



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

December 13, 2011 at 12:00 p.m.

1. **Members Present:** Amanda Koplos, Karie Rivkin, Chrissie Eastin, Diana Stangl, Barbara Mullen, James Cornell, Tina Terrian, Elaine Nielsen, Chris Sims, Shary Gonzalez, Melissa Joe

Members Not Present: Rose Sullivan, Shannon Athey-Briggs

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

3. **Treasurer's Report** (Diana Stangl) –The Chapter checking account balance as of November 30, 2011 is \$4,219.89 and the Money Market account balance is \$12,340.95 for a total Checking/Savings balance of \$16,560.84.

TREASURER NOTES:

A Balance Sheet and Income Statement for the period ending November 30, 2011 are attached hereto and made a part of these minutes. Included with the financial statements is the budget to actual comparison. (Attachment A)

4. **Old Business**

a. Diana pulled together receipts in order to invoice the Alamo Chapter for reimbursement for their portion of the joint Chapter Retreat and we anticipate a reimbursement of just under \$4,000.00. We are also still working on getting a reimbursement from ILTA for their portion of the Disaster Recovery workshop last Spring.

5. **New Business**

a. President's Award of Excellence – we discussed the fact that this submission is due by the end of the day Friday, January 13th and that everything is going to be submitted electronically. We went through all of the required sections and discussed our compliance.

b. Award Submissions are due to ALA by the end of the business day on Friday, January 13th. Chrissie distributed the comments from last year for each Committee Chair to review and passed out award submission details to each Chair.

c. Scholarships for Annual Conference – we discussed the fact that one scholarship had already been awarded to Sam at the Business Partner Expo and that we had one on reserve to award at the Managing Partner Breakfast. We also discussed and approved combining the Region 4 Scholarship with our Quest scholarship to assist in the Chapter's cost to send Michelle Floyd, our Quest Award Nominee.

d. Chamber of Commerce – James discussed the fact that Bradley Napp had contacted him from the Austin Chamber of Commerce and is interested in trading an annual membership with the Chamber for a Bronze Business Partner sponsorship for 2012. We discussed that the Chamber is a non-profit organization and could potentially increase our presence in the community. James is going to follow up with Bradly Napp to gather some more information for the board on the benefits of Chamber membership.

e. Annual Conference Update – Amanda gave everyone an update on the 2012 Annual Conference in Honolulu. She said that they Business Partner numbers were on target that registration numbers were good as well. She also mentioned that there wouldn't be any handouts at any of the sessions and that participants would be encouraged to go online. Session evaluations are also going to be handled electronically this year.

6. **Committee Reports**

Business Partner Relations Committee (Amanda) – Amanda reviewed the 2012 Sponsorship Package numbers and that the deadline for registration had been extended to December 16th.

Education/Programs Committee (Karie Rivkin) – Karie let us know that the January luncheon speaker would be from LeafHouse Financial and that they were still working on the details of that educational session.

Membership Committee (Shary Gonzalez) – Shary discussed the fact that letters had been sent to 839 prospective membership contacts that they'd only received 18 returns. She also mentioned that the Membership committee had made multiple efforts this year to retain members by calling them personally to invite them to meetings and both chapter and ALA events.

Website Committee (Barbara Mullen) – Barbara mentioned that updates were still needed to the website before the end of the year. Any corrections that are made now will be included in fees we've already paid and anything that occurs after the first of the year will be incur new fees.

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

7. **Open Business**



a. Some discussion was had regarding the need for some succession planning. We discussed needing new Newsletter & PPAC Chairs next year. We also discussed the possibility of adding a Communications Committee Chair.

8. Announcements/Adjournment

The meeting was adjourned at 1:18 p.m.

