



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

January 8, 2013 at 12:00 PM

Eichelbaum Wardell Hansen Powell & Mehl, P.C.

Karie Rivkin

4201 West Parmer Lane, Suite A-100

Austin, TX 78727

(512) 476-9944

- 1) **Members Present:** Chris Sims, Shary Gonzalez (by phone), Chrissie Eastin, Karie Rivkin, Elaine Nielsen, Andrew Molnau, Ann Jacobson (by phone), Debbie Roan, Elaine Burr

Member(s) Not Present: Amanda Koplos

- 2) **Approval of December Board Meeting Minutes:** The December Board meeting minutes were approved and submitted to the Board.
- 3) **Treasurer's Report:** – The Chapter checking account balance as of December 31, 2012 is \$14.07 and the Money Market account balance is \$24,860.04 for a total Checking/Savings balance of \$24,860.88.

All expenses are current. Business Partner sponsorships have come in and will be booked in January.

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

- 4) **Upcoming Due Dates & Responsibilities:**
- a. Chapter Awards submission deadline is January 14, 2013
 - b. Quest Award nominee is due January 14, 2013 – Our nominee is Christine Giles.
 - c. January website and blog assignments – TBD
 - d. January 31 – Elaine Burr, Secretary, submit Minutes to RMT Communications Officer
 - e. January 31 – Karie Rivkin, Chair, Education and Programs, submit Educational Summary Report to RMT Education Officer
 - f. February 1 – Chris Sims, President, submit Chapter highlights for ALA News to RMT Communications Officer

5) Upcoming Educational Opportunities

- a. January 16 – ALA Webinar Series presents “MS Office Tips & Tricks for Law Firms” hosted at Graves, Dougherty, Hearon & Moody, PC. The Board agreed to limit attendance to ALA Chapter members only.
- b. January 24 – Rita Alli presents “Ten Tips to Gain Confidence in Public Speaking” for our monthly Lunch & Learn Series
- c. February 6 - ALA Webinar Series presents “Document, Document, Document” hosted at Graves, Dougherty, Hearon & Moody, PC.
- d. February 28 – Steve Wingert presents “Leadership, Relationships and the Power of Diverse Teams” for our monthly Lunch & Learn Series
- e. March 21 – Mary Redmond presents three topics: Equipment Lease Gotchas; Negotiations techniques, and Body Language. This will be our Spring Educational Seminar. The Board voted to charge \$50 for the registration fee and to invite ALA chapters from San Antonio, Dallas and Houston as well as the Legal Marketing Association, ILTA, and the Austin Bar Association. Elaine Nielsen is looking into whether or not this session would qualify for CPE credit for chapter members who are CPA’s.
- f. March TBD – Managing Partner Breakfast - The Stephen F. Austin InterContinental has been undergoing a top to bottom renovation. While it is possible that the second floor ballroom would be available in late February when we usually hold the event, we could not confirm that until about the end of this month which would not leave us any time to modify the event if necessary. We are looking at the last week of March (Tuesday the 26th, Wednesday the 27th or Thursday the 28th). David Freeman has been booked to speak about “CultureShift™ - A Leadership Approach for Maximizing Client Development”
- g. April 14-17 – Association of Legal Administrators Annual Conference & Exposition, National Harbor, Maryland.

6) Old Business

- a. Preparation of turnover sheet for continuity – ongoing
- b. Status of consideration of business development statement for general use to identify and market the Chapter to potential business partners – no discussion.
- c. Status of fidelity bond insurance renewal criteria – Elaine Nielsen is checking to make sure that the chapter meets all of the requirements.
- d. Presidents Award of Excellence and awards submissions – The chapter will attain the Gold level this year. We missed Platinum because of issues related to membership. While the committee did very well to add several new members this year, there has been a gap between the time some other members left their jobs and their positions being filled. 2013 appears to be more promising.

