



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

June 12, 2012 at 12:00 PM
Graves Dougherty Hearon & Moody P.C.

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

Members Not Present: None

- 2) **Approval of May Board Meeting Minutes:** The May Board meeting minutes were approved and submitted to the Board.
- 3) **Treasurer's Report:** (Elaine N.) – The Chapter checking account balance as of May 31, 2012 is \$12,522.39 and the Money Market account balance is \$52,349.18 for a total Checking/Savings balance of \$64,871.57.

A number of checks for membership dues were deposited in June and will be reflected in next month's report. Check #1136 dated 12/21/10 payable to ING is lost. Chris will speak with a representative of ING to see if we need to issue a replacement.

Treasurer's Notes: A Balance Sheet and Income Statement for the period ending May 31, 2012 are attached hereto and made a part of these minutes. (Attachment A)

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

Upcoming events and due dates will be a new section to the Board's agenda and minutes as a reminder:

- Attend Chapter Leadership Institute, June 22 and 23 – Chris Sims, Tina Terrian, Shary Gonzales, Andrew Molnau, and Michele Floyd
- Submit Minutes to RMT Communications Officer, June 29 – Elaine Burr, Secretary
- Submit Educational Summary Report to RMT Education Officer, June 29 – Karie Rivkin, Chair, Education and Programs
- Submit Chapter highlights for ALA News to RMT Communications Officer, July 2 – Chris Sims, President
- File Chapter tax return, September 15 – Elaine Nielsen, Treasurer

5) Old Business

- a. ILTA reimbursement status for shared expenses related to the 2011 Spring Seminar on Disaster Recovery Planning. Elaine N. will call ILTA and present a bill for the full amount due. However, we will discount it if they raise a concern with the timing.
- b. SafeSite file storage status – Chrissie will email the necessary document to Debbie Roan who will meet with Toni Beasley to obtain her signature.
- c. Upcoming educational opportunities:
 - Law Firm Financial Management Conference, Chicago, August 9-11, 2012
 - ALA Large Firm Principal Administrators Retreat, Miami, September 20-22.
 - Region 4 Conference, Denver, Co, October 4-6, 2012
- d. 2012-2013 budget. The Board voted to approve the budget (Attachment B)
- e. Chapter obligations to Business Partners (Attachment C). Michele Floyd reviewed the chapter obligations with the Board with regard to deadlines to provide logos/ads for publication on the website and in the newsletter. These deadlines will also be included in future Board meeting agendas. She will also provide the Board with a second version of the document sorted by date to be included in the “Upcoming Dates” section.
- f. Website and Blog Assignments (Attachment D). One of the goals for the website is to keep information fresh. Amanda distributed a calendar of assignments to the Board members and requested that we provide her with weekly blog entries based on the topics assigned. High resolution photographs are also requested.

6. New Business:

- a. A FALA contribution in the amount of \$100 was made in memory of Bruce Groff, husband of Patti Groff who was the 2007-2008 President of the Association of Legal Administrators. The Board and Committee Chairs agreed to the contribution via email.
- b. Chapter event photographer/photographs needed – Chris reminded the Board members to bring cameras to ALA events. Camera phones do not provide a high enough resolution for publishing photos on the website or in the newsletter, and posed photographs of attendees are better than random candid shots.

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

Additional Discussion regarding committee Reports:

- Community Relations Committee: Ann Jacobson reported that the Committee is considering a two pronged activity this year. Donations to the selected charity will be solicited at the Expo, then later in the fall, members will be asked to volunteer to participate in sorting the donations at the charity headquarters.
- Debbie Roan reported that she met with Robert Miller, a graphic designer who is willing to create a template for a PDF format newsletter, and assist each quarter in assembling the newsletter. He will provide a formal quote for the project at a later date, but he estimates an initial investment of up to 20 hours at \$50/hr to create the template. The Board approved moving forward.

- Business Partner Relations Committee: Michele Floyd would like to host the Business Partner Advisory Committee meeting at her home.
- Education/Programs Committee: Karie reported that Kennon Welch recently joined the committee and she is looking for another member as well. Chris offered to follow up with Mary Redmond who will be speaking at the October 25th luncheon to firm up the details of her event. The committee is looking for a semi-permanent location for hosting the monthly ALA webinars.

8. Open Business

- a. Future Board meeting sign-up – there are open slots to host in March, May and June 2013.
- b. Consideration of Business Development statement for general use to identify and market the Chapter to potential business partners (Attachment F). The Board discussed implementing 2 or 3 Open House events to invite prospective business partners as well as former business partners who are not currently active with the chapter. Active business partners will also be encouraged to attend to help “sell” the chapter to potential business partners.

9. Announcements & Adjourn

The meeting was adjourned at 1:40 p.m. The July Board Meeting will be held Tuesday, July 10, 2012 at 12 Noon. Location – Eichelbaum Wardell Hansen Powell & Mehl, P.C., 4201 West Parmer Lane, Suite A-100.

