



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

December 14, 2010 at 12:00 p.m.

1. **Members Present:** James Cornell, Amanda Koplos, Ann Jacobson, Tina Terrian, Diana Stangl, Barbara Mullen, Marti Lozano, Elaine Nielson and Chrissie Eastin

Members Not Present: Bonnie Zook, Chris Sims, Debbie Roan, Josh de Koning

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

3. **Treasurer's Report** (Chris Sims) – The November financial reports were not available in time for the meeting. However, they were submitted to the board for review after the meeting and a Balance Sheet and Income Statement for the period ending November 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. Various Announcements and Follow-ups (James Cornell) – James and Chrissie talked to officers of the Dallas chapter about possibly doing a joint retreat but they respectfully declined our offer. They did suggest that some of their members would be open to serving on a panel discussion at our retreat if we were interested in something like that. Diana offered to check with the San Antonio chapter about a possible joint retreat with them and to let Chrissie know what she finds out.

James reported that Chief Justice Wallace Jefferson is available to speak at the Managing Partner Breakfast. It will be held on either Feb. 10 or Feb. 23. James asked that we email him speaking topics to suggest to Chief Justice Jefferson.

James distributed information on the President's Award and asked that all board members review and let him know if they had any questions and to let him know when all activities have been accomplished. He noted that January 22 is the deadline for the awards submissions. PPAC members will be contacting folks to review the submissions.

James noted that we had designated the Career Connections event as our Community Challenge event. He is talking with Bonnie about possibly changing it to the Over the Edge event. We would then use the Career Connections event for the PLMW activity.

5. **New Business**

a. **Business Partner Relations Committee Report (Tina Terrian)** – The deadline for businesses to sign up to be a Business Partner for 2011 has passed but Tina is still working with 3 vendors to complete their applications. We are still waiting for about \$8,000 in payments. We have 57 vendor partners. One long time partner, Flores & Associates, is having some financial difficulties through no fault of their own. We agreed to hold a spot for them and ask them to pay by August in time for the Legal Expo. ILTA would like to partner with us and Tina wanted approval from the board to give them a booth space at no charge. The Board approved the request.

b. **Education/Programs Committee** – In Josh's absence, James updated the board on the discussions about the spring seminar. James and Josh were able to get the Attainium Corp. to agree to reduce their fee significantly for the program called "The Disaster Experience." However, the available dates are Monday, March 7 or Thursday, March 17. There was concern about having the seminar on a Monday and there was also concern about having it during the week of spring break. The board asked James to see if there were any dates in April available or to possibly consider moving it to the August seminar. James will look into it and send out an email to the board for final approval of a date.

The list of meeting dates was reviewed. It was decided that the preferred date for the August seminar (and Legal Expo) was August 18. It was also noted that the May meeting is scheduled for the day after the ALA Conference and so attendance may be light. We will keep it on the same date however.

James also noted that we need to have a new meeting host for our meetings to continue to be held at the Headliner's Club. (The meeting has to be



hosted by a member of the Headliner's Club and the person who has been the host for many years has asked us to find someone else.) Amanda said one of the attorneys at her firm may be willing to do it. She will check and get back to James.

c. Membership Committee Report (Marti Lozano) – Marti noted that we have 89 members including Wally. We have 3 people who have expressed interest and have received the membership packet. The board agreed to waive the fee for the rest of the chapter's year (through March 31) if someone signs up by December 31. The fee would normally be \$50. Marti reported that the following awards were given at the Holiday Party: Tina Terrian received Outstanding Committee Member; Amanda Koplos received Outstanding Member; and Ellen Boydston received Outstanding New Member. We are still working on deciding who our Quest nominee will be.

d. Newsletter Committee Report – In Debbie's absence, James noted that Karie Rivken is working on finalizing the December newsletter. Since the website is down, Karie is going to do a pdf version of the newsletter for us.

e. Website Committee (Barbara Mullen) – Barbara is waiting on the mood boards from PaperStreet. She expects them any day now.

f. Discussion of Sections within the Chapter (James Cornell) – The Small Firm Administrator Group will hold its first meeting on Wednesday, January 12. They agreed that a small firm was a firm with less than 20 attorneys that was not a branch office. The first meeting will be at Amanda's office.

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 January 11 at Bickerstaff Heath Delgado (3711 S. Mopac Expressway, Building 1, Suite 300).



