



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

September 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, Rose Sullivan

Members Not Present: Shannon Athey-Briggs

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

3. **Treasurer's Report** (Diana Stangl) – The tax report has been completed and everything will be submitted this week. The Chapter checking account balance as of August 31, 2011 is \$9,049.92 and the Money Market account balance is \$25,338.97 for a total Checking/Savings balance of \$34,388.89.

TREASURER NOTES:

A Balance Sheet and Income Statement for the period ending August 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)

4. **Old Business**

a. Chrissie thanked everyone for reviewing their Committee descriptions and getting updates back to her.

b. Chrissie asked everyone to review the President's Award of Excellence spreadsheet indicating completed items for the year. Everyone discussed items that had been completed since the last meeting and made suggestions for updates to the spreadsheet.

c. Chrissie let everyone know that the Joint Chapter Retreat on September 9th and 10th at the Marriott at Horseshoe Bay was a great success and thanked the Committee for doing such a wonderful job planning this year. There were 35 total attendees which included 16 people from the Alamo Chapter. She also let everyone know that four boxes of supplies were donated to the Boys & Girls Club of Highland Lake. Everyone also worked on a team building exercise that involved building book shelves and the shelves were donated as well.

d. Chrissie let everyone know that the Region 3 & 4 Conference in Kansas City was a big success. The following members attended: Laura Angle, Shannon Athey-Briggs, Toni Beasley, James Cornell, Diane Dettman, Chrissie Eastin, Amanda Koplos, Debra Krutsinger, Andrew Molnau, Barbara Mullen, Debbie Roan and Angie Vega. They had the Chapter Dinner at the Kansas City Steakhouse with the Greater Kansas City Chapter on Friday night. We also donated a \$150 gift certificate to SpaFinder for the vendor expo door prize at the conference.

e. 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.

5. **New Business**

a. Everyone discussed the Bastrop fires and the people we knew that were affected. The board discussed whether or not to make a donation directly to Danelle Awtry from the Intercontinental Stephen F. Austin because of her years of support to the Austin ALA. It was decided that we should make individual donations if interested.

b. We discussed the Austin Bar Associations relief efforts for the Bastrop fires. It was recommended and voted on that we make a \$500 donation on behalf of the Chapter to the Austin Bar Association to assist in these efforts.

c. Chrissie reminded everyone that she was collecting donations for the Over the Edge challenge on November the 9th.

d. 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 to date we only had 15. He said that he would be arranging a make-up day or two soon. He also asked everyone to let other administrative staff members know about the photos in case they were interested in participating.

6. **Committee Reports**

Business Partner Relations Committee (Amanda Koplos) – Amanda let everyone know that there had been a slight issue with the contract we signed with the Hilton Austin for this year's Educational Seminar & Expo. There wasn't a contract on the A/V so we had to make last minute requests that day which resulted in higher than normal fees for these services. This combined with more attendees resulted in going over budget on this event. Amanda also let everyone know that she's forming an Business Partner Advisory Committee and that they'll be meeting soon. She also said that the BP Relations Committee would look at the package pricing for 2012 and the possibility of an ala carte menu as well.



Community Relations Committee (Chrissie spoke in Shannon's absence) – Chrissie reminded everyone about the upcoming Community Challenge event with the Multicultural Refugee Coalition on Saturday, September 24th. In addition to having various activities for both the adults and children, there will be lunch and a dance performance. The Chapter will also present the Multicultural Refugee Coalition with a check for \$1,500 to use at their discretion on programs, education and supplies.

Compensation and Benefits Committee (Elaine Nielson) – Elaine let us know that they extended the deadline for participation in this year's survey to Friday, September 17th. They also sent emails to firm administrators and managing partners at 70 non-ALA law firms in the Austin area.

Newsletter Committee (Rose Sullivan) – Rose let us know that the next newsletter should go out between September 22nd and the 27th. She also reminded everyone that she still needs pictures and write-ups from the Vendor Expo and Education Session.

