



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

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

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

Members Not Present: Amanda Koplos, Rose Sullivan

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

3. **Treasurer's Report** (Diana Stangl) –The Chapter checking account balance as of October 31, 2011 is \$6,175.02 and the Money Market account balance is \$12,340.44 for a total Checking/Savings balance of \$18,515.46.

TREASURER NOTES:

A Balance Sheet and Income Statement for the period ending October 31, 2011 are attached hereto and made a part of these minutes. Included with the financial statements is the budget to actual comparison. (Attachment A)

Chris Sims posed a number of questions about the mid-year financials which we reviewed in detail. A copy of the review is included (Attachment B).

4. **Old Business**

a. We reviewed the Chapter Committee Descriptions and approved them. (Attachment C)

b. Chrissie reminded everyone that we have a Safesite Account for the storage of historical documents, awards, pictures, etc. She is still working with Toni to approve new access rights so others can store boxes there.

c. Diana is pulling together receipts in order to submit everything to the Alamo Chapter for reimbursement for their portion of the joint Chapter Retreat. The Alamo Chapter will pay a percentage of the total cost based on the percentage of their membership that attended the retreat. We are also working on getting a reimbursement from ILTA for their portion of the Disaster Recovery workshop last Spring.

d. Chris Sims confirmed that the IRS tax filing is complete.

5. **New Business**

a. The board welcomed Melissa Joe who is taking over the position of Past President's Advisory Committee Chair.

b. Karie let everyone know that the Chapter Holiday Party was scheduled at La Condessa on Thursday, December 1st. She said that more details would be emailed soon.

c. Chris Sims let everyone know that the professional photos we had set up had gone very well but that we needed a total of 50 members to have their pictures taken and we only ended up with 29. He said that the photographer was ok with not getting the full 50 people but that we would try to offer him some advertising or something else in the near future. Chris also mentioned that we hadn't calculated tax into the payments originally and that there was \$143 in tax that needed to be paid. The board voted to pay the tax on behalf of everyone who had their photos taken.

d. Chrissie let us know that we'd received a Publicity Kit from ALA which included ads we could use for the website, etc.

e. Shary talked about making an end of year push to get new members signed up. She said that they were working on a mail out to 850 non-participating law firm contacts for potential new members. This mail out was expected before Thanksgiving.

6. **Committee Reports**

Bar Relations Committee (James Cornell) – James discussed the fact that we are the only non-attorney group in regular attendance at the Bar meetings and that it's been a very good relationship to develop. He looks forward to our continued work together and on building the relationship further.

Business Partner Relations Committee (Tina spoke in Amanda's absence) – Tina mentioned that the committee was working on completing the new Business Partner Packages for 2012 and that registration would be opening up soon. She reported that the committee was looking into raising the package prices slightly depending on the next board's financial needs. She also let everyone know that we were adding an ala carte option of sponsorship lunch for the Board or for the Small Law Firm Committee for people who don't get signed up for a full year's sponsorship. Tina also let everyone know that the Business Partner Appreciation Happy Hour was being scheduled and that we would be doing a wine tasting for this event.



Compensation and Benefits Committee (Elaine Nielson) – Elaine let us know that they would be working on adding a link in the Bar Code publication with information on purchasing the Compensation and Benefits Survey.

Education/Programs Committee (Karie Rivkin) – Karie let us know that Carol Adam's would be speaking at the next luncheon. She also said that she would work with Amanda to review the Business Partner lunch sponsors for the year to make sure no one is left out.

Website Committee (Barbara Mullen) – Barbara discussed the release date of the new website and it was decided we'd unveil the new website at our November Chapter Luncheon. There were a number of items mentioned that will be added to Phase II of the website development. Barbara also mentioned that they were working on getting the Business Partner registration information added along with a PayPal link for payments.

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

7. **Open Business**

a. Some discussion was had regarding the stipends for the Annual Conference in Honolulu next year. It was decided that the Board would send out an email for further discussion and a final decision would be made later.

8. **Announcements/Adjournment**

The meeting was adjourned at 1:15 p.m.

The December Board Meeting will be held on December 13th at
Akin Gump Strauss Hauer & Feld, LLP
300 W. 6th, Suite 1900



ATTACHMENT A

6:45 PM
11/07/11
Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of October 31, 2011

	<u>Oct 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	6,175.02
Frost Money Market	12,340.44
Total Checking/Savings	<u>18,515.46</u>
Total Current Assets	<u>18,515.46</u>
TOTAL ASSETS	<u><u>18,515.46</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	-58,116.24
Total Equity	<u>18,515.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,515.46</u></u>

