



---

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

**July 13, 2010 at 12:00 p.m.**

**Item 1. Members Present:** James Cornell, Chris Sims, Josh de Koning, Barbara Mullen, Chrissie Eastin, Ann Jacobson, Amanda Koplos, Debbie Roan, Marti Lozano, Tina Terrian, Elaine Nielsen, and Bonnie Zook

**Members Not Attending:** Diana Stangl

**Item 2. Reading/Approval of the Minutes:**

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

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

The Chapter checking account balance as of June 30, 2010 is \$2,482.19 and the Money Market account balance is \$65,287.36.

Chris continues to move money to the money market account when appropriate and will move money over in July.

Reimbursements from CLI were paid and we also paid the Capital Chapter for the salary survey.

The chapter tax return is due on September 15<sup>th</sup>. Chris will prepare it and Amanda Koplos, CPA, will review it.

A Balance Sheet and Income Statement for the period ending June 30, 2010 are attached hereto and made a part of these minutes. (Attachment A)

**Item 4. Old Business:**

- a. 2010 Presidents' Award of Excellence Guidelines (James Cornell)  
James asked if there were any questions on the awards requirements for each committee. There were no questions so we went through the assignments to make sure we were on the right track for the time of year.
- b. Status of the Chapter Audit (Chris Sims & Chrissie Eastin)  
The Chapter Audit of the 2009-2010 Treasurer was conducted in June by Diana Stangl (Chapter Secretary) and Chrissie Eastin (President-elect). The audit found that everything was in order and all money was accounted for. The memo regarding the findings of the Chapter Audit is attached hereto and made a part of these minutes (Attachment B).

**Item 5. New Business:**

- a. Quest Award: The eligible Quest Award members are: Brenda Bicking, Keith Gard, Donna Morgan, Chris Gibson, Sandra Moxley, Lou O'Hanlon, Lisa Woodward, Kennon Welch, Leah Walter and Rose Sullivan. The board will decide on the Austin Chapter Quest Award representative in the coming months.
- b. Region 4 Conference and Expo, October 1-2 in Dallas (Chrissie Eastin)  
**October 1-2, 2010**  
Four Seasons Resort & Club  
Dallas at Las Colinas  
Irving, TX  
Registration Open Now:  
<https://www.alanet.org/sc/regionals/region4/reg4splash.asp>

Hotel Costs: \$150 a night plus 15% tax which is about \$200 less than a regular night stay at the Four Seasons. The hotel sits on a golf course, has a full service 5 star spa and luxurious pools and dining.

Early Registration Deadline is September 1<sup>st</sup> in the amount of \$300. The Board approved reimbursements for registration fees to all Austin Chapter Members in good standing. Also, the Austin Chapter is providing charter bus transportation to the conference. The Charter Bus will leave around 10 am on September 30<sup>th</sup> and will depart back to Austin sometime in the afternoon of October 2<sup>nd</sup> depending on the desires and needs of those wanting to watch the TX/OU game.



Promoting the Conference:

- ❖ E-mails
- ❖ Information on registration fees being paid by the Chapter
- ❖ Maybe get a video of the resort and play it at a Chapter meeting

At CLI in June, we met with the Dallas and Fort Worth Chapters and we are interested in spending some time with them. We are thinking of an event or dinner we can host with those chapters. One idea was to meet up at a sports bar to watch the TX/OU game. The time for the game has not been determined yet. The Four Seasons will have a watching party at the hotel and more information on that will be available closer to the conference.

- c. **2010 Awards Program - Judges Comments (James Cornell)**  
The comments from each of our award submissions were distributed. The Past Presidents Advisory Council will get together soon to discuss the comments and make recommendations for our submissions in December.
- d. **Business Partners Relations Committee (Tina Terrian)**  
The invitation for the Summer Seminar and Legal Expo will go out 4 weeks prior to the event, around July 19<sup>th</sup>. There's a lot to do to get the business partners and the exhibit hall prepped and ready. The Business Partner Relations Committee will be working together now until the Expo on August 19<sup>th</sup> at the Austin Hilton Downtown. The expo will be designed as a table-top exhibit to make the flow of the hall open.
- e. **Website Committee Update on Redesign RFP (Barbara Mullen)**  
Chris Sims sent out the RFP to at least 5 vendors and the RFPs are due back to Chris for review by July 30<sup>th</sup>. Once the vendor is chosen, the goal is to have the project complete by the end of October. In the meantime, Chris Bhamani will update the current website so that we can be sure to provide the services we promised to our business partners.
- f. **Budgetary Item for the 2011 Chapter Retreat**  
The question was raised whether we could carve some money out of the budget now in preparation for the Chapter Retreat for 2011. The decision was to wait on this until next year.

