



**Minutes from the March 2011 Board Meeting of the
Austin Chapter of the
Association of Legal Administrators**

March 8, 2011 at 12:00 p.m.

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

Members Not Present: Josh de Koning and Amanda Koplos

2. **Approval of November Minutes** - The February Board meeting minutes were approved and submitted to the Board.

3. **Treasurer's Report** (Chris Sims) – The Chapter checking account balance as of February 28, 2011 is \$12,436.48 and the Money Market account balance is \$70,308.97 for a total Checking/Savings balance of \$82,745.45.

TREASURER NOTES:

Chris asked that all expenses be submitted before the fiscal year end on March 31.

It was noted that the chapter audit is normally done by the incoming Secretary (Tina Terrian) and the incoming President-Elect (Chris Sims). Since Chris is the current Treasurer however, he cannot do the audit. After discussion, motion was made, seconded and approved to have Elaine Nielson do the audit, along with Tina. They will do the audit before the end of April.

Included with the financial statements is the budget to actual comparison. (Attachment A)

4. **Old Business** – There was no old business to discuss.

5. **New Business**

a. Presentation of 2011 – 2012 Chapter Officers and Committee Chairs – James congratulated the new chapter officers: Chrissie Eastin, President; Chris Sims, President–Elect; Diana Stangl, Treasurer; and Tina Terrian, Secretary. The rest of the board members for 2011-2012 will be:

Immediate Past–President & Bar Relations – James Cornell
Business Partners – Chris Bhamani
PPAC & Education Committee – Brenda Barnes
Community Relations – Shannon Athey-Briggs
Membership – Shary Gonzalez
Newsletter –Rose Sullivan
Website – Barbara Mullen
Salary Survey – Elaine Nielson

b. Education/Programs Committee – James reported that the W cannot accommodate us for the April 28 chapter meeting. He asked for feedback on either the Austin Bar offices or the Frost Building. Consensus was the Frost Building. We will have Fabulous Affairs cater it for us. Mike Kennedy is still slated to be the speaker.

c. Newsletter Committee Report (Debbie Roan) – We will use Mail Chimp for the newsletter this year. We are going to delay sending out the 1st quarter newsletter until after the new website is up and running. We will be able to archive articles on the website.

d. Website Committee (Barbara Mullen) – The new logo has been approved. It was decided that we would wait on using it until the new website is launched. Barbara will ask PaperStreet to develop versions of the logo with a ribbon showing the sponsorship level for our business partners to display. Barbara will give all of the current and new committee chairs a chance to review the website before it goes live to make sure it has all of the features and functionality that we want.

e. Charitable Contribution Opportunities (James Cornell/Chrissie Eastin) – Winston Williams asked James to ask the board about sponsoring a



mural to be done at a local area school by local artist Brian Joseph, aka Bydee Man. The board decided to forward the information to the Community Affairs committee for them to decide.

Chrissie passed along information from ALA International about Earthquake Relief in New Zealand. After discussion, motion was made, seconded and approved to donate \$250 to the Red Cross Earthquake Relief Fund for New Zealand.

f. Discussion of 2011-2012 Committees and Budgets (Chrissie Eastin) – Chrissie noted that there will be lots of new people on the board. She is trying to set up the board retreat for the new and old board members. She will be sending out materials showing the budget and actuals for each committee for the current year. She wants the Board Retreat to focus primarily on the budget but we will also discuss goals for the year as well. She asked each current committee chair to try to meet with the incoming chair before the retreat. It was also noted that the Chapter Leadership Institute (CLI) will be in Las Vegas again in July.

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

6. **Open Business** - None

7. **Announcements/Adjournment** (James Cornell) – Marti will send out a revised membership list the first week of April if the website is not up yet.

The meeting was adjourned at 1:10. The April Board Meeting date and location will be decided at the Board Retreat, which is in the process of being scheduled.



