



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

November 9, 2010 at 12:00 p.m.

1. **Members Present:** James Cornell, Chris Sims (by phone), Amanda Koplos, Ann Jacobson, Debbie Roan, Bonnie Zook, Tina Terrian, Diana Stangl, Josh de Koning, Barbara Mullen, Marti Lozano and Chrissie Eastin (by phone)

Members Not Present: Elaine Nielson

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

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

The Chapter checking account balance as of October 31, 2010 is \$2,217.17 and the Money Market account balance is \$40,797.55 for a total Checking/Savings balance of \$43,014.72.

TREASURER NOTES:

Paypal has limited us to transactions of only \$500/month and so we are having difficulty with the business partners trying to pay us for their sponsorships. We've worked out an interim system but need to get the issue resolved. The chapter debit card is in Chris' name. He needs to get a new pin number from the bank and then we can increase the amount with Paypal. James will work with Frost to get that done.

Our cash balance is down significantly because of payments for the website and the regional conference reimbursements. As the business partner income comes in the balance will go back up.

A Balance Sheet and Income Statement for the period ending October 31, 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. Presidents' Award of Excellence Status Update (James Cornell) – FYI item only.

b. James thanked Amanda and Chrissie for organizing the Over the Edge event and everyone for contributing to the event. James raised \$7,915, which was the 2nd highest in the state and helped the Stephen F. Austin team raise the most for a team. We had write-ups in the Austin Bar e-newsletter and the Austin Lawyer.

c. James also thanked everyone for the great happy hour event on Wednesday. We had very good attendance.

5. **New Business**

a. Bar Relations Committee Report (Amanda Koplos) - Amanda arranged for the Stephen F. Austin Intercontinental Hotel to give us a party for 10 on their Terrace for us to then donate as a silent auction item for the Bar's annual gala. It has a \$500 value. We will also be donating a bottle of wine for the gala.

b. Business Partner Relations Committee Report (Tina Terrian) – The packages are selling and the response has been very good. Commerical Texas will be our Platinum Sponsor for 2011. We have sold the 3 Diamond Sponsorships to Jones Lang LaSalle, Capitol Vending Coffee and Documation. We have sold 2 Gold sponsorships to Dahill and Kimball Office Supply. We have sold 4 Silver sponsorships (18 remaining) and 2 Bronze sponsorships (28 remaining). Tina distributed the results of the survey that was sent out to the business partners. We had a 50% response rate. The committee will be reviewing the responses and making adjustments as warranted.

c. Community Relations Committee Report (Bonnie Zook) – The Career Day event was very successful. Bonnie is waiting on the evaluations from YouthLaunch. She sent in a write up for ALA News. Bonnie asked that everyone thank Kelly Barber for the use of his office for the event. We can use the event for several categories for the annual awards. Chrissie asked everyone to think



about what organizations we want to work with next year and to let Bonnie know.

d. Education/Programs Committee (Josh de Koning) – Josh expressed his disapproval for how uncritical our meeting evaluations are and asked that people provide more meaningful evaluations. Bill Cobb will be the speaker at the November meeting. The invitation will be going out today since the meeting is early this month. The Holiday Party is scheduled for December 9. Leslie Wellons of Fabulous Affairs will be the caterer. The membership awards for best committee member, best chapter member, etc. will be presented at the Holiday Party. Toni Beasley will be the January speaker and Susan French will be the February speaker. There was discussion about the speaker for the spring seminar. Josh said that Dr. Eric Cupp was available and would charge \$2,000 to do a presentation on conflict resolution. James suggested someone for a disaster planning session. However, the speaker's usual charge is \$6,800 for a ½ day seminar. Josh and James will call him and see if he will do it for \$2,000.

