



FEBRUARY 2013 BOARD MEETING MINUTES
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

February 12, 2013 at 12:00 PM
Akin Gump Strauss Hauer & Feld LLP
Shary Gonzalez
300 W. 6th St. Suite 1900
Austin, TX 78701
(512) 499-6275

- 1) **Members Present:** Karie Rivkin, Shary Gonzalez, Chrissie Eastin, Elaine Nielsen, Andrew Molnau, Ann Jacobson, April Stanaland, Amanda Koplos-Herdeman, Elaine Burr

Member(s) Not Present: Debbie Roan

Guests: Toni Beasley, Kelly Barker

- 2) **Approval of January Board Meeting Minutes:** The January Board meeting minutes were approved and submitted to the Board.
- 3) **Treasurer's Report:** – The Chapter checking account balance as of January 31, 2013 is \$53,674.52 and the Money Market account balance is \$19,861.59 for a total Checking/Savings balance of \$73,536.11.

Most of the Business Partner sponsorships have been deposited.

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

- 4) **Upcoming Due Dates & Responsibilities:**
- a. February 28 – Elaine Burr, Secretary, submit Minutes to RMT Communications Officer
 - b. February 28 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to RMT Education Officer
 - c. March 1 – Karie Rivkin, President, submit Chapter highlights for ALA News to RMT Communications Officer
- 5) **Upcoming Educational Opportunities**
- a. February 15 - Annual Conference Early Bird Deadline

- b. February 20 - ALA Webinar Series presents "Profitable Law Firms: There's No App for That" hosted at Graves, Dougherty, Hearon & Moody, PC.
- c. February 28 – Steve Wingert presents "Leadership, Relationships and the Power of Diverse Teams" for our monthly Lunch & Learn Series
- d. March 9 – Region 4 Conference Planning Meeting. They are looking for possible topics and speakers. Send suggestions along to Andrea Everage or Toni Beasley.
- e. March 21 – Mary Redmond presents three topics: Equipment Lease Gotchas; Negotiation techniques, and Body Language. This will be our Spring Educational Seminar. April has been in discussions with Mary to tweak the content in order to attract more attendees. She will then finalize the invitation.
- f. March 27 – Managing Partner Breakfast – 7:30AM- 9:30AM at the Stephen F. Austin InterContinental ballroom. David Freeman has been booked to speak about "CultureShift™ - A Leadership Approach for Maximizing Client Development" – Karie will send an email asking each member to confirm or update the name of their firm's Managing Partner prior to sending out invitations.
- g. April 14-17 – Association of Legal Administrators Annual Conference & Exposition, National Harbor, Maryland.

6) Old Business

- a. Leadership Academy – Chrissie Eastin – tabled indefinitely.
- b. Chair – Business Partner Relations Committee. Amanda Koplos-Herdeman and Chrissie Eastin have agreed to co-chair the committee for the rest of the current term. All of the sponsorship renewals are complete. The contract for the Legal Expo is in the works – Amanda is negotiating with the Hilton.
- c. Special election for President-elect and regular election – Karie Rivkin was elected President-Elect for the remainder of the current term on January 24, 2013. On February 1, 2013, Chris Sims stepped down as President and Karie assumed the office on that date. Nominations for the 2013-2014 term include Karie Rivkin – President, Kelly Barker - President-Elect, Shary Gonzalez - Secretary, Elaine Nielsen – Treasurer. The election was held last week and the results will be announced at the February chapter meeting.
- d. Memorial Contributions – No further discussion
- e. ALA Webinar subscription, hosting, and eligible attendees – The chapter purchased a site license for the series of ALA webinars for the current year. James Cornell is hosting all of them at Graves Dougherty Hearon & Moody unless there is a scheduling conflict. In that case James will seek an alternate location.
- f. Board meeting locations for the remainder of the Board year – Debbie Roan offered to host the March Board meeting, completing the schedule for the remaining Board year.

7) New Business:

- a. Board Retreat – Karie is working on scheduling a location and date for the Board retreat. She suggested a Saturday as opposed to a work day. Location is still in the works.
- b. Scholarships for National Conference – Kennon Welch received a scholarship at the Legal Expo last summer. There remains one more scholarship to be awarded. Karie will send out an email to the chapter at large asking those who have been considering

attending the conference to toss their names into the drawing for the scholarship. The Chapter will purchase the registration this week in order to take advantage of the early registration discount. The winner will be announced at the next chapter meeting.

