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

**September 14, 2010 at 12:00 p.m.**

Item 1. Members Present: James Cornell, Amanda Koplos, Debbie Roan, Josh de Koning, Diana Stangl, Chrissie Eastin, and Elaine Nielson

Members Not Attending: Chris Simms, Barbara Mullen, Tina Terrian, Bonnie Zook, Marti Lozano and Ann Jacobson

Item 2. Reading/Approval of the Minutes:

The August Board meeting minutes were approved with the correction noted by Diana and submitted to the Board.

Item 3. Treasurer's Report: (Chrissie Eastin)

The Chapter checking account balance as of August 31, 2010 is \$1,902 and the Money Market account balance is \$58,792.87 for a total Checking/Savings balance of \$60,694.87.

**TREASURER NOTES:**

Payments were made in August for the Legal Expo and the Seminar Speaker. Income was received from business partners for having extra attendees at the legal expo and from the tote bag sponsor for the expo.

A Balance Sheet and Income Statement for the period ending August 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)

The tax return for the chapter was filed and is attached hereto and made a part of these minutes. (Attachment B)

Item 4. Old Business:

- a. Chapter Holiday Party Venue and Date (Josh de Koning) - The chapter holiday party will be on December 9 at 111 Congress. Amanda will look into whether the building will waive the parking fees. The budget for the party is \$1,500 and we should come in right at budget.
- b. Individual Retirement Celebrations - Discussion was held and decision made to not have individual retirement celebrations at chapter sponsored events.

Item 5. New Business:

- a. Region 4 Conference and Expo Update (Chrissie Eastin) - We currently have 20 people from the chapter signed up to attend the regional conference. We have 13 people signed up for the bus so far. The bus will leave from the Walsh Anderson office building parking lot at 9:30 Thursday morning. The bus will leave Dallas for return to Austin at 2:30 on Saturday. Snacks and beverages will be provided. Chrissie will look into possible transportation and restaurant options for Thursday evening after the welcome reception. Chrissie will send all attendees a list of names and phone numbers prior to the conference. We have been asked to donate a door prize. After discussion, decision made to donate a Kindle. Amanda agreed to get it. Amanda will bring some longhorn stickers for chapter members to hand out to attendees from other chapters.
- b. Community Relations Committee Report on Career Day, October 30 (Bonnie Zook) - Bonnie was unable to attend. We are hosting a Career Day on October 30 at Kelly Barker's office in coordination with Youth Launch (parent of Urban Roots). We have 17 business partners who have approached us during the year asking for ways to get involved and we will invite them to the Career Day event as well. Chrissie will get with Bonnie about other possible projects for the chapter to do as well.
- c. Professional Legal Management Week (PLMW) is October 4-8 (James Cornell) - James will send a letter to all managing partners acknowledging the benefits of ALA memberships and thanking them for supporting our members. We will also look into putting an ad in the Austin Bar e-newsletter and include the link to the salary survey.
- d. Compensation & Benefits Committee Report on Salary Survey (Elaine Nielson) - Elaine reported that 43 firms participated in the Salary Survey this year.



e. Education/Programs Committee Update (Josh de Koning) - Josh is talking with Bill Cobb about being the speaker in November. The Chapter would pay for his expenses. This would give us an opportunity to see if we think he would be a good speaker for the Managing Partner Breakfast next year. He is talking to Susan French about speaking in January on "Leadership in your Law Firm" and to Toni Beasley about giving an ALA Overview at the February meeting. He is going to contact Eric Cupp about presenting at the March seminar. James will send out an email to the chapter reminding them that Larry Smith, Executive Director of ALA, will be at the September 23 chapter meeting.

f. Website Committee Update on Redesign RFP's (Barbara Mullen) - Barbara was absent. We are still receiving responses to the reissued RFP. It looks like it will be the end of the year before we are able to revamp the website.

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

Item 6. Open Business: None

Item 7. Announcements (James Cornell) - The Managing Partner Breakfast will be on either February 15 or February 17, 2011 at the Intercontinental Hotel.

The meeting was adjourned at 1:35. The next Board Meeting is scheduled for noon on October 12 at Bracewell Giuliani (111 Congress Ave., Suite 2300).



## ATTACHMENT A

**Austin Chapter of the Association of Legal Administrators**  
**Balance Sheet**  
**As of August 31, 2010**

	<u>Aug 31, 10</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checki...	1,902.00
Frost Money Market	58,792.87
<b>Total Checking/Savi...</b>	<u>60,694.87</u>
<b>Total Current Assets</b>	<u>60,694.87</u>
<b>TOTAL ASSETS</b>	<u><b>60,694.87</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	68,412.70
Net Income	<u>-21,047.36</u>
<b>Total Equity</b>	<u>60,694.87</u>
<b>TOTAL LIABILITIES &amp; EQ...</b>	<u><b>60,694.87</b></u>

