



APRIL 2012 BOARD MEETING MINUTES
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

April 10, 2012 at 12:00 PM
Bickerstaff Heath Delgado Acosta LLP

1. **Members Present:** Chris Sims, Karie Rivkin, Andrew Molnau, Michele Floyd, Amanda Koplos, Chrissie Eastin, Ann Jacobson, Shary Gonzalez, Tina Terrian, Debbie Roan, Elaine Nielsen, and Elaine Burr.

Members Not Present: None

2. **Approval of March Board Meeting Minutes:** The March Board meeting minutes were approved and submitted to the Board.
3. **Treasurer's Report:** (Chris for Elaine N.) – The Chapter checking account balance as of March 31, 2012 is \$13,602.60 and the Money Market account balance is \$52,344.81 for a total Checking/Savings balance of \$65,947.41. For the benefit of new members of the Board, Chris briefly explained the chapter's books, typical expenditures, the chapter's dedication to investing in the membership, and a brief overview of the budgeting process.

Treasurer's Notes:

A Balance Sheet and Income Statement for the period ending March 31, 2012 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. ILTA reimbursement status – Chris will follow up with Diana Stangl on the status of the reimbursement for expenses that were shared with ILTA during the 2011 Spring Seminar on Disaster Recovery Planning. Chrissie will help to facilitate.
- b. SafeSite file storage status – Chrissie needs to edit the letter and meet with Toni Beasley to complete this project.
- c. Chapter pins distribution – Chris handed out chapter pins to members of the Board. He furnished a supply to Shary Gonzalez for use in Membership Committee functions. Another supply will be given to each attendee at the annual conference for sharing with attendees from other chapters.

- d. Succession planning update – Chris put out a challenge to the Board to recruit members to participate in committees and to begin grooming them to assume leadership roles in the chapter. Several Board members are currently involved in this process and they will provide a progress report at next month’s meeting.
- e. Amendments to Association Bylaws – The Association by-laws are being amended and they are in the process of being signed.

5. New Business:

- a. Board Retreat – the Board retreat was held on April 9th and it was a great success.
- b. 2012-2103 Board and Committee Chairs and communication of such to ALA HQ – Chris asked each Committee chair to provide a list of their members to him.
- c. 2012-2013 budget process – Each year, the Committee members receive a spreadsheet to review past expenses and to project anticipated expenditures for the coming year. This process will begin within the next few weeks.
- d. Chapter tax return is due September 15, 2012. Chris will contact Frost Bank and request updated signature cards. Signers on the account include the President, President-Elect, Secretary and Treasurer.
- e. Audit of Chapter financial records by President-Elect and Secretary – We would like to conduct the audit within the 30 days of the transfer of the records to the new Treasurer. Elaine N., Tina and Elaine B. will plan to set up a meeting within the next week.
- f. Collaboration efforts with:
 - i. Legal Marketing Association – Karie reported that on June 28, there will be a joint event presented by Pat Nunley of Athens Consulting Group. The topic will be Accountability as a Leader and how to encourage accountability among staff.
 - ii. Capital Area Paralegal Association – CAPA would like to make our chapter aware of their job bank. In the past, CAPA members have been invited to some of our education seminars. In the future, when groups outside the chapter are invited to our events, our members will be notified ahead of time.
 - iii. Austin Bar Association – Chrissie reported that the first planning session will be held April 12. The event takes place on June 18 and the two topics will be ethics, and office space planning.
 - iv. Austin Human Resource Management Association – there are no current plans with AHRMA.
- g. E-Newsletter – In 2012, our newsletter will most likely transition to electronic format. Debbie is investigating possible vendors, and she will try to have a sample at the next Board meeting. She would like to enlist two more committee members.
- h. The Chapter dinner at the Annual Conference and Exposition was originally going to be held on Tuesday, but there is a conflict with a reception that some of the members will need to attend. Chris suggested a happy hour on Monday after the awards ceremony as an alternative.
- i. 2012 ALA HQ Compensation and Benefits Survey open – Chris encouraged the Board to participate in this survey.
- j. Upcoming educational opportunities:

- i. Chapter Leadership Institute, Salt lake City, UT, June 22-23, 2012 – Chris asked for a show of hands of who might be available to attend. Tina, Shary, Andrew, Chris, Elaine N. and Elaine B. expressed an interest in attending.
- ii. Law Firm Financial Management Conference, Chicago, August 9-11, 2012 and ALA Large Firm Principal Administrators Retreat, Miami, September 20-22, 2012 – Chris mentioned that the Board stipend for the annual conference may apply to either of these conferences. A request would need to be made to the Board and a report/newsletter article following the event may be the only stipulation.
- iii. Region 4 Conference, Denver, CO, October 4-6, 2012 – The Board expenses for the Region 4 conference will be paid. In addition, the chapter has historically offered scholarships in the amount of \$300 for chapter members to attend as well.

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

Additional Discussion regarding committee Reports:

- a. Business Partner Relations Committee: The Committee will be meeting with the Hilton on the plans this week. To encourage members to stay at the event until the end, there is a suggestion to change the format to begin at 11:30, provide lunch during the session, adjourn to the expo at 2:30 and end the expo at 4:30. A Happy Hour will follow the event for those who can stay longer.
 - b. Education Committee: April 26 will be a round table discussion; May 24, Wayne Schiess, UT Professor will speak on writing skills, and in June we will have the joint event with LMA.
 - c. Membership Committee: Shary reported that we have 76 renewed and paid members, 4 life members, 2 not renewed yet.
 - d. Website Committee: Amanda reported that she updated the list of moderators for the listserv adding the current members of the Board. She also added the Board members as moderators to the Facebook page as well.
7. **Open Business** – Elaine N. suggested that our name badges include information on committees. Shary is looking into ribbons or colored sleeves to identify officers and committee chairs.
8. **Announcements & Adjourn**

The meeting was adjourned at 1:23 p.m. The May Board Meeting will be held Tuesday, May 8, 2012 at 12 Noon. Ann Jacobson will host the meeting at Winstead, PC, 401 Congress Ave., Suite 2100.

1:29 PM

04/07/12

Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of March 31, 2012

	<u>Mar 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	13,602.60
Frost Money Market	<u>52,344.81</u>
Total Checking/Savings	<u>65,947.41</u>
Total Current Assets	<u>65,947.41</u>
TOTAL ASSETS	<u><u>65,947.41</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-Member Dues	1,125.00
Total Other Current Liabilities	<u>1,125.00</u>
Total Current Liabilities	<u>1,125.00</u>
Total Liabilities	1,125.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	<u>-11,809.29</u>
Total Equity	<u>64,822.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>65,947.41</u></u>

1:30 PM
04/07/12
Accrual Basis

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

	<u>Mar 12</u>
Ordinary Income/Expense	
Expense	
Board Expenses	
Board Meetings	55.00
Total Board Expenses	<u>55.00</u>
Business Partner Fair Expenses	
Vendor Appreciation Party	282.00
Total Business Partner Fair Expenses	<u>282.00</u>
Education Costs	
Chapter MeetingLunches	673.89
Total Education Costs	<u>673.89</u>
Website	
Design	525.00
Total Website	<u>525.00</u>
Total Expense	<u>1,535.89</u>
Net Ordinary Income	-1,535.89
Other Income/Expense	
Other Income	
Interest Income	2.22
Total Other Income	<u>2.22</u>
Net Other Income	<u>2.22</u>
Net Income	<u><u>-1,533.67</u></u>