- c. Steven Wingert – Karie invited those who are interested in having dinner with Steven Wingert on the evening of February 27 to let her know via email so that reservations may be made.
- d. 2013-2014 Budget – Karie and Elaine N. will meet to draft a budget for discussion at the Board Retreat.

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

Additional Discussion regarding committee Reports:

Business Partner Relations Committee: Amanda Koplos-Herdeman called the Board's attention to the email she sent out recently (Attachment C), and asked that Committee Chairs and Officers make themselves aware of their obligations and deadlines in the months to come.

Compensation Committee: Andrew Molnau announced that sales of the salary and benefits survey were good - net \$1,800 profit.

Membership Committee: Shary Gonzalez announced that Christine Giles has agreed to chair the Membership Committee for the coming year.

Website Committee: Amanda Koplos-Herdeman requested that once the 2013-2014 slate of officers is announced, she will need copies of their professional portraits sent to her to update the website.

9) Open Business

- a. Karie will be forming a task force made up of a Past-President and two or three more chapter members to examine the committees and to determine their benefit to the chapter.
- b. Karie asked all Committee Chairs to mentor their members and to encourage leadership in an effort to attain smooth succession planning.

10) Announcements & Adjourn

The meeting was adjourned at 12:42 p.m.

11) Next Board Meeting

The March Board Meeting will be held Tuesday, March 12, 2013 at 12 Noon. Location:

Bracewell Guiliani
Debbie Roan, Host



5:49 PM

02/11/13

Accrual Basis

Austin Chapter - Association of Legal Administrators

Balance Sheet

As of January 31, 2013

	<u>Jan 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	53,674.52
Frost Money Market	19,861.59
Total Checking/Savings	<u>73,536.11</u>
Total Current Assets	<u>73,536.11</u>
TOTAL ASSETS	<u>73,536.11</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	51,492.88
Net Income	8,713.70
Total Equity	<u>73,536.11</u>
TOTAL LIABILITIES & EQUITY	<u>73,536.11</u>

Austin Chapter - Association of Legal Administrators
Profit & Loss
 January 2013

	<u>Jan 13</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	12,245.00
Diamond	10,700.00
Gold	12,950.00
Platinum	3,250.00
Silver	<u>13,875.00</u>
Total Annual Sponsorship	53,020.00
Business Partner Fair	
Additional Reps	<u>100.00</u>
Total Business Partner Fair	100.00
Education	
Chapter Monthly Lunch Receipts	980.00
Mtg Vendor Handout Fees	<u>20.00</u>
Total Education	1,000.00
Salary Survey	<u>375.00</u>
Total Income	<u>54,495.00</u>
Expense	
Bank Service Charges/Paypal	721.42
Board Expenses	
Bar Relations	<u>25.32</u>
Total Board Expenses	25.32
Business Partner Fair Expenses	
Vendor Appreciation Party	<u>75.00</u>
Total Business Partner Fair Expenses	75.00
Education Costs	
Speakers-Education Seminar	548.30
Webinars and Audio Conferences	<u>1,180.00</u>
Total Education Costs	1,728.30
Managing Partner Breakfast	2,000.00
Miscellaneous Expense	
Contributions	350.00
Gifts	<u>59.51</u>
Total Miscellaneous Expense	409.51
Newsletter	
Newsletter Production	<u>875.00</u>
Total Newsletter	875.00
Total Expense	<u>5,834.55</u>
Net Ordinary Income	48,660.45
Other Income/Expense	
Other Income	
Interest Income	<u>0.71</u>
Total Other Income	0.71
Net Other Income	<u>0.71</u>
Net Income	<u><u>48,661.16</u></u>

Austin Chapter - Association of Legal Administrators
Profit & Loss
 April 2012 through January 2013