- g. Discussion of New Idea for Reimbursement of CLM Application and Testing Fee (James Cornell)  
James suggested that the Chapter reimburse the application and testing fees for all members who pass the CLM exam in 2010 and 2011.

The board voted and passed this new budget item. The cost for each reimbursement equals \$405.00

- f. Discussion Regarding Scheduling the Managing Partners Breakfast (James Cornell)  
James asked the board for the historical reasons why we schedule the Managing Partners Breakfast in February each year. The response from the board was that February is the least busy time of the year for Managing Partners and Law Firms in general. Any other time is around a holiday, busy workload or tax season/end of fiscal year.
- g. Committee Reports: the Committee Reports are attached hereto and made part of these minutes (Attachment C)
- h. Quest Award Happy Hour Honoring Tina Terrian (James Cornell)  
The Chapter will be honoring Tina Terrian, the ALA Quest Award Winner at the 2010 ALA Annual Conference. The Happy Hour will be held on Thursday, July 22, from 5:30 - 7:30 pm at the Stephen F. Austin Club at the Stephen F. Austin Hotel. Amanda Koplos will be sending invitations to the Chapter over e-mail this afternoon.

**Item 6.      Open Business:**

**NONE**

**Item 7.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, August 10, 2010 at Hance Scarborough.



# ATTACHMENT A

10:40 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

07/13/10

**Balance Sheet**

Accrual Basis

As of June 30, 2010

	Jun 30, 10
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checkl...	2,482.19
Frost Money Market	65,287.36
Total Checking/Savi...	67,769.55
Total Current Assets	67,769.55
<b>TOTAL ASSETS</b>	<b><u>67,769.55</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	68,412.70
Net Income	-13,972.68
Total Equity	67,769.55
<b>TOTAL LIABILITIES &amp; EQ...</b>	<b><u>67,769.55</u></b>

**Profit & Loss**

April through June 2010

	Apr - Jun 10
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Annual Sponsorship	
Gold	1,500.00
<b>Total Annual Sponsorship</b>	<b>1,500.00</b>
<b>Education</b>	
Meeting Receipts	1,425.00
Seminars	1,500.00
<b>Total Education</b>	<b>2,925.00</b>
Membership Dues	10,625.00
Salary Survey	300.00
<b>Total Income</b>	<b>15,350.00</b>
<b>Expense</b>	
Bank Service Charges	7.86
Board Expenses	
Board Retreat	82.59
Gifts	153.84
<b>Total Board Expenses</b>	<b>236.43</b>
Business Partner Fair Expenses	
Deposits	1,600.00
<b>Total Business Partner Fair Expenses</b>	<b>1,600.00</b>
Community Development	500.00
Continuing Leadership Institute	
Board Member-CLI	1,231.69
President - CLI	1,209.35
President Elect-CLI	217.15
<b>Total Continuing Leadership Institute</b>	<b>2,658.19</b>
Education Costs	
Chapter MeetingLunches	1,575.11
Speakers-Education Seminar	3,226.18
<b>Total Education Costs</b>	<b>4,801.29</b>
Miscellaneous Expense	
Other	50.00
Post Office Box	100.00
<b>Total Miscellaneous Expense</b>	<b>150.00</b>
National Conference Scholarship	
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>	<b>11,794.00</b>
New Member Functions	
New Member Lunches	160.86
<b>Total New Member Functions</b>	<b>160.86</b>
Regional Conference	
Other (bus)	260.00
<b>Total Regional Conference</b>	<b>260.00</b>
Salary Survey Costs	6,740.00

