



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

April 20, 2010 at 12:00 p.m.

Members Present: James Cornell, Chrissie Eastin, Ann Jacobson, Amanda Koplos, Marti Lozano, Barbara Mullen, Elaine Neilson, Chris Sims & Bonnie Zook

Members Not Attending: Josh de Koning, Debbie Roan, Diana Stangl & Tina Terrian.

Item 1. Reading/Approval of the Minutes:

The March Board meeting minutes were approved and submitted to the Board.

Item 2. Treasurer's Report: Chris Sims

The Chapter checking account balance as of 03/31/10 is \$13,963.32 and the Money Market account balance is \$67,778.91.

TREASURER NOTES: The Treasurer duties were transferred to Chris Sims from Cara Mueller this week. Membership dues will be deposited in April. Taking into account an adjustment of \$38,850 for the 2010 Business Partner packages, there is approximately \$11,000 more than expected in Net Income for the fiscal year that concluded on 3/31/10.

A Balance Sheet and Income Statement for the period ending March 31, 2010 are attached hereto and made a part of these minutes. (Attachments A and B)

Bank signature cards: On the account ending in 10378 (Money Market account) we will add Diana Stangl, James Cornell and Chrissie Eastin. We will drop Angie Kalsbeck, Amanda Korte (k/n/a Koplos) and Cara Mueller.

On the account ending in 09000 (Operating Account) we will add Diana Stangl, and Chris Sims. We will drop Angie Kalsbeck, Amanda Korte (k/n/a Koplos) and Cara Mueller.

Item 3. Committee Reports:

Bar Relations Committee Report - Amanda Koplos, Committee Chair

No report at this time.

Business Partner Relations Committee Report - Tina Terrian, Committee Chair

The Committee will begin looking for new venue opportunities for the Expo and Summer Educational Seminar.

Past Presidents Advisory Council - Ann Jacobson, Committee Chair

No report at this time.

Community Relations Committee Report - Bonnie Zook, Interim Committee Chair

Bonnie showed us the “teaser” e-mails that she will be sending out to entice and remind folks about our next Community Service project at Hands of the Earth Farm with Urban Roots. The date is June 5th. A formal invitation will be sent out to the chapter in May.

Compensation and Benefits Committee Report - Elaine Nielson, Committee Chair

No report at this time.

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

Sponsorships: The sponsors are set for all meetings through January, 2011. They are noted below. The main contact will be included in the meeting notice



email that goes out to the chapter. We will get the names of the representatives attending the meeting at that time.

CLM Exam: A study group for the CLM exam has started. The study group currently includes Diana Stangl, Amanda Koplos and Josh de Koning.

Meetings schedule for the rest of 2010: (meetings are generally the 4th Thursday of the month)

- ✚ APRIL 22 - Chuck Herring will be speaking on Code of Professional Responsibility, Conflicts, etc.; sponsor is Furniture for Business (Brad Wells, contact)
- ✚ MAY 27 - Budgeting - Brenda Barnes will speak; sponsor is Bergstrom-Daywood (Katy Mozeley, contact)
- ✚ JUNE 24 - 401(k) Fiduciary Responsibilities - Tom Carter & Lisa Keckler with Maxwell Locke & Ritter will speak; sponsor is Riata (Tommy Ward, contact)
- ✚ JULY 22 - Josh de Koning is arranging a speaker on Conflict Resolution.
- ✚ AUGUST - LEGAL EXPO & SEMINAR - have discussed doing something on Social Media and the effects on the individual, the firm, employees. Other ideas include the New Hire Act and the business impact of Health Care Reform. Toni Beasley is arranging a speaker.
- ✚ SEPTEMBER 23 - Public Speaking - Sherry Scott with Silicon Labs will be the speaker; sponsor is IKON (Matt Elkjer, contact)
- ✚ OCTOBER 28 - Diana Stangl is arranging a speaker on Legal Marketing and Technology; sponsor is Jones Lang LaSalle (Russell Young, contact)
- ✚ NOVEMBER 16 (being held on a Tuesday and one week early due to Thanksgiving); sponsor is Dahill (Campbell Edwards, contact)
- ✚ DECEMBER - no meeting - holiday party.

Membership Committee Report - Marti Lozano, Committee Chair

- ✚ Plan New Member Orientation Luncheon.



- ✚ Work on establishing committee goals.
- ✚ Leah Walters joining Membership Committee.
- ✚ Follow-up with (9) members who have not sent in dues.
- ✚ Current membership count is 89 (Including Wally Warrenburg and nine outstanding members).
- ✚ Diane Daniel not renewing due to budget.
- ✚ Julie Ellison not renewing due to not having time to participate/attend functions.
- ✚ Beth Niyogi paid local dues but not National.