ATTACHMENT A

3:10 PM

12/22/10

Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of November 30, 2010

	<u>Nov 30, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	3,491.97
Frost Money Market	58,299.51
Total Checking/Savings	<u>61,791.48</u>
Accounts Receivable	
Accounts Receivable	1,265.00
Total Accounts Receivable	<u>1,265.00</u>
Total Current Assets	<u>63,056.48</u>
TOTAL ASSETS	<u>63,056.48</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	68,412.70
Net Income	-18,685.75
Total Equity	<u>63,056.48</u>
TOTAL LIABILITIES & EQUITY	<u>63,056.48</u>

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 12/22/10
 Accrual Basis

**Austin Chapter - Association of Legal Administrators
 Profit & Loss
 April through November 2010**

	<u>Apr - Nov 10</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	1,320.00
Diamond	7,425.00
Gold	6,450.00
Platinum	3,300.00
Silver	6,600.00
Total Annual Sponsorship	<u>25,595.00</u>
Business Partner Fair	
Additional Reps	950.00
Total Business Partner Fair	<u>950.00</u>
Education	
Meeting Receipts	3,990.00
Seminars	3,810.00
Total Education	<u>7,800.00</u>
Membership Dues	10,950.00
Salary Survey	5,250.00
Total income	<u>50,545.00</u>
Expense	
Bank Service Charges	664.09
Board Expenses	
Board Retreat	82.59
Chapter Awards/Gifts	153.84
Service Awards	1,135.47
Total Board Expenses	<u>1,371.90</u>
Business Partner Fair Expenses	
A/V Rental	521.66
Beverages	1,637.82
Deposits	0.00
Facilities	1,272.00
Other	75.00
Parking	231.00
Vendor Appreciation Party	1,426.14
Total Business Partner Fair Expenses	<u>5,163.62</u>
Chapter Leadership Institute	
Board Member-CLI	2,477.99
President - CLI	1,209.35
President Elect-CLI	217.15
Total Chapter Leadership Institute	<u>3,904.49</u>
Community Challenge Expenses	556.41
Community Development	1,500.00
Education Costs	
Chapter Meeting Lunches	4,403.03
Holiday Party	840.00
Lunches-Education Seminar	3,597.46
Speakers-Education Seminar	3,982.18
Webinars and Audio Conferences	343.95
Total Education Costs	<u>13,166.62</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>
Miscellaneous Expense	
Other	50.00
Post Office Box	100.00
Total Miscellaneous Expense	<u>150.00</u>

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Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
April through November 2010

	<u>Apr - Nov 10</u>
National Conference Scholarship	
Board Member Stipend	8,000.00
Chapter Dinner	294.00
President-National Conference	2,000.00
National Conference Scholarship - Other	1,500.00
Total National Conference Scholarship	<u>11,794.00</u>
New Member Functions	
Buddy Happy Hours	181.07
New Member Lunches	160.86
Total New Member Functions	<u>341.93</u>
Newsletter	339.15
Regional Conference	
Board Members	5,751.85
Door Prize	184.13
Members At Large	6,600.00
Other (bus)	3,258.31
Scholarships	1,035.00
Total Regional Conference	<u>16,829.29</u>
Salary Survey Costs	6,740.00
Website	
Design	5,625.00
Maintenance	885.00
Monthly Fee	29.85
Total Website	<u>6,539.85</u>
Total Expense	<u>69,251.35</u>
Net Ordinary Income	-18,706.35
Other Income/Expense	
Other Income	
Interest Income	20.60
Total Other Income	<u>20.60</u>
Net Other Income	<u>20.60</u>
Net Income	<u><u>-18,685.75</u></u>