10:41 AM  
07/13/10  
Accrual Basis

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

**Profit & Loss**  
**April through June 2010**

	<u>Apr - Jun 10</u>
Website Maintenance	422.50
Total Website	<u>422.50</u>
Total Expense	<u>29,331.13</u>
Net Ordinary Income	-13,981.13
Other Income/Expense	
Other Income	
Interest Income	8.45
Total Other Income	<u>8.45</u>
Net Other Income	<u>8.45</u>
Net Income	<u><u>-13,972.68</u></u>



## Check Detail

June 2010

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	1069	6/8/2010	Laura Angle		Frost Bank Checking		0.00
TOTAL						0.00	0.00
Check	1070	6/8/2010	State Bar of Te...		Frost Bank Checking		-1,500.00
					National Conference...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Check	1071	6/8/2010	Johnny Jeffers		Frost Bank Checking		-422.50
					Maintenance	-422.50	422.50
TOTAL						-422.50	422.50
Check	1072	6/8/2010	Headliners Club		Frost Bank Checking		-859.15
					Chapter MeetingLun...	-859.15	859.15
TOTAL						-859.15	859.15
Check	1073	6/8/2010	Marti Lozano		Frost Bank Checking		-160.86
					New Member Lunches	-160.86	160.86
TOTAL						-160.86	160.86
Check	1074	6/8/2010	YouthLaunch, I...		Frost Bank Checking		-500.00
					Community Develop...	-500.00	500.00
TOTAL						-500.00	500.00
Check	1075	6/15/2010	Capital Chapte...		Frost Bank Checking		-6,740.00
					Salary Survey Costs	-6,740.00	6,740.00
TOTAL						-6,740.00	6,740.00
Check	1076	6/24/2010	Tina Terrian		Frost Bank Checking		-1,600.00
					Deposits	-1,600.00	1,600.00
TOTAL						-1,600.00	1,600.00
Check	1077	6/24/2010	James Cornell		Frost Bank Checking		-82.59
					Board Retreat	-82.59	82.59
TOTAL						-82.59	82.59
Check	1078	6/24/2010	Winstead PC		Frost Bank Checking		-1,500.00
					Board Member Stipe...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Check	1079	6/30/2010	Chrissie Eastin		Frost Bank Checking		-759.30
					President Elect-CLI	-217.15	217.15
					President - CLI	-542.15	542.15
TOTAL						-759.30	759.30

10:41 AM  
07/13/10

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Check Detail**  
**June 2010**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	1080	6/30/2010	James C. Sims		Frost Bank Checking		-1,231.69
					Board Member-CLI	-1,231.69	1,231.69
TOTAL						-1,231.69	1,231.69
Check	1081	6/30/2010	James Cornell		Frost Bank Checking		-667.20
					President - CLI	-667.20	667.20
TOTAL						-667.20	667.20

## Deposit Detail

June 2010

Type	Date	Name	Account	Amount
Deposit	6/8/2010		Frost Bank Ch...	1,330.00
		Marti Lozano	Meeting Receipts	-20.00
		Andrew Molnau	Meeting Receipts	-40.00
		Lisa Grigar	Meeting Receipts	-20.00
		Lou O'Hanlon	Meeting Receipts	-20.00
		Marcus Hector	Membership Dues	-125.00
		Winston Williams	Membership Dues	-125.00
		Gardere Wynne Sewell, L...	Salary Survey	-300.00
		Bonnie Zook	Meeting Receipts	-20.00
		Laura Angle	Meeting Receipts	-20.00
		Chrissie Eastin	Meeting Receipts	-20.00
		Carol Shaffer	Meeting Receipts	-20.00
		Hulsey Intellectual Proper...	Meeting Receipts	-20.00
		Penny Arnold	Meeting Receipts	-20.00
		Barbara Mullen	Meeting Receipts	-20.00
		Lloyd Gosseiink	Meeting Receipts	-60.00
		Graves Dougherty Hearo...	Meeting Receipts	-40.00
		Fulbright & Jaworski LLP	Meeting Receipts	-40.00
		Chris Dailey	Meeting Receipts	-20.00
		Edna Diaz	Meeting Receipts	-20.00
		Ann Jacobson	Meeting Receipts	-20.00
		Sandra Gable	Meeting Receipts	-20.00
		Walsh Anderson	Meeting Receipts	-40.00
		Deborah Kortan	Meeting Receipts	-20.00
		Joan McClendon	Meeting Receipts	-20.00
		Armbrust & Brown, L.L.P.	Meeting Receipts	-40.00
		Sandra Moxley	Meeting Receipts	-20.00
		cara Mueller	Meeting Receipts	-20.00
		Debra Nicklaus	Meeting Receipts	-20.00
		Rebekah Brown	Meeting Receipts	-20.00
		Fritz Byrne Head & Harris...	Meeting Receipts	-40.00
		Powell & Leon, LLP	Meeting Receipts	-40.00
		Karie Rivkin	Meeting Receipts	-20.00
		Clay Singleton	Meeting Receipts	-20.00
TOTAL				-1,330.00
Deposit	6/8/2010		Frost Bank Ch...	242.14
		Kenneth Ledano	Membership Dues	-125.00
		PayPal	Bank Service C...	3.93
		Ann Carter	Membership Dues	-125.00
		PayPal	Bank Service C...	3.93
TOTAL				-242.14
Deposit	6/30/2010		Frost Money M...	2.78
			Interest Income	-2.78
TOTAL				-2.78
General ...	6/30/2010		Frost Bank Ch...	2,500.00
			Frost Money Ma...	-2,500.00
TOTAL				-2,500.00