Newsletter Committee Report - Debbie Roan, Committee Chair

I am happy to report that Kennon Welch has joined our committee! We will begin work on the June newsletter with our initial conference call the week of April 26.

Website Committee Report - Barbara Mullen, Committee Chair

No report at this time.

Item 4. Old Business:

NONE

Item 5. New Business:

- A. The board voted and approved removing the Communication Committee from the Chapter and the Communication Chair from the board.

Bill Elkjer stepped down and suggested that we combine the communication duties to the Newsletter Committee and the Community Relations Committee. The board will discuss those duties at a later time.



- B. 2010-2010 Budget Review and Discussion (James Cornell)
- a. A 2009-2010 Budget Comparison Sheet is attached hereto and made a part of these minutes. (Attachment C)
 - b. James requested that preliminary budgets for all board members and their committees be turned into him no later than Monday, May 10th so that a report can be generated for review at the May 11th Board Meeting.
 - c. Amanda made a suggestion to round the package costs to an even amount. She also noted that the 10% discount given for Business Partners who participated in the Legal Expo in 2009 was a one-time offer.
 - d. James hopes to have a good response from the business partners for the renewals for 2011 because of the feedback from the current business partners so far. Also, we are still receiving new requests weekly from other possible business partners that want to sign up for 2011.
 - e. An expense we need to prepare for immediately is the website project. It could be about \$10,000.
 - f. Another expense we need to expect is on our need to focus on Education. We want to look at providing a top notch speaker for the Spring (3/2011) and Fall (8/2010) Educational Seminars and that may mean we need to spend more money for speaker fees.
 - g. Chapter Leadership Institute (Law Vegas, NV June 25 - 27): The Board would like to send at least 4 Board Members to this year's CLI. The President and President-Elect attend. The President-Elect's expenses are paid for by ALA. The cost for a single occupancy for the entire conference is approximately \$1,080 and for two people to share a room it's \$940. The Board discussed who wanted to attend and considered increasing the number if there were more than 4. Amanda made the suggestion that a board member should serve for at least 1 year before attending CLI as that experience was necessary to make the benefits of CLI more relevant and enriching. We will vote on it at the next board meeting.
 - h. Region 4 Conference Charter Bus: Chrissie has been looking into booking a charter bus for the Region 4 Conference in Dallas in October. It happens to be the same weekend as Texas vs. ou so charter buses will book quickly and early. The rates are running between \$2,500 and \$3,400 for a

minibus fitting 30 people. We are planning to leave at 10:00 am on Thursday, September 30th and will leave the conference at 2:00pm on October 2nd. We will get further information and send along to the Board. We should book it by the end of April. We have a contract from Clark Travel.

- i. Region 4 Conference Stipends: We also need to include registration fees for all members attending and board stipends for all board members attending the Region 4 Conference. The board discussed possibly adding a stipend for travel that can be used for one hotel night. We may also want to consider giving away a stipend at a meeting such as the Fall Educational Seminar or Expo.

C. Membership Committee Report on New Member Orientation Luncheon and Update on Members not renewing (Marti Lozano)

- a. Marti reported that we are at 87members. We lost a few for budget purposes, retirement and leaving the industry. Those that have not renewed will have a final deadline of April 30th. Marti and her committee will contact them.
- b. Marti will be sending out an e-mail regarding scheduling a date for the next New Member Orientation Luncheon. It will most likely be at the end of May.
 - i. James encouraged everyone on the board to attend. This is a great networking luncheon and offers opportunity to talk about what we get out of ALA and the Austin Chapter to the new members and make them feel like part of the group. It's also a good time to solicit new committee members.

D. Website Update and Redesign Project (James Cornell & Barbara Mullen)

- a. The website needs an overhaul.
 - i. Move from open to close source programming. We are currently on an open source programming which has caused us to be susceptible to viruses. The point of open source was so that all board members and committee chairs had access to upload their information to the website without the help from the Website Chair. After some



discussion, it was determined that there is really no need to have open source programming and the little updates that do occur on a monthly basis can be handled by the Website Chair.

- ii. Redesign: we want our website to reflect the caliber of our Chapter. We need to update our logo and redesign the look of the website. We need professionals to do that so we plan on putting together an RFP. James asked the board to look at other websites and get back to Barbara on wish list items we'd like to see in our new website. Some items discussed so far were:
 - 1. Pay dues online
 - 2. Business Partner Package Registration and Payment online
 - 3. Monthly luncheon and Chapter Events Registration and Payment online
- iii. We need to be sure we are quick in getting this done but with the quality we are looking for so that we fulfill our responsibilities to our business partners and our members.

