



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

January 12, 2010 at 12:00 p.m.

Members Present: Toni Beasley, Chris Bhamani, James Cornell, Chrissie Eastin, Amanda Koplos, Cara Mueller, Debbie Roan, Tina Terrian and Bonnie Zook

Members Not Attending: Bill Elkjer, Ann Jacobson, Marti Lozano, Chris Sims and Diana Stangl

Item 1. Reading/Approval of the Minutes:

The December Board meeting minutes were read and submitted to the Board.

Item 2. Treasurer's Report: (Cara Mueller)

The Chapter checking account balance as of December 31, 2009 is \$4314.30 and the Money Market account balance is \$47,771.32.

Cara continues to move money to the money market account when appropriate. The deposits from the Business Partner Packages are coming in.

A Balance Sheet and Income Statement for the period ending December 31st, 2009 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Bar Relations Committee Report - Toni Beasley, Committee Chair

Toni would like to send an email to the Austin ALA membership regarding the following:

On MLK Day in 2010 (Monday, January 18, a holiday for many), in honor of Dr. Martin Luther King, Jr., AYL A will initiate a Day of Service project in Austin. This local project is modeled after the national MLK Day of Service, which is intended to transform Dr. King's life and teachings into community service that helps solve social problems. The idea is to help people unite through service to strengthen communities, empower individuals, and bridge social barriers.

AYLA is calling on everyone in the legal community to sign up, and encourage their friends and family members to sign up, to volunteer for one or more of five events being held at the following five organizations:

- (1) Capital Area Food Bank (CAFB) - contact Kennon Peterson at kennonpeterson@hotmail.com
- (2) Goodwill Greenworks Program - contact Amy Welborn at amy.welborn@khh.com
- (3) The Breast Cancer Resource Center of Texas - contact Lauren Kleine at lauren.kleine@oag.state.tx.us
- (4) Travis Audubon Society's Blair Woods Restoration Project - contact Dustin Howell at dustinmhowell@gmail.com
- (5) SafePlace Ultimate Landscaping Project - contact Emily Howell at Emily.Howell@tlc.state.tx.us

This is another way for us to be visible with the Bar and the AYL A. The Board approved Toni sending this out to AYL A.

Business Partner Relations Committee Report - Tina Terrian, Committee Chair

There are only four days left for Business Partner registration and a payment deadline of the 22nd. So far we have the following commitments:

1/1 Platinum, 3/3 Diamond, 2/5 Gold, 7/20 Silver and 8/25 Bronze. That's \$21,960 in commitments, \$14,495 of which has already been collected.

We'll send out another email blast, hopefully today, to remind people of the deadline. Deadline has been extended to January 22nd. Phone calls were made to all of our Business Partner's from last year before the holidays to inform them of the change in sponsorships and confirm their receipt of the blast



email. Amanda Koplos will be sending out regular e-mails to those Business Partners that did not respond to be sure they didn't miss the e-mail blast that could have gone into a spam blocker for some companies. We are meeting at the end of the month to review our commitments to the Business Partner's under the new sponsorship packages.

Location for the Expo has not been decided yet. We are going to go out for bids soon and will secure the location.

Debbie Roan has volunteered to take over the Committee while I am out on leave.

Past Presidents Advisory Council - Ann Jacobson, Committee Chair (not present)

ALA Awards Program: The due date to submit entries is Friday, January 22nd. All of the Chairs have been contacted and have been assigned a PPAC point person to review an entry for content and typos before it is submitted. The only category we are not submitting an entry for is Diversity as the Chapter did not host a diversity event in 2009. We are fortunate to have a number of PPAC members chairing committees or on the Board this term which should streamline our submittal process as we will gain from many submitting entries in past years.

Chapter Service Awards: The presentation of the Chapter Service Awards was moved from the holiday party to the Managing Partner Breakfast scheduled for February, 2010. We discovered discrepancies or incomplete information surrounding some of our "Chapter Join Dates". While tracking "National join dates" appears to be very simple, we still have unanswered questions with regard to some Chapter Join Dates. While Ann and Marti had worked to track down some of the discrepancies, there were still some unanswered questions that caused us to be concerned with presenting the awards at the holiday party. In addition, a number of award recipients were unable to attend the holiday party so we regrouped and set a new date to present the awards. Once the Chapter Join Date is verified, we will proceed with the plan to present at the Managing Partner Breakfast.