Discussion was also held about the Managing Partner Breakfast. It is tentatively scheduled for Feb. 15 at the Stephen F. Austin Intercontinental Hotel. James will contact Chief Justice Wallace Jefferson to see if he is available. Josh said that if Bill Cobb does a good job at the November meeting then he may also be a possibility if Chief Justice Jefferson is not available.

e. Website Committee (Barbara Mullen) – The website is currently not functioning. Barbara thanked Tina and Chris Bhamani for their work on getting a work-around for the business partner package signups. PaperStreet has sent a questionnaire that must be completed before they can start on the design work. Decided to form a committee of Chrissie, Debbie, Amanda, Barbara, Karen Sue, Chris Sims, Chris Bhamani and Brenda to meet next week and complete the questionnaire.

f. Discussion of Sections within the Chapter (James Cornell) – James reported that Ellen Boydston had asked about forming a small firm group that would meet informally about once a month. It was noted that we have previously had such groups. James will get with Ellen and let her know that she can take the lead on a small firm group.

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 1:22. The next Board Meeting is scheduled for noon on December 14 at Kelly Hart & Hallman (301 Congress Ave., Suite 2000).

ATTACHMENT A

8:27 AM

11/08/10

Accrual Basis

Austin Chapter of the Association of Legal Administrators

Balance Sheet

As of October 31, 2010

	<u>Oct 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	2,217.17
Frost Money Market	40,797.55
Total Checking/Savi...	<u>43,014.72</u>
Total Current Assets	<u>43,014.72</u>
TOTAL ASSETS	<u>43,014.72</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	68,412.70
Net Income	-38,727.51
Total Equity	<u>43,014.72</u>
TOTAL LIABILITIES & EQ...	<u>43,014.72</u>

Austin Chapter of the Association of Legal Administrators

Profit & Loss

April through October 2010

11/08/10

Accrual Basis

	Apr - Oct 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	850.00
Total Business Partner Fair	850.00
Education	
Meeting Receipts	3,330.00
Seminars	3,770.00
Total Education	7,100.00
Membership Dues	10,825.00
Salary Survey	5,250.00
Total Income	26,025.00
Expense	
Bank Service Charges	213.42
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	231.00
Total Business Partner Fair Expenses	7,334.94
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	1,000.00
Education Costs	
Chapter MeetingLunches	3,696.05
Speakers-Education Seminar	3,982.18
Webinars and Audio Conferences	343.95
Total Education Costs	8,022.18
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
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	
Board Members	5,188.50
Door Prize	184.13
Members At Large	6,600.00
Other (bus)	3,258.31
Scholarships	1,035.00
Regional Conference - Other	563.35
Total Regional Conference	16,829.29
Salary Survey Costs	6,740.00

8:30 AM

11/08/10

Accrual Basis

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

	<u>Apr - Oct 10</u>
Website	
Design	5,625.00
Maintenance	885.00
Monthly Fee	29.85
Total Website	<u>6,539.85</u>
Total Expense	<u>64,771.15</u>
Net Ordinary Income	-38,746.15
Other Income/Expense	
Other Income	
Interest Income	18.64
Total Other Income	<u>18.64</u>
Net Other Income	<u>18.64</u>
Net Income	<u><u>-38,727.51</u></u>