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

	Apr - Aug 10
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Annual Sponsorship</b>	
Annual Sponsorship - Totebag	500.00
Gold	1,500.00
<b>Total Annual Sponsorship</b>	2,000.00
<b>Business Partner Fair</b>	
Additional Reps	400.00
<b>Total Business Partner Fair</b>	400.00
<b>Education</b>	
Meeting Receipts	2,625.00
Seminars	3,730.00
<b>Total Education</b>	6,355.00
<b>Membership Dues</b>	10,750.00
<b>Salary Survey</b>	300.00
<b>Total Income</b>	19,805.00
<b>Expense</b>	
<b>Bank Service Charges</b>	7.86
<b>Board Expenses</b>	
Board Retreat	82.59
Chapter Awards/Gifts	153.84
Service Awards	1,135.47
<b>Total Board Expenses</b>	1,371.90
<b>Business Partner Fair Expenses</b>	
A/V Rental	521.66
Beverages	1,637.82
Deposits	0.00
Facilities	1,272.00
Food	3,597.46
Other	75.00
Parking	224.00
<b>Total Business Partner Fair Expenses</b>	7,327.94
<b>Chapter Leadership Institute</b>	
Board Member-CLI	2,477.99
President - CLI	1,209.35
President Elect-CLI	217.15
<b>Total Chapter Leadership Institute</b>	3,904.49
<b>Community Development</b>	500.00
<b>Education Costs</b>	
Chapter MeetingLunches	2,888.07
Speakers-Education Seminar	3,982.18
Webinars and Audio Conferences	343.95
<b>Total Education Costs</b>	7,214.20
<b>Miscellaneous Expense</b>	
Other	50.00
Post Office Box	100.00
<b>Total Miscellaneous Expense</b>	150.00
<b>National Conference Scholarship</b>	
Board Member Stipend	8,000.00
Chapter Dinner	294.00
President-National Conference	2,000.00
National Conference Scholarship - O...	1,500.00
<b>Total National Conference Scholarship</b>	11,794.00
<b>New Member Functions</b>	
Buddy Happy Hours	181.07
New Member Lunches	160.86
<b>Total New Member Functions</b>	341.93
<b>Newsletter</b>	339.15
<b>Regional Conference</b>	
Other (bus)	260.00
<b>Total Regional Conference</b>	260.00
<b>Salary Survey Costs</b>	6,740.00
<b>Website</b>	
Maintenance	885.00
Monthly Fee	29.85
<b>Total Website</b>	914.85
<b>Total Expense</b>	40,866.32
<b>Net Ordinary Income</b>	-21,061.32

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09/08/10

Accrual Basis

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

	<u>Apr - Aug 10</u>
Other Income/Expense	
Other Income	
Interest Income	13.96
Total Other Income	<u>13.96</u>
Net Other Income	<u>13.96</u>
Net Income	<u><u>-21,047.36</u></u>

## Austin Chapter of the Association of Legal Administrators

09/08/10

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

April through August 2010

	Apr - Aug 10	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Annual Sponsorship</b>				
Annual Sponsorship - Totebag Gold	500.00	500.00	0.00	100.0%
	1,500.00			
<b>Total Annual Sponsorship</b>	2,000.00	500.00	1,500.00	400.0%
<b>Business Partner Fair</b>				
Additional Repts	400.00			
<b>Total Business Partner Fair</b>	400.00			
<b>Education</b>				
Meeting Receipts	2,625.00	1,800.00	825.00	145.8%
Seminars	3,730.00	3,600.00	130.00	103.6%
<b>Total Education</b>	6,355.00	5,400.00	955.00	117.7%
<b>Membership Dues</b>	10,750.00	10,875.00	-125.00	98.9%
<b>Salary Survey</b>	300.00	500.00	-200.00	60.0%
<b>Total Income</b>	19,805.00	17,275.00	2,530.00	114.6%
<b>Expense</b>				
<b>Bank Service Charges</b>	7.86	312.50	-304.64	2.5%
<b>Board Expenses</b>				
Advertising and Promotion	0.00	187.50	-187.50	0.0%
Bar Relations	0.00	208.34	-208.34	0.0%
Board Meetings	0.00	104.16	-104.16	0.0%
Board Retreat	82.59			
Chapter Awards/Gifts	153.84	312.50	-158.66	49.2%
Service Awards	1,135.47			
<b>Total Board Expenses</b>	1,371.90	812.50	559.40	168.8%
<b>Business Partner Fair Expenses</b>				
A/V Rental	521.66			
Beverages	1,637.82			
Deposits	0.00			
Facilities	1,272.00			
Food	3,597.46			
Other	75.00			
Parking	224.00			
<b>Total Business Partner Fair Expenses</b>	7,327.94			
<b>Chapter Leadership Institute</b>				
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%
<b>Total Chapter Leadership Institute</b>	3,904.49	4,350.00	-445.51	89.8%
<b>Community Development</b>	500.00	500.00	0.00	100.0%
<b>Education Costs</b>				
Audio Visual	0.00	1,500.00	-1,500.00	0.0%
Chapter MeetingLunches	2,888.07	1,997.00	891.07	144.6%
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	625.00	-281.05	55.0%
<b>Total Education Costs</b>	7,214.20	10,157.00	-2,942.80	71.0%
<b>Miscellaneous Expense</b>				
Other	50.00	83.34	-33.34	60.0%
Post Office Box	100.00	102.00	-2.00	98.0%
<b>Total Miscellaneous Expense</b>	150.00	185.34	-35.34	80.9%
<b>National Conference Scholarship</b>				
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			
<b>Total National Conference Scholarship</b>	11,794.00	14,050.00	-2,256.00	83.9%
<b>New Member Functions</b>				
Buddy Happy Hours	181.07	200.00	-18.93	90.5%
Miscellaneous	0.00	41.66	-41.66	0.0%
New Member Lunches	160.86	300.00	-139.14	53.6%
Promo Gifts	0.00	83.34	-83.34	0.0%
<b>Total New Member Functions</b>	341.93	625.00	-283.07	54.7%
<b>Newsletter</b>	339.15	472.91	-133.76	71.7%
<b>Postage and Delivery</b>	0.00	20.84	-20.84	0.0%
<b>Printing and Reproduction</b>	0.00	62.50	-62.50	0.0%
<b>Regional Conference</b>				
Other (bus)	260.00	260.00	0.00	100.0%
<b>Total Regional Conference</b>	260.00	260.00	0.00	100.0%
<b>Salary Survey Costs</b>	6,740.00	6,740.00	0.00	100.0%