Communications Committee Report - Bill Elkjer, Committee Chair

No report at this time.



Community Relations Committee Report - Bonnie Zook, Interim Committee Chair

Bonnie would like to present an idea about compiling a DVD of past community service activities to show at an upcoming luncheon. This would increase awareness of the committee and our chapter's involvement in our community. The goal would be to create a 10 minute show and capture the audience with pictures of past events. Bonnie has the pictures all ready to go.

The chapter has a plaque at the Austin Children's Shelter that was unveiled recently because the chapter donated over \$10,000. Bonnie will go over to the shelter and take pictures of the plaque to add to the DVD.

Business Partners are very interested in getting involved in the Community Relations events and it was a big selling point for Business Partner packages.

Compensation and Benefits Committee Report - Chris Sims, Committee Chair

No report at this time.

Education/Programs Committee Report - Diana Stangl, Committee Chair (not attending)

Diana needs to know who the sponsors will be starting in February. Dahill is the sponsor for the January meeting. The meeting notice will be going out next week and our own Toni Beasley is the speaker!

I'll be getting the CLE Study Group going - we have about 6 people who are interested.

The President's award submission will be on the monthly program "As the Firm Churns".

The committee will begin working on the Spring Seminar.

Below is the meeting schedule so far for 2010:

2010 - Meetings are generally the 4th Thursday of the Month

JANUARY 28 - Toni Beasley; Region 4 ALA Director; Sponsor is Dahill (Campbell Edwards, contact) (Meeting is in the Read Room at the Headliners - 32 people max)



FEBRUARY 25 - Patty Stewart, Director of Human Resources, Winstead PC (Dallas) - Patty will speak on Grief and Loss - Personal and in the Workplace

MARCH 25 - Spring Seminar - Toni has booked the Community Room at 111 Congress. She will contact the Excel Speaker from National and see if they can speak and what the fee will be.

APRIL 22 - Ethics Speaker - Diana is waiting to hear back from Chuck Herring, attorney specializing in Ethics and Conflicts. He couldn't do it January or February so hopefully he can in April!

MAY 27 - Budgeting - Diana will contact Thad Holt to see if he will speak.

JUNE 24 - 401(k) Fiduciary Responsibilities - Josh will work on a speaker

JULY 22 - Conflict Resolution (Meeting is in the Read Room at the Headliners - 32 people max)

AUGUST - LEGAL EXPO & SEMINAR

SEPTEMBER 23 - Public Speaking - Karen Sue will work on a speaker

OCTOBER 28 - open at this point

NOVEMBER 16 (hold it on a Tuesday and one week early due to Thanksgiving)

DECEMBER - no meeting - holiday party

Membership Committee Report - Marti Lozano, Committee Chair

The Membership Committee is working on correcting discrepancies with member join dates, updating the membership directory with member photos and the selection of 2009 Membership Awards. The membership brochure was also updated to include event photos.

Membership Award Submissions are almost complete and will be turned in after this weekend.

A new member luncheon will be scheduled soon.

The current membership count is 93 (including affiliate members).



Newsletter Committee Report - Debbie Roan, Committee Chair

Many thanks to Amanda for getting the last newsletter out before year-end. I was unable to schedule a mutually convenient time for training with the trainer. I will be trained on February 3. The Newsletter Committee will meet soon to determine its direction in 2010. We will consider newsletter themes, article ideas, ways to encourage members to write articles, and assign responsibility for various components of each newsletter.

Website Committee Report - Chris Bhamani, Committee Chair

The committee is in the process of updating all components, extensions, etc and will be experiencing some admin access issues with uploading documents during that time. Otherwise, we'll be looking at possible redesign options over the next year.

Item 4. Old Business:

- a. **President's Award:** It looks like we should be able to get Platinum. The award submission will be sent in this week. We received the maximum amount of points for new members. Also, Toni Beasley speaking at the Legal Secretaries Association gave us some extra points.
- b. **Managing Partner Breakfast:** Amanda is still working with Judge Dietz' office to finalize the topic. The date has been set for February 25th at the Intercontinental Stephen F. Austin hotel. Save the date emails as well as requests for Managing Partner contact information went out this morning. Official invitations will go out within 2 weeks which will give us 4 weeks notice. We have a \$2,500 minimum on food and valet is included at \$10 per person. Our goal is to keep it under \$5,000.
- c. **Service Awards:** The Chapter Service awards will be given out at the Managing Partner Breakfast. There are just a few more people that the Membership Committee needs to call regarding discrepancies on chapter start dates and then the list of recipients will be announced to the board.