	<u>Apr '12 - Jan 13</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	12,245.00
Diamond	10,700.00
Gold	12,950.00
Platinum	3,250.00
Silver	14,700.00
Total Annual Sponsorship	<u>53,845.00</u>
Business Partner Fair	
Additional Reps	1,050.00
Total Business Partner Fair	<u>1,050.00</u>
Education	
Chapter Monthly Lunch Receipts	4,010.00
Mtg Vendor Handout Fees	20.00
Seminars	5,839.21
Total Education	<u>9,869.21</u>
Membership Dues	10,600.00
Salary Survey	6,575.00
Total Income	<u>81,939.21</u>
Expense	
Bank Service Charges/Paypal	799.64
Board Expenses	
Bar Relations	25.32
Board Meetings	275.11
Board Retreat	451.43
Total Board Expenses	<u>751.86</u>
Business Partner Fair Expenses	
A/V Rental	589.56
Beverages	1,699.46
Deposits	1,200.00
Facilities	297.00
Other	203.04
Parking	7.00
Photographs	275.00
Vendor Appreciation Party	
Parties	1,414.21
Vendor Appreciation Party - Other	1,103.38
Total Vendor Appreciation Party	<u>2,517.59</u>
Total Business Partner Fair Expenses	6,788.65
Chapter Leadership Institute	
Board Member-CLI	3,444.87
President - CLI	1,286.09
President Elect-CLI	209.33
Total Chapter Leadership Institute	<u>4,940.29</u>
Education Costs	
Audio Visual	595.34
Chapter Monthly Lunches	3,876.74
Facility Rental	636.00
Holiday Party	3,150.24
Luncheon Giveaways	50.00
Lunches-Education Seminar	4,961.08
Parking	6.00
Speakers-Education Seminar	7,652.50
Webinars and Audio Conferences	1,865.00
Total Education Costs	<u>22,792.90</u>

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2012 through January 2013

	<u>Apr '12 - Jan 13</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	2,000.00
Miscellaneous Expense	
Contributions	1,800.00
Gifts	281.29
Other	1,528.56
Post Office Box	124.00
Total Miscellaneous Expense	3,733.85
National Conference Scholarship	
Board Member Stipend	6,443.40
Chapter Dinner	412.83
CLM Scholarship	1,500.00
President-National Conference	1,702.50
President Elect-National Confer	1,405.00
Quest Scholarship	505.00
Total National Conference Scholarship	11,968.73
Newsletter	
Newsletter Production	2,375.00
Newsletter - Other	50.00
Total Newsletter	2,425.00
Regional Conference	
Board Members	5,979.72
Chapter Dinner	1,308.97
Door Prize	252.95
Members At Large	3,102.50
Total Regional Conference	10,644.14
Salary Survey Costs	4,500.00
Website	
Designer Fees	137.50
Maintenance	469.73
Monthly Fee	1,100.00
Total Website	1,707.23
Total Expense	73,242.29
Net Ordinary Income	8,696.92
Other Income/Expense	
Other Income	
Interest Income	16.78
Total Other Income	16.78
Net Other Income	16.78
Net Income	<u><u>8,713.70</u></u>

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Austin Chapter - Association of Legal Administrators

Statement of Cash Flows

January 2013

	<u>Jan 13</u>
OPERATING ACTIVITIES	
Net Income	<u>48,661.16</u>
Net cash provided by Operating Activities	<u>48,661.16</u>
Net cash increase for period	48,661.16
Cash at beginning of period	<u>24,874.95</u>
Cash at end of period	<u><u>73,536.11</u></u>

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
January 2013

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 Accrual Basis

	Jan 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Annual Sponsorship - Totebag	0.00	500.00	-500.00	0.0%
Bronze	12,245.00	10,800.00	1,445.00	113.4%
Diamond	10,700.00	10,700.00	0.00	100.0%
Gold	12,950.00	12,950.00	0.00	100.0%
Platinum	3,250.00	3,500.00	-250.00	92.9%
Silver	13,875.00	17,575.00	-3,700.00	78.9%
Total Annual Sponsorship	53,020.00	56,025.00	-3,005.00	94.6%
Business Partner Fair				
Additional Reps	100.00			
Total Business Partner Fair	100.00			
Education				
Chapter Monthly Lunch Receipts	980.00	650.00	330.00	150.8%
Mtg Vendor Handout Fees	20.00			
Total Education	1,000.00	650.00	350.00	153.8%
Salary Survey	375.00			
Total Income	54,495.00	56,675.00	-2,180.00	96.2%
Expense				
Bank Service Charges/Paypal	721.42	50.00	671.42	1,442.8%
Board Expenses				
Bar Relations	25.32			
Total Board Expenses	25.32			
Business Partner Fair Expenses				
Vendor Appreciation Party	75.00			
Total Business Partner Fair Expenses	75.00			
Education Costs				
Chapter Monthly Lunches	0.00	750.00	-750.00	0.0%
Luncheon Giveaways	0.00	25.00	-25.00	0.0%
Speakers-Education Seminar	548.30			
Webinars and Audio Conferences	1,180.00	150.00	1,030.00	786.7%
Total Education Costs	1,728.30	925.00	803.30	186.8%
Managing Partner Breakfast	2,000.00			
Miscellaneous Expense				
Contributions	350.00			
Gifts	59.51			
Total Miscellaneous Expense	409.51			