7) New Business:

- a. Leadership Academy – Chrissie Eastin – tabled until February.
- 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. See Committee Reports (Attachment B).
- c. Special election for President-elect and regular election – Chrissie E. is forming the Nomination Committee who will put forth candidates for the recently vacated position of President-Elect. A vote will be requested of the chapter membership later this week and a new President-elect will be announced at the January 24 chapter meeting. In February, nominations will be opened for President-Elect, Secretary, and Treasurer for the 2013-2014 Board year.
 - d. Memorial Contributions – The Board generally makes memorial contributions/gifts to chapter members who have lost a spouse or child. The Board will also review on a case-by-case basis whether or not we should make a memorial contribution for other colleagues within the ALA family. Today, the Board voted to contribute \$100 to the Alzheimer’s Association out of respect for Steve Wingert, ALA National President.
 - 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 generously offered to host all of them at Graves Dougherty Hearon & Moody.
 - 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.

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

Additional Discussion regarding committee Reports:

Membership Committee – Shary will be sending email renewal reminders to all chapter members within the next two weeks. She has scheduled new member luncheons for the first quarter of 2013 and she is working on a recruitment and retention program.

Bar Relations Committee – Chrissie is unable to attend the next Austin Bar Association meeting. She will send an email to the Board with information and duties required in order to solicit a volunteer to attend in her place.

9) Open Business - none

10) Announcements & Adjourn

The meeting was adjourned at 1:15 p.m.

11) Next Board Meeting

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

Akin Gump Strauss Hauer & Feld LLP

Shary Gonzalez
300 W 6th St., Suite 1900
Austin, TX 78701
512-499-6275



4:25 PM

01/07/13

Accrual Basis

Austin Chapter - Association of Legal Administrators

Profit & Loss

December 2012

	<u>Dec 12</u>
Ordinary Income/Expense	
Expense	
Education Costs	
Chapter Monthly Lunches	608.67
Holiday Party	3,150.24
Total Education Costs	<u>3,758.91</u>
Website	
Monthly Fee	300.00
Total Website	<u>300.00</u>
Total Expense	<u>4,058.91</u>
Net Ordinary Income	-4,058.91
Other Income/Expense	
Other Income	
Interest Income	0.84
Total Other Income	<u>0.84</u>
Net Other Income	<u>0.84</u>
Net Income	<u><u>-4,058.07</u></u>

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Accrual Basis

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

	<u>Dec 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	14.07
Frost Money Market	24,860.88
Total Checking/Savings	<u>24,874.95</u>
Total Current Assets	<u>24,874.95</u>
TOTAL ASSETS	<u>24,874.95</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	51,492.88
Net Income	-39,947.46
Total Equity	<u>24,874.95</u>
TOTAL LIABILITIES & EQUITY	<u>24,874.95</u>

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

	Apr - Dec 12
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	825.00
Total Annual Sponsorship	825.00
Business Partner Fair	
Additional Reps	900.00
Total Business Partner Fair	900.00
Education	
Chapter Monthly Lunch Receipts	3,030.00
Seminars	5,839.21
Total Education	8,869.21
Membership Dues	10,600.00
Salary Survey	6,200.00
Total Income	27,394.21
Expense	
Bank Service Charges/Paypal	78.22
Board Expenses	
Board Retreat	451.43
Total Board Expenses	451.43
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	1,028.38
Total Vendor Appreciation Party	2,442.59
Total Business Partner Fair Expenses	6,713.65
Chapter Leadership Institute	
Board Member-CLI	3,444.87
President - CLI	1,286.09
President Elect-CLI	209.33
Total Chapter Leadership Institute	4,940.29
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	7,508.31
Webinars and Audio Conferences	556.00
Total Education Costs	21,339.71
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00