6:46 PM
11/07/11
Accrual Basis

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

	<u>Oct 11</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	745.00
Seminars	2,350.00
Total Education	<u>3,095.00</u>
Joint Chapter Retreat	1,800.00
Miscellaneous Income	1,740.00
Salary Survey	5,125.00
Total Income	<u>13,010.00</u>
Expense	
Business Partner Fair Expenses	
Other	36.00
Total Business Partner Fair Expenses	<u>36.00</u>
Community Challenge Expenses	382.73
Education Costs	
Chapter MeetingLunches	918.57
Speakers-Education Seminar	1,000.00
Webinars and Audio Conferences	129.00
Total Education Costs	<u>2,047.57</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>
Miscellaneous Expense	
Other	1,740.00
Total Miscellaneous Expense	<u>1,740.00</u>
Regional Conference	
Board Members	4,022.29
Members At Large	650.00
Total Regional Conference	<u>4,672.29</u>
Website	
Designer Fees	1,875.00
Monthly Fee	29.85
Total Website	<u>1,904.85</u>
Total Expense	<u>10,973.44</u>
Net Ordinary Income	2,036.56
Other Income/Expense	
Other Income	
Interest Income	0.57
Total Other Income	<u>0.57</u>
Net Other Income	<u>0.57</u>
Net Income	<u><u>2,037.13</u></u>

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 11/07/11
 Accrual Basis

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

	Apr - Oct 11
Ordinary Income/Expense	
Income	
Business Partner Fair	
Additional Reps	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	4,061.46
Lunches-Education Seminar	5,861.21
Parking	385.00
Speakers-Education Seminar	5,372.49
Webinars and Audio Conferences	665.00
Education Costs - Other	78.45
Total Education Costs	18,584.20
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	2,158.58
Post Office Box	100.00
Total Miscellaneous Expense	2,497.84

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Accrual Basis

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

	<u>Apr - Oct 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>84,903.74</u>
Net Ordinary Income	-58,141.74
Other Income/Expense	
Other Income	
Interest Income	25.50
Total Other Income	<u>25.50</u>
Net Other Income	<u>25.50</u>
Net Income	<u><u>-58,116.24</u></u>

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 11/07/11
 Accrual Basis

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

	Apr '11 - Mar 12
Ordinary Income/Expense	
Income	
Business Partner Fair	
Additional Reps	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	4,061.46
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	19,584.20
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	2,303.58
Post Office Box	100.00
Total Miscellaneous Expense	2,642.84

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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>86,048.74</u>
Net Ordinary Income	-59,286.74
Other Income/Expense	
Other Income	
Interest Income	25.50
Total Other Income	<u>25.50</u>
Net Other Income	<u>25.50</u>
Net Income	<u><u>-59,261.24</u></u>

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11/07/11

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

	<u>Apr - Oct 11</u>
OPERATING ACTIVITIES	
Net Income	-58,116.24
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>-67,116.24</u>
Net cash Increase for period	-67,116.24
Cash at beginning of period	85,631.70
Cash at end of period	<u><u>18,515.46</u></u>

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

	Apr - Oct 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business Partner Fair	1,250.00			
Additional Rapps				
Total Business Partner Fair	1,250.00			
Education				
Meeting Receipts	3,497.00	4,500.00	-1,003.00	77.7%
Seminars	2,350.00	2,000.00	350.00	117.5%
Total Education	5,847.00	6,500.00	-653.00	90.0%
Joint Chapter Retreat	1,800.00			
Membership Dues	10,500.00	10,825.00	-325.00	97.0%
Miscellaneous Income	1,740.00			
Salary Survey	5,625.00	6,740.00	-1,115.00	83.5%
Total Income	26,762.00	24,065.00	2,697.00	111.2%
Expense				
Bank Service Charges	0.00	400.00	-400.00	0.0%
Board Expenses				
Advertising and Promotion	2,104.49	2,550.00	-445.51	82.5%
Bar Relations	0.00	500.00	-500.00	0.0%
Board Retreat	449.37	350.00	99.37	128.4%
Chapter Awards/Gifts	0.00	100.00	-100.00	0.0%
PLMW Event	0.00	100.00	-100.00	0.0%
Total Board Expenses	2,553.86	3,500.00	-1,046.14	70.9%
Business Partner Fair Expenses				
AVV 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	802.37	100.00	502.37	602.4%
Parking	385.01	275.00	110.01	140.0%
Vendor Appreciation Party	948.94	1,500.00	-551.06	63.3%
Total Business Partner Fair Expenses	6,340.83	7,200.00	-859.17	88.1%
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			
Community Development	1,216.45	1,000.00	216.45	121.6%