4:00 PM

09/08/10

Accrual Basis

**Austin Chapter of the Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
**April through August 2010**

	<u>Apr - Aug 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Website</b>				
<b>Maintenance</b>	885.00	975.00	-90.00	90.8%
<b>Monthly Fee</b>	29.85	41.66	-11.81	71.7%
<b>Total Website</b>	<u>914.85</u>	<u>1,016.66</u>	<u>-101.81</u>	<u>90.0%</u>
<b>Total Expense</b>	<u>40,866.32</u>	<u>39,565.25</u>	<u>1,301.07</u>	<u>103.3%</u>
<b>Net Ordinary Income</b>	-21,061.32	-22,290.25	1,228.93	94.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Interest Income</b>	13.96	41.66	-27.70	33.5%
<b>Total Other Income</b>	<u>13.96</u>	<u>41.66</u>	<u>-27.70</u>	<u>33.5%</u>
<b>Net Other Income</b>	<u>13.96</u>	<u>41.66</u>	<u>-27.70</u>	<u>33.5%</u>
<b>Net Income</b>	<u><b>-21,047.36</b></u>	<u><b>-22,248.59</b></u>	<u><b>1,201.23</b></u>	<u><b>94.6%</b></u>

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	1086	8/10/2010	James Cornell		Frost Bank Checking		<b>-1,135.47</b>
				Service Awards		-1,135.47	1,135.47
TOTAL						-1,135.47	1,135.47
Check	1087	8/23/2010	Amanda Koplos		Frost Bank Checking		<b>-239.40</b>
				Newsletter		-239.40	239.40
TOTAL						-239.40	239.40
Check	1088	8/23/2010	Headliners Club		Frost Bank Checking		<b>-747.38</b>
				Chapter MeetingLun...		-747.38	747.38
TOTAL						-747.38	747.38
Check	1089	8/23/2010	Graves Doughe...		Frost Bank Checking		<b>-343.95</b>
				Webinars and Audio...		-343.95	343.95
TOTAL						-343.95	343.95
Check	1090	8/23/2010	Xera Group		Frost Bank Checking		<b>-462.50</b>
				Maintenance		-462.50	462.50
TOTAL						-462.50	462.50
Check	1091	8/30/2010	Tina Terrian		Frost Bank Checking		<b>-5,727.94</b>
				Deposits		1,600.00	-1,600.00
				Food		-3,597.46	3,597.46
				Facilities		-1,272.00	1,272.00
				A/V Rental		-521.66	521.66
				Parking		-224.00	224.00
				Beverages		-1,637.82	1,637.82
				Other		-75.00	75.00
TOTAL						-5,727.94	5,727.94
Check	1092	8/30/2010	Chris Bhamani		Frost Bank Checking		<b>-29.85</b>
				Monthly Fee		-29.85	29.85
TOTAL						-29.85	29.85
Check	1093	8/30/2010	For Women's S...		Frost Bank Checking		<b>-756.00</b>
				Speakers-Education...		-756.00	756.00
TOTAL						-756.00	756.00