The January Board Meeting will be held on January 10th at
Walsh Anderson Brown Gallegos and Green
505 E. Huntland Drive, Suite 600



ATTACHMENT A

3:47 PM
12/11/11
Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of November 30, 2011

	<u>Nov 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	4,219.89
Frost Money Market	12,340.95
Total Checking/Savings	<u>16,560.84</u>
Total Current Assets	<u>16,560.84</u>
TOTAL ASSETS	<u><u>16,560.84</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	-60,070.86
Total Equity	<u>16,560.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,560.84</u></u>

3:47 PM
12/11/11
Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
November 2011

	<u>Nov 11</u>
Ordinary Income/Expense	
Expense	
Education Costs	
Chapter MeetingLunches	666.58
Speakers-Education Seminar	1,000.00
Total Education Costs	<u>1,666.58</u>
Miscellaneous Expense	
Other	288.55
Total Miscellaneous Expense	<u>288.55</u>
Total Expense	<u>1,955.13</u>
Net Ordinary Income	-1,955.13
Other Income/Expense	
Other Income	
Interest Income	0.51
Total Other Income	<u>0.51</u>
Net Other Income	<u>0.51</u>
Net Income	<u><u>-1,954.62</u></u>

3:48 PM
 12/11/11
 Accrual Basis

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

	<u>Apr - Nov 11</u>
Ordinary Income/Expense	
Income	
Business Partner Fair	
Additional Repts	1,250.00
Total Business Partner Fair	1,250.00
Education	
Meeting Receipts	3,497.00
Seminars	2,350.00
Total Education	5,847.00
Joint Chapter Retreat	1,800.00
Membership Dues	10,500.00
Miscellaneous Income	1,740.00
Salary Survey	5,625.00
Total Income	26,762.00
Expense	
Board Expenses	
Advertising and Promotion	2,104.49
Board Retreat	449.37
Total Board Expenses	2,553.86
Business Partner Fair Expenses	
A/V Rental	221.91
Beverages	2,274.60
Deposits	0.00
Facilities	1,908.00
Other	602.37
Parking	385.01
Vendor Appreciation Party	948.94
Total Business Partner Fair Expenses	6,340.83
Chapter Leadership Institute	
Board Member-CLI	3,533.79
President Elect-CLI	256.40
Total Chapter Leadership Institute	3,790.19
Chapter Retreat	14,638.29
Community Challenge Expenses	1,882.73
Community Development	1,216.45
Education Costs	
Audio Visual	2,160.59
Chapter Meeting Lunches	4,728.04
Lunches-Education Seminar	5,861.21
Parking	385.00
Speakers-Education Seminar	6,372.49
Webinars and Audio Conferences	665.00
Education Costs - Other	78.45
Total Education Costs	20,250.78
Education Seminar	483.00
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	750.00
Miscellaneous Expense	
Gifts	239.26
Other	2,447.13
Post Office Box	100.00
Total Miscellaneous Expense	2,786.39

3:48 PM
12/11/11
Accrual Basis

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

	<u>Apr - Nov 11</u>
National Conference Scholarship	
Board Member Stipend	13,896.51
Chapter Dinner	749.49
President-National Conference	297.50
National Conference Scholarship - Other	1,785.00
Total National Conference Scholarship	<u>16,728.50</u>
Regional Conference	
Board Members	5,066.21
Members At Large	1,300.00
Total Regional Conference	<u>6,366.21</u>
Salary Survey Expense	6,680.00
Website	
Committee Meetings	72.00
Designer Fees	2,025.00
Maintenance	64.84
Monthly Fee	39.80
Total Website	<u>2,201.64</u>
Total Expense	<u>86,858.87</u>
Net Ordinary Income	-60,096.87
Other Income/Expense	
Other Income	
Interest Income	26.01
Total Other Income	<u>26.01</u>
Net Other Income	<u>26.01</u>
Net Income	<u><u>-60,070.86</u></u>

3:49 PM
 12/11/11
 Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
 April 2011 through March 2012

