



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

July 10, 2012 at 12:00 PM
Eichelbaum Wardell Hansen Powell & Mehl, P.C.

- 1) **Members Present:** Chris Sims, Karie Rivkin, Andrew Molnau, Michele Floyd, Tina Terrian, Ann Jacobson, Debbie Roan (by telephone), Elaine Nielsen, and Elaine Burr.

Members Not Present: Amanda Koplos, Chrissie Eastin, Shary Gonzalez

- 2) **Approval of June Board Meeting Minutes:** The June Board meeting minutes were approved and submitted to the Board.

- 3) **Treasurer's Report:** (Elaine N.) – The Chapter checking account balance as of June 30, 2012 is \$14,127.22 and the Money Market account balance is \$52,351.33 for a total Checking/Savings balance of \$66,478.55.

Chris followed up with a representative from ING regarding missing check #1136 dated 12/21/10 in the amount of \$825. Chris reports that we do not have to re-issue the check to ING. In return, the Board voted to allow ING to participate in this year's Legal Expo at the Silver sponsorship level.

Treasurer's Notes: A Balance Sheet and Income Statement for the period ending June 30, 2012 are attached hereto and made a part of these minutes. (Attachment A)

- 4) **Upcoming Due Dates & Responsibilities:**

- a. July, Association and Regional Nomination process begins – Chapter member participation strongly encouraged.
- b. June (past due) and July, Website and blog assignments – various dates and people, see calendar in May minutes. Forward blog entries to Amanda and she will post them.
- c. July 20, Complete and submit Chapter compliance certification to ALA HQ – Chris Sims, President.
- d. July 31, Submit Minutes to RMT Communications Officer – Elaine Burr, Secretary
- e. July 31, Submit Educational Summary Report to RMT Education Officer – Karie Rivkin, Chair, Education and Programs.

- f. August 1, Submit Chapter highlights for ALA News to RMT Communications Officer – Chris Sims, President.
- g. September 15, File Chapter tax return – Elaine Nielsen, Treasurer.

5) Upcoming Educational Opportunities

- a. July 18, ALA Webinar – *Change Leadership: A Boot Camp to Drive Organizational Change*, Graves Dougherty Hearon & Moody, PC.
- b. August 9-11, Law Firm Financial Management Conference, Chicago, IL (Diana Stangl attending and using Board service stipend).
- c. August 15, ALA Webinar – *Records Management: The Bermuda Triangle*, Graves Dougherty Hearon & Moody, PC.
- d. August 16, Austin Chapter Summer Educational Seminar and Legal Expo, Hilton Hotel.
- e. September 20-22, ALA Large Firm Principal Administrators Retreat, Miami, FL.
- f. October 4-6, Region 4 Conference, Denver, CO.

6) Old Business

- a. Chapter Leadership Institute recap and discussion – Chris reported that the CLI sessions were excellent and that there were many take-aways of which our chapter will take advantage.
- b. Joint LMA/Austin ALA monthly luncheon and joint ABA/Austin Chapter ALA CLE program recaps and discussion – Chris congratulated the organizers of these events and commented on the value of the presentations.

7) New Business:

- a. Chapter Bylaws must be updated – Chris learned at CLI that the Chapter Bylaws need to be updated because the Association’s bylaws recently changed.
- b. ALA Business Partner Advisory Council meeting – Michele reported that the BPAC meeting that was held yesterday afternoon was a success.

A number of issues were discussed:

- The duration of the Expo should be limited to two hours.
- Business Partners are not adverse to the chapter admitting new BP’s during the year, but they requested that late sponsors not be invited to participate in the Expo.
- BP’s are in favor of Open House or breakfast events for mid-year sponsors.
- Lunch events would not provide enough time to visit with chapter members.
- BP’s are also agreeable to participating in Community Relations events.

This discussion led to the development of a new sponsorship level for mid-year BP’s. Details on the benefits of the sponsorship package will be determined by the Business Partner Relations Committee and included in the Business Partner Development Statement.

- c. President’s Award of Excellence and Chapter Award submissions – Chris discussed some of the details involved with submitting the President’s Award of Excellence and Tina distributed Chapter Award notebooks to the Committee chairs in attendance. Chapter

Award submissions are usually due in January and the deadlines have a tendency to sneak up on us. The notebooks contain information about what will be required as well as sample submissions from last year.