7:50 AM
06/12/12
Accrual Basis

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

	<u>May 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	12,522.39
Frost Money Market	52,349.18
Total Checking/Savings	<u>64,871.57</u>
Total Current Assets	<u>64,871.57</u>
TOTAL ASSETS	<u><u>64,871.57</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	51,492.88
Net Income	49.16
Total Equity	<u>64,871.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>64,871.57</u></u>

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

	<u>May 12</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	470.00
Total Education	470.00
Membership Dues	1,875.00
Total Income	2,345.00
Expense	
Bank Service Charges	55.02
Business Partner Fair Expenses	
Deposits	1,200.00
Total Business Partner Fair Expenses	1,200.00
Education Costs	
Chapter MeetingLunches	398.61
Total Education Costs	398.61
Miscellaneous Expense	
Post Office Box	124.00
Total Miscellaneous Expense	124.00
National Conference Scholarship	
Board Member Stipend	875.00
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	5,895.33
Newsletter	50.00
Total Expense	7,722.96
Net Ordinary Income	-5,377.96
Other Income/Expense	
Other Income	
Interest Income	2.22
Total Other Income	2.22
Net Other Income	2.22
Net Income	<u><u>-5,375.74</u></u>

7:55 AM
06/12/12
Accrual Basis

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

	<u>Apr - May 12</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	790.00
Seminars	1,960.00
Total Education	2,750.00
Membership Dues	6,575.00
Total Income	9,325.00
Expense	
Bank Service Charges	55.02
Board Expenses	
Board Retreat	451.43
Total Board Expenses	451.43
Business Partner Fair Expenses	
Deposits	1,200.00
Total Business Partner Fair Expenses	1,200.00
Education Costs	
Chapter MeetingLunches	398.61
Lunches-Education Seminar	1,600.82
Total Education Costs	1,999.43
Miscellaneous Expense	
Post Office Box	124.00
Total Miscellaneous Expense	124.00
National Conference Scholarship	
Board Member Stipend	280.00
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	5,300.33
Newsletter	50.00
Website	
Monthly Fee	100.00
Total Website	100.00
Total Expense	9,280.21
Net Ordinary Income	44.79
Other Income/Expense	
Other Income	
Interest Income	4.37
Total Other Income	4.37
Net Other Income	4.37
Net Income	<u>49.16</u>

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

	<u>May 12</u>
OPERATING ACTIVITIES	
Net Income	-5,375.74
Net cash provided by Operating Activities	<u>-5,375.74</u>
Net cash increase for period	-5,375.74
Cash at beginning of period	<u>70,247.31</u>
Cash at end of period	<u><u>64,871.57</u></u>



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

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

STATEMENT ISSUED
05-31-2012

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

Page 1 of 1



0

Want a gift that's easy to buy, wrap and mail? A Frost Gift Card is the ideal present for newlyweds and grads this spring. Pick one up today at any Frost location.

FREE BUSINESS CHECKING		ACCOUNT NO. 59 1209000			
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
19,221.78	4	2,514.71	9	6,506.54	15,229.95

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
05-24	DEPOSIT	125.00 ✓	05-24	DEPOSIT	614.73
05-31	DEPOSIT	80.00 ✓			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-03	1,694.98 ✓	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 4UEJ25U8AGAVJ

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
05-25	1299 #	451.43	05-11	1303 #	875.00	05-23	1306 #	95.00
05-25	1301 * #	1,702.50	05-23	1304 #	1,310.00	05-25	1307 #	124.00
05-11	1302 #	398.61	05-31	1305 #	1,500.00	05-29	1308 #	50.00

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

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-02	.00	INTERNET STMT COPY REQ	
05-02	.00	INTERNET CHK COPY REQ	
05-08	.00	INTERNET STMT COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-30	19,221.78	05-11	19,643.15	05-25	16,699.95
05-02	19,221.78	05-23	18,238.15	05-29	16,649.95
05-03	20,916.76	05-24	18,977.88	05-31	15,229.95
05-08	20,916.76				

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

7:48 AM

06/12/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 05/31/2012

	<u>May 31, 12</u>
Beginning Balance	19,221.78
Cleared Transactions	
Checks and Payments - 9 items	-6,506.54
Deposits and Credits - 4 items	2,514.71
Total Cleared Transactions	<u>-3,991.83</u>
Cleared Balance	<u>15,229.95</u>
Uncleared Transactions	
Checks and Payments - 4 items	-2,707.56
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	<u>-2,707.56</u>
Register Balance as of 05/31/2012	<u>12,522.39</u>
New Transactions	
Checks and Payments - 3 items	-2,208.67
Deposits and Credits - 1 item	3,625.00
Total New Transactions	<u>1,416.33</u>
Ending Balance	<u>13,938.72</u>