Austin Chapter of the Association of Legal Administrators

11/08/10

Profit & Loss Budget vs. Actual

Accrual Basis

April through October 2010

	Apr - Oct 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	850.00			
Total Business Partner Fair	850.00			
Education				
Meeting Receipts	3,330.00	3,000.00	330.00	111.0%
Seminars	3,770.00	3,600.00	170.00	104.7%
Total Education	7,100.00	6,600.00	500.00	107.6%
Membership Dues	10,825.00	10,875.00	-50.00	99.5%
Salary Survey	5,250.00	7,500.00	-2,250.00	70.0%
Total Income	26,025.00	25,475.00	550.00	102.2%
Expense				
Bank Service Charges	213.42	437.50	-224.08	48.8%
Board Expenses				
Advertising and Promotion	0.00	262.50	-262.50	0.0%
Bar Relations	0.00	291.67	-291.67	0.0%
Board Meetings	0.00	145.83	-145.83	0.0%
Board Retreat	82.59			
Chapter Awards/Gifts	153.84	437.50	-283.66	35.2%
PLMW Event	0.00	250.00	-250.00	0.0%
Service Awards	1,135.47	500.00	635.47	227.1%
Total Board Expenses	1,371.90	1,887.50	-515.60	72.7%
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	231.00			
Total Business Partner Fair Expenses	7,334.94	10,800.00	-3,465.06	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 Challenge Expenses	0.00	750.00	-750.00	0.0%
Community Development	1,000.00	500.00	500.00	200.0%
Education Costs				
Audio Visual	0.00	1,500.00	-1,500.00	0.0%
Chapter MeetingLunches	3,696.05	3,328.34	367.71	111.0%
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	875.00	-531.05	39.3%
Total Education Costs	8,022.18	11,738.34	-3,716.16	68.3%
Insurance				
Fidelity Bond Premium	190.00			
Total Insurance	190.00			
Managing Partner Breakfast	0.00	6,500.00	-6,500.00	0.0%
Miscellaneous Expense				
Other	50.00	116.67	-66.67	42.9%
Post Office Box	100.00	102.00	-2.00	98.0%
Total Miscellaneous Expense	150.00	218.67	-68.67	68.6%
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	58.33	-58.33	0.0%
New Member Lunches	160.86	300.00	-139.14	53.6%
Promo Gifts	0.00	116.67	-116.67	0.0%
Total New Member Functions	341.93	675.00	-333.07	50.7%
Newsletter	339.15	662.08	-322.93	51.2%
Postage and Delivery	0.00	29.17	-29.17	0.0%
Printing and Reproduction	0.00	87.50	-87.50	0.0%

Austin Chapter of the Association of Legal Administrators

Profit & Loss Budget vs. Actual

11/08/10

April through October 2010

Accrual Basis

	Apr - Oct 10	Budget	\$ Over Budget	% of Budget
Regional Conference				
Board Members	5,188.50	8,450.00	-3,261.50	61.4%
Door Prize	184.13	200.00	-15.87	92.1%
Members At Large	6,600.00	4,500.00	2,100.00	146.7%
Other (bus)	3,258.31	2,600.00	658.31	125.3%
Scholarships	1,035.00	1,050.00	-15.00	98.6%
Regional Conference - Other	563.35			
Total Regional Conference	16,829.29	16,800.00	29.29	100.2%
Salary Survey Costs	6,740.00	6,740.00	0.00	100.0%
Website				
Committee Meetings	0.00	50.00	-50.00	0.0%
Design	5,625.00			
Designer Fees	0.00	3,750.00	-3,750.00	0.0%
Maintenance	885.00	1,365.00	-480.00	64.8%
Monthly Fee	29.85	58.33	-28.48	51.2%
Total Website	6,539.85	5,223.33	1,316.52	125.2%
Total Expense	64,771.15	81,449.09	-16,677.94	79.5%
Net Ordinary Income	-38,746.15	-55,974.09	17,227.94	69.2%
Other Income/Expense				
Other Income				
Interest Income	18.64	58.33	-39.69	32.0%
Total Other Income	18.64	58.33	-39.69	32.0%
Net Other Income	18.64	58.33	-39.69	32.0%
Net Income	-38,727.51	-55,915.76	17,188.25	69.3%