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

	Apr - Oct 11	Budget	\$ Over Budget	% of Budget
Education Costs				
Audio Visual	2,160.59	500.00	1,660.59	432.1%
Chapter Meeting Lunches	4,061.46	4,450.00	-388.54	91.3%
Lunches-Education Seminar	5,861.21	1,200.00	4,661.21	488.4%
Parking	385.00			
Speakers-Education Seminar	5,372.49	9,726.18	-4,353.69	55.2%
Webinars and Audio Conferences	665.00	1,050.00	-385.00	63.3%
Education Costs - Other	78.45			
Total Education Costs	18,584.20	16,926.18	1,658.02	109.8%
Education Seminar	483.00			
Insurance	190.00	200.00	-10.00	95.0%
Fidelity Bond Premium	190.00	200.00	-10.00	95.0%
Total Insurance	380.00	400.00	-20.00	95.0%
Managing Partner Breakfast	750.00			
Miscellaneous Expense	239.26			
Gifts	2,158.58			
Other	100.00	100.00	0.00	100.0%
Post Office Box				
Total Miscellaneous Expense	2,497.84	100.00	2,397.84	2,497.8%
National Conference Scholarship	13,896.51	16,500.00	-2,603.49	84.2%
Board Member Stipend	749.49			
Chapter Dinner	297.50	2,000.00	-1,702.50	14.9%
President-National Conference	0.00	206.00	-206.00	0.0%
Silent Auction Items				
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	0.00	200.00	-200.00	0.0%
Buddy Happy Hours	0.00	80.00	-80.00	0.0%
Miscellaneous	0.00	300.00	-300.00	0.0%
New Member Lunches	0.00	200.00	-200.00	0.0%
Promo Gifts				
Total New Member Functions	0.00	780.00	-780.00	0.0%
Newsletter	0.00	300.00	-300.00	0.0%
Regional Conference	5,066.21	6,000.00	-933.79	84.4%
Board Members	0.00	200.00	-200.00	0.0%
Door Prize	1,300.00	5,000.00	-3,700.00	26.0%
Members At Large	0.00	1,000.00	-1,000.00	0.0%
Scholarships				
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			

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

	Apr - Oct 11	Budget	\$ Over Budget	% of Budget
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	750.00	-685.16	8.6%
Monthly Fee	39.80	500.00	-460.20	8.0%
Total Website	2,201.64	3,225.00	-1,023.36	68.3%
Total Expense	84,903.74	86,377.18	-1,473.44	98.3%
Net Ordinary Income	-58,141.74	-62,312.18	4,170.44	93.3%
Other Income/Expense				
Other Income	25.50	14.00	-14.00	0.0%
Interest Income	0.00			
Other Income	25.50	14.00	11.50	182.1%
Total Other Income	25.50	14.00	11.50	182.1%
Net Other Income	25.50	14.00	11.50	182.1%
Net Income	-58,116.24	-62,298.18	4,181.94	93.3%

**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			
Total Annual Sponsorship	0.00	47,360.00	-47,360.00	0.0%
Business Partner Fair				
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				
Meeting Receipts	3,497.00	6,750.00	-3,253.00	51.8%
Seminars	2,350.00	4,000.00	-1,650.00	58.8%
Total Education	5,847.00	10,750.00	-4,903.00	54.4%
Joint Chapter Retreat	1,800.00			
Membership Dues	10,500.00	11,075.00	-575.00	94.8%
Miscellaneous Income	1,740.00			
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				
Advertising and Promotion	2,104.49	2,550.00	-445.51	82.5%
Bar Relations	0.00	500.00	-500.00	0.0%
Board Meetings	0.00	300.00	-300.00	0.0%
Board Retreat	449.37	350.00	99.37	128.4%
Chapter Awards/Gifts	0.00	150.00	-150.00	0.0%
PLMW Event	0.00	100.00	-100.00	0.0%
Service Awards	0.00	1,200.00	-1,200.00	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**

	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				
Community Challenge Expenses	14,638.29	8,500.00	6,138.29	172.2%
Community Development	1,882.73	2,500.00	-617.27	75.3%
Education Costs	1,216.45	1,000.00	216.45	121.6%
Education Costs	2,160.59	500.00	1,660.59	432.1%
Audio Visual	4,061.46	6,700.00	-2,638.54	60.6%
Chapter Meeting/Lunches	0.00	1,500.00	-1,500.00	0.0%
Holiday Party	5,861.21	2,250.00	3,611.21	260.5%
Lunches-Education Seminar	385.00			
Parking	6,372.49	11,726.18	-5,353.69	54.3%
Speakers-Education Seminar	665.00	1,800.00	-1,135.00	36.9%
Webinars and Audio Conferences	78.45			
Total Education Costs	19,584.20	24,476.18	-4,891.98	80.0%
Education Seminar				
Insurance	483.00			
Fidelity Bond Premium	190.00	200.00	-10.00	95.0%
Total Insurance	190.00	200.00	-10.00	95.0%
Managing Partner Breakfast				
Miscellaneous Expense	750.00	6,000.00	-5,250.00	12.5%
Gifts				
Other	239.26	400.00	-1,903.68	57.9%
Post Office Box	2,303.58	100.00	0.00	100.0%
Total Miscellaneous Expense	2,642.84	500.00	2,142.84	528.6%

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
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	86,048.74	107,877.18	-21,828.44	79.8%
Net Ordinary Income	-59,286.74	-31,152.18	-28,134.56	190.3%
Other Income/Expense				
Other Income	25.50	24.00	-24.00	0.0%
Interest Income	0.00			
Other Income	25.50	24.00	-1.50	106.3%
Total Other Income	25.50	24.00	1.50	106.3%
Net Other Income	25.50	24.00	1.50	106.3%
Net Income	-59,261.24	-31,128.18	-28,133.06	190.4%