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 05/31/2012**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						19,221.78
Cleared Transactions						
Checks and Payments - 9 items						
Check	4/30/2012	1299	Chris Sims	X	-451.43	-451.43
Check	5/7/2012	1301	James C. Sims	X	-1,702.50	-2,153.93
Check	5/7/2012	1305	State Bar of Texas	X	-1,500.00	-3,653.93
Check	5/7/2012	1304	Tina Terrian	X	-1,310.00	-4,963.93
Check	5/7/2012	1303	Karie Rivkin	X	-875.00	-5,838.93
Check	5/7/2012	1302	Headliners Club	X	-398.61	-6,237.54
Check	5/21/2012	1307	James C. Sims	X	-124.00	-6,361.54
Check	5/21/2012	1306	Tina Terrian	X	-95.00	-6,456.54
Check	5/21/2012	1308	Elaine Burr	X	-50.00	-6,506.54
Total Checks and Payments					<u>-6,506.54</u>	<u>-6,506.54</u>
Deposits and Credits - 4 items						
Deposit	5/3/2012			X	1,694.98	1,694.98
Deposit	5/24/2012			X	125.00	1,819.98
Deposit	5/24/2012			X	614.73	2,434.71
Deposit	5/31/2012			X	80.00	2,514.71
Total Deposits and Credits					<u>2,514.71</u>	<u>2,514.71</u>
Total Cleared Transactions					<u>-3,991.83</u>	<u>-3,991.83</u>
Cleared Balance					-3,991.83	15,229.95
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	5/24/2012	1310	James C. Sims		-637.56	-1,507.56
Check	5/25/2012	1311	Hilton Austin		-1,200.00	-2,707.56
Total Checks and Payments					<u>-2,707.56</u>	<u>-2,707.56</u>
Deposits and Credits - 1 item						
Deposit	4/30/2012				0.00	0.00
Total Deposits and Credits					<u>0.00</u>	<u>0.00</u>
Total Uncleared Transactions					<u>-2,707.56</u>	<u>-2,707.56</u>
Register Balance as of 05/31/2012					-6,699.39	12,522.39
New Transactions						
Checks and Payments - 3 items						
Check	6/6/2012	1312	Shary Gonzales		-1,500.00	-1,500.00
Check	6/6/2012	1309	Headliners Club		-608.67	-2,108.67
Check	6/6/2012	1313	FALA		-100.00	-2,208.67
Total Checks and Payments					<u>-2,208.67</u>	<u>-2,208.67</u>
Deposits and Credits - 1 item						
Deposit	6/7/2012				3,625.00	3,625.00
Total Deposits and Credits					<u>3,625.00</u>	<u>3,625.00</u>
Total New Transactions					<u>1,416.33</u>	<u>1,416.33</u>
Ending Balance					<u><u>-5,283.06</u></u>	<u><u>13,938.72</u></u>



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

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

STATEMENT ISSUED
05-31-2012

Page 1 of 2

030114
AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%ELAINE NIELSEN
401 CONGRESS AVE STE 2200
AUSTIN TX 78701



0

Want a gift that's easy to buy, wrap and mail? A Frost Gift Card is the ideal present for newlyweds and grads this spring. Pick one up today at any Frost location.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
52,346.96	0	2.22	0	.00	52,349.18

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-31	2.22	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-08	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-30	52,346.96	05-08	52,346.96	05-31	52,349.18

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

7:49 AM

06/12/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 05/31/2012

	<u>May 31, 12</u>
Beginning Balance	52,346.96
Cleared Transactions	
Deposits and Credits - 1 item	2.22
Total Cleared Transactions	<u>2.22</u>
Cleared Balance	<u>52,349.18</u>
Register Balance as of 05/31/2012	52,349.18
Ending Balance	52,349.18

7:49 AM
06/12/12

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 05/31/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,346.96
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	5/31/2012			X	2.22	2.22
Total Deposits and Credits					2.22	2.22
Total Cleared Transactions					2.22	2.22
Cleared Balance					2.22	52,349.18
Register Balance as of 05/31/2012					2.22	52,349.18
Ending Balance					2.22	52,349.18

Austin Chapter of the Association of Legal Administrators

Approved Budget

April 2012 through March 2013

ATTACHMENT B

Ordinary Income/Expense

Income

Annual Sponsorship

Platinum (1 - \$3,500)

Diamond (4 - \$2,675 each)

Gold (8 - \$1,850 each, budget 7)

Silver (22 - \$925 each, budget 19)

Bronze (25 - \$450 each, budget 24)