**Austin Chapter of the Association of Legal Administrators
Check Detail
October 2010**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check		10/20/2010			Frost Bank Checking		-175.56
					Bank Service Charges	-175.56	175.56
TOTAL						-175.56	175.56
Check	1096	10/11/2010	Association of ...		Frost Bank Checking		-190.00
					Fidelity Bond Premium	-190.00	190.00
TOTAL						-190.00	190.00
Check	1097	10/11/2010	Chris Bhamani		Frost Bank Checking		-300.00
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1098	10/11/2010	Debbie Roan		Frost Bank Checking		-587.50
					Board Members	-587.50	587.50
TOTAL						-587.50	587.50
Check	1099	10/11/2010	Amanda Koplos		Frost Bank Checking		-829.13
					Board Members	-645.00	645.00
					Door Prize	-184.13	184.13
TOTAL						-829.13	829.13
Check	1100	10/11/2010	Gray & Becker,...		Frost Bank Checking		-300.00
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1101	10/20/2010	Lisa Grigar		Frost Bank Checking		-300.00
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1102	10/20/2010	McElroy Sulliva...		Frost Bank Checking		-300.00
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1103	10/20/2010	McElroy Sulliva...		Frost Bank Checking		-345.00
					Scholarships	-345.00	345.00
TOTAL						-345.00	345.00
Check	1104	10/20/2010	State Bar of Te...		Frost Bank Checking		-300.00
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1105	10/20/2010	Headliners Club		Frost Bank Checking		-807.98
					Chapter MeetingLun...	-807.98	807.98
TOTAL						-807.98	807.98
Check	1106	10/20/2010	Angie Kalsbeck		Frost Bank Checking		-300.00
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1107	10/20/2010	Walsh, Anders...		Frost Bank Checking		-600.00
					Members At Large	-600.00	600.00
TOTAL						-600.00	600.00
Check	1108	10/20/2010	Hanna & Plaut, ...		Frost Bank Checking		-300.00
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1109	10/20/2010	Marti Lozano		Frost Bank Checking		-570.35
					Regional Conference	-563.35	563.35
					Parking	-7.00	7.00

**Austin Chapter of the Association of Legal Administrators
Check Detail
October 2010**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
TOTAL						-570.35	570.35
Check	1110	10/20/2010	Tina Terrian		Frost Bank Checking		-650.50
				Board Members		-650.50	650.50
TOTAL						-650.50	650.50
Check	1111	10/20/2010	Edna Diaz		Frost Bank Checking		-300.00
				Members At Large		-300.00	300.00
TOTAL						-300.00	300.00
Check	1112	10/20/2010	James C. Sims		Frost Bank Checking		-645.00
				Board Members		-645.00	645.00
TOTAL						-645.00	645.00
Check	1113	10/20/2010	Chrissie Eastin		Frost Bank Checking		-903.31
				Board Members		-645.00	645.00
				Other (bus)		-258.31	258.31
TOTAL						-903.31	903.31
Check	1114	10/20/2010	Christine Dailey		Frost Bank Checking		-300.00
				Members At Large		-300.00	300.00
TOTAL						-300.00	300.00
Check	1115	10/20/2010	Pirkey Barber L...		Frost Bank Checking		-300.00
				Members At Large		-300.00	300.00
TOTAL						-300.00	300.00
Check	1116	10/20/2010	Debra Nicklaus		Frost Bank Checking		-300.00
				Members At Large		-300.00	300.00
TOTAL						-300.00	300.00
Check	1117	10/20/2010	Kathy Herring		Frost Bank Checking		-645.00
				Members At Large		-300.00	300.00
				Scholarships		-345.00	345.00
TOTAL						-645.00	645.00
Check	1118	10/20/2010	Joan Cunningh...		Frost Bank Checking		-300.00
				Members At Large		-300.00	300.00
TOTAL						-300.00	300.00
Check	1119	10/20/2010	Barbara Mullen		Frost Bank Checking		-645.00
				Board Members		-645.00	645.00
TOTAL						-645.00	645.00
Check	1120	10/20/2010	Howry Breen &...		Frost Bank Checking		-300.00
				Members At Large		-300.00	300.00
TOTAL						-300.00	300.00
Check	1121	10/20/2010	Richards Rodri...		Frost Bank Checking		-300.00
				Members At Large		-300.00	300.00
TOTAL						-300.00	300.00
Check	1122	10/20/2010	Melissa Joe		Frost Bank Checking		-300.00
				Members At Large		-300.00	300.00
TOTAL						-300.00	300.00
Check	1123	10/20/2010	Burns Anderso...		Frost Bank Checking		-645.00
				Members At Large		-300.00	300.00
				Scholarships		-345.00	345.00
TOTAL						-645.00	645.00
Check	1124	10/20/2010	Lloyd Gosselin...		Frost Bank Checking		-300.00