	<u>Apr '11 - Mar 12</u>
Ordinary Income/Expense	
Income	
Business Partner Fair	
Additional Reps	1,250.00
Total Business Partner Fair	<u>1,250.00</u>
Education	
Meeting Receipts	3,497.00
Seminars	2,350.00
Total Education	<u>5,847.00</u>
Joint Chapter Retreat	1,800.00
Membership Dues	10,500.00
Miscellaneous Income	1,740.00
Salary Survey	5,625.00
Total Income	<u>26,762.00</u>
Expense	
Board Expenses	
Advertising and Promotion	2,104.49
Board Retreat	449.37
Total Board Expenses	<u>2,553.86</u>
Business Partner Fair Expenses	
A/V Rental	221.91
Beverages	2,274.60
Deposits	0.00
Facilities	1,908.00
Other	602.37
Parking	385.01
Vendor Appreciation Party	948.94
Total Business Partner Fair Expenses	<u>6,340.83</u>
Chapter Leadership Institute	
Board Member-CLI	3,533.79
President Elect-CLI	256.40
Total Chapter Leadership Institute	<u>3,790.19</u>
Chapter Retreat	14,638.29
Community Challenge Expenses	1,882.73
Community Development	1,216.45
Education Costs	
Audio Visual	2,160.59
Chapter MeetingLunches	4,728.04
Holiday Party	1,414.39
Lunches-Education Seminar	5,861.21
Parking	385.00
Speakers-Education Seminar	6,372.49
Webinars and Audio Conferences	665.00
Education Costs - Other	78.45
Total Education Costs	<u>21,665.17</u>
Education Seminar	483.00
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>
Managing Partner Breakfast	750.00
Miscellaneous Expense	
Gifts	239.26
Other	2,447.13
Post Office Box	100.00
Total Miscellaneous Expense	<u>2,786.39</u>

3:49 PM
12/11/11
Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2011 through March 2012

	<u>Apr '11 - Mar 12</u>
National Conference Scholarship	
Board Member Stipend	13,896.51
Chapter Dinner	749.49
President-National Conference	297.50
National Conference Scholarship - Other	1,785.00
Total National Conference Scholarship	<u>16,728.50</u>
Regional Conference	
Board Members	5,066.21
Members At Large	1,300.00
Total Regional Conference	<u>6,366.21</u>
Salary Survey Expense	6,680.00
Website	
Committee Meetings	72.00
Designer Fees	2,025.00
Maintenance	64.84
Monthly Fee	39.80
Total Website	<u>2,201.64</u>
Total Expense	<u>88,273.26</u>
Net Ordinary Income	-61,511.26
Other Income/Expense	
Other Income	
Interest Income	26.01
Total Other Income	<u>26.01</u>
Net Other Income	<u>26.01</u>
Net Income	<u><u>-61,485.25</u></u>

3:49 PM

12/11/11

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
April through November 2011

	<u>Apr - Nov 11</u>
OPERATING ACTIVITIES	
Net Income	-60,070.86
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-9,000.00
Net cash provided by Operating Activities	<u>-69,070.86</u>
Net cash increase for period	-69,070.86
Cash at beginning of period	<u>85,831.70</u>
Cash at end of period	<u><u>16,560.84</u></u>

3:53 PM

12/11/11

Accrual Basis

Austin Chapter - Association of Legal Administrators Profit & Loss Budget vs. Actual April through November 2011