Website Committee (Barbara Mullen) – Barbara let everyone know that the Website Committee is waiting to receive the latest phase of the new website from the designers and should have it very soon. They will have an active site for us to look at and review but it will not be "live" yet.

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

7. **Open Business** - none

8. **Announcements/Adjournment**

The meeting was adjourned at 1:10 p.m.

The September Board Meeting will be held on October 25th at
Walsh, Anderson, Brown, Gallegos & Green, PC
505 E. Huntland Drive, #600



ATTACHMENT A

7:58 AM
09/13/11
Accrual Basis

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

	<u>Aug 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	9,049.92
Frost Money Market	<u>25,338.97</u>
Total Checking/Savings	<u>34,388.89</u>
Total Current Assets	<u>34,388.89</u>
TOTAL ASSETS	<u><u>34,388.89</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	<u>-42,242.81</u>
Total Equity	<u>34,388.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>34,388.89</u></u>

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

	<u>Aug 11</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	720.00
Total Education	<u>720.00</u>
Membership Dues	125.00
Salary Survey	500.00
Total Income	<u>1,345.00</u>
Expense	
Business Partner Fair Expenses	
A/V Rental	221.91
Beverages	2,274.60
Deposits	-1,200.00
Facilities	1,908.00
Other	566.37
Parking	385.01
Total Business Partner Fair Expenses	<u>4,155.89</u>
Chapter Leadership Institute	
Board Member-CLI	402.30
Total Chapter Leadership Institute	<u>402.30</u>
Chapter Retreat	1,750.00
Education Costs	
Audio Visual	2,160.59
Chapter Meeting Lunches	1,042.22
Lunches-Education Seminar	4,760.29
Parking	385.00
Speakers-Education Seminar	3,372.49
Webinars and Audio Conferences	129.00
Total Education Costs	<u>11,849.59</u>
Managing Partner Breakfast	750.00
Miscellaneous Expense	
Gifts	70.31
Other	150.50
Total Miscellaneous Expense	<u>220.81</u>
National Conference Scholarship	
Board Member Stipend	303.40
President-National Conference	297.50
Total National Conference Scholarship	<u>600.90</u>
Website	
Maintenance	34.99
Total Website	<u>34.99</u>
Total Expense	<u>19,764.48</u>
Net Ordinary Income	-18,419.48
Other Income/Expense	
Other Income	
Interest Income	3.06
Total Other Income	<u>3.06</u>
Net Other Income	<u>3.06</u>
Net Income	<u><u>-18,416.42</u></u>

8:00 AM
 09/13/11
 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	
Education	
Meeting Receipts	2,752.00
Total Education	<u>2,752.00</u>
Membership Dues	10,500.00
Salary Survey	500.00
Total Income	<u>13,752.00</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	566.37
Parking	385.01
Vendor Appreciation Party	948.94
Total Business Partner Fair Expenses	<u>6,304.83</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	2,750.00
Community Development	500.00
Education Costs	
Audio Visual	2,160.59
Chapter Meeting Lunches	3,142.89
Lunches-Education Seminar	5,861.21
Parking	385.00
Speakers-Education Seminar	4,372.49
Webinars and Audio Conferences	407.00
Education Costs - Other	78.45
Total Education Costs	<u>16,407.63</u>
Education Seminar	483.00
Managing Partner Breakfast	750.00
Miscellaneous Expense	
Gifts	70.31
Other	418.58
Post Office Box	100.00
Total Miscellaneous Expense	<u>588.89</u>
National Conference Scholarship	
Board Member Stipend	13,896.51
Chapter Dinner	749.49
President-National Conference	297.50
Total National Conference Scholarship	<u>14,943.50</u>
Salary Survey Expense	6,680.00