E. Updated List of Focus Areas/Goals for 2010 - 2011 Board and Chapter (James Cornell)

- a. James has updated the list of focus areas and goals for the 2010-2011 Board as discussed at the Board Retreat. A new Goal Sheet is attached hereto and made a part of these minutes. (Attachment D)

Item 6. Open Business:

- A. Ann let the board know that there is a new rate at a hotel downtown and the board discussed how to share that rate to the chapter and be fair to all hotel business partners. It was decided that a report will be created of all hotels in Austin that have an ALA rate and that report will be shared with the Chapter.

Item 7. Announcements:

- A. **Dates/Locations for upcoming Board Meetings**



- a. Ann Jacobson's firm will host the next Board Meeting on May 11th.
- b. Chris Sims and Chrissie Eastin's firm will host the June 8th Board Meeting

B. Annual ALA Conference in Boston May 3-6

- a. James is taking suggestions for a restaurant to hold the Chapter Dinner at the ALA Conference in Boston. The Board agreed that the Chapter will pay for the beverages and members will pay for their meals.

C. Introduction of Board at April's Chapter Luncheon and Call for Committee Volunteers

- a. At the Chapter Luncheon on Thursday, James will make a call out for Committee Volunteers. If your Committee needs volunteers, let James know before Thursday.

Item 8. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for May 11th, 2010 at Noon at Winstead, 401 Congress Avenue, Suite 2100.



ATTACHMENT A

	<u>Mar 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	13,963.32
Frost Money Market	<u>67,778.91</u>
Total Checking/Savi...	<u>81,742.23</u>
Total Current Assets	<u>81,742.23</u>
TOTAL ASSETS	<u><u>81,742.23</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	18,487.73
Net Income	<u>49,924.97</u>
Total Equity	<u>81,742.23</u>
TOTAL LIABILITIES & EQ...	<u><u>81,742.23</u></u>

	<u>Apr '09 - Mar 10</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	9,480.00
Diamond	6,975.00
Gold	6,000.00
Platinum	3,300.00
Silver	13,100.00
Total Annual Sponsorship	<u>38,855.00</u>
Business Partner Fair	
Bronze Sponsors	13,890.00
Diamond Sponsor	7,278.00
Gold Sponsors	11,720.00
Silver Sponsors	10,987.00
Business Partner Fair - Other	249.00
Total Business Partner Fair	<u>44,124.00</u>
Education	
Meeting Receipts	5,265.00
Seminars	3,385.00
Total Education	<u>8,650.00</u>
Membership Dues	11,487.50
Salary Survey	8,900.00
Total Income	<u>112,016.50</u>
Expense	
Bank Service Charges	1,138.57
Board Expenses	
Advertising and Promotion	355.95
Bar Relations	250.00
Board Retreat	211.25
Gifts	719.27
PLMW	250.03
Board Expenses - Other	39.90
Total Board Expenses	<u>1,826.40</u>
Business Partner Fair Expenses	
Facilities	8,505.52
Food	1,940.65
Other	1,299.31
Total Business Partner Fair Expen...	<u>11,745.48</u>
Chapter Retreat	5,193.37
Community Development	1,235.13
Continuing Leadership Institute	
Board Member-CLI	1,323.12
President - CLI	1,276.29
Total Continuing Leadership Instit...	<u>2,599.41</u>
Education Costs	
Chapter MeetingLunches	5,755.43
Holiday Party	1,245.78
Lunches-Education Seminar	528.86
Other-Education Seminar	100.00
Speakers-Education Seminar	310.70
Total Education Costs	<u>7,940.77</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>
Managing Partner Breakfast	4,189.85

Profit & Loss

April 2009 through March 2010

	<u>Apr '09 - Mar 10</u>
Miscellaneous Expense	
Copies	119.70
Other	27.00
Post Office Box	102.00
Total Miscellaneous Expense	<u>248.70</u>
National Conference Scholarship	
Board Member Stipend	10,224.13
Chapter Dinner	431.44
Quest Scholarship	1,000.00
Silent Auction Items	464.38
Total National Conference Scholar...	<u>12,119.95</u>
New Member Functions	
Buddy Happy Hours	168.14
Miscellaneous	137.58
New Member Lunches	151.17
Promo Gifts	11.49
Total New Member Functions	<u>468.38</u>
Newsletter	470.10
Postage and Delivery	19.26
Regional Conference	
Board Members	612.28
Chapter Dinner	134.63
Door Prize	200.00
Members At Large	4,650.00
Total Regional Conference	<u>5,596.91</u>
Salary Survey Costs	6,800.00
Website	
Designer Fees	50.00
Maintenance	120.00
Monthly Fee	107.40
Total Website	<u>277.40</u>
Total Expense	<u>62,059.68</u>
Net Ordinary Income	49,956.82
Other Income/Expense	
Other Income	
Interest Income	20.56
Total Other Income	<u>20.56</u>
Other Expense	
Other Expenses	52.41
Total Other Expense	<u>52.41</u>
Net Other Income	<u>-31.85</u>
Net Income	<u><u>49,924.97</u></u>