Annual Sponsorship - Totebag

Annual Sponsorship - Other

Total Annual Sponsorship

Business Partner Fair

Additional Reps

Total Business Partner Fair

Education

Meeting Receipts

Seminars

Total Education

Membership Dues

Miscellaneous Income

Joint Chapter Retreat

Salary Survey

Total Income

Expense

Bank Service Charges/Paypal

Board Expenses

Advertising and Promotion

Bar Relations

Board Meetings

Board Retreat

Chapter Awards/Gifts

Chapter Retreat

PLMW Event

Service Awards

Total Board Expenses

Business Partner Fair Expenses

A/V Rental

Beverages

Deposits

Facilities

Other

Parking

Fall Vendor Appreciation Party and Spring Meet & Greet

Total Business Partner Fair Expenses

Chapter Leadership Institute

Board Members-CLI

President - CLI

President Elect-CLI

Total Chapter Leadership Institute

Community Challenge Expenses/Diversity Project

Community Development

Education Costs

Audio Visual

Chapter Meeting Lunches

Holiday Party

Luncheon Giveaways

Lunches-Education Seminar

Parking

Speakers-Education Seminar

Webinars and Audio Conferences

Other

Total Education Costs

Insurance

Fidelity Bond Premium

Total Insurance

Managing Partner Breakfast

	APR 12	MAY 12	JUN 12	JUL 12	AUG 12	SEP 12	OCT 12	NOV 12	DEC 12	JAN 13	FEB 13	MAR 13	TOTAL 2012-2013 BUDGET	TOTAL 2011-2012 BUDGET	TOTAL 2011-2012 ACTUAL
Income															
Annual Sponsorship															
Platinum (1 - \$3,500)	-	-	-	-	-	-	-	-	-	3,500	-	-	3,500	3,300	3,500
Diamond (4 - \$2,675 each)	-	-	-	-	-	-	-	-	-	10,700	-	-	10,700	7,425	10,700
Gold (8 - \$1,850 each, budget 7)	-	-	-	-	-	-	-	-	-	12,950	-	-	12,950	8,250	11,100
Silver (22 - \$925 each, budget 19)	-	-	-	-	-	-	-	-	-	17,575	-	-	17,575	17,325	15,270
Bronze (25 - \$450 each, budget 24)	-	-	-	-	-	-	-	-	-	10,800	-	-	10,800	10,560	10,800
Annual Sponsorship - Totebag	-	-	-	-	-	-	-	-	-	500	-	-	500	500	500
Annual Sponsorship - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Annual Sponsorship	-	-	-	-	-	-	-	-	-	56,025	-	-	56,025	47,360	51,870
Business Partner Fair															
Additional Reps	-	-	-	-	-	-	1,250	-	-	-	-	-	1,250	800	1,250
Total Business Partner Fair	-	-	-	-	-	-	1,250	-	-	-	-	-	1,250	800	1,250
Education															
Meeting Receipts	650	650	650	650	-	650	650	650	-	650	650	-	5,850	6,750	5,737
Seminars	-	-	-	-	2,000	-	-	-	-	-	-	2,000	4,000	4,000	2,350
Total Education	650	650	650	650	2,000	650	650	650	-	650	650	2,000	9,850	10,750	8,087
Membership Dues	10,625	-	-	-	-	-	-	-	-	-	-	-	10,625	11,075	10,625
Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,740
Joint Chapter Retreat	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,008
Salary Survey	-	-	-	-	-	-	3,200	3,200	-	-	-	-	6,400	6,740	6,400
Total Income	11,275	650	650	650	2,000	650	5,100	3,850	-	56,675	650	2,000	84,150	76,725	88,980
Expense															
Bank Service Charges/Paypal	-	-	50	50	50	50	200	450	350	50	50	50	1,350	1,350	596
Board Expenses															
Advertising and Promotion	-	-	-	2,550	-	-	-	-	-	-	-	-	2,550	2,550	2,809
Bar Relations	-	-	-	500	-	-	-	-	-	-	-	-	500	500	54
Board Meetings	-	-	-	-	-	-	-	-	300	-	-	-	300	300	55
Board Retreat	450	-	-	-	-	-	-	-	-	-	-	-	450	350	450
Chapter Awards/Gifts	-	-	50	-	-	50	-	-	50	-	-	-	150	150	150
Chapter Retreat	-	-	-	-	-	-	-	-	-	-	-	-	-	8,500	14,638
PLMW Event	-	-	-	-	-	-	100	-	-	-	-	-	100	100	-
Service Awards	-	-	-	-	-	-	-	-	-	-	1,200	-	1,200	1,200	408
Total Board Expenses	450	-	50	3,050	-	50	100	-	350	-	1,200	-	5,250	13,650	18,564
Business Partner Fair Expenses															
A/V Rental	-	-	-	-	250	-	-	-	-	-	-	-	250	525	222
Beverages	-	-	-	-	2,275	-	-	-	-	-	-	-	2,275	3,000	2,274
Deposits	-	-	1,200	-	(1,200)	-	-	-	-	-	-	-	-	-	-
Facilities	-	-	-	-	2,000	-	-	-	-	-	-	-	2,000	1,800	1,908
Other	-	-	-	-	650	-	-	-	-	-	-	-	650	100	602
Parking	-	-	-	-	400	-	-	150	-	-	-	-	550	425	385
Fall Vendor Appreciation Party and Spring Meet & Greet	-	1,000	-	-	-	-	-	2,500	-	-	-	-	3,500	3,050	3,379
Total Business Partner Fair Expenses	-	1,000	1,200	-	4,375	-	-	2,650	-	-	-	-	9,225	8,900	8,770
Chapter Leadership Institute															
Board Members-CLI	-	-	-	4,000	-	-	-	-	-	-	-	-	4,000	5,000	3,534
President - CLI	-	-	-	1,250	-	-	-	-	-	-	-	-	1,250	1,250	256
President Elect-CLI	-	-	-	250	-	-	-	-	-	-	-	-	250	250	-
Total Chapter Leadership Institute	-	-	-	5,500	-	-	-	-	-	-	-	-	5,500	6,500	3,790
Community Challenge Expenses/Diversity Project	-	-	-	-	-	-	-	2,500	-	-	-	-	2,500	2,500	1,883
Community Development	-	-	500	-	-	-	-	500	-	-	-	-	1,000	1,000	1,216
Education Costs															
Audio Visual	-	-	-	-	500	-	-	-	-	-	-	-	500	500	2,161
Chapter Meeting Lunches	700	750	750	750	-	750	750	750	-	750	750	-	6,700	6,700	7,010
Holiday Party	-	-	-	-	-	-	-	-	1,500	-	-	-	1,500	1,500	1,414
Luncheon Giveaways	-	25	25	25	25	25	25	25	-	25	25	25	250	250	-
Lunches-Education Seminar	-	-	-	-	1,200	-	-	-	-	-	-	1,050	2,250	2,250	5,861
Parking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	385
Speakers-Education Seminar	3,250	-	-	1,000	3,500	1,000	1,000	-	-	-	-	2,000	11,750	11,726	6,373
Webinars and Audio Conferences	150	150	150	150	150	150	150	150	150	150	150	150	1,800	1,800	814
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	78
Total Education Costs	4,100	925	925	1,925	5,375	1,925	1,925	925	1,650	925	925	3,225	24,750	24,726	24,096
Insurance															
Fidelity Bond Premium	-	-	-	-	-	-	200	-	-	-	-	-	200	200	190
Total Insurance	-	-	-	-	-	-	200	-	-	-	-	-	200	200	190
Managing Partner Breakfast	-	-	-	-	-	-	-	-	-	-	7,500	-	7,500	6,000	4,316