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Page 1 of 2

0

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FROST BUSINESS CHECKING ACCOUNT NO. 59 1209000							
BALANCE LAST STATEMENT	DEPOSITS				WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT			
4,038.46	9	16,010.00	18	10,971.94			9,076.52

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
10-05	DEPOSIT	665.00	10-05	DEPOSIT	1,800.00
10-05	DEPOSIT	2,350.00	10-06	DEPOSIT	1,250.00
10-13	DEPOSIT	80.00	10-13	DEPOSIT	1,620.00
10-17	DEPOSIT	120.00	10-24	DEPOSIT	5,125.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-11	3,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
10-05	1231 #	1,750.00	10-12	1244 #	868.57	10-14	1251 * #	100.00
10-03	1235 * #	325.00	10-17	1245 #	325.00	10-13	1252 #	54.37
10-19	1240 * #	1,047.84	10-17	1246 #	1,740.00	10-27	1253 #	325.00
10-19	1241 #	210.23	10-13	1247 #	36.00	10-28	1254 #	190.00
10-17	1242 #	50.00	10-14	1248 #	959.62	10-27	1256 * #	905.52
10-18	1243 #	1,000.00	10-13	1249 #	1,054.94	10-28	1258 * #	29.85

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-12	.00	INTERNET STMT COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
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10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	
10-12	.00	INTERNET CHK COPY REQ	

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



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AUSTIN CHAPTER OF THE ASSOCIATION



Page 2 of 2

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000 (CONTINUED)

DATE		BALANCE		DATE		BALANCE	
09-30	4,038.46	10-12	10,159.89	10-19	5,401.89		
10-03	3,713.46	10-13	10,714.58	10-24	10,526.89		
10-05	6,778.46	10-14	9,654.96	10-27	9,296.37		
10-06	8,028.46	10-17	7,659.96	10-28	9,076.52		
10-11	11,028.46	10-18	6,659.96				

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

6:42 PM

11/07/11

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 10/31/2011**

	<u>Oct 31, 11</u>
Beginning Balance	4,038.46
Cleared Transactions	
Checks and Payments - 18 Items	-10,971.94
Deposits and Credits - 10 items	16,010.00
Total Cleared Transactions	<u>5,038.06</u>
Cleared Balance	<u>9,076.52</u>
Uncleared Transactions	
Checks and Payments - 4 Items	-2,901.50
Total Uncleared Transactions	<u>-2,901.50</u>
Register Balance as of 10/31/2011	<u>6,175.02</u>
New Transactions	
Checks and Payments - 2 Items	-1,145.00
Total New Transactions	<u>-1,145.00</u>
Ending Balance	<u>5,030.02</u>

6:42 PM

11/07/11

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 10/31/2011**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,038.46
Cleared Transactions						
Checks and Payments - 18 items						
Check	9/13/2011	1231	Nesso Strategies	X	-1,750.00	-1,750.00
Check	9/21/2011	1235	Bracewell & Giuliani...	X	-325.00	-2,075.00
Check	10/6/2011	1246	Third Eye Photogra...	X	-1,740.00	-3,815.00
Check	10/6/2011	1249	Barbara Mullen	X	-1,054.94	-4,869.94
Check	10/6/2011	1240	Munsch Hardt Kopf ...	X	-1,047.84	-5,917.78
Check	10/6/2011	1243	Affinity Consulting ...	X	-1,000.00	-6,917.78
Check	10/6/2011	1248	Graves Dougherty ...	X	-959.62	-7,877.40
Check	10/6/2011	1244	Headliners Club	X	-868.57	-8,745.97
Check	10/6/2011	1245	Angie Vega	X	-325.00	-9,070.97
Check	10/6/2011	1241	Munsch Hardt Kopf ...	X	-210.23	-9,281.20
Check	10/6/2011	1242	TPG - One Congres...	X	-50.00	-9,331.20
Check	10/6/2011	1247	James Cornell	X	-36.00	-9,367.20
Check	10/11/2011	1251	Debra Nicklaus	X	-100.00	-9,467.20
Check	10/11/2011	1252	James Cornell	X	-54.37	-9,521.57
Check	10/22/2011	1253	Andrew Molnau	X	-325.00	-9,846.57
Check	10/22/2011	1254	Association of Lega...	X	-190.00	-10,036.57
Check	10/25/2011	1256	Chrissie Eastin	X	-905.52	-10,942.09
Check	10/27/2011	1258	Barbara Mullen	X	-29.85	-10,971.94
Total Checks and Payments					-10,971.94	-10,971.94
Deposits and Credits - 10 items						
Deposit	10/5/2011			X	665.00	665.00
Deposit	10/5/2011			X	1,800.00	2,465.00
Deposit	10/5/2011			X	2,350.00	4,815.00
Deposit	10/6/2011			X	1,250.00	6,065.00
Deposit	10/11/2011			X	3,000.00	9,065.00
Deposit	10/13/2011			X	80.00	9,145.00
Deposit	10/13/2011			X	240.00	9,385.00
Deposit	10/13/2011			X	1,380.00	10,765.00
Deposit	10/17/2011			X	120.00	10,885.00
Deposit	10/24/2011			X	5,125.00	16,010.00
Total Deposits and Credits					16,010.00	16,010.00
Total Cleared Transactions					5,038.06	5,038.06
Cleared Balance					5,038.06	9,076.52
Uncleared Transactions						
Checks and Payments - 4 items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	10/11/2011	1250	Sandra Gable		-72.50	-897.50
Check	10/25/2011	1257	PaperStreet Web D...		-1,875.00	-2,772.50
Check	10/25/2011	1255	James C. Sims		-129.00	-2,901.50
Total Checks and Payments					-2,901.50	-2,901.50
Total Uncleared Transactions					-2,901.50	-2,901.50
Register Balance as of 10/31/2011					2,136.56	6,175.02
New Transactions						
Checks and Payments - 2 items						
Check	11/1/2011	1259	Edward Poll & Asso...		-1,000.00	-1,000.00
Check	11/1/2011		Diana Stangl		-145.00	-1,145.00
Total Checks and Payments					-1,145.00	-1,145.00
Total New Transactions					-1,145.00	-1,145.00
Ending Balance					991.56	5,030.02