- d. **Elections:** Josh de Koning has accepted the Board's nomination to "lead" the Nomination Committee in the absence of an official Committee Chair.
- e. Please be sure to think about what you want to do in 2010 and who you can nominate that would like to become a member of the elected board or a Committee Chair and talk to Amanda and James about it.
- f. **End of Year Letter:** Amanda sent out a letter the last week of December that included important communication items to members as well as fulfilled qualifications for the remaining categories on the President's Award. The topic of the letter was 10 New Years Resolutions to get involved in ALA.

Item 5. New Business:

- a. **Award Submissions:** The Board discussed where each committee was on their Award Submissions. To date, most had been turned in or were very close to being done. The Past Presidents Advisory Council is mentoring each committee on their awards.
- b. **Region 4 Conference:** The Region 4 Conference date is set for the first weekend in October at the Four Seasons in Las Colinas, Texas. It is also Texas vs. OU Weekend. The chapter will look into hiring a bus so members can get their easily.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, February 9th, 2010 at Graves Dougherty.



ATTACHMENT A

3:33 PM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Balance Sheet

As of December 31, 2009

01/11/10

Accrual Basis

	<u>Dec 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	4,314.30
Frost Money Market	47,771.32
Total Checking/Savings	<u>52,085.62</u>
Total Current Assets	<u>52,085.62</u>
TOTAL ASSETS	<u><u>52,085.62</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income - Legal Expo	1,350.00
Total Other Current Liabilities	<u>1,350.00</u>
Total Current Liabilities	<u>1,350.00</u>
Total Liabilities	1,350.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	18,487.73
Net Income	18,918.36
Total Equity	<u>50,735.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>52,085.62</u></u>

Profit & Loss

April through December 2009

	Apr - Dec 09
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Diamond	2,250.00
Total Annual Sponsorship	2,250.00
Business Partner Fair	
Bronze Sponsors	12,562.00
Diamond Sponsor	2,714.00
Gold Sponsors	10,220.00
Silver Sponsors	9,437.00
Business Partner Fair - Other	9,191.00
Total Business Partner Fair	44,124.00
Education	
Seminars	3,385.00
Education - Other	-320.00
Total Education	3,065.00
Membership Dues	11,612.50
Salary Survey	8,900.00
Total Income	69,951.50
Expense	
Bank Service Charges	624.30
Board Expenses	
Advertising and Promotion	105.95
Bar Relations	250.00
Board Retreat	211.25
Gifts	213.66
Board Expenses - Other	39.90
Total Board Expenses	820.76
Business Partner Fair Expenses	
Facilities	8,505.52
Food	1,940.65
Other	1,299.31
Total Business Partner Fair Expenses	11,745.48
Chapter Retreat	5,193.37
Community Development	1,235.13
Continuing Leadership Institute	
Board Member-CLI	1,003.12
President - CLI	1,276.29
Total Continuing Leadership Institute	2,279.41
Education Costs	
Chapter MeetingLunches	316.48
Holiday Party	1,245.78
Lunches-Education Seminar	-20.00
Other-Education Seminar	100.00
Speakers-Education Seminar	310.70
Total Education Costs	1,952.96
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Miscellaneous Expense	
Copies	119.70
Other	27.00
Post Office Box	102.00
Total Miscellaneous Expense	248.70

3:34 PM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

01/11/10

Accrual Basis

Profit & Loss
April through December 2009

	<u>Apr - Dec 09</u>
National Conference Scholarship	
Board Member Stipend	10,224.13
Chapter Dinner	431.44
Quest Scholarship	1,000.00
Silent Auction Items	220.82
Total National Conference Scholarship	11,876.39
New Member Functions	
Buddy Happy Hours	168.14
Miscellaneous	137.58
New Member Lunches	151.17
Promo Gifts	11.49
Total New Member Functions	468.38
Newsletter	410.25
Postage and Delivery	19.26
Prepaid Expense-2009 Expo	1,350.00
Regional Conference	
Board Members	612.28
Chapter Dinner	134.63
Door Prize	200.00
Members At Large	4,425.00
Total Regional Conference	5,371.91
Salary Survey Costs	6,800.00
Website	
Designer Fees	50.00
Monthly Fee	107.40
Total Website	157.40
Total Expense	50,743.70
Net Ordinary Income	19,207.80
Other Income/Expense	
Other Income	
Interest Income	12.97
Total Other Income	12.97
Other Expense	
Other Expenses	302.41
Total Other Expense	302.41
Net Other Income	-289.44
Net Income	18,918.36

