston Williams, Brenda Barnes, Chrissie Eastin and Josh de Koning.

Monthly Luncheons (generally the 4th Thursday of the month)

Upcoming schedule

- OCTOBER 28 **Topic:** Legal Marketing and Technology
Competency Category: Legal Industry
Speaker: Brian Dare
Sponsor: Jones Lang LaSalle (Russell Young, contact)
- NOVEMBER 16 (being held on a Tuesday and one week early due to Thanksgiving)
Topic: Succession Planning in Law Firms
Competency Category: Legal Industry
Speaker: Bill Cobb (Tentative)
Sponsor: Dahill (Campbell Edwards, contact)
- DECEMBER **Holiday Party**
Date: December 9th
Venue: 111 Congress Plaza
MORE INFORMATION SOON
- JANUARY 27 **Topic:** Your Leadership Role in Your Firm
Competency Category: Communications and General Management
Speaker: Susan French (Tentative)
Sponsor: TBD
- FEBRUARY 24 **Topic:** TBD
Competency Category: TBD
Speaker: TBD
Sponsor: TBD

MARCH 24 – Spring Seminar

Speaker: Considering Nancy Duhon, J.D., Michael Cohen, J.D., or Dr. Eric Cupp

Membership Committee Report – Marti Lozano, Committee Chair

The Membership Committee continues to work on recruiting and retention efforts. Since July, the Committee has personally contacted inactive members to invite and encourage them to attend the monthly meetings (or other upcoming events). Each month we have managed to get at least one member to attend who hasn't participated within the previous 4-6 months.

During our last Committee meeting (in September) the following items were discussed and feedback is needed from the Board:

1. Since the Chapter will pay the registration fee for members passing the CLM exam, the Membership Committee thought it would be a good idea to advertise this benefit in the Chapter brochure.
2. Instead of purchasing anniversary cards to send out to members, how about we have note cards printed with the Chapter logo on the front (leave inside blank) so card can be used by anyone on the Board for any occasion - not just for anniversaries. Does anyone have any suggestions of where to have them printed?
3. Give away \$5 gift card(s) to Starbucks, Jamba Juice, etc. during each monthly meeting or give member option to have parking fee reimbursed.

- ✚ Membership Count is 89 (including Wally Warrenburg)

- ✚ New (returning) members:
Jackson Seamans, Administrator - Ajamie, LLP
Angie Vega, Business Manager - Toler Law Group

- ✚ Departing Members:
Bill Elkjer, Administrator - Hohmann, Taube & Summers, LLP

Newsletter Committee Report – Debbie Roan, Committee Chair

We are working on the next newsletter which Debbie hopes to have out before the board meeting.

Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee reports that all responses to our RFP have been received and reviewed by the committee members. We will be able to announce our candidate company by

the time the Board meets. In accordance with our RFP guidelines, at least the first stages of the redesign should be completed by the end of the year.

We are continuing to work with the Business Partner Relations Committee to keep our current website updated and responsive to the business partners' needs since we are entering the timeframe for sponsorship opportunities.