- d. Drawings for Scholarships will be held at the Expo. One \$1,500 scholarship to attend the ALA National Conference in 2013, and one \$1,000 scholarship to attend the regional conference in Denver in October, 2012.
- e. Stipends for Board Members and Committee Chairs to attend the Regional Conference in Denver will be limited to \$1,000 which includes the cost for registration.
- f. Tina is working on organizing a team to participate in the AIDS walk on Sunday, October 21.

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

Additional Discussion regarding committee Reports:

- Programs – LMA needs data from Shary on the attendance at the Joint session. The cost for the Summer Educational seminar will be \$40 for members and \$50 for non-members. LMA and SHRM members will be invited, but CAPA members will not be invited to attend this year.
- Business Partner Relations Committee – Michele clarified that the Expo will be held from 2PM – 4PM on August 16 rather than what was stated in the June meeting minutes. Michele is designing the brochure for the event and Karie is working on the invitation. They will meet off-line with Amanda and Tina to discuss details about registration and deadlines and possibly develop a checklist.
- Community Relations Committee – The two-pronged Community Relations event will be a canned goods collection at eh Expo and a Frozen Turkey Shuffle on October 27th.
- Salary Survey – Andrew asked for help to determine deadlines for this year’s salary survey. He and Elaine N. will coordinate offline.

9) Open Business

- a. ILTA reimbursement for shared expenses related to the 2011 Spring Seminar on Disaster Recovery Planning. Elaine N. contacted ILTA and they agreed to reimburse the chapter \$1500 for this event.
- b. SafeSite file storage status – no news.
- c. Consideration of business development statement for general use to identify and market the Chapter to potential business partners.
- d. Newsletter update – Debbie reported that the Newsletter Committee will meet next week by telephone. The designer has made progress, but he needs information on the color palette.

10) Announcements & Adjourn

The meeting was adjourned at 1:40 p.m. The August Board Meeting will be held Tuesday, August 14, 2012 at 12 Noon. Location – Bowman and Brooke, LLP, 600 Congress Ave., Suite 1400.



ATTACHMENT A

Austin Chapter - Association of Legal Administrators

Balance Sheet

As of June 30, 2012

2:25 PM
07/06/12
Accrual Basis

	<u>Jun 30, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	14,127.22
Frost Money Market	<u>52,351.33</u>
Total Checking/Savings	<u>66,478.55</u>
Total Current Assets	<u>66,478.55</u>
TOTAL ASSETS	<u><u>66,478.55</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	51,492.88
Net Income	<u>1,656.14</u>
Total Equity	<u>66,478.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>66,478.55</u></u>

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

	<u>Jun 12</u>
Ordinary Income/Expense	
Income	
Education	
Chapter Monthly Lunch Receipts	600.00
Total Education	<u>600.00</u>
Membership Dues	3,750.00
Salary Survey	500.00
Total Income	<u>4,850.00</u>
Expense	
Education Costs	
Chapter Monthly Lunches	608.67
Webinars and Audio Conferences	149.00
Total Education Costs	<u>757.67</u>
Education Seminar	750.00
Miscellaneous Expense	
Other	100.00
Total Miscellaneous Expense	<u>100.00</u>
National Conference Scholarship	
Board Member Stipend	1,500.00
Total National Conference Scholarship	<u>1,500.00</u>
Website	
Designer Fees	137.50
Total Website	<u>137.50</u>
Total Expense	<u>3,245.17</u>
Net Ordinary Income	1,604.83
Other Income/Expense	
Other Income	
Interest Income	2.15
Total Other Income	<u>2.15</u>
Net Other Income	<u>2.15</u>
Net Income	<u><u>1,606.98</u></u>