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

	<u>Apr '11 - Mar 12</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	10,800.00
Diamond	10,700.00
Gold	11,100.00
Platinum	3,500.00
Silver	15,270.00
Total Annual Sponsorship	<u>51,870.00</u>
Business Partner Fair	
Additional Reps	1,250.00
Total Business Partner Fair	<u>1,250.00</u>
Education	
Meeting Receipts	5,737.00
Seminars	2,350.00
Total Education	<u>8,087.00</u>
Joint Chapter Retreat	9,007.94
Membership Dues	10,625.00
Miscellaneous Income	1,740.00
Salary Survey	6,400.00
Total Income	<u>88,979.94</u>
Expense	
Bank Service Charges	596.09
Board Expenses	
Advertising and Promotion	2,809.49
Bar Relations	54.13
Board Meetings	55.00
Board Retreat	449.37
Chapter Awards/Gifts	150.00
Service Awards	407.58
Total Board Expenses	<u>3,925.57</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	
Parties	2,047.72
Vendor Appreciation Party - Other	1,330.94
Total Vendor Appreciation Party	<u>3,378.66</u>
Total Business Partner Fair Expenses	<u>8,770.55</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

1:34 PM
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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>
Education Costs	
Audio Visual	2,160.59
Chapter MeetingLunches	7,009.97
Holiday Party	1,414.39
Lunches-Education Seminar	5,861.21
Parking	385.00
Speakers-Education Seminar	6,372.49
Webinars and Audio Conferences	814.00
Education Costs - Other	78.45
Total Education Costs	24,096.10
Education Seminar	483.00
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	4,316.35
Miscellaneous Expense	
Gifts	239.26
Other	2,852.13
Post Office Box	100.00
Total Miscellaneous Expense	3,191.39
National Conference Scholarship	
Board Member Stipend	13,896.51
Chapter Dinner	749.49
President-National Conference	-297.50
Silent Auction Items	270.63
National Conference Scholarship - Other	1,785.00
Total National Conference Scholarship	16,404.13
New Member Functions	
Buddy Happy Hours	107.41
Miscellaneous	367.84
New Member Functions - Other	120.16
Total New Member Functions	595.41
Newsletter	300.00
Regional Conference	
Board Members	5,066.21
Members At Large	1,300.00
Total Regional Conference	6,366.21
Salary Survey Expense	6,680.00
Website	
Committee Meetings	72.00
Design	675.00
Designer Fees	2,025.00
Maintenance	64.84
Monthly Fee	539.80
Total Website	3,376.64
Total Expense	100,819.10
Net Ordinary Income	-11,839.16
Other Income/Expense	
Other Income	
Interest Income	29.87
Total Other Income	29.87
Net Other Income	29.87
Net Income	-11,809.29

**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	500.00	500.00	0.00	100.0%
Annual Sponsorship - Totebag	10,800.00	10,560.00	240.00	102.3%
Bronze	10,700.00	7,425.00	3,275.00	144.1%
Diamond	11,100.00	8,250.00	2,850.00	134.5%
Gold	3,500.00	3,300.00	200.00	106.1%
Platinum	15,270.00	17,325.00	-2,055.00	88.1%
Silver				
Total Annual Sponsorship	51,870.00	47,360.00	4,510.00	109.5%
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	5,737.00	6,750.00	-1,013.00	85.0%
Seminars	2,350.00	4,000.00	-1,650.00	58.8%
Total Education	8,087.00	10,750.00	-2,663.00	75.2%
Joint Chapter Retreat	9,007.94			
Membership Dues	10,525.00	11,075.00	-450.00	95.9%
Miscellaneous Income	1,740.00			
Salary Survey	6,400.00	6,740.00	-340.00	95.0%
Total Income	88,979.94	76,725.00	12,254.94	116.0%
Expense				
Bank Service Charges	596.09	1,350.00	-753.91	44.2%
Board Expenses				
Advertising and Promotion	2,809.49	2,550.00	259.49	110.2%
Bar Relations	54.13	500.00	-445.87	10.8%
Board Meetings	55.00	300.00	-245.00	18.3%
Board Retreat	449.37	350.00	99.37	128.4%
Chapter Awards/Gifts	150.00	150.00	0.00	100.0%
PLMW Event	0.00	100.00	-100.00	0.0%
Service Awards	407.58	1,200.00	-792.42	34.0%
Total Board Expenses	3,925.57	5,150.00	-1,224.43	76.2%
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%