ATTACHMENT A

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of February 28, 2011

	<u>Feb 28, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	12,436.48
Frost Money Market	70,308.97
Total Checking/Savings	<u>82,745.45</u>
Total Current Assets	<u>82,745.45</u>
TOTAL ASSETS	<u>82,745.45</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-Member Dues	4,875.00
Total Other Current Liabilities	<u>4,875.00</u>
Total Current Liabilities	<u>4,875.00</u>
Total Liabilities	4,875.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	68,433.10
Net Income	-3,892.18
Total Equity	<u>77,870.45</u>
TOTAL LIABILITIES & EQUITY	<u>82,745.45</u>

Austin Chapter - Association of Legal Administrators Profit & Loss

03/04/11

April 2010 through February 2011

Accrual Basis

	Apr '10 - Feb 11
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	1,000.00
Bronze	10,560.00
Diamond	7,425.00
Gold	9,750.00
Platinum	3,300.00
Silver	15,675.00
Annual Sponsorship - Other	0.05
Total Annual Sponsorship	47,710.05
Business Partner Fair	
Additional Reps	950.00
Total Business Partner Fair	950.00
Education	
Meeting Receipts	5,550.00
Seminars	3,810.00
Total Education	9,360.00
Membership Dues	11,075.00
Salary Survey	5,250.00
Total Income	74,345.05
Expense	
Bank Service Charges	991.60
Board Expenses	
Board Retreat	82.59
Chapter Awards/Gifts	279.41
Service Awards	1,589.93
Total Board Expenses	1,951.93
Business Partner Fair Expenses	
A/V Rental	521.66
Beverages	1,637.82
Deposits	0.00
Facilities	1,272.00
Other	75.00
Parking	231.00
Vendor Appreciation Party	1,426.14
Total Business Partner Fair Expenses	5,163.62
Chapter Leadership Institute	
Board Member-CLI	2,477.99
President - CLI	1,209.35
President Elect-CLI	217.15
Total Chapter Leadership Institute	3,904.49
Community Challenge Expenses	556.41
Community Development	1,500.00
Education Costs	
Chapter MeetingLunches	5,890.39
Holiday Party	1,592.02
Lunches-Education Seminar	3,597.46
Speakers-Education Seminar	4,982.18
Webinars and Audio Conferences	492.95
Total Education Costs	16,555.00
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	3,835.17

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2010 through February 2011

	<u>Apr '10 - Feb 11</u>
Miscellaneous Expense	
Other	50.00
Post Office Box	100.00
Total Miscellaneous Expense	<u>150.00</u>
National Conference Scholarship	
Board Member Stipend	8,000.00
Chapter Dinner	294.00
President-National Conference	2,000.00
National Conference Scholarship - Other	1,500.00
Total National Conference Scholarship	<u>11,794.00</u>
New Member Functions	
Buddy Happy Hours	181.07
New Member Lunches	160.86
Total New Member Functions	<u>341.93</u>
Newsletter	339.15
Regional Conference	
Board Members	6,406.85
Door Prize	184.13
Members At Large	7,200.00
Other (bus)	2,858.31
Scholarships	1,035.00
Total Regional Conference	<u>17,684.29</u>
Salary Survey Costs	6,740.00
Website	
Designer Fees	5,625.00
Maintenance	885.00
Monthly Fee	59.70
Total Website	<u>6,569.70</u>
Total Expense	<u>78,267.29</u>
Net Ordinary Income	-3,922.24
Other Income/Expense	
Other Income	
Interest Income	30.06
Total Other Income	<u>30.06</u>
Net Other Income	<u>30.06</u>
Net Income	<u><u>-3,892.18</u></u>