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

	<u>Apr - Jun 12</u>
Ordinary Income/Expense	
Income	
Education	
Chapter Monthly Lunch Receipts	1,390.00
Seminars	1,960.00
Total Education	<u>3,350.00</u>
Membership Dues	10,325.00
Salary Survey	500.00
Total Income	<u>14,175.00</u>
Expense	
Bank Service Charges/Paypal	55.02
Board Expenses	
Board Retreat	451.43
Total Board Expenses	<u>451.43</u>
Business Partner Fair Expenses	
Deposits	1,200.00
Total Business Partner Fair Expenses	<u>1,200.00</u>
Education Costs	
Chapter Monthly Lunches	1,007.28
Lunches-Education Seminar	1,600.82
Webinars and Audio Conferences	149.00
Total Education Costs	<u>2,757.10</u>
Education Seminar	750.00
Miscellaneous Expense	
Other	100.00
Post Office Box	124.00
Total Miscellaneous Expense	<u>224.00</u>
National Conference Scholarship	
Board Member Stipend	1,780.00
Chapter Dinner	412.83
CLM Scholarship	1,500.00
President-National Conference	1,702.50
President Elect-National Confer	1,405.00
Total National Conference Scholarship	<u>6,800.33</u>
Newsletter	50.00
Website	
Designer Fees	137.50
Monthly Fee	100.00
Total Website	<u>237.50</u>
Total Expense	<u>12,525.38</u>
Net Ordinary Income	1,649.62
Other Income/Expense	
Other Income	
Interest Income	6.52
Total Other Income	<u>6.52</u>
Net Other Income	<u>6.52</u>
Net Income	<u><u>1,656.14</u></u>

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07/06/12

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

	<u>Jun 12</u>
OPERATING ACTIVITIES	
Net Income	<u>1,606.98</u>
Net cash provided by Operating Activities	<u>1,606.98</u>
Net cash increase for period	1,606.98
Cash at beginning of period	<u>64,871.57</u>
Cash at end of period	<u><u>66,478.55</u></u>

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07/06/12

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
June 2012

	Jun 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Education				
Chapter Monthly Lunch Receipts	600.00	650.00	-50.00	92.3%
Total Education	600.00	650.00	-50.00	92.3%
Membership Dues	3,750.00			
Salary Survey	500.00			
Total Income	4,850.00	650.00	4,200.00	746.2%
Expense				
Bank Service Charges/Paypal	0.00	50.00	-50.00	0.0%
Board Expenses				
Chapter Awards/Gifts	0.00	50.00	-50.00	0.0%
Total Board Expenses	0.00	50.00	-50.00	0.0%
Business Partner Fair Expenses				
Deposits	0.00	1,200.00	-1,200.00	0.0%
Total Business Partner Fair Expenses	0.00	1,200.00	-1,200.00	0.0%
Community Development	0.00	500.00	-500.00	0.0%
Education Costs				
Chapter Monthly Lunches	608.67	750.00	-141.33	81.2%
Luncheon Giveaways	0.00	25.00	-25.00	0.0%
Webinars and Audio Conferences	149.00	150.00	-1.00	99.3%
Total Education Costs	757.67	925.00	-167.33	81.9%
Education Seminar	750.00			
Miscellaneous Expense				
Other	100.00			
Total Miscellaneous Expense	100.00			
National Conference Scholarship				
Board Member Stipend	1,500.00	17,000.00	-15,500.00	8.8%
Chapter Dinner	0.00	700.00	-700.00	0.0%
First Time Attendee Member	0.00	1,500.00	-1,500.00	0.0%
President-National Conference	0.00	2,000.00	-2,000.00	0.0%
Quest Scholarship	0.00	1,500.00	-1,500.00	0.0%
Total National Conference Scholarship	1,500.00	22,700.00	-21,200.00	6.6%
New Member Functions				
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	350.00	-350.00	0.0%

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Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
June 2012

	Jun 12	Budget	\$ Over Budget	% of Budget
Newsletter				
Author Incentives	0.00	100.00	-100.00	0.0%
Newsletter Production	0.00	2,600.00	-2,600.00	0.0%
Reprint Permissions	0.00	500.00	-500.00	0.0%
Total Newsletter	0.00	3,200.00	-3,200.00	0.0%
Salary Survey Expense	0.00	6,400.00	-6,400.00	0.0%
Website				
Committee Meetings	0.00	100.00	-100.00	0.0%
Designer Fees	137.50	400.00	-262.50	34.4%
Maintenance	0.00	300.00	-300.00	0.0%
Monthly Fee	0.00	138.00	-138.00	0.0%
Total Website	137.50	938.00	-800.50	14.7%
Total Expense	3,245.17	36,313.00	-33,067.83	8.9%
Net Ordinary Income	1,604.83	-35,663.00	37,267.83	-4.5%
Other Income/Expense				
Other Income				
Interest Income	2.15			
Total Other Income	2.15			
Net Other Income	2.15			
Net Income	<u>1,606.98</u>	<u>-35,663.00</u>	<u>37,269.98</u>	<u>-4.5%</u>