Check Detail

March 2010

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	1050	3/4/2010	Headliners Club		Frost Bank Ch...		-828.17
					Chapter Meetin...	-828.17	828.17
TOTAL						-828.17	828.17
Check	1051	3/8/2010	Ann Jacobson		Frost Bank Ch...		-409.82
					Gifts	-409.82	409.82
TOTAL						-409.82	409.82
Check	1052	3/8/2010	Bill Elkjer		Frost Bank Ch...		-14.60
					Gifts	-14.60	14.60
TOTAL						-14.60	14.60
Check	1053	3/11/2010	James Cornell		Frost Bank Ch...		-2,989.85
					Managing Partn...	-2,989.85	2,989.85
TOTAL						-2,989.85	2,989.85
Check	1054	3/19/2010	Chris Bhamani		Frost Bank Ch...		-120.00
					Maintenance	-120.00	120.00
TOTAL						-120.00	120.00
Check	1055	3/19/2010	cara Mueller		Frost Bank Ch...		-250.03
					PLMW	-250.03	250.03
TOTAL						-250.03	250.03
Check	1056	3/31/2010	Ann Jacobson		Frost Bank Ch...		-243.56
					Silent Auction It..	-243.56	243.56
TOTAL						-243.56	243.56
Check	1057	3/31/2010	Diana Stangl		Frost Bank Ch...		-528.86
					Lunches-Educat...	-528.86	528.86
TOTAL						-528.86	528.86

Deposit Detail

March 2010

Type	Num	Date	Name	Account	Amount
Deposit		3/22/2010		Frost Bank Ch...	560.00
			Laura Angle	Meeting Receipts	-20.00
			Graves Dougher...	Meeting Receipts	-60.00
			DLA Piper US L...	Meeting Receipts	-40.00
			Lloyd Gosselink	Meeting Receipts	-20.00
			Locke Lord Biss...	Meeting Receipts	-20.00
			Chrissie Eastin	Meeting Receipts	-20.00
			Floyd & Buss LLP	Meeting Receipts	-20.00
			Hance Scarboro...	Meeting Receipts	-20.00
			Burns Anderson...	Meeting Receipts	-20.00
			McKool Smith, PC	Meeting Receipts	-20.00
			Mitchell, William...	Meeting Receipts	-20.00
			cara Mueller	Meeting Receipts	-20.00
			Kelly Hart & Hall...	Meeting Receipts	-20.00
			Germer Gertz LLP	Meeting Receipts	-20.00
			Bracewell & Giul...	Meeting Receipts	-20.00
			Bickerstaff Heat...	Meeting Receipts	-20.00
			Walsh Anderson	Meeting Receipts	-40.00
			Rose Sullivan	Meeting Receipts	-20.00
			Chamberlain & ...	Meeting Receipts	-20.00
			Ogletree Deakins	Meeting Receipts	-20.00
			Alexander Dubo...	Meeting Receipts	-20.00
			Slack & Davis, L...	Meeting Receipts	-20.00
			Sharon Gonzalez	Meeting Receipts	-20.00
			Keith Gard	Meeting Receipts	-20.00
TOTAL					-560.00
Deposit		3/22/2010		Frost Bank Ch...	660.00
			McElroy Sulliva...	Meeting Receipts	-20.00
			Andrews Kurth	Meeting Receipts	-20.00
			Brown McCarroll...	Meeting Receipts	-20.00
			Graves Dougher...	Meeting Receipts	-20.00
			Fulbright & Jaw...	Meeting Receipts	-40.00
			Drenner & Gold...	Meeting Receipts	-20.00
			Lloyd Gosselink	Meeting Receipts	-20.00
			Segal McCambr...	Meeting Receipts	-20.00
			Locke Lord Biss...	Meeting Receipts	-20.00
			Chrissie Eastin	Meeting Receipts	-20.00
			Winstead PC	Meeting Receipts	-20.00
			McGinnis Lochri...	Meeting Receipts	-20.00
			Walsh Anderson	Meeting Receipts	-60.00
			Osborne & Hel...	Meeting Receipts	-20.00
			Baker Botts, LLP	Meeting Receipts	-40.00
			Marti Lozano	Meeting Receipts	-20.00
			McKool Smith, PC	Meeting Receipts	-20.00
			Burns Anderson...	Meeting Receipts	-20.00
			Mitchell, William...	Meeting Receipts	-20.00
			Bishop, London ...	Meeting Receipts	-20.00
			Fritz Byrne Hea...	Meeting Receipts	-20.00
			Bracewell & Giul...	Meeting Receipts	-20.00
			Jackson Walker	Meeting Receipts	-20.00
			Rose Sullivan	Meeting Receipts	-20.00
			Chamberlain & ...	Meeting Receipts	-20.00
			Ogletree Deakins	Meeting Receipts	-20.00
			Slack & Davis, L...	Meeting Receipts	-20.00
			Keith Gard	Meeting Receipts	-20.00
			Lisa Grigar	Meeting Receipts	-20.00
TOTAL					-660.00