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BUSINESS MONEY MARKET ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
15,339.87	0	.57	1	3,000.00	12,340.44

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-31	.57	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-11	3,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000
10-12	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-30	15,339.87	10-12	12,339.87	10-31	12,340.44
10-11	12,339.87				

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

6:43 PM

11/07/11

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 10/31/2011**

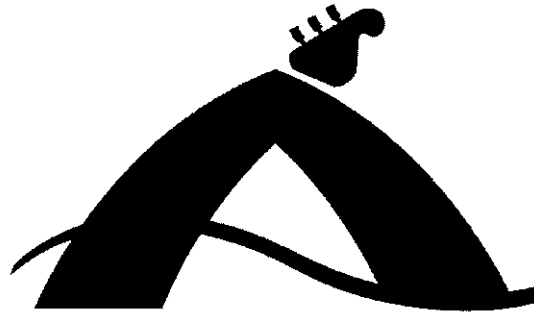
	<u>Oct 31, 11</u>
Beginning Balance	15,339.87
Cleared Transactions	
Checks and Payments - 1 Item	-3,000.00
Deposits and Credits - 1 Item	0.57
Total Cleared Transactions	<u>-2,999.43</u>
Cleared Balance	<u>12,340.44</u>
Register Balance as of 10/31/2011	12,340.44
Ending Balance	12,340.44

6:43 PM
11/07/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 10/31/2011

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,339.87
Cleared Transactions						
Checks and Payments - 1 Item						
Deposit	10/11/2011		Frost Bank	X	-3,000.00	-3,000.00
Total Checks and Payments					-3,000.00	-3,000.00
Deposits and Credits - 1 Item						
Deposit	10/31/2011			X	0.57	0.57
Total Deposits and Credits					0.57	0.57
Total Cleared Transactions					-2,999.43	-2,999.43
Cleared Balance					-2,999.43	12,340.44
Register Balance as of 10/31/2011					-2,999.43	12,340.44
Ending Balance					-2,999.43	12,340.44

ATTACHMENT B



AUSTIN CHAPTER
A Chapter of the Association of Legal Administrators

MEMORANDUM

TO: Austin Chapter Board

DATE: November 8, 2011

RE: Mid-Year Financials: Open Items Update

- 1) Business Partner Income: Are we still expecting our business partner revenue to meet the budget expectation? Any chance the BP committee will modify the packages to increase revenue expectations?

The BP packages are in preparation for 2012 right now. They are looking at increasing numbers and will have information to the board this month. The BP packages invites will be executed in 9 days. We anticipate selling all of our packages for 2012.

- 2) Are the charges listed in Other under Miscellaneous Expense related to Tommy Holt and will be offset by a deposit?

The \$1,740 paid to Tommy is now offset by \$1,740 in Misc Income. The other Misc Expense is for the following: \$95.02 to Brenda Barnes for PPAC meeting expenses, \$173.06 to Amanda Koplos for the Tweet Up at Cork & Co, \$150.50 to Amanda Koplos for reimbursement for CLM Study Materials, \$145 to Diana for reimbursement for dinner with October Chapter Meeting Speaker Ed Poll, along with James Cornell, Karie Rivken and Diana.

- 3) How much is the deposit for the salary survey that is not listed on the financials?

The Salary Survey deposit was done in October and was for \$5,125.

- 4) Education and Programs: What are our possible expenses for the remainder of the chapter year?

We paid Ed Poll \$1,000 last week.

We'll probably have someone from ALA speak in Jan or Feb as is the tradition. We'll pay travel expenses for that. We'll know more about the rest soon from Karie. We have to watch those costs carefully as Brenda had some great but expensive speakers this year so far. We can provide good education without blowing our budget in Jan, Feb and March. I also think we are due for a round-table discussion in March. We also need to prepare for a Spring Seminar in April.