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 07/06/12
 Accrual Basis

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

	Apr - Jun 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Education				
Chapter Monthly Lunch Receipts	1,390.00	1,950.00	-560.00	71.3%
Seminars	1,960.00			
Total Education	3,350.00	1,950.00	1,400.00	171.8%
Membership Dues	10,325.00	10,625.00	-300.00	97.2%
Salary Survey	500.00			
Total Income	14,175.00	12,575.00	1,600.00	112.7%
Expense				
Bank Service Charges/Paypal	55.02	50.00	5.02	110.0%
Board Expenses				
Board Retreat	451.43	450.00	1.43	100.3%
Chapter Awards/Gifts	0.00	50.00	-50.00	0.0%
Total Board Expenses	451.43	500.00	-48.57	90.3%
Business Partner Fair Expenses				
Deposits	1,200.00	1,200.00	0.00	100.0%
Vendor Appreciation Party	0.00	1,000.00	-1,000.00	0.0%
Total Business Partner Fair Expenses	1,200.00	2,200.00	-1,000.00	54.5%
Community Development	0.00	500.00	-500.00	0.0%
Education Costs				
Chapter Monthly Lunches	1,007.28	2,200.00	-1,192.72	45.8%
Luncheon Giveaways	0.00	50.00	-50.00	0.0%
Lunches-Education Seminar	1,600.82			
Speakers-Education Seminar	0.00	3,250.00	-3,250.00	0.0%
Webinars and Audio Conferences	149.00	450.00	-301.00	33.1%
Total Education Costs	2,757.10	5,950.00	-3,192.90	46.3%
Education Seminar	750.00			
Miscellaneous Expense				
Other	100.00			
Post Office Box	124.00	100.00	24.00	124.0%
Total Miscellaneous Expense	224.00	100.00	124.00	224.0%

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Accrual Basis

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

	Apr - Jun 12	Budget	\$ Over Budget	% of Budget
National Conference Scholarship				
Board Member Stipend	1,780.00	17,000.00	-15,220.00	10.5%
Chapter Dinner	412.83	700.00	-287.17	59.0%
CLM Scholarship	1,500.00			
First Time Attendee Member	0.00	1,500.00	-1,500.00	0.0%
President-National Conference	1,702.50	2,000.00	-297.50	85.1%
President Elect-National Confer	1,405.00			
Quest Scholarship	0.00	1,500.00	-1,500.00	0.0%
Silent Auction Items	0.00	250.00	-250.00	0.0%
Total National Conference Scholarship	6,800.33	22,950.00	-16,149.67	29.6%
New Member Functions				
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	350.00	-350.00	0.0%
Newsletter				
Author Incentives	0.00	100.00	-100.00	0.0%
Newsletter Production	0.00	2,600.00	-2,600.00	0.0%
Reprint Permissions	0.00	500.00	-500.00	0.0%
Newsletter - Other	50.00			
Total Newsletter	50.00	3,200.00	-3,150.00	1.6%
Salary Survey Expense	0.00	6,400.00	-6,400.00	0.0%
Website				
Committee Meetings	0.00	100.00	-100.00	0.0%
Designer Fees	137.50	400.00	-262.50	34.4%
Maintenance	0.00	300.00	-300.00	0.0%
Monthly Fee	100.00	414.00	-314.00	24.2%
Total Website	237.50	1,214.00	-976.50	19.6%
Total Expense	12,525.38	43,414.00	-30,888.62	28.9%
Net Ordinary Income	1,649.62	-30,839.00	32,488.62	-5.3%
Other Income/Expense				
Other Income				
Interest Income	6.52			
Total Other Income	6.52			
Net Other Income	6.52			
Net Income	1,656.14	-30,839.00	32,495.14	-5.4%