Deposit Detail

March 2010

Type	Num	Date	Name	Account	Amount
Deposit		3/29/2010		Frost Bank Ch...	1,348.78
			Accent Food Se...	Bronze	-440.00
			PayPal	Bank Service C...	13.06
			Lakeway Resort...	Silver	-825.00
			PayPal	Bank Service C...	24.23
			State Bar of Tex...	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
TOTAL					-1,348.78
Deposit		3/31/2010		Frost Money M...	2.88
				Interest Income	-2.88
TOTAL					-2.88

ATTACHMENT B



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

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

STATEMENT ISSUED
03-31-2010

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AUSTIN CENTRAL TEXAS CHAPTER
OF THE ASSOC OF LEGAL ADMINISTRATORS
CARA MUELLER HAYNES AND BOONE
600 CONGRESS AVE STE 1300
AUSTIN TX 78701



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FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
16,799.83	3	2,568.78	6	4,612.47	14,756.14

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
03-22	DEPOSIT	560.00	03-22	DEPOSIT	660.00
DATE	AMOUNT	TRANSACTION	DESCRIPTION	TRANSFER	
03-29	1,348.78	ACH DEPOSIT	PAYPAL	4UEJ246EX472S	

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
03-09	1050 #	828.17	03-23	1052 #	14.60	03-30	1054 #	120.00
03-09	1051 #	409.82	03-15	1053 #	2,989.85	03-23	1055 #	250.03

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-09	.00	INTERNET STMT COPY REQ	
03-09	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02-26	16,799.83	03-22	13,791.99	03-29	14,876.14
03-09	15,561.84	03-23	13,527.36	03-30	14,756.14
03-15	12,571.99				

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

10:13 AM
04/02/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Bank Checking, Period Ending 03/31/2010

	<u>Mar 31, 10</u>
Beginning Balance	16,799.83
Cleared Transactions	
Checks and Payments - 6 Items	-4,612.47
Deposits and Credits - 3 Items	<u>2,568.78</u>
Total Cleared Transactions	<u>-2,043.69</u>
Cleared Balance	<u>14,756.14</u>
Uncleared Transactions	
Checks and Payments - 3 Items	<u>-792.82</u>
Total Uncleared Transactions	<u>-792.82</u>
Register Balance as of 03/31/2010	<u>13,963.32</u>
Ending Balance	<u>13,963.32</u>

10:13 AM
04/02/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
 Frost Bank Checking, Period Ending 03/31/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,799.83
Cleared Transactions						
Checks and Payments - 6 Items						
Check	3/4/2010	1050	Headliners Club	X	-828.17	-828.17
Check	3/8/2010	1051	Ann Jacobson	X	-409.82	-1,237.99
Check	3/8/2010	1052	Bill Elkjer	X	-14.60	-1,252.59
Check	3/11/2010	1053	James Cornell	X	-2,989.85	-4,242.44
Check	3/19/2010	1055	cara Mueller	X	-250.03	-4,492.47
Check	3/19/2010	1054	Chris Bhamani	X	-120.00	-4,612.47
Total Checks and Payments					-4,612.47	-4,612.47
Deposits and Credits - 3 Items						
Deposit	3/22/2010			X	560.00	560.00
Deposit	3/22/2010			X	660.00	1,220.00
Deposit	3/29/2010			X	1,348.78	2,568.78
Total Deposits and Credits					2,568.78	2,568.78
Total Cleared Transactions					-2,043.69	-2,043.69
Cleared Balance					-2,043.69	14,756.14
Uncleared Transactions						
Checks and Payments - 3 Items						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	3/31/2010	1057	Diana Stangi		-528.86	-549.26
Check	3/31/2010	1056	Ann Jacobson		-243.56	-792.82
Total Checks and Payments					-792.82	-792.82
Total Uncleared Transactions					-792.82	-792.82
Register Balance as of 03/31/2010					-2,836.51	13,963.32
Ending Balance					-2,836.51	13,963.32



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

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

STATEMENT ISSUED
03-31-2010

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AUSTIN CENTRAL TEXAS CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS
CARA MUELLER HAYNES AND BOONE
600 CONGRESS AVE STE 1300
AUSTIN TX 78701