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Accrual Basis

Austin Chapter - Association of Legal Administrators

Profit & Loss Budget vs. Actual

April through November 2010

	Apr - Nov 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Annual Sponsorship - Totobag	500.00	500.00	0.00	100.0%
Bronze	1,320.00			
Diamond	7,425.00			
Gold	6,450.00			
Platinum	3,300.00			
Silver	6,600.00			
Total Annual Sponsorship	25,595.00	500.00	25,095.00	5,119.0%
Business Partner Fair				
Additional Repts	950.00			
Total Business Partner Fair	950.00			
Education				
Meeting Receipts	3,990.00	3,600.00	390.00	110.8%
Seminars	3,810.00	3,600.00	210.00	105.8%
Total Education	7,800.00	7,200.00	600.00	108.3%
Membership Dues	10,950.00	10,875.00	75.00	100.7%
Salary Survey	5,250.00	8,000.00	-2,750.00	65.6%
Total Income	50,545.00	26,575.00	23,970.00	190.2%
Expense				
Bank Service Charges	664.09	500.00	164.09	132.8%
Board Expenses				
Advertising and Promotion	0.00	300.00	-300.00	0.0%
Bar Relations	0.00	333.34	-333.34	0.0%
Board Meetings	0.00	166.66	-166.66	0.0%
Board Retreat	82.59			
Chapter Awards/Gifts	153.84	500.00	-346.16	30.8%
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	2,050.00	-678.10	66.9%
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%
Other	75.00			
Parking	231.00			
Vendor Appreciation Party	1,426.14	500.00	926.14	285.2%
Total Business Partner Fair Expenses	5,163.62	11,300.00	-6,136.38	45.7%
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	556.41	750.00	-193.59	74.2%
Community Development	1,500.00	500.00	1,000.00	300.0%
Education Costs				
Audio Visual	0.00	1,500.00	-1,500.00	0.0%
Chapter Meeting Lunches	4,403.03	3,994.00	409.03	110.2%
Holiday Party	840.00			
Lunches-Education Seminar	3,597.46	2,375.00	1,222.46	151.5%
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	1,000.00	-656.05	34.4%
Total Education Costs	13,166.62	12,529.00	637.62	105.1%

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 12/22/10
 Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April through November 2010

	<u>Apr - Nov 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Insurance				
Fidelity Bond Premium	190.00	190.00	0.00	100.0%
Total Insurance	<u>190.00</u>	<u>190.00</u>	<u>0.00</u>	<u>100.0%</u>
Miscellaneous Expense				
Other	50.00	133.34	-83.34	37.5%
Post Office Box	100.00	102.00	-2.00	98.0%
Total Miscellaneous Expense	<u>150.00</u>	<u>235.34</u>	<u>-85.34</u>	<u>63.7%</u>
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 - Other	1,500.00			
Total National Conference Scholarship	<u>11,794.00</u>	<u>14,050.00</u>	<u>-2,256.00</u>	<u>83.9%</u>
New Member Functions				
Buddy Happy Hours	181.07	200.00	-18.93	90.5%
Miscellaneous	0.00	66.66	-66.66	0.0%
New Member Lunches	160.86	300.00	-139.14	53.6%
Promo Gifts	0.00	133.34	-133.34	0.0%
Total New Member Functions	<u>341.93</u>	<u>700.00</u>	<u>-358.07</u>	<u>48.8%</u>
Newsletter	339.15	756.66	-417.51	44.8%
Postage and Delivery	0.00	33.34	-33.34	0.0%
Printing and Reproduction	0.00	100.00	-100.00	0.0%
Regional Conference				
Board Members	5,751.85	8,450.00	-2,698.15	68.1%
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%
Total Regional Conference	<u>16,829.29</u>	<u>16,800.00</u>	<u>29.29</u>	<u>100.2%</u>
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	7,500.00	-7,500.00	0.0%
Maintenance	885.00	1,560.00	-675.00	56.7%
Monthly Fee	29.85	66.66	-36.81	44.8%
Total Website	<u>6,539.85</u>	<u>9,176.66</u>	<u>-2,636.81</u>	<u>71.3%</u>
Total Expense	<u>69,251.35</u>	<u>80,761.00</u>	<u>-11,509.65</u>	<u>85.7%</u>
Net Ordinary Income	-18,706.35	-54,186.00	35,479.65	34.5%
Other Income/Expense				
Other Income				
Interest Income	20.60	66.66	-46.06	30.9%
Total Other Income	<u>20.60</u>	<u>66.66</u>	<u>-46.06</u>	<u>30.9%</u>
Net Other Income	20.60	66.66	-46.06	30.9%
Net Income	<u>-18,685.75</u>	<u>-54,119.34</u>	<u>35,433.59</u>	<u>34.5%</u>