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Accrual Basis

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

	<u>Apr - Dec 12</u>
Miscellaneous Expense	
Contributions	1,350.00
Gifts	221.78
Other	1,628.56
Post Office Box	124.00
Total Miscellaneous Expense	<u>3,324.34</u>
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	<u>11,968.73</u>
Newsletter	
Newsletter Production	1,500.00
Newsletter - Other	50.00
Total Newsletter	<u>1,550.00</u>
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	<u>10,644.14</u>
Salary Survey Costs	4,500.00
Website	
Designer Fees	137.50
Maintenance	469.73
Monthly Fee	1,100.00
Total Website	<u>1,707.23</u>
Total Expense	<u>67,407.74</u>
Net Ordinary Income	-40,013.53
Other Income/Expense	
Other Income	
Interest Income	16.07
Other Income	50.00
Total Other Income	<u>66.07</u>
Net Other Income	<u>66.07</u>
Net Income	<u><u>-39,947.46</u></u>

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

	<u>Dec 12</u>
OPERATING ACTIVITIES	
Net Income	-4,058.07
Net cash provided by Operating Activities	-4,058.07
Net cash increase for period	-4,058.07
Cash at beginning of period	28,933.02
Cash at end of period	<u><u>24,874.95</u></u>

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

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 01/07/13
 Accrual Basis

	Dec 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
Bank Service Charges/Paypal	0.00	350.00	-350.00	0.0%
Board Expenses				
Board Meetings	0.00	300.00	-300.00	0.0%
Chapter Awards/Gifts	0.00	50.00	-50.00	0.0%
Total Board Expenses	0.00	350.00	-350.00	0.0%
Education Costs				
Chapter Monthly Lunches	608.67			
Holiday Party	3,150.24	1,500.00	1,650.24	210.0%
Webinars and Audio Conferences	0.00	150.00	-150.00	0.0%
Total Education Costs	3,758.91	1,650.00	2,108.91	227.8%
Newsletter				
Author Incentives	0.00	100.00	-100.00	0.0%
Newsletter Production	0.00	100.00	-100.00	0.0%
Reprint Permissions	0.00	500.00	-500.00	0.0%
Total Newsletter	0.00	700.00	-700.00	0.0%
Website				
Design	0.00	400.00	-400.00	0.0%
Monthly Fee	300.00	138.00	162.00	217.4%
Total Website	300.00	538.00	-238.00	55.8%
Total Expense	4,058.91	3,588.00	470.91	113.1%
Net Ordinary Income	-4,058.91	-3,588.00	-470.91	113.1%
Other Income/Expense				
Other Income	0.84			
Interest Income	0.84			
Total Other Income	0.84			
Net Other Income	0.84			
Net Income	-4,058.07	-3,588.00	-470.07	113.1%

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

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 Accrual Basis

	Apr - Dec 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Annual Sponsorship	825.00		
Silver	825.00		
Total Annual Sponsorship	900.00	1,250.00	-350.00
Business Partner Fair			
Additional Reps	900.00	1,250.00	-350.00
Total Business Partner Fair	900.00	1,250.00	-350.00
Education			
Chapter Monthly Lunch Receipts	3,030.00	4,550.00	-1,520.00
Seminars	5,839.21	2,000.00	3,839.21
Total Education	8,869.21	6,550.00	2,319.21
Membership Dues	10,600.00	10,625.00	-25.00
Salary Survey	6,200.00	6,400.00	-200.00
Total Income	27,394.21	24,825.00	2,569.21
Expense			
Bank Service Charges/Paypal	78.22	1,200.00	-1,121.78
Board Expenses			
Advertising and Promotion	0.00	2,550.00	-2,550.00
Bar Relations	0.00	500.00	-500.00
Board Meetings	0.00	300.00	-300.00
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	451.43	4,050.00	-3,598.57
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		
Vendor Appreciation Party			
Parties	1,414.21		
Vendor Appreciation Party - Other	1,028.38	3,500.00	-2,471.62
Total Vendor Appreciation Party	2,442.59	3,500.00	-1,057.41
Total Business Partner Fair Expenses	6,713.65	9,225.00	-2,511.35