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
January 2013

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 Accrual Basis

	Jan 13	Budget	\$ Over Budget	% of Budget
Newsletter				
Newsletter Production	875.00			
Total Newsletter	875.00			
Website				
Monthly Fee	0.00	138.00	-138.00	0.0%
Total Website	0.00	138.00	-138.00	0.0%
Total Expense	5,834.55	1,113.00	4,721.55	524.2%
Net Ordinary Income	48,660.45	55,562.00	-6,901.55	87.6%
Other Income/Expense				
Other Income	0.71			
Interest Income	0.71			
Total Other Income	0.71			
Net Other Income	0.71			
Net Income	48,661.16	55,562.00	-6,900.84	87.6%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2012 through January 2013

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 Accrual Basis

	Apr '12 - Jan 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Annual Sponsorship - Totebag			
Annual Sponsorship	0.00	500.00	-500.00
Bronze	12,245.00	10,800.00	1,445.00
Diamond	10,700.00	10,700.00	0.00
Gold	12,950.00	12,950.00	0.00
Platinum	3,250.00	3,500.00	-250.00
Silver	14,700.00	17,575.00	-2,875.00
Total Annual Sponsorship	53,845.00	56,025.00	-2,180.00
Business Partner Fair			
Additional Reps	1,050.00	1,250.00	-200.00
Total Business Partner Fair	1,050.00	1,250.00	-200.00
Education			
Chapter Monthly Lunch Receipts	4,010.00	5,200.00	-1,190.00
Mtg Vendor Handout Fees	20.00		
Seminars	5,839.21	2,000.00	3,839.21
Total Education	9,869.21	7,200.00	2,669.21
Membership Dues	10,600.00	10,625.00	-25.00
Salary Survey	6,575.00	6,400.00	175.00
Total Income	81,939.21	81,500.00	439.21
Expense			
Bank Service Charges/Paypal	799.64	1,250.00	-450.36
Board Expenses			
Advertising and Promotion	0.00	2,550.00	-2,550.00
Bar Relations	25.32	500.00	-474.68
Board Meetings	275.11	300.00	-24.89
Board Retreat	451.43	450.00	1.43
Chapter Awards/Gifts	0.00	150.00	-150.00
PLMW Event	0.00	100.00	-100.00
Total Board Expenses	751.86	4,050.00	-3,298.14
Business Partner Fair Expenses			
A/V Rental	589.56	250.00	339.56
Beverages	1,699.46	2,275.00	-575.54
Deposits	1,200.00	0.00	1,200.00
Facilities	297.00	2,000.00	-1,703.00
Other	203.04	650.00	-446.96
Parking	7.00	550.00	-543.00
Photographs	275.00		

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April 2012 through January 2013

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 Accrual Basis

	Apr '12 - Jan 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Annual Sponsorship - Totebag		500.00	-500.00	0.0%
Bronze	12,245.00	10,800.00	1,445.00	113.4%
Diamond	10,700.00	10,700.00	0.00	100.0%
Gold	12,950.00	12,950.00	0.00	100.0%
Platinum	3,250.00	3,500.00	-250.00	92.9%
Silver	14,700.00	17,575.00	-2,875.00	83.6%
Total Annual Sponsorship	53,845.00	56,025.00	-2,180.00	96.1%
Business Partner Fair				
Additional Reps	1,050.00	1,250.00	-200.00	84.0%
Total Business Partner Fair	1,050.00	1,250.00	-200.00	84.0%
Education				
Chapter Monthly Lunch Receipts	4,010.00	5,200.00	-1,190.00	77.1%
Mtg Vendor Handout Fees	20.00			
Seminars	5,839.21	2,000.00	3,839.21	292.0%
Total Education	9,869.21	7,200.00	2,669.21	137.1%
Membership Dues	10,600.00	10,625.00	-25.00	99.8%
Salary Survey	6,575.00	6,400.00	175.00	102.7%
Total Income	81,939.21	81,500.00	439.21	100.5%
Expense				
Bank Service Charges/Paypal	799.64	1,250.00	-450.36	64.0%
Board Expenses				
Advertising and Promotion		2,550.00	-2,550.00	0.0%
Bar Relations	25.32	500.00	-474.68	5.1%
Board Meetings	275.11	300.00	-24.89	91.7%
Board Retreat	451.43	450.00	1.43	100.3%
Chapter Awards/Gifts	0.00	150.00	-150.00	0.0%
PLMW Event	0.00	100.00	-100.00	0.0%
Total Board Expenses	751.86	4,050.00	-3,298.14	18.6%
Business Partner Fair Expenses				
A/V Rental	589.56	250.00	339.56	235.8%
Beverages	1,699.46	2,275.00	-575.54	74.7%
Deposits	1,200.00	0.00	1,200.00	100.0%
Facilities	297.00	2,000.00	-1,703.00	14.9%
Other	203.04	650.00	-446.96	31.2%
Parking	7.00	550.00	-543.00	1.3%
Photographs	275.00			