**Austin Chapter of the Association of Legal Administrators**  
**Deposit Detail**  
**August 2010**

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>8/10/2010</b>		<b>Frost Bank Che...</b>	<b>145.00</b>
		Ellen Boydston	Membership Dues	-125.00
		The Fowler Law Firm	Meeting Receipts	-20.00
TOTAL				-145.00
<b>Deposit</b>	<b>8/18/2010</b>		<b>Frost Bank Che...</b>	<b>900.00</b>
		IKON	Additional Reps	-50.00
		Attorney Resource	Additional Reps	-50.00
		Documation of Austin, Inc.	Additional Reps	-50.00
		Office Furniture Now	Additional Reps	-50.00
		Commercial Texas, LLC	Additional Reps	-150.00
		Lockton Companies	Additional Reps	-50.00
		Jones Lang LaSalle Amer...	Annual Sponsor...	-500.00
TOTAL				-900.00
<b>Deposit</b>	<b>8/30/2010</b>		<b>Frost Bank Che...</b>	<b>2,150.00</b>
		Brenda Barnes	Seminars	-40.00
			Seminars	-40.00
		Laura Angle	Seminars	-40.00
		Marti Lozano	Seminars	-40.00
		cara Mueller	Seminars	-40.00
		Lou O'Hanlon	Seminars	-40.00
		Kerry Stigler	Seminars	-40.00
		Bonnie Zook	Seminars	-40.00
		Elizabeth Walker	Seminars	-40.00
		Ellen Boydston	Seminars	-40.00
		Joan Cunningham	Seminars	-40.00
		Penny Arnold	Seminars	-40.00
		Deborah Kortan	Seminars	-40.00
		Becky Shafer	Seminars	-40.00
		Sandra Gable	Seminars	-40.00
		Lisa Grigar	Seminars	-40.00
		Barbara Mullen	Seminars	-40.00
		Chris Bhamani	Seminars	-40.00
		DLA Piper US LLP	Seminars	-80.00
		Scott, Douglas & McConn...	Seminars	-90.00
		Strasburger & Price	Seminars	-90.00
		Winstead PC	Seminars	-90.00
		Burns Anderson Jury & Br...	Seminars	-90.00
		Akin Gump Strauss Hauer...	Seminars	-90.00
		Bickerstaff Heath Delgado...	Seminars	-130.00
		Walsh Anderson	Seminars	-130.00
		Graves Dougherty Hearon...	Seminars	-150.00
		Lloyd Gosselink	Seminars	-370.00
		Larson Newman & Abel, L...	Seminars	-80.00
		April Stanaland	Seminars	-40.00
TOTAL				-2,150.00
<b>Deposit</b>	<b>8/30/2010</b>		<b>Frost Bank Che...</b>	<b>80.00</b>
		Kennon Welch	Seminars	-40.00
		JPM Enterprises, Inc.	Seminars	-40.00
TOTAL				-80.00
<b>General ...</b>	<b>8/30/2010</b>		<b>Frost Bank Che...</b>	<b>5,000.00</b>
			Frost Money Ma...	-5,000.00
TOTAL				-5,000.00
<b>Deposit</b>	<b>8/31/2010</b>		<b>Frost Money M...</b>	<b>2.74</b>
			Interest Income	-2.74
TOTAL				-2.74



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

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

STATEMENT ISSUED  
08-31-2010

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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Manage your company's finances from anywhere,  
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Manager. Visit frostbank.com to learn more.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
1,770.96	4	7,545.00	4	7,791.86	1,524.10

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
08-18	DEPOSIT	145.00	08-18	DEPOSIT	900.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-23	1,500.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378
08-30	5,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
08-09	1085 #	181.07	08-26	1088 * #	747.38	08-31	1091 * #	5,727.94
08-11	1086 #	1,135.47						

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-06	.00	INTERNET STMT COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-30	1,770.96	08-18	1,499.42	08-26	2,252.04
08-06	1,770.96	08-23	2,999.42	08-30	7,252.04
08-09	1,589.89	08-24	2,999.42	08-31	1,524.10
08-11	454.42				

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

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Reconciliation Summary**

**Frost Bank Checking, Period Ending 08/31/2010**

	<u>Aug 31, 10</u>
<b>Beginning Balance</b>	1,770.96
<b>Cleared Transactions</b>	
Checks and Payments - 4 ite...	-7,791.86
Deposits and Credits - 4 items	7,545.00
<b>Total Cleared Transactions</b>	<u>-246.86</u>
<b>Cleared Balance</b>	<u><b>1,524.10</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 6 ite...	-1,852.10
Deposits and Credits - 2 items	2,230.00
<b>Total Uncleared Transactions</b>	<u>377.90</u>
<b>Register Balance as of 08/31/2010</b>	<u><b>1,902.00</b></u>
<b>Ending Balance</b>	1,902.00

# ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

## Reconciliation Detail

Frost Bank Checking, Period Ending 08/31/2010

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,770.96
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	7/30/2010	1085	Marti Lozano	X	-181.07	-181.07
Check	8/10/2010	1086	James Cornell	X	-1,135.47	-1,316.54
Check	8/23/2010	1088	Headliners Club	X	-747.38	-2,063.92
Check	8/30/2010	1091	Tina Terrian	X	-5,727.94	-7,791.86
Total Checks and Payments					-7,791.86	-7,791.86
<b>Deposits and Credits - 4 items</b>						
Deposit	8/10/2010			X	145.00	145.00
Deposit	8/18/2010			X	900.00	1,045.00
General Journal	8/23/2010	81638		X	1,500.00	2,545.00
General Journal	8/30/2010	81639		X	5,000.00	7,545.00
Total Deposits and Credits					7,545.00	7,545.00
Total Cleared Transactions					-246.86	-246.86
Cleared Balance					-246.86	1,524.10
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	8/23/2010	1090	Xera Group		-462.50	-482.90
Check	8/23/2010	1089	Graves Dougher...		-343.95	-826.85
Check	8/23/2010	1087	Amanda Koplos		-239.40	-1,066.25
Check	8/30/2010	1093	For Women's Sa...		-756.00	-1,822.25
Check	8/30/2010	1092	Chris Bhamani		-29.85	-1,852.10
Total Checks and Payments					-1,852.10	-1,852.10
<b>Deposits and Credits - 2 items</b>						
Deposit	8/30/2010				80.00	80.00
Deposit	8/30/2010				2,150.00	2,230.00
Total Deposits and Credits					2,230.00	2,230.00
Total Uncleared Transactions					377.90	377.90
Register Balance as of 08/31/2010					131.04	1,902.00
<b>Ending Balance</b>					<b>131.04</b>	<b>1,902.00</b>