0

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your business, Frost Leasing can help.
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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
67,776.03	0	2.88	0	.00	67,778.91

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-31	2.88	INTEREST PAID	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02-26	67,776.03	03-31	67,778.91		

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

10:16 AM
04/06/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Money Market, Period Ending 03/31/2010

	<u>Mar 31, 10</u>
Beginning Balance	67,776.03
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.88</u>
Total Cleared Transactions	<u>2.88</u>
Cleared Balance	<u>67,778.91</u>
Register Balance as of 03/31/2010	67,778.91
Ending Balance	67,778.91

10:16 AM
04/06/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Money Market, Period Ending 03/31/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						67,776.03
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	3/31/2010			X	2.88	2.88
Total Deposits and Credits					2.88	2.88
Total Cleared Transactions					2.88	2.88
Cleared Balance					2.88	67,778.91
Register Balance as of 03/31/2010					2.88	67,778.91
Ending Balance					2.88	67,778.91

ATTACHMENT C



Austin ALA Fiscal Year Budget April 1, 2010 - March 31, 2011

NOTES

INCOME

	BUDGET 2009-2010	ACTUAL 2009-2010	VARIATION 2009-2010	BUDGET 2010-2011
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2009 Legal Expo				
Platinum Sponsor	\$ 3,000.00		\$ (3,000.00)	
Diamond Sponsor	\$ 4,500.00	\$ 7,278.00	\$ 2,778.00	
Gold Sponsor	\$ 7,500.00	\$ 11,720.00	\$ 4,220.00	
Silver Sponsor	\$ 15,000.00	\$ 10,987.00	\$ (4,013.00)	
Bronze Sponsor	\$ 10,000.00	\$ 13,890.00	\$ 3,890.00	
Extra Booth Reps	\$ 1,000.00	\$ (1,000.00)	\$ (500.00)	
Total Bag Sponsorship	\$ 500.00	\$ 249.00	\$ (249.00)	
Other (additional reps. in booths)		\$ 44,124.00	\$ 2,624.00	
Total Legal Expo Income	\$ 41,500.00		\$ 2,624.00	

Income is factored into 2009 Legal Expo Income / No Retreat in 2010

2009 Chapter Retreat				
Business Partner Sponsorships	\$ 2,250.00		\$ (2,250.00)	
Business Partner Addtl Attendees	\$ 1,000.00		\$ (1,000.00)	
Member Receipts	\$ 1,600.00		\$ (1,600.00)	
Total Retreat Income	\$ 4,850.00		\$ (4,850.00)	

2010 sponsorships will be handled through business partner packages

Education (JOSH)				
Monthly Meeting Receipts	\$ 6,000.00	\$ 5,265.00	\$ (735.00)	
Educational Seminars	\$ 3,600.00	\$ 3,385.00	\$ (215.00)	
Spring Seminar Sponsorships	\$ -		\$ -	
Other				
Total Education Income	\$ 9,600.00	\$ 8,650.00	\$ (950.00)	

Memberships (MARTI)

Dues	\$ 11,500.00	\$ 11,487.50		
Total Dues Income	\$ 11,500.00	\$ 11,487.50	\$ (12.50)	

2009 = 92 members at \$125 each / 2010 dues yet to be deposited

Compensation & Benefits (ELAINE)				
Salary Survey	\$ 7,575.00	\$ 8,900.00		
Total Comp & Benefits Survey Income	\$ 7,575.00	\$ 8,900.00	\$ 1,325.00	

Newsletter (DEBBIE)

Ads	\$ -			
Total Newsletter Income	\$ -		\$ -	

Ads run through business partner packages and are not sold individually

Other Income				
Interest Income	\$ 100.00			
Total Other Income	\$ 100.00		\$ (100.00)	

TOTAL INCOME	\$ 75,125.00	\$ 73,161.50	\$ (1,963.50)	
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BUDGET 2009-2010 ACTUAL 2009-2010 VARIATION 2009-2010 BUDGET 2010-2011

NOTES

EXPENSES

Board & Chapter (JAMES, AMANDA & CHRIS)