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2012 through January 2013

5:57 PM
 02/11/13
 Accrual Basis

	Apr '12 - Jan 13	Budget	\$ Over Budget	% of Budget
Vendor Appreciation Party				
Parties	1,414.21			
Vendor Appreciation Party - Other	1,103.38	3,500.00	-2,396.62	31.5%
Total Vendor Appreciation Party	2,517.59	3,500.00	-982.41	71.9%
Total Business Partner Fair Expenses	6,788.65	9,225.00	-2,436.35	73.6%
Chapter Leadership Institute				
Board Member-CLI	3,444.87	4,000.00	-555.13	86.1%
President - CLI	1,286.09	1,250.00	36.09	102.9%
President Elect-CLI	209.33	250.00	-40.67	83.7%
Total Chapter Leadership Institute	4,940.29	5,500.00	-559.71	89.8%
Community Challenge Expenses	0.00	2,500.00	-2,500.00	0.0%
Community Development	0.00	1,000.00	-1,000.00	0.0%
Education Costs				
Audio Visual	595.34	500.00	95.34	119.1%
Chapter Monthly Lunches	3,876.74	5,950.00	-2,073.26	65.2%
Facility Rental	636.00			
Holiday Party	3,150.24	1,500.00	1,650.24	210.0%
Luncheon Giveaways	50.00	200.00	-150.00	25.0%
Lunches-Education Seminar	4,961.08	1,200.00	3,761.08	413.4%
Parking	6.00			
Speakers-Education Seminar	7,652.50	9,750.00	-2,097.50	78.5%
Webinars and Audio Conferences	1,865.00	1,500.00	365.00	124.3%
Total Education Costs	22,792.90	20,600.00	2,192.90	110.6%
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				
Miscellaneous Expense	2,000.00			
Contributions	1,800.00			
Gifts	281.29			
Other	1,528.56			
Post Office Box	124.00	100.00	24.00	124.0%
Total Miscellaneous Expense	3,733.85	100.00	3,633.85	3,733.9%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2012 through January 2013

5:57 PM
 02/11/13
 Accrual Basis

	Apr '12 - Jan 13	Budget	\$ Over Budget	% of Budget
National Conference Scholarship				
Board Member Stipend	6,443.40	17,000.00	-10,556.60	37.9%
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	505.00	1,500.00	-995.00	33.7%
Silent Auction Items	0.00	250.00	-250.00	0.0%
Total National Conference Scholarship	11,968.73	22,950.00	-10,981.27	52.2%
New Member Functions				
Buddy Happy Hours	0.00	500.00	-500.00	0.0%
New Member Lunches	0.00	300.00	-300.00	0.0%
Promo Gifts	0.00	200.00	-200.00	0.0%
Total New Member Functions	0.00	1,000.00	-1,000.00	0.0%
Newsletter				
Author Incentives	0.00	300.00	-300.00	0.0%
Newsletter Production	2,375.00	2,800.00	-425.00	84.8%
Reprint Permissions	0.00	1,500.00	-1,500.00	0.0%
Newsletter - Other	50.00			
Total Newsletter	2,425.00	4,600.00	-2,175.00	52.7%
Regional Conference				
Board Members	5,979.72	6,000.00	-20.28	99.7%
Chapter Dinner	1,308.97			
Door Prize	252.95	250.00	2.95	101.2%
Members At Large	3,102.50	3,500.00	-397.50	88.6%
Scholarships	0.00	3,000.00	-3,000.00	0.0%
Total Regional Conference	10,644.14	12,750.00	-2,105.86	83.5%
Salary Survey Costs				
Salary Survey Expense	4,500.00	6,400.00	-6,400.00	0.0%
Website	0.00			
Committee Meetings	0.00	100.00	-100.00	0.0%
Design	0.00	800.00	-800.00	0.0%
Designer Fees	137.50	400.00	-262.50	34.4%
Maintenance	469.73	750.00	-280.27	62.6%
Monthly Fee	1,100.00	1,380.00	-280.00	79.7%
Total Website	1,707.23	3,430.00	-1,722.77	49.8%
Total Expense	73,242.29	95,555.00	-22,312.71	76.6%
Net Ordinary Income	8,696.92	-14,055.00	22,751.92	-61.9%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April 2012 through January 2013