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

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

STATEMENT ISSUED  
08-31-2010

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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0

**BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
65,290.13	0	2.74	2	6,500.00	58,792.87

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-31	2.74	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-06	.00	INTERNET STMT COPY REQ	
08-23	1,500.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000
08-30	5,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-30	65,290.13	08-23	63,790.13	08-31	58,792.87
08-06	65,290.13	08-30	58,790.13		

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

3:50 PM  
09/08/10

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Reconciliation Summary**  
**Frost Money Market, Period Ending 08/31/2010**

	<u>Aug 31, 10</u>
Beginning Balance	65,290.13
Cleared Transactions	
Checks and Payments - 2 ite...	-6,500.00
Deposits and Credits - 1 item	2.74
	<hr/>
Total Cleared Transactions	-6,497.26
	<hr/>
Cleared Balance	<b>58,792.87</b>
Register Balance as of 08/31/2010	58,792.87
Ending Balance	58,792.87



**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 08/31/2010**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						65,290.13
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
General Journal	8/23/2010	81638		X	-1,500.00	-1,500.00
General Journal	8/30/2010	81639		X	-5,000.00	-6,500.00
Total Checks and Payments					-6,500.00	-6,500.00
<b>Deposits and Credits - 1 item</b>						
Deposit	8/31/2010			X	2.74	2.74
Total Deposits and Credits					2.74	2.74
Total Cleared Transactions					-6,497.26	-6,497.26
Cleared Balance					-6,497.26	58,792.87
Register Balance as of 08/31/2010					-6,497.26	58,792.87
<b>Ending Balance</b>					<b>-6,497.26</b>	<b>58,792.87</b>

## ATTACHMENT B

Form **990-EZ**

**Short Form  
Return of Organization Exempt From Income Tax**

OMB No. 1545-1150

**2009**

**Open to Public  
Inspection**

Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
(except black lung benefit trust or private foundation)  
▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.  
▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

**A** For the 2009 calendar year, or tax year beginning May 1, 2009, and ending April 30, 20 10

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input checked="" type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	Please use IRS label or print or type. See Specific Instructions.	<b>C</b> Name of organization <b>Austin Chapter of the Association of Legal Administrators</b>		<b>D</b> Employer Identification number <b>74-2639600</b>
		Number and street (or P.O. box, if mail is not delivered to street address) Room/suite <b>PO Box 339</b>		<b>E</b> Telephone number <b>512-404-7805</b>
		City or town, state or country, and ZIP + 4 <b>Austin TX 78767-0339</b>		<b>F</b> Group Exemption Number ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

**G** Accounting Method:  Cash  Accrual  
Other (specify) ▶

**I** Website: ▶ www.austinala.org

**H** Check  If the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

**J** Tax-exempt status (check only one) —  501(c) ( 6 ) ◀ (insert no.)  4947(a)(1) or  527

**K** Check  If the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.

**L** Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions for Part I.)

<b>Revenue</b>	<b>1</b>	Contributions, gifts, grants, and similar amounts received . . . . .	<b>1</b>	
	<b>2</b>	Program service revenue including government fees and contracts . . . . .	<b>2</b>	101,534
	<b>3</b>	Membership dues and assessments . . . . .	<b>3</b>	10,263
	<b>4</b>	Investment income . . . . .	<b>4</b>	22
	<b>5a</b>	Gross amount from sale of assets other than inventory . . . . .	<b>5a</b>	
	<b>b</b>	Less: cost or other basis and sales expenses . . . . .	<b>5b</b>	
	<b>c</b>	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) . . . . .	<b>5c</b>	
	<b>6</b>	Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here <input type="checkbox"/>		
	<b>a</b>	Gross revenue (not including \$ _____ of contributions reported on line 1) . . . . .	<b>6a</b>	
<b>b</b>	Less: direct expenses other than fundraising expenses . . . . .	<b>6b</b>		
<b>c</b>	Net income or (loss) from special events and activities (Subtract line 6b from line 6a) . . . . .	<b>6c</b>		
<b>7a</b>	Gross sales of inventory, less returns and allowances . . . . .	<b>7a</b>		
<b>b</b>	Less: cost of goods sold . . . . .	<b>7b</b>		
<b>c</b>	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) . . . . .	<b>7c</b>		
<b>8</b>	Other revenue (describe ▶ _____ )	<b>8</b>		
<b>9</b>	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8 . . . . .	<b>9</b>	111,819	
<b>Expenses</b>	<b>10</b>	Grants and similar amounts paid (attach schedule) <u>Schedule 1</u> . . . . .	<b>10</b>	39,716
	<b>11</b>	Benefits paid to or for members . . . . .	<b>11</b>	
	<b>12</b>	Salaries, other compensation, and employee benefits . . . . .	<b>12</b>	
	<b>13</b>	Professional fees and other payments to independent contractors . . . . .	<b>13</b>	
	<b>14</b>	Occupancy, rent, utilities, and maintenance . . . . .	<b>14</b>	
	<b>15</b>	Printing, publications, postage, and shipping . . . . .	<b>15</b>	241
	<b>16</b>	Other expenses (describe ▶ <u>Schedule 2</u> ) . . . . .	<b>16</b>	22,923
<b>17</b>	<b>Total expenses.</b> Add lines 10 through 16 . . . . .	<b>17</b>	62,880	
<b>Net Assets</b>	<b>18</b>	Excess or (deficit) for the year (Subtract line 17 from line 9) . . . . .	<b>18</b>	48,939
	<b>19</b>	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) . . . . .	<b>19</b>	41,263
	<b>20</b>	Other changes in net assets or fund balances (attach explanation) <u>Rounding</u> . . . . .	<b>20</b>	<3>
	<b>21</b>	<b>Net assets or fund balances at end of year.</b> Combine lines 18 through 20 . . . . .	<b>21</b>	90,199