Bank Service Charges	\$ 600.00	\$ 1,138.57	\$ (538.57)		PayPal and other bank charges
Advertising & Promotion	\$ 450.00	\$ 355.95	\$ 94.05		Marketing campaign & membership drive
Bar Relations	\$ 750.00	\$ 250.00	\$ 500.00		Ad in ABA for new board, other items as needed
Board Retreat/Meetings/Events	\$ 500.00	\$ 211.25	\$ 288.75		Board Entertainment of ALA representatives, off-site board meetings, etc.
Chapter Gifts/Awards	\$ 1,000.00	\$ 719.27	\$ 280.73		Flowers, books for raffle, past-president gift, etc.
Fidelity Bond Insurance Premium	\$ 190.00	\$ 190.00	\$ -		
Postage & Delivery	\$ 200.00	\$ 19.26	\$ 180.74		
Copies	\$ 150.00	\$ 119.70	\$ 30.30		
PLMW Event	\$ 200.00	\$ 250.03	\$ (50.03)		Budget for some activity for PLMW
Service Awards	\$ 500.00	\$ -	\$ 500.00		To be given out at retreat - 50 awards @\$10 each
Post Office Box	\$ -	\$ 102.00	\$ -		
Other	\$ 200.00	\$ 66.90	\$ 133.10		
Total Board & Chapter Expense	\$ 4,740.00	\$ 3,422.93	\$ 1,317.07		

Chapter Retreat

Room Rental	\$ 2,416.65	\$ 2,416.65	\$ -		No individual detail on Retreat expenses; no chapter retreat in 2010
Cocktail Party	\$ 855.00	\$ -	\$ 855.00		
Dinner	\$ 2,300.00	\$ -	\$ 2,300.00		
Miniature Golf	\$ 360.00	\$ -	\$ 360.00		
Breakfast	\$ 600.00	\$ -	\$ 600.00		
Total Chapter Retreat Expense	\$ 6,531.65	\$ 5,193.37	\$ 1,338.28		

Chapter Leadership Institute (JAMES)

Board Member Stipend	\$ 2,000.00	\$ 1,323.12	\$ 676.88		2 board members attending (Chris Sims and Chrissie Eastin)
President	\$ 1,000.00	\$ 1,276.29	\$ (276.29)		Amanda Koplos
President-Elect	\$ 150.00	\$ -	\$ 150.00		President-elect paid by HQ, this is for incidental expenses
Total CLI Expense	\$ 3,150.00	\$ 2,599.41	\$ 550.59		

Managing Partner Breakfast (JAMES)

Space Rental, Speaker	\$ 5,000.00	\$ 4,189.85	\$ 810.15		
Total Managing Partner Breakfast Expense	\$ 5,000.00	\$ 4,189.85	\$ 810.15		

Annual Conference (JAMES & CHRIS)

President Stipend	\$ 2,000.00	\$ 2,000.00	\$ -		Amanda Koplos
President-Elect Stipend	\$ 2,000.00	\$ 1,774.50	\$ 225.50		James Cornell
Board/Officers Stipend	\$ 6,500.00	\$ 6,449.63	\$ 50.37		Chrissie Eastin, Chris Sims, Diana Stangl, and Toni Beasley
Quest Award Nominee Stipend	\$ 1,000.00	\$ 1,000.00	\$ -		Karen Sue Doughty
Social Event	\$ 250.00	\$ 431.44	\$ (181.44)		Chapter Dinner
Silent Auction	\$ 250.00	\$ 464.38	\$ (214.38)		
CLM Scholarship	\$ -	\$ -	\$ -		
Total Annual Conference Expense	\$ 12,000.00	\$ 12,119.95	\$ (119.95)		

Regional Conference (JAMES & CHRIS)

Board Member Stipend	\$ 2,700.00	\$ 612.28	\$ 2,087.72		Registration for 2 board mem. plus pres & pres-elect hotel for 1 extra night
Members at Large	\$ 6,000.00	\$ 4,650.00	\$ 1,350.00		Registration for 15 attendees x \$300
Door Prize	\$ -	\$ 200.00	\$ (200.00)		
Chapter Dinner	\$ -	\$ 134.63	\$ (134.63)		
Total Regional Conference Expense	\$ 8,700.00	\$ 5,596.91	\$ 3,103.09		