Austin Chapter - Association of Legal Administrators

03/04/11

Profit & Loss Budget vs. Actual

Accrual Basis

April 2010 through February 2011

	Apr '10 - Feb 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Annual Sponsorship - Totebag	1,000.00	500.00	500.00	200.0%
Bronze	10,560.00	11,000.00	-440.00	96.0%
Diamond	7,425.00	7,425.00	0.00	100.0%
Gold	9,750.00	8,250.00	1,500.00	118.2%
Platinum	3,300.00	3,300.00	0.00	100.0%
Silver	15,675.00	16,500.00	-825.00	95.0%
Annual Sponsorship - Other	0.05			
Total Annual Sponsorship	47,710.05	46,975.00	735.05	101.6%
Business Partner Fair				
Additional Reps	950.00			
Total Business Partner Fair	950.00			
Education				
Meeting Receipts	5,550.00	4,800.00	750.00	115.6%
Seminars	3,810.00	3,600.00	210.00	105.8%
Total Education	9,360.00	8,400.00	960.00	111.4%
Membership Dues	11,075.00	10,875.00	200.00	101.8%
Salary Survey	5,250.00	8,500.00	-3,250.00	61.8%
Total Income	74,345.05	74,750.00	-404.95	99.5%
Expense				
Bank Service Charges	991.60	687.50	304.10	144.2%
Board Expenses				
Advertising and Promotion	0.00	412.50	-412.50	0.0%
Bar Relations	0.00	458.34	-458.34	0.0%
Board Meetings	0.00	229.16	-229.16	0.0%
Board Retreat	82.59			
Chapter Awards/Gifts	279.41	687.50	-408.09	40.6%
PLMW Event	0.00	250.00	-250.00	0.0%
Service Awards	1,589.93	500.00	1,089.93	318.0%
Total Board Expenses	1,951.93	2,537.50	-585.57	76.9%
Business Partner Fair Expenses				
A/V Rental	521.66			
Beverages	1,637.82			
Deposits	0.00			
Facilities	1,272.00	10,800.00	-9,528.00	11.8%
Other	75.00			
Parking	231.00			
Vendor Appreciation Party	1,426.14	500.00	926.14	285.2%
Total Business Partner Fair Expenses	5,163.62	11,300.00	-6,136.38	45.7%
Chapter Leadership Institute				
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%
Total Chapter Leadership Institute	3,904.49	4,350.00	-445.51	89.8%
Community Challenge Expenses	556.41	750.00	-193.59	74.2%
Community Development	1,500.00	500.00	1,000.00	300.0%
Education Costs				
Audio Visual	0.00	1,500.00	-1,500.00	0.0%
Chapter MeetingLunches	5,890.39	5,325.34	565.05	110.6%
Holiday Party	1,592.02	1,500.00	92.02	106.1%
Lunches-Education Seminar	3,597.46	2,375.00	1,222.46	151.5%
Parking	0.00	360.00	-360.00	0.0%
Speakers-Education Seminar	4,982.18	3,300.00	1,682.18	151.0%
Webinars and Audio Conferences	492.95	1,375.00	-882.05	35.9%
Total Education Costs	16,555.00	15,735.34	819.66	105.2%

Austin Chapter - Association of Legal Administrators

03/04/11

Profit & Loss Budget vs. Actual

Accrual Basis

April 2010 through February 2011

	Apr '10 - Feb 11	Budget	\$ Over Budget	% of Budget
Insurance				
Fidelity Bond Premium	190.00	190.00	0.00	100.0%
Total Insurance	190.00	190.00	0.00	100.0%
Managing Partner Breakfast	3,835.17	6,500.00	-2,664.83	59.0%
Miscellaneous Expense				
Other	50.00	183.34	-133.34	27.3%
Post Office Box	100.00	102.00	-2.00	98.0%
Total Miscellaneous Expense	150.00	285.34	-135.34	52.6%
National Conference Scholarship				
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 - Other	1,500.00			
Total National Conference Scholarship	11,794.00	14,050.00	-2,256.00	83.9%
New Member Functions				
Buddy Happy Hours	181.07	200.00	-18.93	90.5%
Miscellaneous	0.00	91.66	-91.66	0.0%
New Member Lunches	160.86	300.00	-139.14	53.6%
Promo Gifts	0.00	183.34	-183.34	0.0%
Total New Member Functions	341.93	775.00	-433.07	44.1%
Newsletter	339.15	1,040.41	-701.26	32.6%
Postage and Delivery	0.00	45.84	-45.84	0.0%
Printing and Reproduction	0.00	137.50	-137.50	0.0%
Regional Conference				
Board Members	6,406.85	8,450.00	-2,043.15	75.8%
Door Prize	184.13	200.00	-15.87	92.1%
Members At Large	7,200.00	4,500.00	2,700.00	160.0%
Other (bus)	2,858.31	2,600.00	258.31	109.9%
Scholarships	1,035.00	1,050.00	-15.00	98.6%
Total Regional Conference	17,684.29	16,800.00	884.29	105.3%
Salary Survey Costs	6,740.00	6,740.00	0.00	100.0%
Website				
Committee Meetings	0.00	50.00	-50.00	0.0%
Designer Fees	5,625.00	7,500.00	-1,875.00	75.0%
Maintenance	885.00	2,145.00	-1,260.00	41.3%
Monthly Fee	59.70	91.66	-31.96	65.1%
Total Website	6,569.70	9,786.66	-3,216.96	67.1%
Total Expense	78,267.29	92,211.09	-13,943.80	84.9%
Net Ordinary Income	-3,922.24	-17,461.09	13,538.85	22.5%
Other Income/Expense				
Other Income				
Interest Income	30.06	91.66	-61.60	32.8%
Total Other Income	30.06	91.66	-61.60	32.8%
Net Other Income	30.06	91.66	-61.60	32.8%
Net Income	-3,892.18	-17,369.43	13,477.25	22.4%