	Apr - Nov 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Bronze	0.00	880.00	-880.00	0.0%
Diamond	0.00	7,425.00	-7,425.00	0.0%
Gold	0.00	4,950.00	-4,950.00	0.0%
Platinum	0.00	3,300.00	-3,300.00	0.0%
Silver	0.00	5,775.00	-5,775.00	0.0%
Total Annual Sponsorship	0.00	22,330.00	-22,330.00	0.0%
Business Partner Fair				
Additional Reps	1,250.00	450.00	800.00	277.8%
Total Business Partner Fair	1,250.00	450.00	800.00	277.8%
Education				
Meeting Receipts	3,497.00	5,250.00	-1,753.00	66.6%
Seminars	2,350.00	2,000.00	350.00	117.5%
Total Education	5,847.00	7,250.00	-1,403.00	80.6%
Joint Chapter Retreat	1,800.00			
Membership Dues	10,500.00	10,950.00	-450.00	95.9%
Miscellaneous Income	1,740.00			
Salary Survey	5,625.00	6,740.00	-1,115.00	83.5%
Total Income	26,762.00	47,720.00	-20,958.00	56.1%
Expense				
Bank Service Charges	0.00	850.00	-850.00	0.0%
Board Expenses				
Advertising and Promotion				
Bar Relations	2,104.49	2,550.00	-445.51	82.5%
Board Retreat	0.00	500.00	-500.00	0.0%
Chapter Awards/Gifts	449.37	350.00	99.37	128.4%
PLMW Event	0.00	100.00	-100.00	0.0%
Total Board Expenses	2,553.86	3,600.00	-1,046.14	70.9%
Business Partner Fair Expenses				
A/V Rental	221.91	525.00	-303.09	42.3%
Beverages	2,274.60	3,000.00	-725.40	75.8%
Deposits	0.00	0.00	0.00	0.0%
Facilities	1,908.00	1,800.00	108.00	106.0%
Other	602.37	100.00	502.37	602.4%
Parking	385.01	425.00	-39.99	90.6%
Vendor Appreciation Party	948.94	3,050.00	-2,101.06	31.1%
Total Business Partner Fair Expenses	6,340.83	8,900.00	-2,559.17	71.2%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April through November 2011

3:53 PM
 12/11/11
 Accrual Basis

	Apr - Nov 11	Budget	\$ Over Budget	% of Budget
Chapter Leadership Institute				
Board Member-CLI	3,533.79	5,000.00	-1,466.21	70.7%
President - CLI	0.00	1,250.00	-1,250.00	0.0%
President Elect-CLI	256.40	250.00	6.40	102.6%
Total Chapter Leadership Institute	3,790.19	6,500.00	-2,709.81	58.3%
Chapter Retreat	14,638.29	8,500.00	6,138.29	172.2%
Community Challenge Expenses	1,882.73	2,500.00	-617.27	75.3%
Community Development	1,216.45	1,000.00	216.45	121.6%
Education Costs				
Audio Visual	2,160.59	500.00	1,660.59	432.1%
Chapter Meeting/Lunches	4,728.04	5,200.00	-471.96	90.9%
Lunches-Education Seminar	5,861.21	1,200.00	4,661.21	488.4%
Parking	385.00			
Speakers-Education Seminar	6,372.49	9,726.18	-3,353.69	65.5%
Webinars and Audio Conferences	665.00	1,200.00	-535.00	55.4%
Education Costs - Other	78.45			
Total Education Costs	20,250.78	17,826.18	2,424.60	113.6%
Education Seminar	483.00			
Insurance				
Fidelity Bond Premium	190.00	200.00	-10.00	95.0%
Total Insurance	190.00	200.00	-10.00	95.0%
Managing Partner Breakfast	750.00			
Miscellaneous Expense				
Gifts	239.26			
Other	2,447.13			
Post Office Box	100.00	100.00	0.00	100.0%
Total Miscellaneous Expense	2,786.39	100.00	2,686.39	2,786.4%
National Conference Scholarship				
Board Member Stipend	13,896.51	16,500.00	-2,603.49	84.2%
Chapter Dinner	749.49			
President-National Conference	297.50	2,000.00	-1,702.50	14.9%
Silent Auction Items	0.00	206.00	-206.00	0.0%
National Conference Scholarship - Other	1,785.00			
Total National Conference Scholarship	16,728.50	18,706.00	-1,977.50	89.4%
New Member Functions				
Buddy Happy Hours	0.00	200.00	-200.00	0.0%
Miscellaneous	0.00	80.00	-80.00	0.0%
New Member Lunches	0.00	300.00	-300.00	0.0%
Promo Gifts	0.00	200.00	-200.00	0.0%
Total New Member Functions	0.00	780.00	-780.00	0.0%
Newsletter	0.00	300.00	-300.00	0.0%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April through November 2011