**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
Vendor Appreciation Party Parties	2,047.72			
Vendor Appreciation Party - Other	1,330.94	3,050.00	-1,719.06	43.6%
Total Vendor Appreciation Party	3,378.66	3,050.00	328.66	110.8%
Total Business Partner Fair Expenses	8,770.55	8,900.00	-129.45	98.5%
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	7,009.97	6,700.00	309.97	104.6%
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	814.00	1,800.00	-986.00	45.2%
Education Costs - Other	78.45			
Total Education Costs	24,096.10	24,476.18	-380.08	98.4%
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	4,316.35	6,000.00	-1,683.65	71.9%
Miscellaneous Expense				
Gifts	239.26			
Other	2,852.13	400.00	2,452.13	713.0%
Post Office Box	100.00	100.00	0.00	100.0%
Total Miscellaneous Expense	3,191.39	500.00	2,691.39	638.3%
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	-2,297.50	-14.9%
Silent Auction Items	270.63	206.00	64.63	131.4%
National Conference Scholarship - Other	1,785.00			
Total National Conference Scholarship	16,404.13	18,706.00	-2,301.87	87.7%

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
New Member Functions				
Buddy Happy Hours	107.41	200.00	-92.59	53.7%
Miscellaneous	367.84	80.00	287.84	459.8%
New Member Lunches	0.00	300.00	-300.00	0.0%
Promo Gifts	0.00	200.00	-200.00	0.0%
New Member Functions - Other	120.16			
Total New Member Functions	595.41	780.00	-184.59	76.3%
Regional Conference				
Newsletter	300.00	500.00	-200.00	60.0%
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				
Salary Survey Expense	0.00	6,740.00	-6,740.00	0.0%
Website				
Committee Meetings	72.00	100.00	-28.00	72.0%
Design	675.00			
Designer Fees	2,025.00	1,875.00	150.00	108.0%
Maintenance	64.84	900.00	-835.16	7.2%
Monthly Fee	539.80	1,000.00	-460.20	54.0%
Total Website	3,376.64	3,875.00	-498.36	87.1%
Total Expense	100,819.10	107,877.18	-7,058.08	93.5%
Net Ordinary Income	-11,839.16	-31,152.18	19,313.02	38.0%
Other Income/Expense				
Other Income	29.87	24.00	5.87	124.5%
Interest Income	0.00	24.00	-24.00	0.0%
Other Income	29.87	24.00	5.87	124.5%
Total Other Income	29.87	24.00	5.87	124.5%
Net Other Income	29.87	24.00	5.87	124.5%
Net Income	-11,809.29	-31,128.18	19,318.89	37.9%

1:40 PM

04/07/12

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
March 2012

	<u>Mar 12</u>
OPERATING ACTIVITIES	
Net Income	-1,533.67
Net cash provided by Operating Activities	<u>-1,533.67</u>
Net cash Increase for period	-1,533.67
Cash at beginning of period	67,481.08
Cash at end of period	<u><u>65,947.41</u></u>

1:41 PM
04/07/12

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
April 2011 through March 2012

	<u>Apr '11 - Mar 12</u>
OPERATING ACTIVITIES	
Net Income	-11,809.29
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-7,875.00
Net cash provided by Operating Activities	<u>-19,684.29</u>
Net cash increase for period	-19,684.29
Cash at beginning of period	<u>85,631.70</u>
Cash at end of period	<u><u>65,947.41</u></u>



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

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

STATEMENT ISSUED
03-30-2012

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

Make fewer trips to the bank by depositing
checks from your home or office. Please call
1-888-481-0336 to find out how Frost can work for you.