**Austin Chapter of the Association of Legal Administrators
Check Detail
October 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>
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1125	10/20/2010	Linda Pope		Frost Bank Checking		-300.00
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1126	10/20/2010	James Cornell		Frost Bank Checking		-645.00
					Board Members	-645.00	645.00
TOTAL						-645.00	645.00
Check	1127	10/29/2010	YouthLaunch, I...		Frost Bank Checking		-500.00
					Community Develop...	-500.00	500.00
TOTAL						-500.00	500.00
Check	1128	10/29/2010	PaperStreet We...		Frost Bank Checking		-5,625.00
					Design	-5,625.00	5,625.00
TOTAL						-5,625.00	5,625.00
Check	1129	10/29/2010	Davis & Wilker...		Frost Bank Checking		-300.00
					Members At Large	-300.00	300.00
TOTAL						-300.00	300.00
Check	1130	10/29/2010	Elaine Nielsen		Frost Bank Checking		-725.50
					Board Members	-725.50	725.50
TOTAL						-725.50	725.50

8:33 AM
11/08/10

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

Type	Date	Name	Account	Amount
Deposit	10/20/2010		Frost Bank Che...	1,455.00
		Accent Food Services	Additional Reps	-50.00
		Burnett Staffing Specialists	Additional Reps	-50.00
		Marti Lozano	Meeting Receipts	-20.00
		Fenimore, Kay & Harrison...	Meeting Receipts	-20.00
		Armbrust & Brown, L.L.P.	Meeting Receipts	-40.00
		Various	Salary Survey	-1,275.00
TOTAL				-1,455.00
Deposit	10/31/2010		Frost Money M...	2.26
			Interest Income	-2.26
TOTAL				-2.26



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

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

STATEMENT ISSUED
10-29-2010

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



Page 1 of 1

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Spend your time running your business - not doing your banking. My Frost Online Banking lets you manage your finances anytime, anywhere. Visit frostbank.com for details.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
4,317.40	3	19,455.00	26	12,184.33	11,588.07

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
10-21	DEPOSIT	1,455.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-20	13,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378
10-29	5,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
10-26	1096 #	190.00	10-29	1107 #	600.00	10-26	1118 #	300.00
10-26	1098 * #	587.50	10-27	1109 * #	570.35	10-25	1119 #	645.00
10-22	1099 #	829.13	10-22	1110 #	650.50	10-27	1120 #	300.00
10-26	1100 #	300.00	10-25	1111 #	300.00	10-25	1121 #	300.00
10-27	1101 #	300.00	10-29	1112 #	645.00	10-25	1123 * #	645.00
10-22	1102 #	300.00	10-25	1113 #	903.31	10-25	1124 #	300.00
10-22	1103 #	345.00	10-27	1114 #	300.00	10-28	1125 #	300.00
10-26	1105 * #	807.98	10-25	1117 * #	645.00	10-25	1126 #	645.00
10-29	1106 #	300.00						

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-12	.00	INTERNET STMT COPY REQ	
10-20	175.56	CHECK PRINTING FEE	HARLAND CLARKE CHK ORDER Z6NY31360673500

DAI LY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-30	4,317.40	10-22	16,472.21	10-27	8,433.07
10-12	4,317.40	10-25	12,088.90	10-28	8,133.07
10-20	17,141.84	10-26	9,903.42	10-29	11,588.07
10-21	18,596.84				

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

8:22 AM

11/08/10

Austin Chapter of the Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 10/31/2010

	<u>Oct 31, 10</u>
Beginning Balance	4,317.40
Cleared Transactions	
Checks and Payments - 26 ite...	-12,184.33
Deposits and Credits - 3 items	19,455.00
Total Cleared Transactions	<u>7,270.67</u>
Cleared Balance	<u>11,588.07</u>
Uncleared Transactions	
Checks and Payments - 12 ite...	-9,370.90
Total Uncleared Transactions	<u>-9,370.90</u>
Register Balance as of 10/31/2010	<u>2,217.17</u>
Ending Balance	2,217.17