Austin Chapter of the Association of Legal Administrators

Approved Budget

April 2012 through March 2013

ATTACHMENT B

	TOTAL												TOTAL	TOTAL	
	APR 12	MAY 12	JUN 12	JUL 12	AUG 12	SEP 12	OCT 12	NOV 12	DEC 12	JAN 13	FEB 13	MAR 13	2012-2013 BUDGET	2011-2012 BUDGET	2011-2012 ACTUAL
Miscellaneous Expense															
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	400	2,852
Gifts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	239
Post Office Box	-	100	-	-	-	-	-	-	-	-	-	-	100	100	100
Total Miscellaneous Expense	-	100	-	-	-	-	-	-	-	-	-	-	100	500	3,191
National Conference Scholarship															
Board Member Stipend	-	-	17,000	-	-	-	-	-	-	-	-	-	17,000	16,500	13,599
Chapter Dinner	-	-	700	-	-	-	-	-	-	-	-	-	700	-	750
First Time Attendee - Stipend	-	-	1,500	-	-	-	-	-	-	-	-	-	1,500	-	-
President-National Conference	-	-	2,000	-	-	-	-	-	-	-	-	-	2,000	2,000	-
Silent Auction Items	250	-	-	-	-	-	-	-	-	-	-	-	250	206	271
Social Event	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
National Conference Scholarship	-	-	1,500	-	-	-	-	-	-	-	-	-	1,500	825	1,785
Total National Conference Scholarship	250	-	22,700	-	-	-	-	-	-	-	-	-	22,950	19,531	16,405
New Member Functions															
Buddy Happy Hours	-	-	-	250	-	-	-	250	-	-	-	250	750	200	107
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	80	368
New Member Lunches	-	-	150	-	-	-	150	-	-	-	-	-	300	300	120
Promo Gifts	-	-	200	-	-	-	-	-	-	-	-	-	200	200	200
Total New Member Functions	-	-	350	250	-	-	150	250	-	-	-	250	1,250	780	795
Newsletter	-	-	2,600	-	-	100	-	-	100	-	-	100	2,900	500	-
Author Incentives	-	-	100	-	-	100	-	-	100	-	-	100	400	500	300
Reprint Permissions	-	-	500	-	-	500	-	-	500	-	-	500	2,000	2,500	-
Regional Conference															
Board Members	-	-	-	-	-	6,000	-	-	-	-	-	-	6,000	6,000	5,066
Door Prize	-	-	-	-	-	250	-	-	-	-	-	-	250	200	-
Members At Large	-	-	-	-	-	3,500	-	-	-	-	-	-	3,500	5,000	1,300
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scholarships	-	-	-	-	-	3,000	-	-	-	-	-	-	3,000	1,000	-
Total Regional Conference	-	-	-	-	-	12,750	-	-	-	-	-	-	12,750	12,200	6,366
Salary Survey Costs	-	-	6,400	-	-	-	-	-	-	-	-	-	6,400	6,740	6,680
Website															
Committee Meetings	-	-	100	-	-	-	-	-	-	-	-	-	100	100	72
Designer Fees	-	-	400	-	-	400	-	-	400	-	-	400	1,600	1,875	2,700
Maintenance	-	-	300	300	150	-	-	-	-	-	150	-	900	900	65
Monthly Fee	138	138	138	138	138	138	138	138	138	138	138	138	1,650	1,000	540
Total Website	138	138	938	438	288	538	138	138	538	138	288	538	4,250	3,875	3,377
Total Expense	4,938	2,163	36,313	11,213	10,088	16,013	3,213	6,913	3,588	1,113	9,963	4,763	110,275	111,952	100,536
Net Ordinary Income	6,338	(1,513)	(35,663)	(10,563)	(8,088)	(15,363)	1,888	(3,063)	(3,588)	55,563	(9,313)	(2,763)	(26,125)	(35,227)	(11,556)
Other Income/Expense															
Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-	24	30
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-	24	30
Total Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-	24	30
Net Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-	24	30
Net Income	6,338	(1,513)	(35,663)	(10,563)	(8,088)	(15,363)	1,888	(3,063)	(3,588)	55,563	(9,313)	(2,763)	(26,125)	(35,203)	(11,526)

ATTACHMENT C

Committee Assignments for 2012 Business Partners

As a committee chair you will be responsible for meeting all of the obligations that we have promised to our Business Partners throughout the year. If you are rolling off the Board in March you will also be responsible for passing this information on to your successor. By working together we will ensure that we have given our BPs everything they have paid for in the year.