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Austin Chapter - Association of Legal Administrators
Check Detail
November 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 Amount</u>
Check	1131	11/9/2010	Amanda Koplos		Frost Bank Checking		-1,926.14
					Vendor Appreciation Party	-1,426.14	1,426.14
					Community Development	-500.00	500.00
TOTAL						-1,926.14	1,926.14
Check	1132	11/9/2010	Bonnie Zook		Frost Bank Checking		-164.57
					Community Challenge E...	-164.57	164.57
TOTAL						-164.57	164.57
Check	1133	11/9/2010	Wilson Sonsini G...		Frost Bank Checking		-391.84
					Community Challenge E...	-391.84	391.84
TOTAL						-391.84	391.84
Check	1134	11/9/2010	Headliners Club		Frost Bank Checking		-706.98
					Chapter MeetingLunches	-706.98	706.98
TOTAL						-706.98	706.98
Check	1135	11/22/2010	Fabulous Affairs		Frost Bank Checking		-840.00
					Holiday Party	-840.00	840.00
TOTAL						-840.00	840.00

Austin Chapter - Association of Legal Administrators
Deposit Detail
November 2010

Type	Date	Name	Account	Amount
Deposit	11/16/2010		Frost Bank Checki...	5,365.00
		Rockford Business Interiors, Inc.	Silver	-825.00
		Documation of Austin, Inc.	Diamond	-2,475.00
		Safesite, Inc.	Silver	-825.00
		Telephone Connection	Additional Repts	-100.00
		Diversified Recruiting Services	Bronze	-440.00
		Laura Angle	Meeting Receipts	-20.00
		Mary Alice Cook	Meeting Receipts	-20.00
		Kelly Hart & Hallman	Meeting Receipts	-20.00
		Osborne, Helman, Knebel & De...	Meeting Receipts	-20.00
		Germer Gertz LLP	Meeting Receipts	-20.00
		Lloyd Gosselink Rochelle & To...	Meeting Receipts	-60.00
		Graves Dougherty Hearon & M...	Meeting Receipts	-60.00
		Armburst & Brown, L.L.P.	Meeting Receipts	-20.00
		Jackson Walker	Meeting Receipts	-20.00
		Scott, Douglas & McConnico, L...	Meeting Receipts	-20.00
		Richards Rodriguez & Skeith	Meeting Receipts	-20.00
		Hance Scarborough	Meeting Receipts	-20.00
		Hance Scarborough	Seminars	-40.00
		Bickerstaff Heath Delgado Aco...	Meeting Receipts	-60.00
		Winstead PC	Meeting Receipts	-20.00
		Pirkey Barber LLP	Meeting Receipts	-40.00
		Schwartz & Eichelbaum, PC	Meeting Receipts	-20.00
		Fritz Byrne Head & Harrison PL...	Meeting Receipts	-20.00
		Bracewell & Giuliani, LLP	Meeting Receipts	-20.00
		Chamberlain & McHaney	Meeting Receipts	-20.00
		Drenner & Golden Stuart Wolff ...	Meeting Receipts	-20.00
		Howry Breen & Herman, LLP	Meeting Receipts	-20.00
		Walsh, Anderson, Brown, Galle...	Meeting Receipts	-40.00
		Fulbright & Jaworski LLP	Meeting Receipts	-60.00
TOTAL				-5,365.00
Deposit	11/16/2010		Frost Bank Checki...	17,439.33
		IKON	Gold	-1,650.00
		IKON	Bank Service Charg...	48.15
		State Bar of Texas	Silver	-825.00
		State Bar of Texas	Bank Service Charg...	24.23
		SpawMaxwell	Silver	-825.00
		SpawMaxwell	Bank Service Charg...	24.23
		Equitrac	Bronze	-440.00
		Equitrac	Bank Service Charg...	13.06
		Kimball International, Inc.	Gold	-1,650.00
		Kimball International, Inc.	Bank Service Charg...	48.15
		Jones Lang LaSalle Americas	Diamond	-2,475.00
		MoveCorp	Silver	-825.00
		MoveCorp	Bank Service Charg...	24.23
		Capitol Vending and Coffee	Diamond	-2,475.00
		Capitol Vending and Coffee	Bank Service Charg...	72.08
		Dahill Industries	Gold	-1,650.00
		Dahill Industries	Bank Service Charg...	48.15
		Southwest Solutions Group	Silver	-825.00
		Southwest Solutions Group	Bank Service Charg...	24.23
		JPM Enterprises, Inc.	Silver	-825.00
		JPM Enterprises, Inc.	Bank Service Charg...	24.23
		Commercial Texas, LLC	Platinum	-3,300.00
		Commercial Texas, LLC	Bank Service Charg...	96.00
		Jackson Seamans	Membership Dues	-125.00
		Jackson Seamans	Bank Service Charg...	3.93
TOTAL				-17,439.33