We will also have the Holiday Party Expense in December. That will be about \$1500.

- 5) What is the reimbursement we are expecting from the Alamo Chapter for the Retreat?

Chrissie is completing the retreat invoice for Alamo this week. She needs two reimbursement requests from Diana. It looks like the Alamo Chapter will owe us about \$3,800 depending on the last two reimbursements. Therefore, we'll be under budget.

Also, we recorded income from the retreat and that has been corrected to be off-set by the expense of the retreat.

- 6) What is the reimbursement we are expecting ILTA for the Spring Seminar last March 2011?

Diana, James and Chris need to get together and create an invoice to send to the Austin ILTA chapter before year end so that we can get reimbursed quickly. The agreement with ILTA was a 50% split. ILTA has receipts and we have receipts recorded that we need to sort through.

- 7) What's the status on the expenses for the Managing Partner breakfast?

We signed the contract in June. The cost is exactly the same as last year with the exception of the speaker expense. We will pay the

travel expenses for John only and last year we did not have a speaker fee. Depending on RSVPs, we should be right at budget or below.

8) Website expenses: What are we expecting before and after launch?

We have paid Paperstreet in full for the cost of creating and launching the website. The only other expenses this year will come from tweaking a few items after launch that we have budgeted for and agreed to at a board meeting this summer. It shouldn't be more than a couple hundred dollars.

We will also see a Paypal expense for the BP package registration.

Phase 2 will happen during the 2012-2013 Board year.

9) Other expenses this year?

Membership hasn't touched their budget all year. Membership will have some expenses this month for the New Members Event and the Membership Mail-out. Shary is holding the New Member Event at her office to cut costs. The mail-out will be to over 800 people so we'll expect that will cost about \$350.00.

We will have a BP event by year end.

PPAC Budget: Service Awards

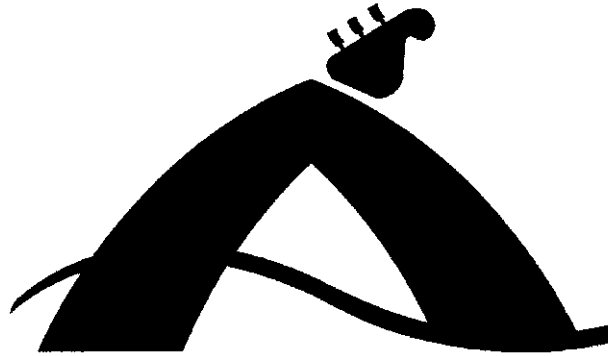
10) Other income expected?

Diana will reconcile the chapter meeting receipts to make sure we are not missing checks from any members for past meetings.

We can expect possibly 1 to 3 new members by year end, according to Shary Gonzalez.

We can expect income from the Salary Survey throughout the rest of the board year.

ATTACHMENT C



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

ALA Austin Chapter Committee Listings 2011 – 2012

Bar Relations – James Cornell, Chair, jcornell@gdhm.com / 480-5667

To increase visibility and credibility of ALA through effective marketing and communication and through liaison with the Bar and other law related associations at the local, state and national levels. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

**Business Partner Relations – Amanda Koplos, Chair,
amanda.koplos@bowmanandbrooke.com / 874-3800**

To develop, nurture and maintain beneficial working relationships between business partners, our Chapter, represented firms and administrators. The committee functions as an educational vehicle to provide a means for both prospective and existing business partners to learn about the legal industry and about our needs as business managers. The committee supports and sponsors events selected by the Board and/or Chapter members to give business partners equal opportunities for access to our members. Committee members serve as business partner advocates to continuously express appreciation of the contributions made to our Chapter. The committee also serves as the primary contact for business partners interested in working with our Chapter. Thus, they ensure good relations and frequent communication

between business partners and administrators. Further, the committee acts as liaisons between business partners and other committees and their chairs. In this role they are responsible for communicating with other committees to: ascertain which sponsorship opportunities are available each year, communicate those opportunities to prospective and existing business partners, and verify that all promised sponsorship opportunities have been fulfilled each year. Some of the committee's other key responsibilities are: to plan and implement the Annual Legal Exposition, to prepare and sell the Annual Business Partner Sponsorship Packages, to regularly attend Board and Chapter meetings to report on the activities of the committee, to be subscribed to ALA's Business Partner Relations listserv and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

Community Relations – Shannon Athey-Briggs, Chair, sathey@munsch.com / 391-6100

To provide visibility for the Chapter in the Austin-Central Texas community through participation in community service activities and to enhance the membership's sense of community responsibility by encouraging community service involvement. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

Compensation & Benefits – Elaine Nielsen, Chair, enielsen@gdhm.com / 480-5621

To prepare the annual salary survey and any other survey approved by the Board of Directors within the ALA Antitrust guidelines. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