	Apr - Nov 11	Budget	\$ Over Budget	% of Budget
Regional Conference				
Board Members	5,066.21	6,000.00	-933.79	84.4%
Door Prize	0.00	200.00	-200.00	0.0%
Members At Large	1,300.00	5,000.00	-3,700.00	26.0%
Scholarships	0.00	1,000.00	-1,000.00	0.0%
Total Regional Conference	6,366.21	12,200.00	-5,833.79	52.2%
Salary Survey Costs	0.00	6,740.00	-6,740.00	0.0%
Salary Survey Expense Website	6,680.00			
Committee Meetings	72.00	100.00	-28.00	72.0%
Designer Fees	2,025.00	1,875.00	150.00	108.0%
Maintenance	64.84	750.00	-685.16	8.6%
Monthly Fee	39.80	600.00	-560.20	6.6%
Total Website	2,201.64	3,325.00	-1,123.36	66.2%
Total Expense	86,858.87	92,027.18	-5,168.31	94.4%
Net Ordinary Income	-60,096.87	-44,307.18	-15,789.69	135.6%
Other Income/Expense				
Other Income	26.01	16.00	-16.00	0.0%
Interest Income	0.00			
Other Income	26.01	16.00	10.01	162.6%
Total Other Income	26.01	16.00	10.01	162.6%
Net Other Income	26.01	16.00	10.01	162.6%
Net Income	-60,070.86	-44,291.18	-15,779.68	135.6%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2011 through March 2012

	Apr '11 - Mar 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	0.00	500.00	-500.00	0.0%
Annual Sponsorship - Totebag	0.00	10,560.00	-10,560.00	0.0%
Bronze	0.00	7,425.00	-7,425.00	0.0%
Diamond	0.00	8,250.00	-8,250.00	0.0%
Gold	0.00	3,300.00	-3,300.00	0.0%
Platinum	0.00	17,325.00	-17,325.00	0.0%
Silver	0.00	47,360.00	-47,360.00	0.0%
Total Annual Sponsorship	0.00	47,360.00	-47,360.00	0.0%
Business Partner Fair	1,250.00	800.00	450.00	156.3%
Additional Reps	1,250.00	800.00	450.00	156.3%
Total Business Partner Fair	1,250.00	800.00	450.00	156.3%
Education	3,497.00	6,750.00	-3,253.00	51.8%
Meeting Receipts	2,350.00	4,000.00	-1,650.00	58.8%
Seminars	5,847.00	10,750.00	-4,903.00	54.4%
Total Education	11,694.00	21,500.00	-9,806.00	51.6%
Joint Chapter Retreat	1,800.00	11,075.00	-9,275.00	16.3%
Membership Dues	10,500.00	11,075.00	-575.00	94.8%
Miscellaneous Income	1,740.00	6,740.00	-5,000.00	25.8%
Salary Survey	5,625.00	6,740.00	-1,115.00	83.5%
Total Income	26,762.00	76,725.00	-49,963.00	34.9%
Expense				
Bank Service Charges	0.00	1,350.00	-1,350.00	0.0%
Board Expenses	2,104.49	2,550.00	-445.51	82.5%
Advertising and Promotion	0.00	500.00	-500.00	0.0%
Bar Relations	0.00	300.00	-300.00	0.0%
Board Meetings	449.37	350.00	99.37	128.4%
Board Retreat	0.00	150.00	-150.00	0.0%
Chapter Awards/Gifts	0.00	100.00	-100.00	0.0%
PLMW Event	0.00	1,200.00	-1,200.00	0.0%
Service Awards	0.00	5,150.00	-5,150.00	0.0%
Total Board Expenses	2,553.86	5,150.00	-2,596.14	49.6%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2011 through March 2012