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12/22/10

Austin Chapter - Association of Legal Administrators
Deposit Detail
November 2010

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit	11/30/2010		Frost Money Market	1.96
			Interest Income	-1.96
TOTAL				-1.96



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

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

STATEMENT ISSUED
11-30-2010

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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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FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
11,588.07	2	22,804.33	15	29,640.03	4,752.37

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
11-16	DEPOSIT	5,365.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-18	17,439.33	ACH DEPOSIT	PAYPAL TRANSFER 4UEJ24K6X5KY2

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
11-01	1097 #	300.00	11-02	1122 * #	300.00	11-10	1131 #	1,926.14
11-05	1104 * #	300.00	11-03	1127 * #	500.00	11-15	1132 #	164.57
11-17	1108 * #	300.00	11-04	1128 #	5,625.00	11-26	1133 #	391.84
11-16	1115 * #	300.00	11-02	1129 #	300.00	11-17	1134 #	706.98
11-02	1116 #	300.00	11-01	1130 #	725.50			

* A BREAK IN CHECK NUMBER SEQUENCE
RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-09	.00	INTERNET STMT COPY REQ	
11-19	17,500.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx0378

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-29	11,588.07	11-05	3,237.57	11-17	5,204.88
11-01	10,562.57	11-09	3,237.57	11-18	22,644.21
11-02	9,662.57	11-10	1,311.43	11-19	5,144.21
11-03	9,162.57	11-15	1,146.86	11-26	4,752.37
11-04	3,537.57	11-16	6,211.86		

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

3:04 PM

12/22/10

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 11/30/2010**

	<u>Nov 30, 10</u>
Beginning Balance	11,588.07
Cleared Transactions	
Checks and Payments - 15 Items	-29,640.03
Deposits and Credits - 2 Items	22,804.33
Total Cleared Transactions	<u>-6,835.70</u>
Cleared Balance	<u>4,752.37</u>
Uncleared Transactions	
Checks and Payments - 3 Items	-1,260.40
Total Uncleared Transactions	<u>-1,260.40</u>
Register Balance as of 11/30/2010	<u>3,491.97</u>
New Transactions	
Checks and Payments - 6 Items	-3,186.68
Deposits and Credits - 4 Items	21,022.54
Total New Transactions	<u>17,835.86</u>
Ending Balance	<u><u>21,327.83</u></u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 11/30/2010

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						11,588.07
Cleared Transactions						
Checks and Payments - 15 Items						
Check	10/11/2010	1097	Chris Bhamani	X	-300.00	-300.00
Check	10/20/2010	1108	Hanna & Plaut, LLP	X	-300.00	-600.00
Check	10/20/2010	1104	State Bar of Texas	X	-300.00	-900.00
Check	10/20/2010	1115	Pirkey Barber LLP	X	-300.00	-1,200.00
Check	10/20/2010	1122	Melissa Joe	X	-300.00	-1,500.00
Check	10/20/2010	1116	Debra Nicklaus	X	-300.00	-1,800.00
Check	10/29/2010	1128	PaperStreet Web D...	X	-5,625.00	-7,425.00
Check	10/29/2010	1130	Elaine Nielsen	X	-725.50	-8,150.50
Check	10/29/2010	1127	YouthLaunch, Inc.	X	-500.00	-8,650.50
Check	10/29/2010	1129	Davis & Wilkerson, ...	X	-300.00	-8,950.50
Check	11/9/2010	1131	Amanda Koplos	X	-1,926.14	-10,876.64
Check	11/9/2010	1134	Headliners Club	X	-706.98	-11,583.62
Check	11/9/2010	1133	Wilson Sonsini Goo...	X	-391.84	-11,975.46
Check	11/9/2010	1132	Bonnie Zook	X	-164.57	-12,140.03
General Journal	11/19/2010	81642		X	-17,500.00	-29,640.03
Total Checks and Payments					-29,640.03	-29,640.03
Deposits and Credits - 2 Items						
Deposit	11/16/2010			X	5,365.00	5,365.00
Deposit	11/16/2010			X	17,439.33	22,804.33
Total Deposits and Credits					22,804.33	22,804.33
Total Cleared Transactions					-6,835.70	-6,835.70
Cleared Balance					-6,835.70	4,752.37
Uncleared Transactions						
Checks and Payments - 3 Items						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	9/21/2010	1095	Clark Travel		-400.00	-420.40
Check	11/22/2010	1135	Fabulous Affairs		-840.00	-1,260.40
Total Checks and Payments					-1,260.40	-1,260.40
Total Uncleared Transactions					-1,260.40	-1,260.40
Register Balance as of 11/30/2010					-8,096.10	3,491.97
New Transactions						
Checks and Payments - 6 Items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	12/21/2010	1139	Winstead PC		-655.00	-1,480.00
Check	12/21/2010	1141	Fabulous Affairs		-581.50	-2,061.50
Check	12/21/2010	1137	Headliners Club		-525.18	-2,586.68
Check	12/21/2010	1138	Osborne, Helman, ...		-300.00	-2,886.68
Check	12/21/2010	1140	Lisa Grigar		-300.00	-3,186.68
Total Checks and Payments					-3,186.68	-3,186.68
Deposits and Credits - 4 Items						
Deposit	12/8/2010				8,652.84	8,652.84
Deposit	12/17/2010				2,134.70	10,787.54
Deposit	12/21/2010				500.00	11,287.54
Deposit	12/21/2010				9,735.00	21,022.54
Total Deposits and Credits					21,022.54	21,022.54
Total New Transactions					17,835.86	17,835.86
Ending Balance					9,739.76	21,327.83



