



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

June 8, 2010 at 12:00 p.m.

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

Members Not Attending: Amanda Koplos

Item 2. Reading/Approval of the Minutes:

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

Item 3. Treasurer's Report: (Chris Sims)

The Chapter checking account balance as of May 31, 2010 is \$14,433.34 and the Money Market account balance is \$67,784.58.

TREASURER NOTES: It is time to do the audit of the prior year. Bylaws require that the Secretary and President Elect conduct the audit. Chrissie and Diana will get the audit done before the next board meeting. Chris hopes to start including a comparison to budget with the financial reports beginning next month. Chris suggested we consider moving some of the money in the money market fund to some sort of account that earns more interest. The board agreed that he should research our options and report back. It was suggested that Frost Bank may have a different type of account that would work for us. There was no unusual activity in the checking account last month; Chris paid stipends to the board members who attended the conference in Boston and has put a deposit down on the bus to the regional conference in Las Colinas in October. James noted that he has received documentation from the Secretary of State regarding the chapter's name change and will send a copy of that to Frost Bank so that the name can now be changed with the bank.

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

Item 4. Old Business:

a. 2010-2011 Review of Final Draft of Budget and Approval (James Cornell)

James reviewed the final budget that he is presenting for adoption. No additional changes have been made since the May board meeting. The budget projects a loss of \$18,133 that will be paid with surplus funds. James will send out an overview of the budget to the chapter which includes the following information:

Income:

- 62% of income comes from Business Partners
- 14% of income comes from dues
- 12% of income comes from educational activities
- 11% of income comes from the compensation survey

Expenses:

- 74% of expenses go back to members in the form of education, scholarships, awards, etc.
- 11% of expenses are for the website
- 7% of expenses are for the compensation survey
- 4% of expenses are for the board
- 4% of expenses are for the newsletter and community service

Motion was made, seconded and approved to adopt the budget as presented. The final budget is attached and made a part of these minutes (Attachment B).

Item 5. New Business:

a. Business Partner Relations Committee Update (Tina Terrian) - The Legal Expo will be held at the Hilton on August 19. The Hilton will handle the registration for the business partners since we already know who will have a booth and the only payment remaining is to the Hilton for electricity if needed.

b. Community Relations Committee Review of Urban Roots Project (Bonnie Zook) -There was a good turnout at the Urban Roots Project, with 13 chapter members, 4 guests, and 11 business partners (representing 7 companies) attending. Bonnie will be sending pictures to Urban Roots for them to post on their website. Shannon Athey and Becky Shafer are joining the committee.

c. Compensation/Benefits Committee Update on salary Survey (Elaine Nielsen) - Elaine looked into the cost of using the Houston Chapter's Salary



Survey program. It is less expensive than the one we are currently using and she thinks we should consider using it next year. However, she doesn't want to switch this year because it will delay the survey. She also noted that the Houston program doesn't include benefits. There was discussion as to whether non-members can participate in the survey. Decision was made that only members can participate. The cost to purchase the survey for non-participants is more than the cost to join the chapter, so we should encourage people to join the chapter and then participate in the survey.

d. Education/Programs Committee Report on Upcoming Programs (Josh de Koning) - The committee brainstormed on ideas for the website and sent that report to the Website Committee. The speaker for the July meeting will be Ken Danforth. He will be speaking on vendor management. The topic for the August seminar is "Having Difficult Conversations." The speaker will be either Valerie Savage or Kevin Prescott. Josh noted that the AHRMA conference is also on August 19.

e. Membership Committee Report on Upcoming Happy Hour (Marti Lozano) - Marti is working on setting up a Buddy Happy Hour. She'll be sending out a Buddy Questionnaire soon as well.

f. Newsletter Committee Report (Debbie Roan) - Articles for the next newsletter are due in about a week and a half. The newsletter will come out at the end of the month.

g. Website Committee Report and Update on Redesign Project (Barbara Mullen) - The committee has received lots of good suggestions. They are still working on preparing the RFP. They received contact information on the company who designed the Atlanta Chapter's website and will be sending them the RFP. There was discussion about our logo. It was decided that the logo redesign will be included in the website redesign.

h. 2010 Presidents' Awards of Excellence Guidelines - James distributed the Guidelines. He has indicated on them who has responsibility for each area and encouraged everyone to refer to the guidelines throughout the year to make sure that they are keeping on track with everything that needs to be done.

i. Name Change Complete with Secretary of State - discussed earlier.



Committee Reports are attached and made a part of these minutes (Attachment C). 2010 Presidents Award Guidelines are attached and made a part of these minutes (Attachment D).

Item 6. Open Business: None

Item 7. Announcements (James Cornell) - James distributed a list of the 2010-2010 Board Meeting Dates/Locations (Attachment E). The tax return for 2009 is due on September 15, 2010 and Chris will prepare it.

The meeting was adjourned at 1:30. The next Board Meeting is scheduled for noon on July 13, 2010 at Slack & Davis.