Chapter President (Chrissie Eastin)

__Invite BPs to Managing Partner Breakfast. Invitations should go out ASAP. Reps will be invited as follows: Platinum (3 reps), Diamond (2 reps), Gold (1 rep). BPs are promised that they will have a signage on the table stating that the table is sponsored by them and they will be encouraged to seat 1 representative at their respective tables. Thus your event needs to have at least 16 tables. Contact information is as follows:

Jones Lang LaSalle (Platinum sponsor, 3 reps/tables)
Commercial Texas (Diamond sponsor, 2 reps/tables)
Move Solutions (Diamond sponsor, 2 reps/tables)
Capitol Vending and Coffee (Diamond sponsor, 2 reps/tables)
Dahill (Diamond sponsor, 2 reps/tables)
Rockford Interiors (Gold sponsor, 1 rep/table)
Speakwrite (Gold sponsor, 1 rep/table)
Ricoh (Gold sponsor, 1 rep/table)
CBRE (Gold sponsor, 1 rep/table)
Documation (Gold sponsor, 1 rep/table)

Chapter President (Chris Sims)

__Organize an ALA Board Meet & Greet. The thought is that this will be a breakfast and will be held in April – after the new Board is seated. Reps will be invited as follows: Platinum (3 reps), Diamond (3 reps), Gold (2 reps), Silver (2 reps), Bronze (1 rep). Database of contact information is attached

Website Committee

__Place a rotating banner ad on the front of the website for the Platinum sponsor: Jones Lang LaSalle. Ad will be provided to you by 01/13/2012. This ad will remain on the home page for the *duration of 2012*.

__Place a rotating banner ad on the front of the website for the Diamond sponsors – each for three months as follows.

January – March: Commercial Texas
April – June: Capitol Vending and Coffee
July – September: Dahill

ATTACHMENT C

October – December: Move Solutions

__Update the database of website listing by business specialty. (Attached)

__Update the database to include descriptions from each company (to be sent by 01/13/2012).

Newsletter Committee

__Place a rotating banner ad on **all issues** of our electronic quarterly newsletter for Jones Lang LaSalle. Ad will be provided to you by 01/13/2012.

__Place a rotating banner ad on **one issue** of our electronic quarterly newsletter for our Diamond Sponsors as follows:

- 1st Quarter: Move Solutions
- 2nd Quarter: Commercial Texas
- 3rd Quarter: Capitol Vending and Coffee
- 4th Quarter: Dahill

__Place a rotating banner ad on **one issue** of our electronic quarterly newsletter for our Gold Sponsors as follows:

- 1st Quarter: CBRE and DOCUation
- 2nd Quarter: SpeakWrite
- 3rd Quarter: Rockford Business Interiors
- 4th Quarter: RICOH

__Offer an opportunity to Jones Lang LaSalle to submit an educational article at least once within the year. Article is to be reviewed by the Board (or committee) and submission is not a guarantee that they will be used.

__Offer an opportunity to the following Diamond sponsors to submit an educational article at least once within the year. Article is to be reviewed by the Board (or committee) and submission is not a guarantee that they will be used. (Move Solutions, Commercial Texas, Capitol Vending and Coffee, and Dahill).

__Make sure that all BP contacts are receiving a copy of our newsletter.

__List the following Silver BPs as sponsors of at least one quarterly newsletter as follows:

- 1st Quarter: Special Counsel, Southwest Solutions Group, State Bar of Texas, Safesite
- 2nd Quarter: Balfour Beatty Construction, Frost, JPM Carpet and Hard Surface Maintenance, Gallagher Benefit Services, Inc.

ATTACHMENT C

3rd Quarter: Oxford Commercial, LawPay, Legal Network, LTD

4th Quarter: Document Technologies, Inc, Oce Business Services, White Glove Technologies

Community Relations Committee

__ Invite BPs to participate in at least one community service event as follows: Platinum (3 reps), Diamond (3 reps), Gold (2 reps), Silver (2 reps), Bronze (1 rep).

Salary Survey Committee

__ Place an ad for Jones Lang LaSalle on the electronic Salary Survey. It must remain there for at least one year. Ad will be provided to you by 01/31/2012.

__ Place a full page ad for Jones Lang LaSalle in the PDF copy of the Salary Survey. Ad will be provided to you by 01/31/2012.

__ Place a half-page ad for the following companies in the PDF copy of the Salary Survey: Move Solutions, Commercial Texas, Capitol Vending and Coffee, and Dahill

__ Place a quarter-page ad for the following companies in the PDF copy of the Salary Survey: CBRE, DOCUmentation, RICOH, SpeakWrite, Rockford Business Interiors

Business Partner Relations Committee

__ Hold Business Partner Social Event. Invite Platinum (3 reps), Diamond (3 reps), Gold (2 reps) and Silver (2 reps).

__ Notify the following companies of their selection to participate in the Business Partner Advisory Committee. Jones Lang LaSalle (guaranteed selection, 1 rep), Commercial Texas (guaranteed selection, 1 rep), Move Solutions (guaranteed selection, 1 rep), Capitol Vending and Coffee (guaranteed selection, 1 rep), Dahill (guaranteed selection, 1 rep), SpeakWrite (Gold sponsor, one of two companies randomly drawn, 1 rep), Documentation (Gold sponsor, one of two companies randomly drawn, 1 rep), Frost (Silver sponsor, one of two companies randomly drawn, 1 rep), LawPay (Silver sponsor, one of two companies randomly drawn), Hilton Austin (Bronze sponsor, one of two companies randomly drawn), Convenience Office Supply (Bronze sponsor, one of two companies randomly drawn)

__ Hold at least one meeting of the Business Partner Advisory Committee. Invite Board Members, Committee Members and BPs as listed above. Contact information is attached.

ATTACHMENT C

__ Send copy of Membership directory to all BPs by 01/13/2012.

__ When assigning tables for Legal Expo make sure to give Platinum BP (Jones Lang LaSalle) preference on where they want to be located.