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

FOR INFORMATION CALL
512-473-4500 OR 1-800-513-7671

STATEMENT ISSUED
06-29-2012

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%ELAINE NIELSEN
401 CONGRESS AVE STE 2200
AUSTIN TX 78701



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FREE BUSINESS CHECKING		ACCOUNT NO. 59 1209000			
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
15,229.95	3	4,850.00	6	4,195.23	15,884.72

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
06-07	DEPOSIT	3,625.00	06-20	DEPOSIT	365.00
06-29	DEPOSIT	860.00			

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
06-13	1309 #	608.67	06-06	1311 #	1,200.00	06-14	1313 #	100.00
06-01	1310 #	637.56	06-21	1312 #	1,500.00	06-28	1315 * #	149.00

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-07	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-31	15,229.95	06-13	16,408.72	06-21	15,173.72
06-01	14,592.39	06-14	16,308.72	06-28	15,024.72
06-06	13,392.39	06-20	16,673.72	06-29	15,884.72
06-07	17,017.39				

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

2:15 PM

07/06/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 06/30/2012

	<u>Jun 30, 12</u>
Beginning Balance	15,229.95
Cleared Transactions	
Checks and Payments - 6 items	-4,195.23
Deposits and Credits - 4 items	4,850.00
Total Cleared Transactions	<u>654.77</u>
Cleared Balance	<u><u>15,884.72</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-1,757.50
Total Uncleared Transactions	<u>-1,757.50</u>
Register Balance as of 06/30/2012	<u><u>14,127.22</u></u>
New Transactions	
Checks and Payments - 4 items	-3,597.32
Total New Transactions	<u>-3,597.32</u>
Ending Balance	<u><u>10,529.90</u></u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 06/30/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,229.95
Cleared Transactions						
Checks and Payments - 6 items						
Check	5/24/2012	1310	James C. Sims	X	-637.56	-637.56
Check	5/25/2012	1311	Hilton Austin	X	-1,200.00	-1,837.56
Check	6/6/2012	1312	Shary Gonzales	X	-1,500.00	-3,337.56
Check	6/6/2012	1309	Headliners Club	X	-608.67	-3,946.23
Check	6/6/2012	1313	FALA	X	-100.00	-4,046.23
Check	6/20/2012	1315	Eichelbaum Wardell	X	-149.00	-4,195.23
Total Checks and Payments					-4,195.23	-4,195.23
Deposits and Credits - 4 items						
Deposit	4/30/2012			X	0.00	0.00
Deposit	6/7/2012			X	3,625.00	3,625.00
Deposit	6/20/2012			X	365.00	3,990.00
Deposit	6/29/2012			X	860.00	4,850.00
Total Deposits and Credits					4,850.00	4,850.00
Total Cleared Transactions					654.77	654.77
Cleared Balance					654.77	15,884.72
Uncleared Transactions						
Checks and Payments - 4 items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	2/6/2012	1283	Nuance Communic...		-45.00	-870.00
Check	6/20/2012	1314	Nesso Strategies		-750.00	-1,620.00
Check	6/29/2012	1316	PaperStreet Web D...		-137.50	-1,757.50
Total Checks and Payments					-1,757.50	-1,757.50
Total Uncleared Transactions					-1,757.50	-1,757.50
Register Balance as of 06/30/2012					-1,102.73	14,127.22
New Transactions						
Checks and Payments - 4 items						
Check	7/5/2012	1318	James C. Sims		-1,286.09	-1,286.09
Check	7/5/2012	1317	Andrew Molnau		-1,182.98	-2,469.07
Check	7/5/2012	1319	Tina Terrian		-209.33	-2,678.40
Check	7/6/2012		Headliners Club		-918.92	-3,597.32
Total Checks and Payments					-3,597.32	-3,597.32
Total New Transactions					-3,597.32	-3,597.32
Ending Balance					-4,700.05	10,529.90



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STATEMENT ISSUED
06-29-2012

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%ELAINE NIELSEN
401 CONGRESS AVE STE 2200
AUSTIN TX 78701

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BUSINESS MONEY MARKET		ACCOUNT NO.		59 1210378	
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
52,349.18	0	2.15	0	.00	52,351.33