**Part II Balance Sheets.** If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

	(A) Beginning of year	(B) End of year
<b>22</b> Cash, savings, and investments . . . . .	41,263	90,199
<b>23</b> Land and buildings . . . . .		23
<b>24</b> Other assets (describe ▶ _____ ) . . . . .		24
<b>25</b> <b>Total assets</b> . . . . .	41,263	90,199
<b>26</b> <b>Total liabilities</b> (describe ▶ _____ ) . . . . .		26
<b>27</b> <b>Net assets or fund balances</b> (line 27 of column (B) must agree with line 21) . . . . .	41,263	90,199



Part V Other Information (Note the statement requirements in the instructions for Part V.)

		Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity . . . . .		✓
34	Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes . . . . .	✓	
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
a	Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements? . . . . .		✓
b	If "Yes," has it filed a tax return on Form 990-T for this year? . . . . .		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N . . . . .		
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a -0-		
b	Did the organization file Form 1120-POL for this year? . . . . .		✓
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return? . . . . .		✓
b	If "Yes," complete Schedule L, Part II and enter the total amount involved . . . . . 38b		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9 . . . . . 39a		
b	Gross receipts, included on line 9, for public use of club facilities . . . . . 39b		
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____ ; section 4912 ▶ _____ ; section 4955 ▶ _____		
b	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I . . . . .		
c	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 . . . . . ▶ _____		
d	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization . . . . . ▶ _____		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T. . . . .		✓
41	List the states with which a copy of this return is filed. ▶ _____		
42a	The organization's books are in care of ▶ Chris Sims Telephone no. ▶ 512-404-7805 Located at ▶ 3711 S. Mo-Pac, Building 1, Suite 300, Austin, TX ZIP + 4 ▶ 78746-8023		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? . . . . .		✓
	If "Yes," enter the name of the foreign country: ▶ _____		
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
c	At any time during the calendar year, did the organization maintain an office outside of the U.S.? . . . . .		✓
	If "Yes," enter the name of the foreign country: ▶ _____		
43	Section 4947(a)(1) nonexempt charitable trusts filling Form 990-EZ in lieu of Form 1041—Check here and enter the amount of tax-exempt interest received or accrued during the tax year . . . . . ▶ 43		<input type="checkbox"/>
44	Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ . . . . .		✓
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ . . . . .		✓

**Part VI**

**Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

- |            |  |            |            |           |
|------------|--|------------|------------|-----------|
| <b>46</b>  | Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I . . . . . | <b>46</b>  | <b>Yes</b> | <b>No</b> |
| <b>47</b>  | Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II . . . . .   | <b>47</b>  |            |           |
| <b>48</b>  | Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .   | <b>48</b>  |            |           |
| <b>49a</b> | Did the organization make any transfers to an exempt non-charitable related organization? . . . . .  | <b>49a</b> |            |           |
| <b>b</b>   | If "Yes," was the related organization a section 527 organization? . . . . .   | <b>49b</b> |            |           |
- 50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances

**f** Total number of other employees paid over \$100,000 . . . . ▶ \_\_\_\_\_

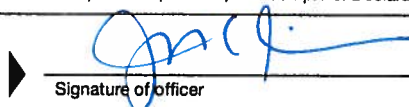
**51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

**d** Total number of other independent contractors each receiving over \$100,000 . . . ▶ \_\_\_\_\_

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

▶  | **September 9, 2010**  
 Signature of officer | Date

▶ **Chris Sims, Treasurer**  
 Type or print name and title

**Paid Preparer's Use Only**

Preparer's signature ▶	Date	Check if self-employed ▶ <input type="checkbox"/>	Preparer's identifying number (See instructions)
Firm's name (or yours if self-employed), address, and ZIP + 4 ▶	EIN ▶	Phone no. ▶	

May the IRS discuss this return with the preparer shown above? See instructions . . . . ▶  **Yes**  **No**