	Apr '12 - Jan 13	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income	16.78			
Interest Income	16.78			
Total Other Income	16.78			
Net Other Income				
Net Income	8,713.70	-14,055.00	22,768.70	-62.0%



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

FOR INFORMATION CALL
512-473-4500 OR 1-800-513-767

STATEMENT ISSUED
01-31-2013

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



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At Frost, we believe in building relationships with our customers. And to make our relationships stronger, we've joined Facebook. "Like" us at Facebook.com/frost

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
59.07	4	34,900.00	8	3,716.78	31,242.29

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
01-30	DEPOSIT	505.00	01-30	DEPOSIT	620.00
01-31	DEPOSIT	28,775.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-07	5,000.00	INTERNET FUND TRANSFER	FROM ACCOUNT XXXXX0378

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
01-10	1378 #	61.46	01-11	1381 #	1,180.00	01-31	1384 #	250.00
01-14	1379 #	25.32	01-17	1382 #	350.00	01-28	1387 * #	1,250.00
01-08	1380 #	75.00	01-22	1383 #	525.00			

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

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-08	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12-31	59.07	01-11	3,742.61	01-28	1,592.29
01-07	5,059.07	01-14	3,717.29	01-30	2,717.29
01-08	4,984.07	01-17	3,367.29	01-31	31,242.29
01-10	4,922.61	01-22	2,842.29		

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

5:46 PM

02/11/13

Austin Chapter - Association of Legal Administrators

Reconciliation Summary

Frost Bank Checking, Period Ending 01/31/2013

	<u>Jan 31, 13</u>
Beginning Balance	59.07
Cleared Transactions	
Checks and Payments - 8 items	-3,716.78
Deposits and Credits - 5 items	34,900.00
Total Cleared Transactions	<u>31,183.22</u>
Cleared Balance	<u>31,242.29</u>
Uncleared Transactions	
Checks and Payments - 4 items	-1,443.30
Deposits and Credits - 1 item	23,875.53
Total Uncleared Transactions	<u>22,432.23</u>
Register Balance as of 01/31/2013	<u>53,674.52</u>
Ending Balance	<u>53,674.52</u>

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Frost Bank Checking, Period Ending 01/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						59.07
Cleared Transactions						
Checks and Payments - 8 items						
Check	1/7/2013	1380	James Cornell	X	-75.00	-75.00
Check	1/7/2013	1378	Chris Sims	X	-61.46	-136.46
Check	1/7/2013	1379	Chrissie Eastin	X	-25.32	-161.78
Check	1/8/2013	1381	Eichelbaum Wardell...	X	-1,180.00	-1,341.78
Check	1/15/2013	1383	Robert Miller	X	-525.00	-1,866.78
Check	1/15/2013	1382	Robert Miller	X	-350.00	-2,216.78
Check	1/24/2013	1387	Graves Dougherty ...	X	-1,250.00	-3,466.78
Check	1/24/2013	1384	Foundation of ALA	X	-250.00	-3,716.78
Total Checks and Payments					-3,716.78	-3,716.78
Deposits and Credits - 5 items						
Transfer	1/7/2013			X	5,000.00	5,000.00
Check	1/24/2013	1386	David Freeman Con...	X	0.00	5,000.00
Deposit	1/30/2013			X	505.00	5,505.00
Deposit	1/30/2013			X	620.00	6,125.00
Deposit	1/31/2013			X	28,775.00	34,900.00
Total Deposits and Credits					34,900.00	34,900.00
Total Cleared Transactions					31,183.22	31,183.22
Cleared Balance					31,183.22	31,242.29
Uncleared Transactions						
Checks and Payments - 4 items						
Check	2/6/2012	1283	Nuance Communic...		-45.00	-45.00
Check	1/24/2013	1385	Sioux City Alzheim...		-100.00	-145.00
Check	1/31/2013	1388	InterContinental Ste...		-750.00	-895.00
Check	1/31/2013	1389	Graves Dougherty ...		-548.30	-1,443.30
Total Checks and Payments					-1,443.30	-1,443.30
Deposits and Credits - 1 item						
Deposit	1/31/2013				23,875.53	23,875.53
Total Deposits and Credits					23,875.53	23,875.53
Total Uncleared Transactions					22,432.23	22,432.23
Register Balance as of 01/31/2013					53,615.45	53,674.52
Ending Balance					53,615.45	53,674.52