Austin Chapter - Association of Legal Administrators
Check Detail
February 2011

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1146	2/16/2011	Headliners Club		Frost Bank Checking		-747.38
					Chapter MeetingLunches	-747.38	747.38
TOTAL						-747.38	747.38
Check	1147	2/16/2011	Andrews Kurth		Frost Bank Checking		0.00
TOTAL						0.00	0.00
Check	1148	2/16/2011	Debbie Roan		Frost Bank Checking		-603.46
					Webinars and Audio Co...	-149.00	149.00
					Service Awards	-454.46	454.46
TOTAL						-603.46	603.46
Check	1149	2/16/2011	Association of Le...		Frost Bank Checking		-214.80
					Chapter MeetingLunches	-214.80	214.80
TOTAL						-214.80	214.80
Check	1150	2/16/2011	James Cornell		Frost Bank Checking		-3,960.74
					Chapter Awards/Gifts	-125.57	125.57
					Managing Partner Break...	-3,064.99	3,064.99
					Managing Partner Break...	-189.93	189.93
					Managing Partner Break...	-450.00	450.00
					Managing Partner Break...	-20.24	20.24
					Managing Partner Break...	-10.80	10.80
					Managing Partner Break...	-19.57	19.57
					Managing Partner Break...	-79.64	79.64
TOTAL						-3,960.74	3,960.74

Austin Chapter - Association of Legal Administrators
Deposit Detail
February 2011

Type	Date	Name	Account	Amount
Deposit	2/27/2011		Frost Bank Checki...	440.00
		Scott, Douglas & McConnico, L...	Meeting Receipts	-20.00
		Drenner & Golden Stuart Wolff ...	Meeting Receipts	-20.00
		Ogletree Deakins	Meeting Receipts	-20.00
		Walsh, Anderson, Brown, Galle...	Meeting Receipts	-20.00
		Locke Lord Bissell & Liddell LLP	Meeting Receipts	-20.00
		Alexander Dubose & Townsend...	Meeting Receipts	-20.00
		Armbrust & Brown, L.L.P.	Meeting Receipts	-40.00
		Pirkey Barber LLP	Meeting Receipts	-40.00
		Lloyd Gosselink Rochelle & To...	Meeting Receipts	-40.00
		Kelly Hart & Hallman	Meeting Receipts	-20.00
		Richie & Gueringer, PC	Meeting Receipts	-20.00
		Graves Dougherty Hearon & M...	Meeting Receipts	-20.00
		Bracewell & Giuliani, LLP	Meeting Receipts	-20.00
		Fritz Byrne Head & Harrison PL...	Meeting Receipts	-20.00
		McElroy Sullivan & Miller, LLP	Meeting Receipts	-20.00
		Andrews Kurth	Meeting Receipts	-20.00
		Lisa Grigar	Meeting Receipts	-20.00
		Chris Sims	Meeting Receipts	-20.00
		Shary Gonzales	Meeting Receipts	-20.00
TOTAL				-440.00
Deposit	2/27/2011		Frost Bank Checki...	440.00
		Staples	Bronze	-440.00
TOTAL				-440.00
Deposit	2/27/2011		Frost Bank Checki...	620.00
		Keith Gard	Meeting Receipts	-40.00
		Lisa Grigar	Meeting Receipts	-20.00
		Virginia Powell	Meeting Receipts	-20.00
		Chrissie Eastin	Meeting Receipts	-20.00
		Laura Angle	Meeting Receipts	-20.00
		Slack & Davis, L.L.P.	Meeting Receipts	-20.00
		Whitehurst Harkness Ozmun & ...	Meeting Receipts	-20.00
		Graves Dougherty Hearon & M...	Meeting Receipts	-20.00
		DLA Piper US LLP	Meeting Receipts	-40.00
		Jackson Walker	Meeting Receipts	-20.00
		Germer Gertz LLP	Meeting Receipts	-20.00
		Kelly Hart & Hallman	Meeting Receipts	-20.00
		Walsh, Anderson, Brown, Galle...	Meeting Receipts	-60.00
		McLean & Howard, LLP	Meeting Receipts	-20.00
		Lloyd Gosselink Rochelle & To...	Meeting Receipts	-40.00
		Locke Lord Bissell & Liddell LLP	Meeting Receipts	-20.00
		Hance Scarborough, LLP	Meeting Receipts	-20.00
		McKool Smith, PC	Meeting Receipts	-20.00
		Burns Anderson Jury & Brenner...	Meeting Receipts	-20.00
		Bracewell & Giuliani, LLP	Meeting Receipts	-20.00
		Bickerstaff Heath Delgado Aco...	Meeting Receipts	-20.00
		Pirkey Barber LLP	Meeting Receipts	-40.00
		Armbrust & Brown, L.L.P.	Meeting Receipts	-20.00
		Richards Rodriguez & Skeith	Meeting Receipts	-20.00
		Scott, Douglas & McConnico, L...	Meeting Receipts	-20.00
TOTAL				-620.00