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

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

STATEMENT ISSUED
11-30-2010

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



With Frost's Bankcard Merchant Services you can expand your customers' payment options and help your business operate smoothly and efficiently. To learn more call 1-800-790-2008.

BUSINESS MONEY MARKET		ACCOUNT NO. 59 1210378					
BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT	
	NO.	AMOUNT	NO.	AMOUNT			
40,797.55	1	17,501.96	0	.00			58,299.51

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-19	17,500.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxxx9000
11-30	1.96	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-09	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-29	40,797.55	11-19	58,297.55	11-30	58,299.51
11-09	40,797.55				

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

3:08 PM
12/22/10

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 11/30/2010

	<u>Nov 30, 10</u>
Beginning Balance	40,797.55
Cleared Transactions	
Deposits and Credits - 2 items	17,501.96
Total Cleared Transactions	<u>17,501.96</u>
Cleared Balance	58,299.51
Register Balance as of 11/30/2010	<u>58,299.51</u>
Ending Balance	58,299.51

3:09 PM
12/22/10

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 11/30/2010

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40,797.55
Cleared Transactions						
Deposits and Credits - 2 items						
General Journal	11/19/2010	81642		X	17,500.00	17,500.00
Deposit	11/30/2010			X	1.96	17,501.96
Total Deposits and Credits					<u>17,501.96</u>	<u>17,501.96</u>
Total Cleared Transactions					<u>17,501.96</u>	<u>17,501.96</u>
Cleared Balance					<u>17,501.96</u>	<u>58,299.51</u>
Register Balance as of 11/30/2010					<u>17,501.96</u>	<u>58,299.51</u>
Ending Balance					<u><u>17,501.96</u></u>	<u><u>58,299.51</u></u>

ATTACHMENT B

ALABAMA CHARTER SCHOOLS

Alabama Charter Schools Act of 2011
Chapter 10

Section 16-10-1. The purpose of this chapter is to provide for the establishment, operation, and regulation of charter schools in Alabama.

Section 16-10-2. The Department of Education shall establish a charter school commission to advise the Department on all matters relating to charter schools.

Section 16-10-3. A charter school is a public school that is established by a charter granted by the State Board of Education or a local board of education.

Section 16-10-4. A charter school shall be established by a charter granted by the State Board of Education or a local board of education.

Section 16-10-5. A charter school shall be subject to the same laws and regulations as public schools, except as otherwise provided in this chapter.

Section 16-10-6. A charter school shall be subject to the same laws and regulations as public schools, except as otherwise provided in this chapter.

Section 16-10-7. A charter school shall be subject to the same laws and regulations as public schools, except as otherwise provided in this chapter.

Section 16-10-8. A charter school shall be subject to the same laws and regulations as public schools, except as otherwise provided in this chapter.

Section 16-10-9. A charter school shall be subject to the same laws and regulations as public schools, except as otherwise provided in this chapter.

Section 16-10-10. A charter school shall be subject to the same laws and regulations as public schools, except as otherwise provided in this chapter.