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

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

STATEMENT ISSUED  
06-30-2010

Page 1 of 2

AUSTIN CENTRAL TEXAS 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



0

Our business credit cards can help you manage cash flow,  
save on business purchases and earn points toward rewards.  
Visit frostbank.com for more information.

<b>BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378</b>					
	DEPOSITS		WITHDRAWALS		
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT	BALANCE THIS STATEMENT
67,784.58	0	2.78	1	2,500.00	65,287.36

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-30	2.78	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-30	2,500.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000

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

DATE	BALANCE	DATE	BALANCE
05-28	67,784.58	06-30	65,287.36

10:40 AM

07/13/10

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

**Reconciliation Summary**

**Frost Money Market, Period Ending 06/30/2010**

	<u>Jun 30, 10</u>
Beginning Balance	67,784.58
Cleared Transactions	
Checks and Payments - 1 it...	-2,500.00
Deposits and Credits - 1 item	2.78
Total Cleared Transactions	<u>-2,497.22</u>
Cleared Balance	<u>65,287.36</u>
Register Balance as of 06/30/2010	65,287.36
Ending Balance	65,287.36

10:40 AM

07/13/10

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 06/30/2010**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						67,784.58
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
General Journal	6/30/2010	81637		X	-2,500.00	-2,500.00
<b>Total Checks and Payments</b>					-2,500.00	-2,500.00
<b>Deposits and Credits - 1 item</b>						
Deposit	6/30/2010			X	2.78	2.78
<b>Total Deposits and Credits</b>					2.78	2.78
<b>Total Cleared Transactions</b>					-2,497.22	-2,497.22
<b>Cleared Balance</b>					-2,497.22	65,287.36
<b>Register Balance as of 06/30/2010</b>					-2,497.22	65,287.36
<b>Ending Balance</b>					<u>-2,497.22</u>	<u>65,287.36</u>



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

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

STATEMENT ISSUED  
06-30-2010

AUSTIN CENTRAL TEXAS CHAPTER  
OF THE ASSOC 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

0

Our business credit cards can help you manage cash flow,  
save on business purchases and earn points toward rewards.  
Visit [frostbank.com](http://frostbank.com) for more information.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
14,453.74	3	4,072.14	7	11,682.51	6,843.37

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
06-08	DEPOSIT	1,330.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-10	242.14	ACH DEPOSIT	PAYPAL TRANSFER 4UEJ24AB4VWR2
06-30	2,500.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
06-16	1070 #	1,500.00	06-25	1073 #	160.86	06-29	1075 #	6,740.00
06-15	1071 #	422.50	06-11	1074 #	500.00	06-30	1078 * #	1,500.00
06-11	1072 #	859.15						