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-30	2.15	INTEREST PAID	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-31	52,349.18	06-29	52,351.33		

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

2:16 PM

07/06/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 06/30/2012

	<u>Jun 30, 12</u>
Beginning Balance	52,349.18
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.15</u>
Total Cleared Transactions	<u>2.15</u>
Cleared Balance	<u>52,351.33</u>
Register Balance as of 06/30/2012	52,351.33
Ending Balance	52,351.33

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07/06/12

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 06/30/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,349.18
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	6/30/2012			X	2.15	2.15
Total Deposits and Credits					2.15	2.15
Total Cleared Transactions					2.15	2.15
Cleared Balance					2.15	52,351.33
Register Balance as of 06/30/2012					2.15	52,351.33
Ending Balance					<u>2.15</u>	<u>52,351.33</u>



**Austin ALA Committee Reports to the Board
July 10, 2012**

Bar Relations Committee Report – Chrissie Eastin, Committee Chair

Nothing to report at this time.

Business Partner Relations Committee Report – Michele Floyd, Committee Chair

Edna Diaz has graciously agreed to relieve Tina from the vendor DB duties. They will work together to transition the DB over the next couple of weeks.

The Expo planning is underway and the committee members are busying themselves prepping for this event. The theme for this year's event is...Matinee: An Afternoon at the Movies. We will encourage our Business Partners to compete for the 'Best Booth' again this year and along with potentially winning an 'Oscar' they will get a discount on their 2013 sponsorship package price. Marilyn Thompson and Edna Diaz will be in charge of executing the theme in our exhibit space and our membership attendees will be encouraged to dress up as their favorite movie character. Michele will seek out a photographer and look to get a banner backdrop designed with BP and ALA logos for the red carpet photo ops. Table assignments and placement will be discussed with the committee members, along with finalizing the lunch and drink orders with the Hilton. Amanda will work with Michele to get the registration pushed to the website and opened to our BP's. Amanda will also take on the brochure for this year's Expo

An additional table will be added to the exhibit hall for use by our Chapters Community Relations Committee. The committee will utilize the table to bring awareness to the fall community service event to be held at the Capital Area Food Bank. In conjunction, we will ask that our membership bring a canned food item to the Expo in return for a second drink ticket (the first drink ticket will be included with their paid registration).

The inaugural meeting of the Business Partner Relations Committee is scheduled for Monday, July 9th. The Chapter Board, BPR committee members and 1 rep from each of the BP participants (Jones

Lang LaSalle, Commercial Texas, Move Solutions, Capital Vending & Coffee, Dahill, Texas Imaging Systems, Documation, Frost Bank, LawPay, Hilton Austin, Convenience Office Supply) are invited to attend.

Past Presidents Advisory Council – Chrissie Eastin, Committee Chair

Nothing to report at this time.

Community Relations Committee Report – Ann Jacobson, Committee Chair

The Community Relations Committee (CRC) is moving forward with its plan to collect canned goods/non-perishable food items for the CAFB at the Expo. Members, Business Partners and other attendees may donate, as they arrive to the Seminar and the Expo, one item and receive a drink ticket. Of course, more than one item may be donated; however, the Chapter is providing only one drink ticket as a "thank you". CRC will have a booth/table at the Expo and deliver the food items to CAFB after the Expo.

Compensation and Benefits Committee Report – Andrew Molnau, Committee Chair

Nothing to report at this time.

Education/Programs Committee Report – Karie Rivkin, Committee Chair

Nothing to report at this time.

Membership Committee Report – Shary Gonzalez, Committee Chair

Nothing to report at this time.

Newsletter Committee Report – Debbie Roan, Committee Chair

An itemization of standard newsletter content has been submitted to Robert Miller, Graphic Designer. He has been directed to create a header and frame for the newsletter that will serve us going forward. The Newsletter Committee has a meeting next week to begin work on the next newsletter which we hope will be distributed in its new form in August.

Website Committee Report – Amanda Koplos, Committee Chair

I have done a lot of updating on the website and it is an ongoing process. I have updated the calendar through the end of the year. I am working on getting blog entries posted. I am also working with the BP committee to design their form for Legal Expo registration.