3:35 PM
01/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Deposit Detail
December 2009

Type	Num	Date	Name	Account	Amount
Deposit		12/29/2009		Frost Bank Checki...	2,595.07
			Bergstrom Daywo...	Diamond	-2,250.00
			Winston Williams	Other Expenses	-25.07
			Winston Williams	Chapter MeetingLu...	-20.00
			Various	Salary Survey	-175.00
			Various	Salary Survey	-125.00
TOTAL					-2,595.07
Deposit		12/29/2009		Frost Bank Checki...	390.00
			Amanda Koplos	Chapter MeetingLu...	-20.00
			Teresa Tipton	Chapter MeetingLu...	-20.00
			Clay Singleton	Chapter MeetingLu...	-20.00
			Debbie Roan	Chapter MeetingLu...	-20.00
			Sandra Gable	Chapter MeetingLu...	-20.00
			Bonnie Zook	Chapter MeetingLu...	-20.00
			Barbara Mullen	Chapter MeetingLu...	-20.00
			Rose Sullivan	Chapter MeetingLu...	-40.00
			Josh de Koning	Chapter MeetingLu...	-40.00
			Carol Arnold	Chapter MeetingLu...	-40.00
			Rosa Jones	Chapter MeetingLu...	-20.00
			Sandra Moxley	Chapter MeetingLu...	-40.00
			Diana Stangl	Chapter MeetingLu...	-20.00
			Judy Tucker	Membership Dues	-50.00
TOTAL					-390.00
General Journal	81634	12/29/2009		Frost Money Market	5,000.00
				Frost Bank Checking	-5,000.00
TOTAL					-5,000.00
Deposit		12/31/2009		Frost Money Market	1.84
				Interest Income	-1.84
TOTAL					-1.84

3:35 PM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

01/11/10

Check Detail

December 2009

Type	Num	Date	Name	Item	Account	Paid Amount
Check	1036	12/1/2009	Fabulous Affairs		Frost Bank Checki...	
					Holiday Party	-1,165.00
TOTAL						-1,165.00
Check	1037	12/7/2009	FALA		Frost Bank Checki...	
					Gifts	-100.00
TOTAL						-100.00
Check	1038	12/7/2009	Headliners Club		Frost Bank Checki...	
					Chapter MeetingLu...	-403.99
TOTAL						-403.99
Check	1039	12/7/2009	Melissa Joe		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	1040	12/7/2009	Schurig Jetel Beck...		Frost Bank Checki...	
					Membership Dues	-50.00
TOTAL						-50.00
Check	1041	12/23/2009	Peggy Shaw		Frost Bank Checki...	
					Community Develo...	-225.42
TOTAL						-225.42
Check	1042	12/23/2009	Munsch Hardt Kop...		Frost Bank Checki...	
					Membership Dues	-25.00
TOTAL						-25.00

3:31 PM

01/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Summary

Frost Money Market, Period Ending 12/31/2009

	<u>Dec 31, 09</u>
Beginning Balance	42,769.48
Cleared Transactions	
Deposits and Credits - 2 items	5,001.84
Total Cleared Transactions	<u>5,001.84</u>
Cleared Balance	<u>47,771.32</u>
Register Balance as of 12/31/2009	47,771.32
Ending Balance	47,771.32

3:31 PM
01/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Money Market, Period Ending 12/31/2009

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						42,769.48
Cleared Transactions						
Deposits and Credits - 2 items						
General Journal	12/29/2009	81634		X	5,000.00	5,000.00
Deposit	12/31/2009			X	1.84	5,001.84
Total Deposits and Credits					5,001.84	5,001.84
Total Cleared Transactions					5,001.84	5,001.84
Cleared Balance					5,001.84	47,771.32
Register Balance as of 12/31/2009					5,001.84	47,771.32
Ending Balance					5,001.84	47,771.32