__ Contact Attorney Resource to arrange for Tote Bag sponsorship. Linda Petty – 512-494-1414 or lsp@attorneyresource.com

__ Give oral recognition at the Expo to the Platinum Sponsor – Jones Lang LaSalle

Education Committee

__ Invite appropriate representatives to the monthly Chapter luncheons as follows:

January

Rockford Interiors (Gold sponsor, 1 rep)

Speakwrite (Gold sponsor, 1 rep)

February

Ricoh (Gold sponsor, 1 rep)

April

Jones Lang LaSalle (Platinum sponsor, 2 reps)

May

Commercial Texas (Diamond sponsor, 2 reps)

June

Move Solutions (Diamond sponsor, 2 reps)

July

Capitol Vending and Coffee (Diamond sponsor, 2 reps)

September

Dahill (Diamond sponsor, 2 reps)

October

CBRE (Gold sponsor, 1 rep)

November

Documation (Gold sponsor, 1 rep)

__ Invite Platinum Sponsor to be the "Speaker Sponsor" of the Spring Educational Seminar. 2 representatives will be invited to attend and will be asked to introduce the speaker. Jones Lang

ATTACHMENT C

__ Invite sponsors to attend the Holiday Party as follows:

- Jones Lang LaSalle (Platinum sponsor, 3 reps)
- Commercial Texas (Diamond sponsor, 2 reps)
- Move Solutions (Diamond sponsor, 2 reps)
- Capitol Vending and Coffee (Diamond sponsor, 2 reps)
- Dahill (Diamond sponsor, 2 reps)

__ Invite Platinum sponsor to have 5 minutes to speak before the seminar that immediately precedes the Expo. Contact: Jones Lang LaSalle (Platinum sponsor, 3 reps)

- Contact: Russell Young - 512-225-2700 or Russell.young@am.jll.com and Elysia Ragusa - 512-225-2700 or elysia.ragusa@am.jll.com

__ Invite BPs to attend the luncheon and seminar immediately preceding the Expo as follows:

- Jones Lang LaSalle (Platinum, 3 reps)
- Commercial Texas (Diamond, 2 reps)
- Move Solutions (Diamond, 2 reps)
- Capitol Vending and Coffee (Diamond, 2 reps)
- Dahill (Diamond, 2 reps)
- CBRE (Gold, 1 rep)
- DOCUmation (Gold, 1 rep)
- Ricoh (Gold, 1 rep)
- SpeakWrite (Gold, 1 rep)
- Rockford Business Interiors (Gold, 1 rep)

June 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12 Board Meeting	13	14 Summary of June Board Meeting: Elaine Burr	15	16
17	18 CLE on Law Office Design	19	20	21 Special Assignment: Summary of CLE: Chrissie	22 Chapter Leadership Institute	23
24	25	26	27	28 Monthly Luncheon President's Message: Chris Sims (CLI recap)	29	30

August 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Summary of July lunch meeting: Elaine Nielsen	3	4
5	6	7	8	9 Special Assignment: The Expo from a vendor: Platinum Spon	10	11
12	13	14 Board Meeting	15	16 Legal Expo Summary of board meeting: Andrew	17	18
19	20	21	22	23 Special Assignment: Summary of the Expo: Michele Floyd	24	25
26	27	28	29	30 President's Message: Chris Sims	31	

October 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Summary of Sept lunch meeting: Chrissie	5	6
7	8	9 Board Meeting	10	11 Summary of Board Meeting: Elaine Burr	12	13
14	15	16	17	18 Special Assignment: Recap of Community Challenge: Amanda	19	20
21	22	23	24	25 Lunch Meeting President's Message: Chris	26	27
28	29	30	31			

December 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 Special Assignment: Holiday Party Recap	7	8
9	10	11 Board Meeting	12	13 Board Meeting Recap: Amanda	14	15
16	17	18	19	20 President's Message: Chris Sims	21	22
23	24	25	26	27 No post	28	29
30	31					



**Austin ALA Committee Reports to the Board
June 12, 2012**

Bar Relations Committee Report – Chrissie Eastin, Committee Chair

June 18th is the joint educational seminar on Space Planning. Invite is attached. I will send out a reminder on June 8th. No more meetings until August - on summer hiatus. Who wants copy of Bar Code?

Business Partner Relations Committee Report – Michele Floyd, Committee Chair

Our first Board Meet & Greet, held May 15 at 8:30am was well received by our Business Partners. In total 26 representatives attended from 18 of our 2012 business partners. Discussions were had after the meeting to hold another 'informal' event like this later in the year.

The contract with the Hilton has been signed and deposit made for our 2012 Legal EXPO. The EXPO will be held on Thursday, August 16th with the following format:

10:00am-11:30am	1 st Educational Session
11:30am-12:30pm	Boxed Lunch
12:30pm-2:30pm	2 nd Educational Session
2:30pm-4:30pm	Legal EXPO

Karie Rivkin and the members of the Education/Programs Committee are working with speakers to get them scheduled for the education sessions.

The BPR committee members will get together over the next couple of weeks to determine the theme of the EXPO and divide up other responsibilities. In addition, the Business Partner Advisory Committee will look to hold their first meeting of the year to help with the theme selection and structure of our sponsorships for 2013.