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-25	.00	INTERNET CHK COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-28	14,453.74	06-11	14,666.73	06-25	12,583.37
06-08	15,783.74	06-15	14,244.23	06-29	5,843.37
06-10	16,025.88	06-16	12,744.23	06-30	6,843.37

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

10:39 AM  
07/13/10

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 06/30/2010**

	<u>Jun 30, 10</u>
<b>Beginning Balance</b>	14,453.74
<b>Cleared Transactions</b>	
Checks and Payments - 7 ite...	-11,682.51
Deposits and Credits - 4 items	4,072.14
<b>Total Cleared Transactions</b>	-7,610.37
<b>Cleared Balance</b>	<u>6,843.37</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 6 Ite...	-4,361.18
<b>Total Uncleared Transactions</b>	-4,361.18
<b>Register Balance as of 06/30/2010</b>	<u>2,482.19</u>
<b>Ending Balance</b>	2,482.19



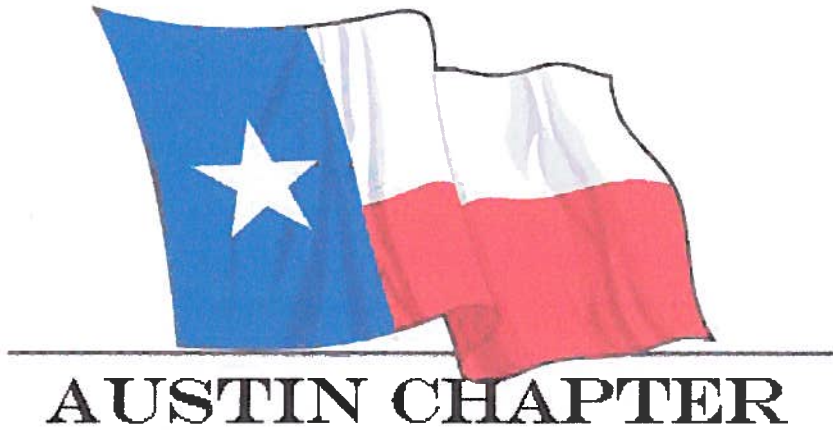
## ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

## Reconciliation Detail

Frost Bank Checking, Period Ending 06/30/2010

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						14,453.74
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 Items</b>						
Check	6/8/2010	1070	State Bar of Tex...	X	-1,500.00	-1,500.00
Check	6/8/2010	1072	Headliners Club	X	-859.15	-2,359.15
Check	6/8/2010	1074	YouthLaunch, Inc.	X	-500.00	-2,859.15
Check	6/8/2010	1071	Johnny Jeffers	X	-422.50	-3,281.65
Check	6/8/2010	1073	Marti Lozano	X	-160.86	-3,442.51
Check	6/15/2010	1075	Capital Chapter ...	X	-6,740.00	-10,182.51
Check	6/24/2010	1078	Winstead PC	X	-1,500.00	-11,682.51
<b>Total Checks and Payments</b>					-11,682.51	-11,682.51
<b>Deposits and Credits - 4 Items</b>						
Check	6/8/2010	1069	Laura Angle	X	0.00	0.00
Deposit	6/8/2010			X	242.14	242.14
Deposit	6/8/2010			X	1,330.00	1,572.14
General Journal	6/30/2010	81637		X	2,500.00	4,072.14
<b>Total Deposits and Credits</b>					4,072.14	4,072.14
<b>Total Cleared Transactions</b>					-7,610.37	-7,610.37
<b>Cleared Balance</b>					-7,610.37	6,843.37
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 6 Items</b>						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	6/24/2010	1076	Tina Terrian		-1,600.00	-1,620.40
Check	6/24/2010	1077	James Cornell		-82.59	-1,702.99
Check	6/30/2010	1080	James C. Sims		-1,231.69	-2,934.68
Check	6/30/2010	1079	Chrissie Eastin		-759.30	-3,693.98
Check	6/30/2010	1081	James Cornell		-667.20	-4,361.18
<b>Total Checks and Payments</b>					-4,361.18	-4,361.18
<b>Total Uncleared Transactions</b>					-4,361.18	-4,361.18
<b>Register Balance as of 06/30/2010</b>					-11,971.55	2,482.19
<b>Ending Balance</b>					<b>-11,971.55</b>	<b>2,482.19</b>