ATTACHMENT B



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

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

STATEMENT ISSUED
12-31-2009

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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

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Deposit cut-off times in the Corpus Christi, Rio Grande
Valley, Austin and San Marcos regions will be extended to
6:00p.m. Monday-Friday, effective December 16th.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378						
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT	
	NO.	AMOUNT	NO.	AMOUNT		
42,769.48	1	5,001.84	0	.00	47,771.32	

DEPOSITS/CREDITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
12-29	5,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx9000
12-31	1.84	INTEREST PAID	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11-30	42,769.48	12-29	47,769.48	12-31	47,771.32

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

3:29 PM
01/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Bank Checking, Period Ending 12/31/2009

	<u>Dec 31, 09</u>
Beginning Balance	9,619.04
Cleared Transactions	
Checks and Payments - 44 items	-8,194.41
Deposits and Credits - 2 items	2,985.07
Total Cleared Transactions	<u>-5,209.34</u>
Cleared Balance	<u>4,409.70</u>
Uncleared Transactions	
Checks and Payments - 4 items	-95.40
Total Uncleared Transactions	<u>-95.40</u>
Register Balance as of 12/31/2009	<u>4,314.30</u>
Ending Balance	4,314.30

3:30 PM
01/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Bank Checking, Period Ending 12/31/2009

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,619.04
Cleared Transactions						
Checks and Payments - 44 items						
Check	11/3/2009	981	Gjerset & Lorenz, L...	X	-50.00	-50.00
Check	11/3/2009	1012	Mitchell, Williams, ...	X	-25.00	-75.00
Check	11/3/2009	1021	Armbrust & Brown, ...	X	-25.00	-100.00
Check	11/3/2009	1020	Fish & Richardson	X	-25.00	-125.00
Check	11/3/2009	1018	Bracewell & Giuliani...	X	-25.00	-150.00
Check	11/3/2009	977	Alexander Dubose ...	X	-25.00	-175.00
Check	11/3/2009	979	Giordani, Swanger, ...	X	-25.00	-200.00
Check	11/3/2009	983	Hanna & Plaut, LLP	X	-25.00	-225.00
Check	11/3/2009	984	Osborne, Helman, ...	X	-25.00	-250.00
Check	11/3/2009	986	Maggie Powell	X	-25.00	-275.00
Check	11/3/2009	988	Brown McCarroll, LLP	X	-25.00	-300.00
Check	11/3/2009	989	Segal McCambridg...	X	-25.00	-325.00
Check	11/3/2009	990	Drenner & Golden ...	X	-25.00	-350.00
Check	11/3/2009	992	Hunton & Williams	X	-25.00	-375.00
Check	11/3/2009	993	Thompson & Knight	X	-25.00	-400.00
Check	11/3/2009	994	Vinson & Elkins, LLP	X	-25.00	-425.00
Check	11/3/2009	995	McKool Smith, PC	X	-25.00	-450.00
Check	11/3/2009	996	Ewbank & Byrom, PC	X	-25.00	-475.00
Check	11/3/2009	997	Baker Botts, LLP	X	-25.00	-500.00
Check	11/3/2009	999	Thompson, Coe, C...	X	-25.00	-525.00
Check	11/3/2009	1000	Hance Scarborough	X	-25.00	-550.00
Check	11/3/2009	1004	Rash Chapman Sc...	X	-25.00	-575.00
Check	11/3/2009	1005	Bishop, London & D...	X	-25.00	-600.00
Check	11/3/2009	1007	Howry Breen, LLP	X	-25.00	-625.00
Check	11/3/2009	1008	Davidson & Troilo	X	-25.00	-650.00
Check	11/3/2009	1009	Meyertons Hood Ki...	X	-25.00	-675.00
Check	11/3/2009	1010	Hohmann, Taube &...	X	-25.00	-700.00
Check	11/3/2009	1011	Naman, Howell, Sm...	X	-25.00	-725.00
Check	11/3/2009	1013	Sheets & Crossfield...	X	-25.00	-750.00
Check	11/3/2009	1015	Burns Anderson Jur...	X	-25.00	-775.00
Check	11/3/2009	1017	George & Brothers, ...	X	-25.00	-800.00
Check	11/4/2009	1027	Wright & Greenhill	X	-25.00	-825.00
Check	11/4/2009	1028	Linda Pope	X	-25.00	-850.00
Check	11/4/2009	1025	Shannon, Gracey, ...	X	-25.00	-875.00
Check	11/4/2009	1026	Law Office of Becky...	X	-25.00	-900.00
Check	11/19/2009	1034	Fritz Byrne Head & ...	X	-25.00	-925.00
Check	11/19/2009	1035	Locke Lord Bissell ...	X	-25.00	-950.00
Check	12/1/2009	1036	Fabulous Affairs	X	-1,165.00	-2,115.00
Check	12/7/2009	1038	Headliners Club	X	-403.99	-2,518.99
Check	12/7/2009	1039	Melissa Joe	X	-300.00	-2,818.99
Check	12/7/2009	1037	FALA	X	-100.00	-2,918.99
Check	12/7/2009	1040	Schurig Jetel Becke...	X	-50.00	-2,968.99
Check	12/23/2009	1041	Peggy Shaw	X	-225.42	-3,194.41
General Journal	12/29/2009	81634		X	-5,000.00	-8,194.41
Total Checks and Payments					-8,194.41	-8,194.41
Deposits and Credits - 2 items						
Deposit	12/29/2009			X	390.00	390.00
Deposit	12/29/2009			X	2,595.07	2,985.07
Total Deposits and Credits					2,985.07	2,985.07
Total Cleared Transactions					-5,209.34	-5,209.34
Cleared Balance					-5,209.34	4,409.70