Austin Chapter - Association of Legal Administrators
Deposit Detail
February 2011

Type	Date	Name	Account	Amount
Deposit	2/27/2011		Frost Bank Checki...	2,500.00
		DLA Piper US LLP	Prepaid Income-Me...	-250.00
		Walsh, Anderson, Brown, Galle...	Prepaid Income-Me...	-125.00
		Akin Gump Strauss Hauer & Feld	Prepaid Income-Me...	-125.00
		Baker Botts, LLP	Prepaid Income-Me...	-125.00
		Osborne, Helman, Knebel & De...	Prepaid Income-Me...	-125.00
		Armbrust & Brown, L.L.P.	Prepaid Income-Me...	-125.00
		Haynes & Boone, LLP	Prepaid Income-Me...	-250.00
		Chamberlain & McHaney	Prepaid Income-Me...	-125.00
		Richie & Gueringer, PC	Prepaid Income-Me...	-125.00
		Lloyd Gosselink Rochelle & To...	Prepaid Income-Me...	-125.00
		Lloyd Gosselink Rochelle & To...	Prepaid Income-Me...	-125.00
		Ewbank & Byrom, PC	Prepaid Income-Me...	-125.00
		Germer Gertz LLP	Prepaid Income-Me...	-125.00
		Davidson & Troilo	Prepaid Income-Me...	-125.00
		Thompson & Knight	Prepaid Income-Me...	-125.00
		Fritz Byrne Head & Harrison PL...	Prepaid Income-Me...	-125.00
		Gray & Becker, PC	Prepaid Income-Me...	-125.00
		Lloyd Gosselink Rochelle & To...	Prepaid Income-Me...	-125.00
TOTAL				-2,500.00
Deposit	2/27/2011		Frost Bank Checki...	2,375.00
		Naman, Howell, Smith & Lee	Prepaid Income-Me...	-125.00
		Walsh, Anderson, Brown, Galle...	Prepaid Income-Me...	-500.00
		Gjerset & Lorenz, LLP	Prepaid Income-Me...	-125.00
		Gjerset & Lorenz, LLP	Prepaid Income-Me...	-125.00
		Alexander Dubose & Townsend...	Prepaid Income-Me...	-125.00
		Locke Lord Bissell & Liddell LLP	Prepaid Income-Me...	-125.00
		Shannon, Gracey, Ratliff & Miller	Prepaid Income-Me...	-125.00
		Giordani, Swanger, Ripp & Phill...	Prepaid Income-Me...	-125.00
		Armbrust & Brown, L.L.P.	Prepaid Income-Me...	-125.00
		Howry Breen & Herman, LLP	Prepaid Income-Me...	-125.00
		McElroy Sullivan & Miller, LLP	Prepaid Income-Me...	-125.00
		Sneed, Vine & Perry	Prepaid Income-Me...	-125.00
		McKool Smith, PC	Prepaid Income-Me...	-125.00
		Graves Dougherty Hearon & M...	Prepaid Income-Me...	-375.00
TOTAL				-2,375.00
Deposit	2/28/2011		Frost Money Market	4.14
			Interest Income	-4.14
TOTAL				-4.14