FREE BUSINESS CHECKING		ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT	
18,449.58	NO. 0	AMOUNT .00	NO. 7	AMOUNT 3,064.98			15,384.60

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
03-06	1279 #	50.00	03-01	1289 #	149.00	03-02	1291 #	420.63
03-02	1287 * #	595.41	03-12	1290 #	471.05	03-09	1292 #	673.89
03-06	1288 #	705.00						

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

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-12	.00	INTERNET STMT COPY REQ	
03-12	.00	INTERNET CHK COPY REQ	
03-12	.00	INTERNET CHK COPY REQ	
03-12	.00	INTERNET CHK COPY REQ	
03-12	.00	INTERNET CHK COPY REQ	
03-12	.00	INTERNET CHK COPY REQ	
03-12	.00	INTERNET CHK COPY REQ	
03-12	.00	INTERNET CHK COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02-29	18,449.58	03-02	17,284.54	03-09	15,855.65
03-01	18,300.58	03-06	16,529.54	03-12	15,384.60

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

1:26 PM

04/07/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 03/31/2012

	<u>Mar 31, 12</u>
Beginning Balance	18,449.58
Cleared Transactions	
Checks and Payments - 7 Items	<u>-3,064.98</u>
Total Cleared Transactions	<u>-3,064.98</u>
Cleared Balance	<u>15,384.60</u>
Uncleared Transactions	
Checks and Payments - 6 Items	<u>-1,782.00</u>
Total Uncleared Transactions	<u>-1,782.00</u>
Register Balance as of 03/31/2012	<u>13,602.60</u>
Ending Balance	<u>13,602.60</u>

1:26 PM
04/07/12

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 03/31/2012**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,449.58
Cleared Transactions						
Checks and Payments - 7 Items						
Check	2/6/2012	1279	Chris Sims	X	-50.00	-50.00
Check	2/28/2012	1288	Chris Sims	X	-705.00	-755.00
Check	2/28/2012	1287	Akin Gump	X	-595.41	-1,350.41
Check	2/28/2012	1290	John J. Michalik	X	-471.05	-1,821.46
Check	2/28/2012	1291	Tina Terrian	X	-420.63	-2,242.09
Check	2/28/2012	1289	Graves Dougherty ...	X	-149.00	-2,391.09
Check	3/8/2012	1292	Headliners Club	X	-673.89	-3,064.98
Total Checks and Payments					<u>-3,064.98</u>	<u>-3,064.98</u>
Total Cleared Transactions					<u>-3,064.98</u>	<u>-3,064.98</u>
Cleared Balance					-3,064.98	15,384.60
Uncleared Transactions						
Checks and Payments - 6 Items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	2/6/2012	1276	Debbie Roan		-50.00	-875.00
Check	2/6/2012	1283	Nuance Communic...		-45.00	-920.00
Check	3/31/2012	1295	PaperStreet Web D...		-525.00	-1,445.00
Check	3/31/2012	1294	James Cornell		-282.00	-1,727.00
Check	3/31/2012	1293	Chrissie Eastin		-55.00	-1,782.00
Total Checks and Payments					<u>-1,782.00</u>	<u>-1,782.00</u>
Total Uncleared Transactions					<u>-1,782.00</u>	<u>-1,782.00</u>
Register Balance as of 03/31/2012					<u>-4,846.98</u>	<u>13,602.60</u>
Ending Balance					<u><u>-4,846.98</u></u>	<u><u>13,602.60</u></u>



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

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

STATEMENT ISSUED
03-30-2012

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038874
AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%D STANGL WALSH ANDERSON
505 E HUNTLAND DR STE 600
AUSTIN TX 78752

0

Make fewer trips to the bank by depositing
checks from your home or office. Please call
1-888-481-0336 to find out how Frost can work for you.

BUSINESS MONEY MARKET		ACCOUNT NO. 59 1210378		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT				
52,342.59	0	2.22	0	.00				52,344.81

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-31	2.22	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-12	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02-29	52,342.59	03-12	52,342.59	03-30	52,344.81

Please examine at once and report any difference within 60 days from statement date.