# ATTACHMENT B



*A Chapter of the Association of Legal Administrators*

---

## MEMORANDUM

**Date:** 7/14/2010  
**To:** Austin Chapter Board  
**From:** Diana Stangl & Chrissie Eastin  
**RE:** Treasurer Audit 2009-2010 Fiscal Year

---

On June 24<sup>th</sup>, 2010 Diana Stangl (Chapter Secretary) and Chrissie Eastin (Chapter President-elect) conducted an audit of the Treasurer documents for the 2009-2010 fiscal year. Only one check back up was missing and Chris Sims and Amanda Koplos were able to find the back-up we needed and Chris Sims added it to the Treasurer files. Our audit found all accounts to balance and all back-up materials were reviewed and found to be in order.

Cara Mueller was the Treasurer the year of the review and we want to commend her on her tight bookkeeping and organization. It made for a smooth audit process.

# ATTACHMENT C



## **Austin ALA Committee Reports to the Board July 13, 2010**

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

No report at this time.

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

Our Educational Conference & Expo has been scheduled for August 19th at the Hilton Austin. We are meeting next week to review pending Business Partner communications and outstanding tasks for the Expo.

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

PPAC has nothing to report yet. Our planning meeting will be held in July sometime. Most of our tasks are due towards the end of the term anyway.

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

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

The goal is to have the survey completed in July.

### **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. The Committee recently submitted a

list of “education related” suggestions for the Chapter’s website redesign project, which we are excited about.

**Monthly Luncheons** (generally the 4<sup>th</sup> Thursday of the month)

Upcoming schedule

JULY 22                   **Topic:** Vendor Relationships  
**Competency Category:** Communications and General Management  
**Speaker:** Ken Danforth  
**Sponsor:** Insurance Network of American (Tahnee Johnson, contact)

AUGUST 19 – LEGAL EXPO & SEMINAR  
**Topic:** Giving and Receiving Effective Feedback  
**Competency Category:** Human Resource Management  
**Speaker:** Valerie Savage, CPA, MA, LPC-Intern  
**Sponsor:** Our Platinum Sponsor, Furniture for Business

SEPTEMBER 23           **Topic:** Public Speaking  
**Competency Category:** Communications and General Management  
**Speaker:** Sherry Scott  
**Sponsor:** IKON (Matt Elkjer, contact)  
**NOTE: ALA Executive Officer, Larry Smith, will be attending.**

OCTOBER 28              **Topic:** Legal Marketing and Technology  
**Competency Category:** Legal Industry  
**Speaker:** TBD  
**Sponsor:** Jones Lang LaSalle (Russell Young, contact)

NOVEMBER 16 (being held on a Tuesday and one week early due to Thanksgiving)  
**Topic:** TBD  
**Competency Category:**  
**Speaker:**  
**Sponsor:** Dahill (Campbell Edwards, contact)

DECEMBER – no meeting – Holiday Party

**Membership Committee Report – Marti Lozano, Committee Chair**

📌 Plan to reschedule a Buddy Happy hour in July.

- ✚ New member – Amy Martin, Firm Administrator for the Fowler Law Firm
- ✚ Membership count is 87 (including Wally Warrenburg).
- ✚ Send Anniversary cards to members each year signed by the board and sent by members of the Membership Committee.
- ✚ Compiling a list of non-firm administrators and invite to events including the Managing Partners' Breakfast
- ✚ Give prizes to members who recruit new members, who attend events, who mentor new members, etc. The committee is thinking of ideas to track that. Other chapters use "Chapter Bucks," and point systems.
- ✚ It is up to the board and committee members to make sure that we are making members (new and seasoned) feel welcomed so we need to make an effort to concentrate on that as one of our most important duties. An idea brought up at the meeting was for us to find out what law firms are in each of our buildings and meet up and walk or ride over to the Chapter events together.

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

No report at this time. Newsletter this quarter will be out in July.

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

The Website Committee is wrapping up the preparation of the RFP and should have it mailed out by the time the Board meets. Proposals are due to be received no later than July 23rd, and the evaluation process will begin immediately thereafter. In the meantime, we will continue to maintain the current website and gather ideas for the new one.