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

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

STATEMENT ISSUED
02-28-2011

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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When you need a cost-effective way to add equipment to grow
your business, Frost Leasing can help.
Call a leasing representative at 888-376-7853 for details.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
12,712.86	5	6,375.00	5	5,826.38	13,261.48

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
02-28	DEPOSIT	440.00	02-28	DEPOSIT	440.00
02-28	DEPOSIT	620.00	02-28	DEPOSIT	2,375.00
02-28	DEPOSIT	2,500.00			

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
02-01	1140 #	300.00	02-18	1148 * #	603.46	02-22	1150 #	3,960.74
02-18	1146 * #	747.38	02-24	1149 #	214.80			

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

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-08	.00	INTERNET STMT COPY REQ	

DAI LY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
01-31	12,712.86	02-18	11,062.02	02-24	6,886.48
02-01	12,412.86	02-22	7,101.28	02-28	13,261.48
02-08	12,412.86				

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

2:51 PM

03/04/11

Austin Chapter - Association of Legal Administrators Reconciliation Summary

Frost Bank Checking, Period Ending 02/28/2011

	<u>Feb 28, 11</u>
Beginning Balance	12,712.86
Cleared Transactions	
Checks and Payments - 5 items	-5,826.38
Deposits and Credits - 6 items	6,375.00
Total Cleared Transactions	<u>548.62</u>
Cleared Balance	<u>13,261.48</u>
Uncleared Transactions	
Checks and Payments - 1 item	-825.00
Total Uncleared Transactions	<u>-825.00</u>
Register Balance as of 02/28/2011	<u>12,436.48</u>
Ending Balance	12,436.48

Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 02/28/2011

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,712.86
Cleared Transactions						
Checks and Payments - 5 items						
Check	12/21/2010	1140	Lisa Grigar	X	-300.00	-300.00
Check	2/16/2011	1150	James Cornell	X	-3,960.74	-4,260.74
Check	2/16/2011	1146	Headliners Club	X	-747.38	-5,008.12
Check	2/16/2011	1148	Debbie Roan	X	-603.46	-5,611.58
Check	2/16/2011	1149	Association of Legal...	X	-214.80	-5,826.38
Total Checks and Payments					-5,826.38	-5,826.38
Deposits and Credits - 6 items						
Check	2/16/2011	1147	Andrews Kurth	X	0.00	0.00
Deposit	2/27/2011			X	440.00	440.00
Deposit	2/27/2011			X	440.00	880.00
Deposit	2/27/2011			X	620.00	1,500.00
Deposit	2/27/2011			X	2,375.00	3,875.00
Deposit	2/27/2011			X	2,500.00	6,375.00
Total Deposits and Credits					6,375.00	6,375.00
Total Cleared Transactions					548.62	548.62
Cleared Balance					548.62	13,261.48
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/21/2010	1136	ING		-825.00	-825.00
Total Checks and Payments					-825.00	-825.00
Total Uncleared Transactions					-825.00	-825.00
Register Balance as of 02/28/2011					-276.38	12,436.48
Ending Balance					-276.38	12,436.48



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

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

STATEMENT ISSUED
02-28-2011

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
70,304.83	0	4.14	0	.00	70,308.97

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-28	4.14	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-08	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
01-31	70,304.83	02-08	70,304.83	02-28	70,308.97

2:54 PM

03/04/11

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 02/28/2011**

	<u>Feb 28, 11</u>
Beginning Balance	70,304.83
Cleared Transactions	
Deposits and Credits - 1 item	4.14
Total Cleared Transactions	<u>4.14</u>
Cleared Balance	<u>70,308.97</u>
Register Balance as of 02/28/2011	70,308.97
Ending Balance	70,308.97

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 02/28/2011**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						70,304.83
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	2/28/2011			X	4.14	4.14
Total Deposits and Credits					4.14	4.14
Total Cleared Transactions					4.14	4.14
Cleared Balance					4.14	70,308.97
Register Balance as of 02/28/2011					4.14	70,308.97
Ending Balance					4.14	70,308.97

ATTACHMENT B



**Austin ALA Committee Reports to the Board
March 8, 2011**

Bar Relations Committee Report – Amanda Koplos, Committee Chair

No report at this time. James Cornell will chair the committee for the 2011-2012 term.

Business Partner Relations Committee Report – Tina Terrian, Committee Chair

No report at this time. Chris Bhamani will chair the committee for the 2011-2012 term.