8:00 AM
09/13/11
Accrual Basis

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

	<u>Apr '11 - Mar 12</u>
Website	
Committee Meetings	72.00
Designer Fees	150.00
Maintenance	34.99
Monthly Fee	9.95
Total Website	<u>266.94</u>
Total Expense	<u>56,018.84</u>
Net Ordinary Income	-42,266.84
Other Income/Expense	
Other Income	
Interest Income	24.03
Total Other Income	<u>24.03</u>
Net Other Income	<u>24.03</u>
Net Income	<u><u>-42,242.81</u></u>

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

	Apr - Aug 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Education	2,752.00	3,000.00	-248.00	91.7%
Meeting Receipts	0.00	2,000.00	-2,000.00	0.0%
Seminars				
Total Education	2,752.00	5,000.00	-2,248.00	55.0%
Membership Dues	10,500.00	10,750.00	-250.00	97.7%
Salary Survey	500.00			
Total Income	13,752.00	15,750.00	-1,998.00	87.3%
Expense				
Bank Service Charges	0.00	150.00	-150.00	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	50.00	-50.00	0.0%
Total Board Expenses	2,553.86	3,450.00	-896.14	74.0%
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	566.37	100.00	466.37	566.4%
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	6,304.83	7,200.00	-895.17	87.6%
Chapter Leadership Institute				
Board Member-CL	3,533.79	5,000.00	-1,466.21	70.7%
President - CL	0.00	1,250.00	-1,250.00	0.0%
President Elect-CL	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	2,750.00	2,500.00	250.00	110.0%
Community Development	500.00	500.00	0.00	100.0%

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

	Apr - Aug 11	Budget	\$ Over Budget	% of Budget
Education Costs				
Audio Visual	2,160.59	500.00	1,660.59	432.1%
Chapter Meeting Lunches	3,142.89	2,950.00	192.89	106.5%
Lunches-Education Seminar	5,861.21	1,200.00	4,661.21	488.4%
Parking	385.00			
Speakers-Education Seminar	4,372.49	7,726.18	-3,353.69	56.6%
Webinars and Audio Conferences	407.00	750.00	-343.00	54.3%
Education Costs - Other	78.45			
Total Education Costs	16,407.63	13,126.18	3,281.45	125.0%
Education Seminar	483.00			
Managing Partner Breakfast	750.00			
Miscellaneous Expense				
Gifts	70.31			
Other	418.58			
Post Office Box	100.00	100.00	0.00	100.0%
Total Miscellaneous Expense	588.89	100.00	488.89	588.9%
National Conference Scholarship				
Board Member Stipend	13,896.51	16,500.00	-2,603.49	84.2%
Chapter Dinner	749.49	2,000.00	-1,702.50	14.9%
President-National Conference	297.50	206.00	-206.00	0.0%
Silent Auction Items	0.00			
Total National Conference Scholarship	14,943.50	18,706.00	-3,762.50	79.9%
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	150.00	-150.00	0.0%
Promo Gifts	0.00	200.00	-200.00	0.0%
Total New Member Functions	0.00	630.00	-630.00	0.0%
Newsletter				
Regional Conference	0.00	200.00	-200.00	0.0%
Scholarships	0.00	1,000.00	-1,000.00	0.0%
Total Regional Conference	0.00	1,000.00	-1,000.00	0.0%
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 August 2011**

	Apr - Aug 11	Budget	\$ Over Budget	% of Budget
Website				
Committee Meetings	72.00	100.00	-28.00	72.0%
Designer Fees	150.00	1,875.00	-1,725.00	8.0%
Maintenance	34.99	750.00	-715.01	4.7%
Monthly Fee	9.95	300.00	-290.05	3.3%
Total Website	266.94	3,025.00	-2,758.06	8.8%
Total Expense	56,018.84	63,827.18	-7,808.34	87.8%
Net Ordinary Income	-42,266.84	-48,077.18	5,810.34	87.9%
Other Income/Expense				
Other Income	24.03	10.00	-10.00	0.0%
Interest Income	0.00			
Other Income	24.03	10.00	14.03	240.3%
Total Other Income	24.03	10.00	14.03	240.3%
Net Other Income	24.03	10.00	14.03	240.3%
Net Income	-42,242.81	-48,067.18	5,824.37	87.9%