Education/Program – Karie Rivkin, Chair, KDR@edlaw.com / 476-9944

The Education & Program Committee's purpose is to enhance the competence and professionalism of our chapter members by providing learning opportunities throughout the year. The committee will secure qualified speakers in current topics and relevant areas of competencies as defined by ALA. At least two in-depth seminars along with monthly lunch and

learn programs will be provided. Many of the seminars and luncheons will be approved with credit to encourage its members to obtain and continue as a certified legal manager. The committee will plan, coordinate and facilitate the meetings. In doing so, meeting facilities will be negotiated to meet the ongoing needs and financial budget of the chapter. Invitations to promote with sufficient notification will be forwarded by email to the entire membership. The committee will work with the Treasurer by providing a list of attendees so that payment can be confirmed. To ensure that the committee is meeting the needs of its chapter members, evaluation sheets that allow for anonymous, candid responses and suggestions will be provided at each educational program. A post summary will be forwarded to the Chapter and the ALA Region 4 Education Officer. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

Membership – Shary Gonzalez, Chair, shgonzalez@akingump.com / 499-6275

To recruit new members; to develop and maintain a formal orientation program for new members; to provide a new member support system through mentoring; to endeavor to reactivate inactive members and to maintain a current membership list which generates the monthly meeting name tags; to generate and distribute a membership directory. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

Newsletter – Rose Sullivan, Chair, rsullivan@pirkeybarber.com / 322-5200

To produce a quarterly newsletter with local, national and international information about ALA, educational material that will be of interest to the membership, and to communicate information to Chapter members promoting meetings, retreats and conferences. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

Past Presidents Advisory Council – Vacant

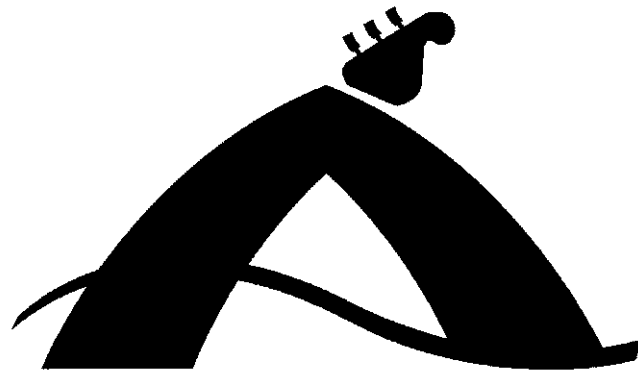
To assist Board members and Committee Chairs with Annual Award

submissions, coordinate and announce Chapter Service Awards at the Managing Partners Breakfast and assist in special programs as assigned by the elected board. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

Website – Barbara Mullen, Chair, barbara.mullen@khh.com / 495-6412

To design and maintain the Chapter website, including functionality and content, in order to provide a resource to Chapter members, business partners and the legal community for current events, news items, and educational materials, as well as provide member and business partner contact information to Chapter members. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

ATTACHMENT D



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board November 8, 2011

Bar Relations Committee Report – James Cornell, Committee Chair

This report is included from the October Board meeting. There is nothing further to report for November.

It has been an honor to be the Chapter's liaison with the Austin Bar Association. I enjoy attending their Board Meetings and plan on spending time thinking about ways we can continue to develop our partnership with them.

Upcoming items with the ABA include their annual Foundation Gala on Saturday, January 28. We have been asked to donate a bottle of wine to the event along with a silent auction item. With approval from the Board, I can take care of purchasing the bottle of wine and deliver that to the ABA at their next Board Meeting on Dec. 7. I would propose that as our silent auction item, we "donate" a Happy Hour for 10 on the Terrance of Stephen F's Bar at the SFA InterContinental Hotel with a value of \$500. This is the same item that we donated last year and the InterContinental would be pleased to make this available on our behalf again at no cost to us. I will not be at the Board Meeting next week so please discuss this and let me know if the Board approves this or has another idea.

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair

The Business Partner Relations Committee is meeting on Monday at 2:00pm. We will discuss a myriad of topics including: designing packages for 2012, planning events for the rest of the year and assuring vendors have received all of their promised benefits for the next year.

Past Presidents Advisory Council – Melissa Joe, Committee Chair

Welcome new chair, Melissa Joe. This report is included from the October Board meeting. There is nothing further to report for November.

Chrissie is working with members of the PPAC group to help complete the last two tasks of the committee for the year: ALA Award submissions and Service Awards.

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

This report is included from the October Board meeting. There is nothing further to report for November.

Current Community Relations Committee membership is: Shannon Athey-Briggs (Chair) Kelly Barker, Sandy Gable, Joan McClendon, Rebekah Murphy, Debra Nicklaus, Becky Shafer, Diana Stangl.

Committee and Chapter members spent the morning of Saturday, June 11th at the Capital Area Food Bank inspecting, cleaning, sorting and boxing donations. We were split in to several groups. Several members sorted frozen foods; some members broke down and recycled boxes, while the other members sorted bakery items. It was hard work, but in the end we sorted 9,923 pounds of frozen food and 1,620 pounds of bakery items. Together, this will produce 9,216 meals for Central Texas families.