3:54 PM
 12/11/11
 Accrual Basis

	Apr '11 - Mar 12	Budget	\$ Over Budget	% of Budget
Business Partner Fair Expenses				
AV Rental	221.91	525.00	-303.09	42.3%
Beverages	2,274.60	3,000.00	-725.40	75.8%
Deposits	0.00	0.00	0.00	0.0%
Facilities	1,908.00	1,800.00	108.00	106.0%
Other	602.37	100.00	502.37	602.4%
Parking	385.01	425.00	-39.99	90.6%
Vendor Appreciation Party	948.94	3,050.00	-2,101.06	31.1%
Total Business Partner Fair Expenses	6,340.83	8,900.00	-2,559.17	71.2%
Chapter Leadership Institute				
Board Member-CLI	3,533.79	5,000.00	-1,466.21	70.7%
President - CLI	0.00	1,250.00	-1,250.00	0.0%
President Elect-CLI	256.40	250.00	6.40	102.6%
Total Chapter Leadership Institute	3,790.19	6,500.00	-2,709.81	58.3%
Chapter Retreat	14,638.29	8,500.00	6,138.29	172.2%
Community Challenge Expenses	1,882.73	2,500.00	-617.27	75.3%
Community Development	1,216.45	1,000.00	216.45	121.6%
Education Costs				
Audio Visual	2,160.59	500.00	1,660.59	432.1%
Chapter Meeting/Lunches	4,728.04	6,700.00	-1,971.96	70.6%
Holiday Party	1,414.39	1,500.00	-85.61	94.3%
Lunches-Education Seminar	5,861.21	2,250.00	3,611.21	260.5%
Parking	385.00			
Speakers-Education Seminar	6,372.49	11,726.18	-5,353.69	54.3%
Webinars and Audio Conferences	665.00	1,800.00	-1,135.00	36.9%
Education Costs - Other	78.45			
Total Education Costs	21,665.17	24,476.18	-2,811.01	88.5%
Education Seminar	483.00			
Insurance				
Fidelity Bond Premium	190.00	200.00	-10.00	95.0%
Total Insurance	190.00	200.00	-10.00	95.0%
Managing Partner Breakfast	750.00	6,000.00	-5,250.00	12.5%
Miscellaneous Expense				
Gifts	239.26			
Other	2,447.13	400.00	2,047.13	611.8%
Post Office Box	100.00	100.00	0.00	100.0%
Total Miscellaneous Expense	2,786.39	500.00	2,286.39	557.3%

3:54 PM

12/11/11

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April 2011 through March 2012

	Apr '11 - Mar 12	Budget	\$ Over Budget	% of Budget
National Conference Scholarship				
Board Member Stipend	13,896.51	16,500.00	-2,603.49	84.2%
Chapter Dinner	749.49			
President-National Conference	297.50	2,000.00	-1,702.50	14.9%
Silent Auction Items	0.00	206.00	-206.00	0.0%
National Conference Scholarship - Other	1,785.00			
Total National Conference Scholarship	16,728.50	18,706.00	-1,977.50	89.4%
New Member Functions				
Buddy Happy Hours	0.00	200.00	-200.00	0.0%
Miscellaneous	0.00	80.00	-80.00	0.0%
New Member Lunches	0.00	300.00	-300.00	0.0%
Promo Gifts	0.00	200.00	-200.00	0.0%
Total New Member Functions	0.00	780.00	-780.00	0.0%
Newsletter	0.00	500.00	-500.00	0.0%
Regional Conference				
Board Members	5,066.21	6,000.00	-933.79	84.4%
Door Prize	0.00	200.00	-200.00	0.0%
Members At Large	1,300.00	5,000.00	-3,700.00	26.0%
Scholarships	0.00	1,000.00	-1,000.00	0.0%
Total Regional Conference	6,366.21	12,200.00	-5,833.79	52.2%
Salary Survey Costs	0.00	6,740.00	-6,740.00	0.0%
Salary Survey Expense	6,680.00			
Website				
Committee Meetings	72.00	100.00	-28.00	72.0%
Designer Fees	2,025.00	1,875.00	150.00	108.0%
Maintenance	64.84	900.00	-835.16	7.2%
Monthly Fee	39.80	1,000.00	-960.20	4.0%
Total Website	2,201.64	3,875.00	-1,673.36	56.8%
Total Expense	88,273.26	107,877.18	-19,603.92	81.8%
Net Ordinary Income	-61,511.26	-31,152.18	-30,359.08	197.5%
Other Income/Expense				
Other Income	26.01	24.00	-24.00	0.0%
Interest Income	0.00			
Other Income	26.01	24.00	2.01	108.4%
Total Other Income	26.01	24.00	2.01	108.4%
Net Other Income	26.01	24.00	2.01	108.4%
Net Income	-61,485.25	-31,128.18	-30,357.07	197.5%



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

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

STATEMENT ISSUED
11-30-2011

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%D STANGL WALSH ANDERSON
505 E HUNTLAND DR STE 600
AUSTIN TX 78752



Page 1 of 1

0

With Frost Mobile you are free to manage your finances with
your mobile device anywhere at anytime. Learn more
at frostbank.com.

BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT		NO.	AMOUNT	
9,076.52	0	.00	6	3,886.63		5,189.89

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
11-09	1250 #	72.50	11-03	1257 * #	1,875.00	11-21	1261 * #	143.55
11-15	1255 * #	129.00	11-07	1259 * #	1,000.00	11-15	1262 #	666.58

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-08	.00	INTERNET STMT COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	
11-08	.00	INTERNET CHK COPY REQ	

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-31	9,076.52	11-08	6,201.52	11-15	5,333.44
11-03	7,201.52	11-09	6,129.02	11-21	5,189.89
11-07	6,201.52				

✓ reconciled in Q3

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

3:44 PM

12/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 11/30/2011

	<u>Nov 30, 11</u>
Beginning Balance	9,076.52
Cleared Transactions	
Checks and Payments - 6 items	-3,886.63
Total Cleared Transactions	<u>-3,886.63</u>
Cleared Balance	<u><u>5,189.89</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-970.00
Total Uncleared Transactions	<u>-970.00</u>
Register Balance as of 11/30/2011	<u><u>4,219.89</u></u>
New Transactions	
Checks and Payments - 1 item	-1,414.39
Total New Transactions	<u>-1,414.39</u>
Ending Balance	<u><u>2,805.50</u></u>

3:44 PM

12/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 11/30/2011

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						9,076.52
Cleared Transactions						
Checks and Payments - 6 items						
Check	10/11/2011	1250	Sandra Gable	X	-72.50	-72.50
Check	10/25/2011	1257	PaperStreet Web D...	X	-1,875.00	-1,947.50
Check	10/25/2011	1255	James C. Sims	X	-129.00	-2,076.50
Check	11/11/2011	1259	Edward Poll & Asso...	X	-1,000.00	-3,076.50
Check	11/14/2011	1262	Headliners Club	X	-866.58	-3,743.08
Check	11/14/2011	1261	Third Eye Photogra...	X	-143.55	-3,886.63
Total Checks and Payments					-3,886.63	-3,886.63
Total Cleared Transactions					-3,886.63	-3,886.63
Cleared Balance					-3,886.63	5,189.89
Uncleared Transactions						
Checks and Payments - 2 items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	11/11/2011	1260	Diana Stangl		-145.00	-970.00
Total Checks and Payments					-970.00	-970.00
Total Uncleared Transactions					-970.00	-970.00
Register Balance as of 11/30/2011					-4,856.63	4,219.89
New Transactions						
Checks and Payments - 1 item						
Check	12/11/2011	1263	Malverde		-1,414.39	-1,414.39
Total Checks and Payments					-1,414.39	-1,414.39
Total New Transactions					-1,414.39	-1,414.39
Ending Balance					-6,271.02	2,805.50



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

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

STATEMENT ISSUED
11-30-2011

Page 1 of 1

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%D STANGL WALSH ANDERSON
505 E HUNTLAND DR STE 600
AUSTIN TX 78752



0

With Frost Mobile you are free to manage your finances with
your mobile device anywhere at anytime. Learn more
at frostbank.com.