**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 - Totabag	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 Repts	0.00	800.00	-800.00	0.0%
Total Business Partner Fair	0.00	800.00	-800.00	0.0%
Education				
Meeting Receipts	2,752.00	6,750.00	-3,998.00	40.8%
Seminars	0.00	4,000.00	-4,000.00	0.0%
Total Education	2,752.00	10,750.00	-7,998.00	25.6%
Membership Dues	10,500.00	11,075.00	-575.00	94.8%
Salary Survey	500.00	6,740.00	-6,240.00	7.4%
Total Income	13,752.00	76,725.00	-62,973.00	17.9%
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%
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	566.37	100.00	466.37	566.4%
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	6,304.83	8,900.00	-2,595.17	70.8%

**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
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	2,750.00	8,500.00	-5,750.00	32.4%
Community Development	0.00	2,500.00	-2,500.00	0.0%
Education Costs	500.00	1,000.00	-500.00	50.0%
Education Costs	2,160.59	500.00	1,660.59	432.1%
Audio Visual	3,142.89	6,700.00	-3,557.11	46.9%
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	4,372.49	11,726.18	-7,353.69	37.3%
Speakers-Education Seminar	407.00	1,800.00	-1,393.00	22.6%
Webinars and Audio Confernces	78.45			
Education Costs - Other	16,407.63	24,476.18	-8,068.55	67.0%
Total Education Costs	483.00	200.00	-200.00	0.0%
Education Seminar				
Insurance	0.00	200.00	-200.00	0.0%
Fidelity Bond Premium				
Total Insurance	0.00	200.00	-200.00	0.0%
Managing Partner Breakfast				
Miscellaneous Expense	750.00	6,000.00	-5,250.00	12.5%
Gifts	70.31			
Other	418.58	400.00	18.58	104.6%
Post Office Box	100.00	100.00	0.00	100.0%
Total Miscellaneous Expense	588.89	500.00	88.89	117.8%
National Conference Scholarship				
Board Member Stipend	13,896.51	16,500.00	-2,603.49	84.2%
Chapter Dinner	749.49	2,000.00	-1,702.50	14.9%
President-National Conference	297.50	206.00	29.50	143.7%
Silent Auction Items	0.00			
Total National Conference Scholarship	14,943.50	18,706.00	-3,762.50	79.9%
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%

**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
Regional Conference				
Board Members	0.00	6,000.00	-6,000.00	0.0%
Door Prize	0.00	200.00	-200.00	0.0%
Members At Large	0.00	5,000.00	-5,000.00	0.0%
Scholarships	0.00	1,000.00	-1,000.00	0.0%
Total Regional Conference	0.00	12,200.00	-12,200.00	0.0%
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	150.00	1,875.00	-1,725.00	8.0%
Maintenance	34.99	900.00	-865.01	3.9%
Monthly Fee	9.95	1,000.00	-990.05	1.0%
Total Website	266.94	3,875.00	-3,608.06	6.9%
Total Expense	56,018.84	107,877.18	-51,858.34	51.9%
Net Ordinary Income	-42,266.84	-31,152.18	-11,114.66	135.7%
Other Income/Expense				
Other Income	24.03	24.00	-24.00	0.0%
Interest Income	0.00			
Other Income	24.03	24.00	0.03	100.1%
Total Other Income	24.03	24.00	0.03	100.1%
Net Other Income	24.03	24.00	0.03	100.1%
Net Income	<u>-42,242.81</u>	<u>-31,128.18</u>	<u>-11,114.63</u>	<u>135.7%</u>



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

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

STATEMENT ISSUED
08-31-2011

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

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FREE BUSINESS CHECKING ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
15,953.26	5	21,345.00	9	3,178.23	34,120.03