Tina Terrian and Ellen Boydstun will not serve on the committee this year due to other obligations. The following individuals are confirmed as committee members: James Cornell, Edna Diaz, Amanda Koplos, Debbie Roan

Past Presidents Advisory Council – Chrissie Eastin, Committee Chair

Going to get the committee together in June or July.

Community Relations Committee Report – Ann Jacobson, Committee Chair

The Community Relations Committee's first meeting was held on Wednesday, June 6th. The CRC met and discussed prior Community Challenge projects and the CRC's current objectives, which are to coordinate an event that will benefit the surrounding Austin community through the teamwork of our members and eligible business partners. The CRC is currently reviewing opportunities that will fulfill our scope and generate the maximum participation from members and business partners alike. The CRC hopes to finalize a plan in the very near future.

Compensation and Benefits Committee Report – Andrew Molnau, Committee Chair

The Compensation and Benefits Committee would like to send a short survey about the survey. How to send that out is the question. Does the survey get marketed to non-ala law firms, non law firms?, and how? What is the expected timeline of the survey, sending, compiling, publishing?

Education/Programs Committee Report – Karie Rivkin, Committee Chair

Our committee met on June 7th and decided/discussed as follows:

July 26th-we are kicking around the idea of having an event coordinator/party planning theme. Linda Wood's sister who is the International President of ISES (International Special Events Society) to come in to do a lunch topic on "Making Your Meeting Matter" How to plan, negotiate and have the perfect office meeting/retreat/event and stay on budget. Tips and tricks from the leading International event professional on how to get deals from vendors, venues and entertainment. Cost=airfare RT Atlanta to Austin.

August 16th - we are looking at two concurrent sessions running from 10-noon and 12:30 to 2:30. Kevin O'Keefe "Real Lawyers Have Blogs" but think he'd be willing to broaden it to Real Professional Have Blogs and then talk to us about that again. Amy Knapp, last year, was so needed and opened the door for us all. Judy Hissong "The Power of Self Talk" and how it relates to stress. I estimate, on the high side \$5,000 to bring in both of them. And I'd like to discuss increasing the cost slightly to \$50 since we will have 4 hours of educational credit and two totally different topics by

two nationally recognized speakers. Some additional costs in the program format are not within our control and so we are trying to make up for it by offering two great sessions. Can we invite ILTA, Austin Bar and AYLTA? Capped at 80 total but limited to 40 each room/session.

September 27 Bill & Phil – http://thebillandphilshow.com/?page_id=172. They may be too expensive but we are looking into it. Debbie Foster, I know, would come back. Ironically, she was here last year, same time. Or, we can look at others but wanting something more on devices and how to setup and use them in this mobile/virtual world.

October 25 Mary Redmond, equipment and other facility negotiations.

November 22-SHIP or some sort of Medicare/Medicaid discussion on both personal and at management level, what do we need to know about turning 65 and the new laws that affect us. I was looking at the HB 300 Compliance Training, Amanda forwarded that in January and so we could always do a legal update...

December ?– Holiday Party – sometime during the first week of December...we'd like to book La Condesa again and look into some other type of entertainment. Suggestions, please!

Membership Committee Report – Shary Gonzalez, Committee Chair

Nothing to report at this time.

Newsletter Committee Report – Debbie Roan, Committee Chair

I met with Robert Miller, the graphic designer recommended by Michelle Floyd, regarding the Chapter's newsletter. I provided him with some preliminary information. The next step is to provide him with the information that will be consistent from newsletter to newsletter. From that he can develop an idea about how long design development process will take. He was very excited about our website homepage—not "law firm traditional", but Austin-focused. I plan to meet with my committee members next week to discuss a basic format for the newsletter (how many articles, ads, photos, etc.). Once he has that information, he will provide me with a cost estimate. He also told me he will be available to put the newsletter together once he develops the grid. His usual hourly rate is \$50/hour.

Website Committee Report – Amanda Koplos, Committee Chair

Nothing to report at this time.



**Austin Chapter of the Association of Legal Administrators
Business Partner Development
Mission Statement**

(INITIAL DRAFT, June 11, 2012)

We value our existing business partners and appreciate their support of our Chapter. In developing prospective new business partner sponsors, we want to protect our relationships with our existing business partners. Still, it is increasingly more important to grow and develop new business for our Chapter as relationships change. To this end, we find it necessary to create a mission statement which sets out our philosophy on doing so.

Responsibility for maintaining existing relationships and developing new business partner relationships extends to all members of the Austin Chapter, including the Board of Directors, Committee Chairs, Committee Members and all other members.

The general guidelines for developing new business partner relationships might include:

- 1) An invitation to attend an open house, which will be held periodically throughout the calendar year.
- 2) Holding a brief introductory sessions prior to, during, or after a Chapter Board meeting or any other appropriate meeting of Chapter members, such as the small firm administrators group.
- 3) Other events or conversations held formally or informally as needed, but specifically upon the inquiry of a new or potential business partner.

Open house events, the brief introductory sessions, and other events or conversations should be designed to allow the Chapter to convey appropriate information to the potential business partner and to gather some key points about the business offerings of the interested party. During these activities, the Chapter leadership, generally the Board of Directors, Chair of the Business Partner Relations Committee, or other designees, will make a presentation about the Chapter, discuss the details of the sponsorship packages, and learn how to best align the needs of the Chapter with the desires of the business partner. Under no circumstances are these situations meant to invite a solicitation of business for the new or potential business partner.