This year, for Community Challenge Weekend our Chapter partnered with the Multicultural Refugee Coalition on Saturday, September 24th for an afternoon of fun activities in support of those in the Austin refugee community. Chapter members joined the Community Relations Committee along with Business Partner, Mike Cameron with Rockford for a whirlwind day filled with face painting, crafts, pumpkin carving, sewing classes and soccer games.

In addition to the donations from the Chapter members (sewing kits, fabric, soccer balls, footballs, face painting kits, mask kits, food and drinks for the meal) our Chapter also made a donation to MRC in the amount of \$1,500. They plan to use the money for educational programs.

I will submit the CCW summary form and photos prior to the December 15th deadline.

The Community Relations Committee will meet before the holidays to discuss working with Urban Roots after the New Year.

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

This report is included from the October Board meeting. There is nothing further to report for November.

Salary survey is complete and available for purchase. We had 46 people responding, including 5 non-ALA firms. This is the first year that we have asked non-ALA firms to participate and 5 is a great number to start with!

Education/Programs Committee Report – Karie Rivkin, Committee Chair

Our committee has been very busy. I am pleased with the response and assistance from our members. The evaluations are being completed and suggestions are being made. We should have no problem lining up folks in the future.

Carol Arnold will be speaking at the November 15th luncheon on The Things I Have Learned. Our sponsor is:

Jeannine McGill, LEED AP | Market Sales Manager | jeannine.mcgwill@kimball.com
P.O. Box 5957 | Austin, TX 78763 | p 512-423-0734 |

KimballOffice | www.kimballoffice.com

Dec 1st is the Holiday Party. I visited La Condesa, Malverde Room, post October luncheon and secured the date. Chrissie has approved the contract and so we are moving forward. We will have already, by the meeting, prepared a "Save the Date" email and appointment but now need to work on the entertainment. Since the budget is \$1500, we will probably need to do a gift exchange. I would love some ideas! If you know of someone in the entertainment business, please let's get with them and see if they will offer up a freebie...we will gladly give them an opportunity to leave business cards. I am also looking into bakeries for a cake or two, too.

In December, we will prepare our submission to ALA in hopes of gaining an award for the efforts made by our committee this year. I think we have a chance given our focus on CLM and securing recognized national speakers.

Our committee will meet in December to discuss the Spring Educational Seminar. Have we tried to offer more than one presentation, for example a mini seminar or have two sessions going on either simultaneously from which our members can pick or each at 60 minutes with a break in between? Pipe dream: I would love to have a full day session and invite a speaker to cover the 5 management areas. Are we allowed to do that, though? If we offered something local and gave plenty of advanced notice, I truly believe that our members would attend.

January 2012 is open. We are looking for an expert in communication, specifically writing. I think Diana is working on that. That will help to fulfill a CLM applicant required 60 minute session.

February 2012 Toni Beasley has agreed to speak. We are gathering ideas but she will fulfill the ALA card as well as hopefully speak about leadership.

Membership Committee Report – Shary Gonzalez, Committee Chair

Recruitment Campaign

We have compiled the merge list of Austin law firms who do not have administrators as members of ALA. We have a draft letter that is currently being reviewed by the committee and Chrissie. Thanks to Elaine Nielsen for procuring this list for us from the State Bar. I have updated the Membership has its Benefits brochure that we will include with the mail out.

There are approximately 850 law firms on the list. Many we do not have the name of the administrator or office manager so we will send those letters out addressed to "Office Administrator".

Once we have the final letter, I will run the merge so we will have the final letters ready to go. Since there are so many we are looking into finding an outside vendor to print the letters, brochures and envelopes for us or we'll try to split them up among committee members for printing.

The goal is to have the letters out before Thanksgiving.

Peer Connection Reception

The invitations to the Peer Connection Reception have gone out. The date is 11/17/11 at our office at Akin Gump. We decided on doing at the office since we want our committee chairs and board members to have a chance to say a few words and hopefully get some of our newest members to join a committee and get more involved in the chapter.

Anniversary Cards

We are still send out cards signed by the board for all members for the anniversaries with ALA. Meg Land takes care of this for us and has agreed to continue in 2012.

Newsletter Committee Report – Rose Sullivan, Committee Chair

This report is included from the October Board meeting. There is nothing further to report for November.

The Newsletter Committee has published two well planned newsletters; each with at least one article authored by a member. We have collected all of the content for the third newsletter (including a green article) and it is scheduled to go out the last week of October. The target date for the fourth newsletter (no content at this point) is the first week of December.

Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee undertook the task of creating and launching a new chapter website. The new site has not yet launched, but it is in the final stages of completion and should be ready by mid-November. We will be continuing our efforts to fine tune the site in order to provide chapter members and our business partners with the latest information, news and contacts. By integrating our blog, e-newsletter, and social media, our goal is to create additional traffic to the site and attract new members and additional partners. This will be an ongoing project for the remainder of the year, laying the groundwork for next year's committee to perhaps begin a second phase of revisions and additions that will undoubtedly be desired.