Past Presidents Advisory Council – Ann Jacobson, Committee Chair

No report at this time. Brenda Barnes will chair the committee for the 2011-2012 term.

Community Relations Committee Report – Bonnie Zook, Committee Chair

No report at this time. Shannon Briggs will chair the committee for the 2011-2012 term.

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

No report at this time. Elaine will continue to chair the committee for the 2011-2012 term.

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

The current Education Committee membership is Karie Rivkin (new member), Karen Sue Doughty, April Stanaland, Diana Stangl, Corina Rodriguez, Winston Williams, Brenda Barnes, Chrissie Eastin, and Josh de Koning (chair). Effective April 1st the Committee Chairperson will be Brenda Barnes. The Committee met on February 25th in order to discuss the upcoming education calendar, finalize details for the Spring Seminar, and provide an orderly transition to our incoming chairperson.

Monthly Education Committee Events (generally the 4th Thursday of the month)

2011 schedule

MARCH 7 - SPRING SEMINAR

Topic: Disaster Recovery
Competency Category: Office Operations Management
Speaker: Bob Mellinger
Sponsor: Commercial Texas (Mike Kennedy)

APRIL 28

Topic: TBD
Competency Category:
Speaker/Sponsor: Commercial Texas (Mike Kennedy)

MAY 26

Topic: Human Resources Roundtable
Competency Category:
Speaker:
Sponsor: Dahill (Cam Edwards) & Gallagher Benefit Services, Inc.
(Bruce Romine)

JUNE 23

Topic: TBD
Competency Category:
Speaker:
Sponsor: DOCUmentation (Rex Engelhardt)

JULY 28

Topic: TBD
Competency Category:
Speaker:
Sponsor: Capitol Vending and Coffee (Katy Mozeley)

AUGUST 18 – LEGAL EXPO & SEMINAR

Topic: TBD
Competency Category:
Speaker:

SEPTEMBER 22

Topic: TBD
Competency Category:
Speaker:
Sponsor: Jones Lang LaSalle (Russell Young)

OCTOBER 27

Topic: TBD

Competency Category:

Speaker:

Sponsor: IKON Office Solutions (Matt Elkjer) & Kimball Office Furniture (Jeannine McGill)

NOVEMBER 15 (being held on a Tuesday and one week early due to Thanksgiving)

Topic: TBD

Competency Category:

Speaker:

Sponsor:

DECEMBER – no meeting – Holiday Party

Brenda Barnes will chair the committee for the 2011-2012 term.

Membership Committee Report – Marti Lozano, Committee Chair

New Member:

Donna Harmon - McGinnis Lochridge & Kilgore, LLP

Departing Members:

Sandra Moxley - Mitchell Williams, Sheila Kusch - Osborne, Helman, Knebel & Deleery, LLP Rosa Jones - Law Office of Becky Beaver Deborah Kortan - McGinnis Lochridge & Kilgore, LLP, Marcus Hector – Brown McCarroll, and Rachelle Chery – Hulseley Law Firm.

Current membership count: 88 (Including Wally Warrenburg)

Shary Gonzales will chair the committee in the 2011-2012 term.

Newsletter Committee Report – Debbie Roan, Committee Chair

The Newsletter Committee has selected Communication and Organizational Management as the focus for the first quarter of 2011 newsletter. There will be articles on effective written communication, pointers on public speaking, and a book review focusing on leadership. Additionally there will be two member profiles--one on a new member and one on a more tenured member. Reports on the Managing Partner Breakfast, membership awards, and the Disaster Experience will also be included along with the Past Presidents' Corner. There are still some issues to work through with Mail Chimp, but these should be resolved by the time the newsletter is pulled together.

I want to thank the members of the Newsletter Committee--Kelly Barker, Karie Rivkin, Rose Sullivan, and Kennon Welch for their good work this past year. I also want to

thank the Chapter for giving me the opportunity to serve. It is indeed a wonderful development that we have members stepping into leadership positions who have not served before.

Rose Sullivan will chair the committee for the 2011-2012 term.

Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee is happy to report that we have chosen a new chapter logo that has been approved by the Board and ALA Headquarters.

We are now focusing on the completion of the development process for the website, and are anticipating a mid- to late-March completion date.

Since we have a conference call scheduled before the Board meeting, we may have additional news to report at that time.

Barbara Mullen will continue to chair the committee for the 2011-2012 term.