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

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

STATEMENT ISSUED
01-31-2013

041045

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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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At Frost, we believe in building relationships with our customers. And to make our relationships stronger, we've joined Facebook. "Like" us at Facebook.com/frost

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
24,860.88	0	.71	1	5,000.00	19,861.59

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-31	.71	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-07	5,000.00	INTERNET FUND TRANSFER	TO ACCOUNT XXXXX9000

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12-31	24,860.88	01-07	19,860.88	01-31	19,861.59

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

5:48 PM

02/11/13

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 01/31/2013

	<u>Jan 31, 13</u>
Beginning Balance	24,860.88
Cleared Transactions	
Checks and Payments - 1 item	-5,000.00
Deposits and Credits - 1 item	0.71
Total Cleared Transactions	<u>-4,999.29</u>
Cleared Balance	<u>19,861.59</u>
Register Balance as of 01/31/2013	19,861.59
Ending Balance	19,861.59

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Frost Money Market, Period Ending 01/31/2013

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						24,860.88
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	1/7/2013			X	-5,000.00	-5,000.00
Total Checks and Payments					-5,000.00	-5,000.00
Deposits and Credits - 1 item						
Deposit	1/31/2013			X	0.71	0.71
Total Deposits and Credits					0.71	0.71
Total Cleared Transactions					-4,999.29	-4,999.29
Cleared Balance					-4,999.29	19,861.59
Register Balance as of 01/31/2013					-4,999.29	19,861.59
Ending Balance					-4,999.29	19,861.59

February 12, 2013 Board Meeting

COMMITTEE REPORTS

Bar Relations Committee Chrissie Eastin

No Report.

Business Partner Relations Committee– Interim Co Chairs: Amanda Koplos and Chrissie Eastin

See attachments regarding committee assignments, BP registration, sponsorship levels and obligations.

Community Relations Committee - Ann Jacobson

No Report.

Compensation Committee - Andrew Molnau

No report.

Education and Program Committee- April Stanaland

February 28th Chapter Luncheon – Steven Wingert.

March 21st Spring Educational Seminar. I am working with the speaker on revamping the invitation to focus more on negotiations and a marketing blast. We will meet soon to plan the rest of the year.

Membership Committee– Shary Gonzalez

The Chapter Renewal email went out on February 6, 2012. They are due by March 31st. We received 10 renewals within the first hour after I sent the reminder.

Brenda J. Bicking, Duggins Wren Mann & Romero, LLP, sent a response that she did not plan on renewing her membership with the chapter this year.

Newsletter Committee – Debbie Roan

Assignments have gone on for the first quarter newsletter. I am also in the process of collecting ads for business partner sponsors who qualify for newsletter ads. I'll have more to report at the March meeting.

Past Presidents Advisory Counsel – Chrissie Eastin

No Report.

Website Committee – Amanda Koplos

No report.

Committee Assignments for 2013 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 (Karie Rivkin)

__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 19 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)
- DOCUmentation (Diamond sponsor, 2 reps/tables)
- CBRE (Gold Sponsor, 1 rep/table)
- mindSHIFT Technologies (Gold sponsor, 1 rep/table)
- Legal Network (Gold sponsor, 1 rep/table)
- RICOH (Gold sponsor, 1 rep/table)
- Frost Bank (Gold sponsor, 1 rep/table)
- Rockford Business Interiors (Gold sponsor, 1 rep/table)
- Texas Document Solutions (Gold sponsor, 1 rep/table)
- Dahill – A Xerox Company (Gold sponsor, 1 rep/table)

__Organize an ALA Board Meet & Greet. Last year we did this as a breakfast in the conference space at 301 Congress. We just did breakfast tacos and coffee/sodas. This should be done in April, as soon as the new board is seated. You can invite committee chairs or other members if desired. 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

__Invite BPs to attend the Chapter Retreat. There was no guarantee regarding how much or how little of the retreat they have to be involved in. For example, you can invite them to only the Friday night social event or to the entire retreat. Reps will be invited as follows: Platinum (2 reps), Diamond (1 rep).

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 01/13/2013. This ad will remain on the home page for the *duration of 2013*.