2009 Form 990-EZ  
Austin Chapter of the Association of Legal Administrators  
EIN 74-2639600

Schedule 1 - Grants and Similar Amounts Paid (Page 1, Line 10 and Page 2, Line 28)

Chapter Leadership Institute	\$ 1,693
Education and Related Expenses	15,869
Managing Partner Breakfast	4,190
National Conference Scholarships	11,899
Regional Conference Scholarships	5,597
New Member Functions	468
	<u>\$ 39,716</u>

Schedule 2 - Other Expenses (Page 1, Line 16)

Bank Service Charges	\$ 1,081
Advertising and Promotion	356
Community Development	1,235
Business Partner Exposition	11,745
Fidelity Bond Premium	190
Chapter Awards	690
Salary and Benefits Survey	6,800
Newsletter	470
Website	227
Other/Miscellaneous	129
	<u>\$ 22,923</u>

Schedule 3 - Other Program Services (Page 2, Line 31)

Printing and Postage	\$ 241
Bank Service Charges	1,081
Advertising and Promotion	356
Community Development	1,235
Fidelity Bond Premium	190
Chapter Awards	690
Other/Miscellaneous	129
	<u>\$ 3,922</u>

Corporations Section  
P.O.Box 13697  
Austin, Texas 78711-3697



Hope Andrade  
Secretary of State

## Office of the Secretary of State

April 20, 2010

Haynes and Boone LLP  
600 Congress Avenue, Suite 1300  
Austin, TX 78701 USA

----

RE: Austin Chapter of the Association of Legal Administrators  
File Number: 121889901

It has been our pleasure to file the Certificate of Amendment for the referenced entity. Enclosed is the certificate evidencing filing. Payment of the filing fee is acknowledged by this letter.

If we may be of further service at any time, please let us know.

Sincerely,

Corporations Section  
Business & Public Filings Division  
(512) 463-5555

Enclosure

Phone: (512) 463-5555  
Prepared by: Lynda Boots

*Come visit us on the internet at <http://www.sos.state.tx.us/>*  
Fax: (512) 463-5709  
TID: 10323

Dial: 7-1-1 for Relay Services  
Document: 304071850002



Corporations Section  
P.O.Box 13697  
Austin, Texas 78711-3697



Hope Andrade  
Secretary of State

## Office of the Secretary of State

### CERTIFICATE OF FILING OF

Austin Chapter of the Association of Legal Administrators  
121889901

[formerly: AUSTIN-CENTRAL TEXAS CHAPTER OF THE ASSOCIATION OF LEGAL  
ADMINISTRATORS]

The undersigned, as Secretary of State of Texas, hereby certifies that a Certificate of Amendment for the above named entity has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing filing effective on the date shown below.

Dated: 04/19/2010

Effective: 04/19/2010



A handwritten signature in black ink, appearing to read "Hope Andrade".

Hope Andrade  
Secretary of State

Phone: (512) 463-5555  
Prepared by: Lynda Boots

Come visit us on the internet at <http://www.sos.state.tx.us/>  
Fax: (512) 463-5709  
TID: 10303

Dial: 7-1-1 for Relay Services  
Document: 304071850002

Form 424  
(Revised 12/09)

Submit in duplicate to:  
Secretary of State  
P.O. Box 13697  
Austin, TX 78711-3697  
512 463-5555  
FAX: 512/463-5709  
Filing Fee: See instructions



This space reserved for office use.

### Certificate of Amendment

**FILED**  
In the Office of the  
Secretary of State of Texas  
APR 19 2010  
Corporations Section

### Entity Information

The name of the filing entity is:

Austin-Central Texas Chapter of the Association of Legal Administrators

State the name of the entity as currently shown in the records of the secretary of state. If the amendment changes the name of the entity, state the old name and not the new name.

The filing entity is a: (Select the appropriate entity type below.)

- |   |   |
|---|---|
| <input type="checkbox"/> For-profit Corporation           | <input type="checkbox"/> Professional Corporation               |
| <input checked="" type="checkbox"/> Nonprofit Corporation | <input type="checkbox"/> Professional Limited Liability Company |
| <input type="checkbox"/> Cooperative Association          | <input type="checkbox"/> Professional Association               |
| <input type="checkbox"/> Limited Liability Company        | <input type="checkbox"/> Limited Partnership                    |

The file number issued to the filing entity by the secretary of state is: 121889901

The date of formation of the entity is: January 9, 1982

### Amendments

#### 1. Amended Name

(If the purpose of the certificate of amendment is to change the name of the entity, use the following statement)

The amendment changes the certificate of formation to change the article or provision that names the filing entity. The article or provision is amended to read as follows:

The name of the filing entity is: (state the new name of the entity below)

Austin Chapter of the Association of Legal Administrators

The name of the entity must contain an organizational designation or accepted abbreviation of such term, as applicable.

#### 2. Amended Registered Agent/Registered Office

The amendment changes the certificate of formation to change the article or provision stating the name of the registered agent and the registered office address of the filing entity. The article or provision is amended to read as follows:

**Registered Agent**  
(Complete either A or B, but not both. Also complete C.)

A. The registered agent is an organization (cannot be entity named above) by the name of:

OR

B. The registered agent is an individual resident of the state whose name is:

James	L.	Cornell	III
<small>First Name</small>	<small>M.I.</small>	<small>Last Name</small>	<small>Suffix</small>

The person executing this instrument affirms that the person designated as the new registered agent has consented to serve as registered agent.