NOTES

BUDGET 2009-2010 ACTUAL 2009-2010 VARIATION 2009-2010 BUDGET 2010-2011

Legal Expo (TINA)				
Facilities, parking, food/beverage	\$ 10,095.00	\$ 9,096.17	\$ 998.83	
Lunch for Business Partner Reps	\$ 500.00	\$ 500.00	\$ 500.00	
Pre-Paid Deposit		\$ 1,350.00	\$ (1,350.00)	
Business Partner Appreciation HH			\$ -	
Other (Beer & Wine)		\$ 1,299.31	\$ -	
Total Legal Expo Expense	\$ 10,595.00	\$ 11,745.48	\$ (1,150.48)	
Education (JOSH)				
Chapter Meeting Lunches	\$ 6,291.76	\$ 5,755.43		
Business Partner Sponsor Lunch Cost	\$ 60.60			
Holiday Party	\$ 1,000.00	\$ 1,245.78		
Educational Seminar - Lunches	\$ 2,375.00	\$ 528.86		
Speakers	\$ -	\$ 310.70		
AV for seminars	\$ 1,500.00	\$ 100.00		
Parking	\$ 360.00			
Total Education Expense	\$ 11,587.36	\$ 7,940.77	\$ 3,646.59	
Membership (MARTI)				
New Member Lunches	\$ 300.00	\$ 151.17	\$ 148.83	
Promotional Gifts	\$ 150.00	\$ 11.49	\$ 138.51	
Buddy Happy Hours	\$ 200.00	\$ 168.14	\$ 31.86	
Materials (binders, Name tags, etc.)	\$ -	\$ -	\$ -	
Other	\$ 137.58	\$ (137.58)		
Total Membership Expense	\$ 650.00	\$ 468.38	\$ 181.62	
Compensation & Benefits Survey (ELAINE)				
Survey licensing from CD	\$ 5,350.00	\$ 6,800.00	\$ (1,450.00)	
Total Comp & Benefits Survey Expense	\$ 5,350.00	\$ 6,800.00	\$ (1,450.00)	
Newsletter (DEBBIE)				
E-newsletter Setup Fee	\$ 150.00			
E-newsletter Design	\$ 445.00			
Monthly Charges	\$ 219.45			
Photo Reprint	\$ 100.00			
Article Reprint Permission	\$ 400.00			
Total Newsletter Expense	\$ 1,314.45	\$ 470.10	\$ 844.35	
Community Relations/Development (BONNIE)				
Community Challenge	\$ 2,000.00			
Community Development	\$ 500.00			
Total Community Relations Expense	\$ 2,500.00	\$ 1,235.13	\$ 1,264.87	
Website (BARBARA)				
Design Fees	\$ 150.00	\$ 50.00	\$ 100.00	
Hosting Fees	\$ 84.00	\$ 107.40	\$ (23.40)	
Maintenance Fees	\$ -	\$ 120.00	\$ (120.00)	
Committee Meetings	\$ 50.00	\$ -	\$ 50.00	
Joomla Components (Add-Ins)	\$ 100.00	\$ 100.00	\$ 100.00	
Total Website Expense	\$ 384.00	\$ 277.40	\$ 106.60	
Other Net Income		\$ 31.85	\$ (31.85)	

No detail on specific expenses for newsletter

No detail for specific expenses for Community Relations

Expense for Chapter Polo Shirts less Total Other Income (52.41 - 20.56)

NOTES

BUDGET 2009-2010 ACTUAL 2009-2010 VARIATION 2009-2010 BUDGET 2010-2011

TOTAL EXPENSES	\$ 72,502.46	\$ 62,091.53	\$ 10,410.93	
NET INCOME/(LOSS) BEFORE EXTRAORDINARY	\$ 2,622.54	\$ 11,069.97		
2010 Business Partner Sponsorships (TINA)				
Platinum Sponsor (1 @ 3,300)		\$ 3,300.00		
Diamond Sponsor (3 @ 2,475)		\$ 6,975.00		
Gold Sponsor (5 @ 1,650)		\$ 6,000.00		
Silver Sponsor (20 @ 825)		\$ 13,100.00		
Bronze Sponsor (25 @ 440)		\$ 9,480.00		
Extra Booth Reps				
Total Bag Sponsorship		\$ 38,855.00	\$ 38,855.00	
Total Business Partner Income		\$ 38,855.00		
EXTRAORDINARY INCOME		\$ 38,855.00		
NET INCOME/(LOSS)	\$ 2,622.54	\$ 49,924.97		

ATTACHMENT D



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

ALA Austin Chapter Focus Areas and Goals 2010 - 2011

- Create a balanced budget and focus on financial reporting of actual vs. budgeted income and expenses;
- Maintain a reserve of Chapter income while using funds for the purpose of the organization;
- Coordination between Compensation and Membership Committees to increase participation in Salary Survey;
- Increase member and business partner involvement in community service projects and ALA's Community Challenge Weekend;
- Increase member attendance at monthly lunch meetings, educational seminars, the annual Legal Expo, Chapter social events and educational conferences;
- Maintain platinum level for Presidents' Award for Excellence;
- Develop a recruitment program/campaign aimed at smaller firms;
- Redesign Chapter website and develop a long-term plan for its management and maintenance;
- Evaluate and fine tune our Business Partner Packages;
- Locate a new venue and consider alternative formats for the annual Legal Expo;
- Further develop law firm career opportunities presentation;
- Succession planning within the Chapter to cultivate and develop future leaders.
- Brainstorm "themes" for the Chapter Newsletter that correspond to topics discussed at Monthly Luncheons and Educational Seminars;
- Coordination between Education/Programs and Newsletter Committee to cover KSA's (Knowledge, Skills and Abilities of Legal Administrators)
- Have **FUN!**