BUSINESS MONEY MARKET ACCOUNT NO. 591210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
12,340.44	0	.51	0	.00	12,340.95

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-30	.51	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-08	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-31	12,340.44	11-08	12,340.44	11-30	12,340.95

*✓ Received
in
Q3*

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

3:45 PM

12/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 11/30/2011

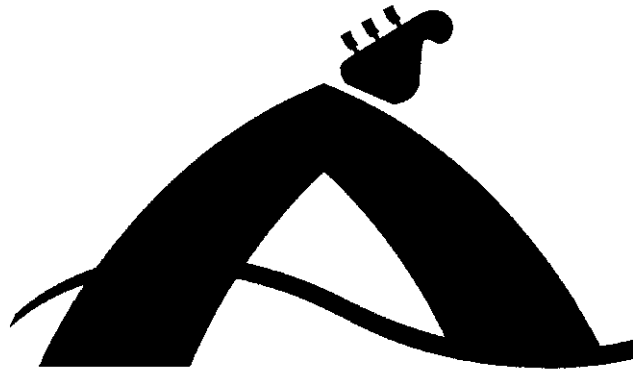
	<u>Nov 30, 11</u>
Beginning Balance	12,340.44
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.51</u>
Total Cleared Transactions	<u>0.51</u>
Cleared Balance	<u>12,340.95</u>
Register Balance as of 11/30/2011	<u>12,340.95</u>
Ending Balance	12,340.95

3:45 PM
12/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 11/30/2011

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,340.44
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2011			X	0.51	0.51
Total Deposits and Credits					0.51	0.51
Total Cleared Transactions					0.51	0.51
Cleared Balance					0.51	12,340.95
Register Balance as of 11/30/2011					0.51	12,340.95
Ending Balance					0.51	12,340.95

ATTACHMENT B



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board December 13, 2011

Bar Relations Committee Report – James Cornell, Committee Chair

No report at this time.

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair

Registration is in full swing for the 2012 Sponsorship Packages. As of 12/09/2011 at 12:00pm we have reached the following milestones: We have sold 33 out of 60 planned booths. We have sold out of our Platinum and all 4 Diamond packages. We have also sold 4 (out of 8) Gold Packages, 13 (out of 22) Silver Packages and 11 (out of 25) Bronze packages. We are more than half way to our revenue goal as we have raised \$39,075 out of a planned \$60,600.

The registration deadline has been extended to December 16. A final reminder will go out on the 14th and we anticipate that a flurry of registrations will come in at that point. I feel confident that while we might not sell out we should get to at least 50 business partners. We divided up the list of people who registered last year and have started making phone calls. The online registration process has gone pretty well. We had a problem with delayed receiving of registration forms, but that seems to have been resolved.

The Business Partner Appreciation Happy Hour event was held on Tuesday, December 6 in the events room of Frost Tower. The event was a wine tasting. We had about 55 attendees between business partners and Chapter members and the room definitely felt full the whole time. It was a successful event.

After registration ends the committee will have a lot to do including:

- 1) sending the membership list to all business partners
- 2) collecting logos and ads
- 3) communicating the promised package items to each of the committee chairs

Past Presidents Advisory Council – Melissa Joe, Committee Chair

Nothing to report at this time.

Community Relations Committee Report – Shannon Athey-Briggs, Committee Chair

Nothing to report at this time.

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

Nothing to report at this time.

Education/Programs Committee Report – Karie Rivkin, Committee Chair

Nothing to report at this time.

Membership Committee Report – Shary Gonzalez, Committee Chair

Nothing to report at this time.

Newsletter Committee Report – Rose Sullivan, Committee Chair

The Newsletter Committee is working to put together the final newsletter of 2011 by the end of the year and satisfy the last of the Business Partner commitments. The Committee is requesting photo submissions from recent events such as the Chapter Christmas party or the Business Partner appreciation party.

The Committee is seeking another chair to take over for Rose after the first quarter newsletter in 2012. Rose will continue to serve as a member with articles and other support or assistance.

Website Committee Report – Barbara Mullen, Committee Chair

As you know, the Website Committee launched our new Chapter website at the Chapter meeting on November 15th. We are currently attempting to update the content and work out any bugs before our 45 days of free technical and development assistance from PaperStreet expires on December 29th. Unfortunately, we have two sets of holidays and end-of-the-year deadlines during this time as well. But the site seems to be a hit, and we look forward to continually fine tuning it to make it better and better.