Austin ALA Committee Reports to the Board December 14, 2010

Bar Relations Committee Report – Amanda Koplos, Committee Chair

At the November Board meeting for the Austin Bar Association I delivered the bottle of wine donated by ALA. The bar combines wine donated from all 20 board members to make one basket that is a prize in the silent auction at the Austin Bar Foundation Gala in January.

Each board member is also responsible for donating a silent auction item. The InterContinental Stephen F. Austin donated a party for 10 on the Stephen F patio which includes food and drinks – up to a \$500 value on behalf of the ALA. Both the director of the ABA (DeLaine Ward) and the President (David Whittsely) were very impressed with this prize.

I have been communicating with Patricia Garcia at the Texas Bar Journal and Kat Hinson at the Austin Bar we should be getting coverage by both publications of the Over The Edge event. If you (or your firm) subscribes to either please keep a copy for me.

The main topic of the meeting was the status of HR 6398. On, Nov. 30, the House of Representatives unanimously passed H.R. 6398, a bill authored by U.S. Congressman Lloyd Doggett to continue full FDIC protection for Interest on Lawyers Trust Accounts. The prior protection was not continued in the Wall Street reform law; Doggett's bill, H.R. 6398, is designed to correct that. Revenue from IOLTAs are among the most significant sources of funding for programs that help provide civil legal services to assist the working poor, low-income veterans, persons with disabilities, and others near or below the poverty line.

The bill is currently in the Senate waiting for approval. Current FDIC protection expires on Dec 31 if this bill is not passed. The ABA Board is making a concerted effort to push member firms to contact their congressmen to encourage that this bill be passed.

Business Partner Relations Committee Report – Tina Terrian, Committee Chair

Tina will provide an update on our 2011 Sponsorships at the meeting.

Past Presidents Advisory Council – Ann Jacobson, Committee Chair

No report at this time.

Community Relations Committee Report – Bonnie Zook, Committee Chair

No report at this time.

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

- JANUARY 27 **Topic:** Role of the Legal Secretary in the Future plus 10 minute ALA update
Competency Category:
Speaker: Toni Beasley
Sponsor: TBD
- FEBRUARY 24 **Topic:** Your Leadership Role in Your Firm
Competency Category: Communications and General Management
Speaker: Susan French
Sponsor: TBD

MARCH 24 – **Spring Seminar**

Speaker: TBD

There are two decisions the Board needs to make regarding education.

(1) Meeting dates. We will need to confirm the meeting dates for 2011. They are attached to these reports.

(2) Spring Seminar. James and Josh have been working with Bob Mellinger from Attainium Corp on the possibility of his firm putting on the "Disaster Experience" business continuity seminar for our chapter in March. This seminar is a staged disaster in which our participants undergo a simulation of the high-pressure decision making process of steering a law firm through the first 24 hours of a catastrophe (tornado, flood, gun fight on the premises, etc.) <http://www.attainium.net/topics.php?topicId=22>. The street price for the seminar is \$6,800 (inclusive of travel and expenses). What we have negotiated so far looks to cost the chapter roughly \$3,200 instead. However, our budget for the March seminar is \$2,000. So this would be a material variance over budget. James and Josh have considered approaching ILTA to co-host the event in a way that reduces the price tag (perhaps even allow us to make budget). The possibilities with ILTA might be wide-ranging, but we have not begun discussions with them. Board guidance here would be appreciated.

Membership Committee Report – Marti Lozano, Committee Chair

Current membership count is 89 (this includes Wally Warrenburg)

Newsletter Committee Report – Debbie Roan, Committee Chair

Newsletter Committee is in crisis mode. In light of the fragile state of our website, Karie Rivkin has agreed to produce a pdf version of the newsletter. This is a critical issue inasmuch as there are three items we must include in order to meet all of the criteria for the President's Award of Excellence. I had planned on including links to the ALA website to ALA's Missions and Goals along with the Code of Professional Ethics. We will have to produce the Missions and Goals and the Code of Professional Ethics.

Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee completed questionnaires from PaperStreet concerning the creation of our website and logo. We then participated in a conference call with PaperStreet's Web Director and Creative Director on December 3rd. As a result of this meeting, they are beginning the creative brainstorming necessary to put together "mood boards" and prepare sketches of logo ideas. If we have received the sketches prior to the Board Meeting, we would like to reserve a few minutes to present them to the Board for discussion.