3:30 PM
01/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Bank Checking, Period Ending 12/31/2009

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 4 items						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	11/3/2009	982	Akin Gump Strauss ...		-25.00	-45.40
Check	11/3/2009	985	State Bar of Texas		-25.00	-70.40
Check	12/23/2009	1042	Munsch Hardt Kopf ...		-25.00	-95.40
Total Checks and Payments					-95.40	-95.40
Total Uncleared Transactions					-95.40	-95.40
Register Balance as of 12/31/2009					-5,304.74	4,314.30
Ending Balance					-5,304.74	4,314.30



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STATEMENT ISSUED
12-31-2009

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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



Deposit cut-off times in the Corpus Christi, Rio Grande Valley, Austin and San Marcos regions will be extended to 6:00p.m. Monday-Friday, effective December 16th.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
9,619.04	2	2,985.07	44	8,194.41	4,409.70

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
12-29	DEPOSIT	390.00	12-29	DEPOSIT	2,595.07

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
12-08	977 #	25.00	12-08	999 * #	25.00	12-22	1020 * #	25.00
12-08	979 * #	25.00	12-03	1000 #	25.00	12-09	1021 #	25.00
12-07	981 * #	50.00	12-08	1004 * #	25.00	12-10	1025 * #	25.00
12-14	983 * #	25.00	12-08	1005 #	25.00	12-14	1026 #	25.00
12-04	984 #	25.00	12-17	1007 * #	25.00	12-08	1027 #	25.00
12-16	986 * #	25.00	12-11	1008 #	25.00	12-08	1028 #	25.00
12-11	988 * #	25.00	12-09	1009 #	25.00	12-08	1034 * #	25.00
12-09	989 #	25.00	12-10	1010 #	25.00	12-09	1035 #	25.00
12-22	990 #	25.00	12-09	1011 #	25.00	12-04	1036 #	1,165.00
12-10	992 * #	25.00	12-10	1012 #	25.00	12-21	1037 #	100.00
12-10	993 #	25.00	12-09	1013 #	25.00	12-10	1038 #	403.99
12-14	994 #	25.00	12-11	1015 * #	25.00	12-14	1039 #	300.00
12-04	995 #	25.00	12-11	1017 * #	25.00	12-09	1040 #	50.00
12-04	996 #	25.00	12-21	1018 #	25.00	12-31	1041 #	225.42
12-09	997 #	25.00						

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

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
12-29	5,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx0378

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11-30	9,619.04	12-09	7,879.04	12-17	6,825.05
12-03	9,594.04	12-10	7,350.05	12-21	6,700.05
12-04	8,354.04	12-11	7,250.05	12-22	6,650.05
12-07	8,304.04	12-14	6,875.05	12-29	4,635.12
12-08	8,104.04	12-16	6,850.05	12-31	4,409.70

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