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
08-24	DEPOSIT	125.00	08-24	DEPOSIT	500.00
08-24	DEPOSIT	720.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-23	10,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378
08-29	10,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
08-04	1206 #	256.40	08-10	1213 #	129.00	08-26	1219 * #	70.31
08-08	1211 * #	722.46	08-10	1214 #	402.30	08-29	1221 * #	34.99
08-04	1212 #	1,017.22	08-18	1216 * #	303.40	08-26	1222 #	242.15

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

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-01	.00	INTERNET STMT COPY REQ	
08-01	.00	INTERNET CHK COPY REQ	
08-01	.00	INTERNET CHK COPY REQ	
08-01	.00	INTERNET CHK COPY REQ	
08-09	.00	INTERNET STMT COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-24	.00	INTERNET CHK COPY REQ	
08-30	.00	INTERNET CHK COPY REQ	
08-30	.00	INTERNET CHK COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-29	15,953.26	08-09	13,957.18	08-24	24,467.48
08-01	15,953.26	08-10	13,425.88	08-26	24,155.02
08-04	14,679.64	08-18	13,122.48	08-29	34,120.03
08-08	13,957.18	08-23	23,122.48	08-30	34,120.03

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

6:32 PM

09/12/11

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 08/31/2011

	<u>Aug 31, 11</u>
Beginning Balance	15,953.26
Cleared Transactions	
Checks and Payments - 9 items	-3,178.23
Deposits and Credits - 6 items	21,345.00
Total Cleared Transactions	<u>18,166.77</u>
Cleared Balance	<u><u>34,120.03</u></u>
Uncleared Transactions	
Checks and Payments - 10 items	-25,070.11
Total Uncleared Transactions	<u>-25,070.11</u>
Register Balance as of 08/31/2011	<u><u>9,049.92</u></u>
Ending Balance	9,049.92

6:32 PM

09/12/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 08/31/2011

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,953.26
Cleared Transactions						
Checks and Payments - 9 items						
Check	7/22/2011	1206	James C. Sims	X	-256.40	-256.40
Check	7/28/2011	1211	Tina Terrian	X	-722.46	-978.86
Check	8/3/2011	1212	Headliners Club	X	-1,017.22	-1,996.08
Check	8/8/2011	1214	Tina Terrian	X	-402.30	-2,398.38
Check	8/8/2011	1213	Lloyd Gosselink Ro...	X	-129.00	-2,527.38
Check	8/9/2011	1216	Chris Bhamani	X	-303.40	-2,830.78
Check	8/23/2011	1222	Ellen Boydston	X	-242.15	-3,072.93
Check	8/23/2011	1219	Chrissie Eastin	X	-70.31	-3,143.24
Check	8/23/2011	1221	Barbara Mullen	X	-34.99	-3,178.23
Total Checks and Payments					-3,178.23	-3,178.23
Deposits and Credits - 6 Items						
Deposit	8/23/2011			X	10,000.00	10,000.00
Deposit	8/24/2011			X	120.00	10,120.00
Deposit	8/24/2011			X	125.00	10,245.00
Deposit	8/24/2011			X	500.00	10,745.00
Deposit	8/24/2011			X	600.00	11,345.00
Deposit	8/29/2011			X	10,000.00	21,345.00
Total Deposits and Credits					21,345.00	21,345.00
Total Cleared Transactions					18,166.77	18,166.77
Cleared Balance					18,166.77	34,120.03
Uncleared Transactions						
Checks and Payments - 10 items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	7/28/2011	1210	ALA Capital Chapter		-6,680.00	-7,505.00
Check	8/9/2011	1215	Nesso Strategies		-1,750.00	-9,255.00
Check	8/23/2011	1217	Vision Mechanix		-3,372.49	-12,627.49
Check	8/23/2011	1218	Chrissie Eastin		-750.00	-13,377.49
Check	8/23/2011	1220	Michele Floyd		-324.22	-13,701.71
Check	8/29/2011	1223	Amanda Koplos		-10,895.40	-24,597.11
Check	8/29/2011	1226	James C. Sims		-297.50	-24,894.61
Check	8/29/2011	1225	Amanda Koplos		-150.50	-25,045.11
Check	8/29/2011	1224	TPG - One Congres...		-25.00	-25,070.11
Total Checks and Payments					-25,070.11	-25,070.11
Total Uncleared Transactions					-25,070.11	-25,070.11
Register Balance as of 08/31/2011					-6,903.34	9,049.92
Ending Balance					<u>-6,903.34</u>	<u>9,049.92</u>