Austin Chapter of the Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 10/31/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,317.40
Cleared Transactions						
Checks and Payments - 26 items						
Check	10/11/2010	1099	Amanda Koplos	X	-829.13	-829.13
Check	10/11/2010	1098	Debbie Roan	X	-587.50	-1,416.63
Check	10/11/2010	1100	Gray & Becker, ...	X	-300.00	-1,716.63
Check	10/11/2010	1096	Association of L...	X	-190.00	-1,906.63
Check	10/20/2010	1113	Chrissie Eastin	X	-903.31	-2,809.94
Check	10/20/2010	1105	Headliners Club	X	-807.98	-3,617.92
Check	10/20/2010	1110	Tina Terrian	X	-650.50	-4,268.42
Check	10/20/2010	1119	Barbara Mullen	X	-645.00	-4,913.42
Check	10/20/2010	1123	Burns Anderson...	X	-645.00	-5,558.42
Check	10/20/2010	1126	James Cornell	X	-645.00	-6,203.42
Check	10/20/2010	1112	James C. Sims	X	-645.00	-6,848.42
Check	10/20/2010	1117	Kathy Herring	X	-645.00	-7,493.42
Check	10/20/2010	1107	Walsh, Anderso...	X	-600.00	-8,093.42
Check	10/20/2010	1109	Marti Lozano	X	-570.35	-8,663.77
Check	10/20/2010	1103	McElroy Sullivan...	X	-345.00	-9,008.77
Check	10/20/2010	1120	Howry Breen & ...	X	-300.00	-9,308.77
Check	10/20/2010	1121	Richards Rodrig...	X	-300.00	-9,608.77
Check	10/20/2010	1114	Christine Dailey	X	-300.00	-9,908.77
Check	10/20/2010	1111	Edna Diaz	X	-300.00	-10,208.77
Check	10/20/2010	1106	Angie Kalsbeck	X	-300.00	-10,508.77
Check	10/20/2010	1102	McElroy Sullivan...	X	-300.00	-10,808.77
Check	10/20/2010	1101	Lisa Grigar	X	-300.00	-11,108.77
Check	10/20/2010	1125	Linda Pope	X	-300.00	-11,408.77
Check	10/20/2010	1118	Joan Cunningham	X	-300.00	-11,708.77
Check	10/20/2010	1124	Lloyd Gosselink ...	X	-300.00	-12,008.77
Check	10/20/2010			X	-175.56	-12,184.33
Total Checks and Payments					-12,184.33	-12,184.33
Deposits and Credits - 3 items						
Deposit	10/20/2010			X	1,455.00	1,455.00
General Journal	10/20/2010	81640		X	13,000.00	14,455.00
General Journal	10/29/2010	81641		X	5,000.00	19,455.00
Total Deposits and Credits					19,455.00	19,455.00
Total Cleared Transactions					7,270.67	7,270.67
Cleared Balance					7,270.67	11,588.07
Uncleared Transactions						
Checks and Payments - 12 items						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	9/21/2010	1095	Clark Travel		-400.00	-420.40
Check	10/11/2010	1097	Chris Bhamani		-300.00	-720.40
Check	10/20/2010	1122	Melissa Joe		-300.00	-1,020.40
Check	10/20/2010	1108	Hanna & Plaut, ...		-300.00	-1,320.40
Check	10/20/2010	1104	State Bar of Tex...		-300.00	-1,620.40
Check	10/20/2010	1115	Pirkey Barber LLP		-300.00	-1,920.40
Check	10/20/2010	1116	Debra Nicklaus		-300.00	-2,220.40
Check	10/29/2010	1128	PaperStreet We...		-5,625.00	-7,845.40
Check	10/29/2010	1130	Elaine Nielsen		-725.50	-8,570.90
Check	10/29/2010	1127	YouthLaunch, Inc.		-500.00	-9,070.90
Check	10/29/2010	1129	Davis & Wilkers...		-300.00	-9,370.90
Total Checks and Payments					-9,370.90	-9,370.90
Total Uncleared Transactions					-9,370.90	-9,370.90
Register Balance as of 10/31/2010					-2,100.23	2,217.17
Ending Balance					-2,100.23	2,217.17



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

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

STATEMENT ISSUED
10-29-2010

Page 1 of 1

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	
58,795.29	0	2.26	2	18,000.00	40,797.55

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-31	2.26	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-12	.00	INTERNET STMT COPY REQ	
10-20	13,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000
10-29	5,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-30	58,795.29	10-20	45,795.29	10-29	40,797.55
10-12	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.