__ 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: Move Solutions
October – December: DOCUmentation

__ 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..

__ 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: DOCUmentation

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

1st Quarter: CBRE and Dahill
2nd Quarter: RICOH and Frost Bank
3rd Quarter: Rockford Business Interiors and Legal Network
4th Quarter: mindShift Technologies and Texas Document Solutions

__ 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. (mindShift Technologies, CBRE, Legal Network, RICOH, Frost Bank, Rockford, Texas Document Solutions, 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: Safesite, ERGOS Technology Partners, State Bar of Texas, Southwest Solutions Group

2nd Quarter: Lakeway Resort & Spa, HT Staffing, Oxford Commerical, Lockton Companies

3rd Quarter: Corporate floors, Centex Records Management, ABA Retirement Funds, LawPay

4th Quarter: Project Leadership Associates, Voice Products, Inc., Aquila Commercial

Salary Survey Committee

__Place an ad for Jones Lang LaSalle on the electronic Salary Survey. It must remain there for at least one year.

__Place a full page ad for Jones Lang LaSalle in the PDF copy of the Salary Survey.

__Place a half-page ad for the following companies in the PDF copy of the Salary Survey: Commerical Texas, DOCUation, Capitol Vending & Coffee, Move Solutions

__Place a quarter-page ad for the following companies in the PDF copy of the Salary Survey: mindShift Technologies, CBRE, Legal Network, Ricoh USA, Frost Bank, Rockford Business Interiors, Texas Document Solutions, Dahill – A Xerox Company

Business Partner Relations Committee

__Hold Business Partner Social Event (Fall). 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), DOCUation (guaranteed selection, 1 rep), Frost Bank (Gold sponsor, one of two companies randomly drawn, 1 rep), Legal Network (Gold sponsor, one of two companies randomly drawn, 1 rep), Lakeway Resort & Spa (Silver sponsor, one of two companies randomly drawn, 1 rep), Safesite (Silver sponsor, one of two companies randomly drawn), Intercontinental

Stephen F Austin (Bronze sponsor, one of two companies randomly drawn), Counselor Systems Inc (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.

__ 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 Special Counsel to arrange for Tote Bag sponsorship.

__ 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

Commercial Texas (2 reps)

Mike Kennedy: mkennedy@commercialtexas.com and Kathy Morgan: kmorgan@commercialtexas.com

February

mindSHIFT Technologies (1 rep) & Dahill (1 rep)

Kyle Vos: kyle.vos@mindshift.com and Trent Doucet:

trent.doucet@mindshift.com

Stephanie Stephens: sstephens@dahill.com and Josh Pike: jpike@dahill.com

April

Jones Lang LaSalle (2 reps)

Russell Young: Russell.young@am.jll.com and Elysia Ragusa:

elysia.ragusa@am.jll.com

May

CBRE (1 rep) & Texas Document Solutions (1 rep)

Jerry Frey: Jerry.frey@cbre.com and Will Douglas: will.douglas@cbre.com

Michael Bodis: mbodis@TexDocSol.com and Chris Peters:

Cpeters@TexDocSol.com

June

DOCUmation (2 reps)

Rex Engelhardt: rengelhardt@mation.com and Tanner Vaughan: tvaughan@mation.com

July

Capitol Vending & Coffee (2 reps)

Katy Mozeley: katy@capitolvendingandcoffee.com and [Jim Daywood: vending@capitolvendingandcoffee.com](mailto:Jim.Daywood@vending.com)

September

Legal Network (1 rep) & Frost Bank (1 rep)

Allison McClain-McCowan: Allison@legaljobnet.com and Clint McDonnell: clint@legaljobnet.com

David Landry: david.landry@frostbank.com and Laura Pinto: laura.pinto@frostbank.com

October

Move Solutions (2 reps)

Amy Linton: alinton@movesolutions.com and Randall Handberry: rhandberry@movesolutions.com

November

RICOH (1 rep) & Rockford Business Interiors (1 rep)

Jeffrey Short: Jeffrey.short@ricoh-usa.com

Rita Marquess: rmarquess@rockford-texas.com and Mike Cameron: mcameron@rockford-texas.com

__ 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 LaSalle

__ 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)

DOCUmation (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)
- DOCUmation (Diamond, 2 reps)
- mindShift Technologies (Gold, 1 rep)
- CBRE (Gold, 1 rep)
- Legal Network (Gold, 1 rep)
- Ricoh USA (Gold, 1 rep)
- Frost Bank (Gold, 1 rep)
- Rockford Business Interiors (Gold, 1 rep)
- Texas Document Solutions (Gold, 1 rep)
- Dahill – A Xerox Company (Gold, 1 rep)