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

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

STATEMENT ISSUED
08-31-2011

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



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With Frost's Bankcard Merchant Services you can expand your customers' payment options and help your business operate smoothly and efficiently. To learn more call 1-800-790-2008.

BUSINESS MONEY MARKET ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
45,335.91	0	3.06	2	20,000.00	25,338.97

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-31	3.06	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-09	.00	INTERNET STMT COPY REQ	
08-23	10,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000
08-29	10,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-29	45,335.91	08-23	35,335.91	08-31	25,338.97
08-09	45,335.91	08-29	25,335.91		

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

6:33 PM

09/12/11

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 08/31/2011**

	<u>Aug 31, 11</u>
Beginning Balance	45,335.91
Cleared Transactions	
Checks and Payments - 2 items	-20,000.00
Deposits and Credits - 1 item	3.06
Total Cleared Transactions	<u>-19,996.94</u>
Cleared Balance	<u>25,338.97</u>
Register Balance as of 08/31/2011	25,338.97
Ending Balance	25,338.97

6:34 PM

09/12/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 08/31/2011

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						45,335.91
Cleared Transactions						
Checks and Payments - 2 items						
Deposit	8/23/2011		Frost Bank	X	-10,000.00	-10,000.00
Deposit	8/29/2011		Frost Bank	X	-10,000.00	-20,000.00
Total Checks and Payments					-20,000.00	-20,000.00
Deposits and Credits - 1 item						
Deposit	8/31/2011			X	3.06	3.06
Total Deposits and Credits					3.06	3.06
Total Cleared Transactions					-19,996.94	-19,996.94
Cleared Balance					-19,996.94	25,338.97
Register Balance as of 08/31/2011					-19,996.94	25,338.97
Ending Balance					<u>-19,996.94</u>	<u>25,338.97</u>

ATTACHMENT B



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board September 13, 2011

Bar Relations Committee Report – James Cornell, Committee Chair

There is no report from the Bar Relations Committee.

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair

There is no report from the Business Partner Relations Committee.

Past Presidents Advisory Council – Brenda Barnes, Committee Chair

There is no report from the Past Presidents Advisory Council.

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

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

The committee is gearing up for Community Challenge Weekend. We will be at the Multicultural Refugee Center on Saturday, September 24th from Noon to 4:00p.m.

In addition to having various activities during the afternoon for both the adults and children at the center, we will enjoy lunch and hopefully a performance from one of the families. We will also present the organization with a donation on behalf of the Chapter in the amount of \$1,500 to use at their discretion on programs/education/supplies.

Should be a fun day!

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

The request for participation in the 2011 ALA survey was emailed to members on Tuesday, August 30th. We also sent emails to firm administrators/firm managing partners to 70 non-ala law firms in Austin. The survey is scheduled to close Monday, September 13th, but we will likely extend the deadline.

Education/Programs Committee Report – Brenda Barnes, Committee Chair

There is no report from the Education Committee.

Membership Committee Report – Shary Gonzalez, Committee Chair

There is no report from the Membership Committee.

Newsletter Committee Report – Rose Sullivan, Committee Chair

The next issue of ADMIN 360 scheduled to publish sometime between Thursday 9/22 – Tuesday 9/27 (depending on arrival of articles and my time commitment re: the Kansas City Regional Conference). Still needed: pictures and write-ups from Vendor Expo and Educational Session.

Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee is currently waiting to receive the latest phase of the new website from the designers. It has been promised by Friday, September 9th. We are hopeful that we will have some news in time for the Board meeting.