8:25 AM

11/08/10

Austin Chapter of the Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 10/31/2010

	<u>Oct 31, 10</u>
Beginning Balance	58,795.29
Cleared Transactions	
Checks and Payments - 2 ite...	-18,000.00
Deposits and Credits - 1 item	2.26
	<u>-17,997.74</u>
Total Cleared Transactions	-17,997.74
Cleared Balance	40,797.55
Register Balance as of 10/31/2010	40,797.55
Ending Balance	40,797.55

**Austin Chapter of the Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 10/31/2010**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						58,795.29
Cleared Transactions						
Checks and Payments - 2 items						
General Journal	10/20/2010	81640		X	-13,000.00	-13,000.00
General Journal	10/29/2010	81641		X	-5,000.00	-18,000.00
Total Checks and Payments					-18,000.00	-18,000.00
Deposits and Credits - 1 item						
Deposit	10/31/2010			X	2.26	2.26
Total Deposits and Credits					2.26	2.26
Total Cleared Transactions					-17,997.74	-17,997.74
Cleared Balance					-17,997.74	40,797.55
Register Balance as of 10/31/2010					-17,997.74	40,797.55
Ending Balance					-17,997.74	40,797.55

ATTACHMENT B



Austin ALA Committee Reports to the Board November 9th, 2010

Bar Relations Committee Report – Amanda Koplos, Committee Chair

Amanda attended the Austin Bar Association Board Meeting on October 27th. She gave a report on the Over The Edge event. The Board members were very impressed with the amount of money we were able to raise in such a short period of time.

A press release for the event was posted in the Austin Bar e-code (the weekly electronic newsletter) on October 25th.

The Austin Bar Foundation Gala (that raises money for the many programs of the Foundation including Austin Adoption Day, People's Law School, etc) is being held in January. Each Board member is asked to donate a bottle of wine and a silent auction item for the Gala. Since we are ex-officio members we are asked to participate. Amanda will pick out a bottle of wine and have the Chapter reimburse her. We need to decide on a Silent Auction Item. They suggest coming up with an item that cannot just be purchased in a store.

James, Chrissie and Amanda had a phone conversation last week about how to maximize our partnership with the Bar. We are going to use the membership list to start a drive to increase membership as well as possibly sell our salary survey.

Business Partner Relations Committee Report – Tina Terrian, Committee Chair

Tina will provide an update on our 2011 Sponsorships at the meeting. She will also provide a copy of the Business Partners Expo survey results.

Past Presidents Advisory Council – Ann Jacobson, Committee Chair

No report at this time.

Community Relations Committee Report – Bonnie Zook, Committee Chair

Bonnie would like to report on the success of our Career Connections Day.

We had 30 people in attendance:

- ✚ 10 ALA members
- ✚ 4 guests speakers
- ✚ 1 business partner
- ✚ 12 students
- ✚ 3 program specialists from YouthLaunch

Donations:

- ✚ The Chapter Donated \$500 and DTI Global donated \$250 for a total of \$750.00

Expenses (**\$566.41**):

- ✚ Lunch \$391.84
- ✚ Gift cards \$120
- ✚ Gift bags + contents (most of which were donated) \$54.57

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

No report at this time.

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

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

No report at this time

Newsletter Committee Report – Debbie Roan, Committee Chair

The Fall Newsletter was distributed in October.

Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee is pleased to report that we have officially signed a contract with PaperStreet (www.paperstreet.com) to design our new website and logo. We have been provided questionnaires as a first step in the process which, once completed, will be followed by a kickoff call with the design team. We will keep you up to date on our progress, and welcome any and all input.

The current website has had significant issues that Chris Bhamani has had to deal with. Our Business Partners Registration was unable to be run online. The website is beyond what Chris B can repair.