1:27 PM

04/07/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 03/31/2012

	<u>Mar 31, 12</u>
Beginning Balance	52,342.59
Cleared Transactions	
Deposits and Credits - 1 Item	<u>2.22</u>
Total Cleared Transactions	<u>2.22</u>
Cleared Balance	<u>52,344.81</u>
Register Balance as of 03/31/2012	52,344.81
Ending Balance	52,344.81

1:27 PM

04/07/12

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Frost Money Market, Period Ending 03/31/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,342.59
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	3/31/2012			X	2.22	2.22
Total Deposits and Credits					2.22	2.22
Total Cleared Transactions					2.22	2.22
Cleared Balance					2.22	52,344.81
Register Balance as of 03/31/2012					2.22	52,344.81
Ending Balance					2.22	52,344.81



Austin ALA Committee Reports to the Board
April 10, 2012

Bar Relations Committee Report – James Cornell, Committee Chair

We have been asked by the Austin Bar Association to partner with them for the development of a CLE presentation on law office space design, functionality, and ethical concerns of space sharing. Our first planning meeting is scheduled for April 12 and the CLE is scheduled to take place on June 18. Chrissie Eastin, the Chapter's new Bar Relations Committee Liaison will be involved with this project and will provide future updates.

It has been an honor to serve to this Board and the Austin Chapter and I look forward to the exciting future that lies ahead for Austin ALA.

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair

Michele Floyd has graciously agreed to take over the Business Partner Relations Committee. Friday, April 13 Michele and I will meet with a representative from the Hilton to review the plan for the Legal Expo. Karie Rivkin will also be joining us to review the education committee's needs for the event. I emailed all of the business partners yesterday to introduce Michele as their new contact and to give them her contact info. She and I will be working closely together to get her up to speed on the committee. One of her first duties will be to plan the Board Meet & Greet with Chris Sims which should be done as soon as possible.

Past Presidents Advisory Council – Open Position, 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

Chapter Renewals:

The deadline for chapter renewals has passed, but we still have a few that still need to renew or pay. I've contacted each of those members and see no reason they will not renew, but just need to get the paperwork in. If everyone renews, we will have 83 in the chapter to begin 2012-2013 year. As of April 5th we have

- 70 Renewed and paid
- 4 Life members
- 7 Submitted renewal forms, but need to pay (waiting for confirmation from Diana Stangl of payment on 4 of these)
- 2 Not renewed (Jackson Seamans, Lisa Woodward)

Potential New Members:

- *Julie Power Smith (Smith Law Group)* – She attended the Spring Seminar and has joined ALA.
- *Teresa Tipton (Fish & Richardson)* – We spoke and she wants to rejoin ALA. She plans on submitting her application to HQ and plans on rejoining either as a regular member or associate member.
- *Brenda Lipsey (Dawson Sodd Ellis & Hodge)* – She attended a meeting this fall and both she and her attorneys are interested in her joining.

Plans for 2012 – 2013:

- Use the existing mailing list from the State Bar to contact more potential members. It has been updated removing the law firms that came back undeliverable, so we now have a pretty good list of current law firms in Austin. Additional research still needs to be done to keep it up-to-date.
- Work on getting new members and current members to join committees and get more involved.
- Since we did not have good attendance of new members at our new member happy hour, we need to come up with a format, time, etc. that will get more new members to attend.

Newsletter Committee Report – Rose Sullivan, Committee Chair

The Newsletter Committee is proud to report a changing of the guard for the 2012 FY. Debbie Roan has offered her and experience and expertise to chair the committee. There are also upcoming changes to the format of the newsletter this year. We are currently soliciting bids to

make the newsletter truly electronic – with short introductory paragraphs in the email that goes out to members and links to take a reader back to the website to access the article, picture or vendor website. We believe this format will increase our readership, drive traffic to the website, and deliver a product that better serves the needs of our members (as compared to the current format). Finally, the spring newsletter (still in the current format) will go out next week. The content has been assembled and Amanda and I will be hammering it out on Saturday. Thanks so much for the opportunity to make a modest contribution to our chapter.

Website Committee Report – Barbara Mullen, Committee Chair

Nothing to report at this time.