C. The business address of the registered agent and the registered office address is:

401 Congress Avenue, Suite 2200	Austin	TX	78701
<small>Street Address (No P.O. Box)</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>

**3. Other Added, Altered, or Deleted Provisions**

Other changes or additions to the certificate of formation may be made in the space provided below. If the space provided is insufficient, incorporate the additional text by providing an attachment to this form. Please read the instructions to this form for further information on format.

Text Area (The attached addendum, if any, is incorporated herein by reference.)

Add each of the following provisions to the certificate of formation. The identification or reference of the added provision and the full text are as follows:

Alter each of the following provisions of the certificate of formation. The identification or reference of the altered provision and the full text of the provision as amended are as follows:

Delete each of the provisions identified below from the certificate of formation.

**Statement of Approval**

The amendments to the certificate of formation have been approved in the manner required by the Texas Business Organizations Code and by the governing documents of the entity.

**Effectiveness of Filing** (Select either A, B, or C.)

- A.  This document becomes effective when the document is filed by the secretary of state.
- B.  This document becomes effective at a later date, which is not more than ninety (90) days from the date of signing. The delayed effective date is: \_\_\_\_\_
- C.  This document takes effect upon the occurrence of a future event or fact, other than the passage of time. The 90<sup>th</sup> day after the date of signing is: \_\_\_\_\_

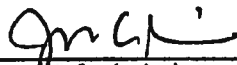
The following event or fact will cause the document to take effect in the manner described below:

**Execution**

The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: 04/18/2010

By: \_\_\_\_\_

  
\_\_\_\_\_  
Signature of authorized person

CHRIS SIMS, TREASURER  
\_\_\_\_\_  
Printed or typed name of authorized person (see instructions)

Corporations Section  
P.O.Box 13697  
Austin, Texas 78711-3697



Hope Andrade  
Secretary of State

Office of the Secretary of State  
Packing Slip

April 20, 2010  
Page 1 of 1

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## ATTACHMENT C



## **Austin ALA Committee Reports to the Board September 14<sup>th</sup>, 2010**

### **Bar Relations Committee Report – Amanda Koplos, Committee Chair**

No report at this time.

### **Business Partner Relations Committee Report – Tina Terrian, Committee Chair**

The Legal Expo was a huge success this year. Everyone seemed to love the new location and lay out. Based on my calculations we came in over \$3000 less than last year for the combined Educational Seminar and Expo expenses. The Expo made \$34,318 for the chapter from this event this year, which is over \$2000 more than last year's event.

### **Past Presidents Advisory Council – Ann Jacobson, Committee Chair**

Debbie, as newsletter chair, sent an email to the Board informing them of the addition of the Past President's corner to the newsletter and requested questions or issues which we might use to begin the newest feature of the newsletter. Once those are received the Past President's will meet to write/review the responses. I think the next issue of the newsletter will be published at the end of September.

### **Community Relations Committee Report – Bonnie Zook, Committee Chair**

Update on October 30th Career Day activities for YouthLaunch.

## Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

Survey is closed. The survey should be ready for release in the next week. We had 43 firms responding.

## 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 4<sup>th</sup> Thursday of the month)

### Upcoming schedule

- SEPTEMBER 23      **Topic:** Public Speaking  
**Competency Category:** Communications and General Management  
**Speaker:** Sherry Scott  
**Sponsor:** IKON (Matt Elkjer, contact)
- OCTOBER 28      **Topic:** Legal Marketing and Technology  
**Competency Category:** Legal Industry  
**Speaker:** Brian Dare  
**Sponsor:** Jones Lang LaSalle (Russell Young, contact)
- NOVEMBER 16 (being held on a Tuesday and one week early due to Thanksgiving)  
**Topic:** Succession Planning in Law Firms  
**Competency Category:** Legal Industry  
**Speaker:** Bill Cobb (Tentative)  
**Sponsor:** Dahill (Campbell Edwards, contact)
- DECEMBER      **Holiday Party**  
**Preferred Date:** December 9<sup>th</sup>  
**Preferred Venue:** 111 Congress Plaza
- 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**

- ✚ New member - Ellen Boydston, Administrator, HowryBreen, LLP
- ✚ Membership Count is 88 (including Wally Warrenburg)
- ✚ Schedule Committee meeting in September to continue working on recruiting efforts

### **Newsletter Committee Report – Debbie Roan, Committee Chair**

No report at this time.

### **Website Committee Report – Barbara Mullen, Committee Chair**

The Website Committee reports that the RFP we issued did not solicit the responses that we had hoped. In an effort to obtain more competitive bids for the project, the committee revised the RFP and sent it out again to a number of business partners. The responses are due the latter part of September and we hope to quickly choose a provider and get moving on the redesign of the site. It is not likely we will have a new website to roll out until December or later. However, we will be able to report more about the website RFP and responses in October.

We continue to update the current website as needed with a significant focus on business partner relations requirements.