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

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 Accrual Basis

	Apr - Dec 12	Budget	\$ Over Budget
Chapter Leadership Institute			
Board Member-CLI	3,444.87	4,000.00	-555.13
President - CLI	1,286.09	1,250.00	36.09
President Elect-CLI	209.33	250.00	-40.67
Total Chapter Leadership Institute	4,940.29	5,500.00	-559.71
Community Challenge Expenses			
Community Development	0.00	2,500.00	-2,500.00
Education Costs	0.00	1,000.00	-1,000.00
Audio Visual			
Chapter Monthly Lunches	595.34	500.00	95.34
Facility Rental	3,876.74	5,200.00	-1,323.26
Holiday Party	636.00		
Luncheon Giveaways	3,150.24	1,500.00	1,650.24
Lunches-Education Seminar	50.00	175.00	-125.00
Parking	4,961.08	1,200.00	3,761.08
Speakers-Education Seminar	6.00		
Webinars and Audio Conferences	7,508.31	9,750.00	-2,241.69
	556.00	1,350.00	-794.00
Total Education Costs	21,339.71	19,675.00	1,664.71
Insurance			
Fidelity Bond Premium	190.00	200.00	-10.00
Total Insurance	190.00	200.00	-10.00
Miscellaneous Expense			
Contributions	1,350.00		
Gifts	221.78		
Other	1,628.56		
Post Office Box	124.00	100.00	24.00
Total Miscellaneous Expense	3,324.34	100.00	3,224.34
National Conference Scholarship			
Board Member Stipend	6,443.40	17,000.00	-10,556.60
Chapter Dinner	412.83	700.00	-287.17
CLM Scholarship	1,500.00		
First Time Attendee Member	0.00	1,500.00	-1,500.00
President-National Conference	1,702.50	2,000.00	-297.50
President Elect-National Confer	1,405.00		
Quest Scholarship	505.00	1,500.00	-995.00
Silent Auction Items	0.00	250.00	-250.00
Total National Conference Scholarship	11,968.73	22,950.00	-10,981.27

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

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 Accrual Basis

	Apr - Dec 12	Budget	\$ Over Budget
New Member Functions			
Buddy Happy Hours	0.00	500.00	-500.00
New Member Lunches	0.00	300.00	-300.00
Promo Gifts	0.00	200.00	-200.00
Total New Member Functions	0.00	1,000.00	-1,000.00
Newsletter			
Author Incentives	0.00	300.00	-300.00
Newsletter Production	1,500.00	2,800.00	-1,300.00
Reprint Permissions	0.00	1,500.00	-1,500.00
Newsletter - Other	50.00		
Total Newsletter	1,550.00	4,600.00	-3,050.00
Regional Conference			
Board Members	5,979.72	6,000.00	-20.28
Chapter Dinner	1,308.97		
Door Prize	252.95	250.00	2.95
Members At Large	3,102.50	3,500.00	-397.50
Scholarships	0.00	3,000.00	-3,000.00
Total Regional Conference	10,644.14	12,750.00	-2,105.86
Salary Survey Costs	4,500.00		
Salary Survey Expense	0.00	6,400.00	-6,400.00
Website			
Committee Meetings	0.00	100.00	-100.00
Design	0.00	800.00	-800.00
Designer Fees	137.50	400.00	-262.50
Maintenance	469.73	750.00	-280.27
Monthly Fee	1,100.00	1,242.00	-142.00
Total Website	1,707.23	3,292.00	-1,584.77
Total Expense	67,407.74	94,442.00	-27,034.26
Net Ordinary Income	-40,013.53	-69,617.00	29,603.47
Other Income/Expense			
Other Income	16.07		
Interest Income	50.00		
Other Income	66.07		
Total Other Income	66.07		
Net Other Income	66.07		
Net Income	-39,947.46	-69,617.00	29,669.54

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

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 01/07/13
 Accrual Basis

	% of Budget
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	
Total Annual Sponsorship	72.0%
Business Partner Fair	
Additional Reps	
Total Business Partner Fair	72.0%
Education	
Chapter Monthly Lunch Receipts	66.6%
Seminars	292.0%
Total Education	135.4%
Membership Dues	99.8%
Salary Survey	96.9%
Total Income	110.3%
Expense	
Bank Service Charges/Paypal	6.5%
Board Expenses	
Advertising and Promotion	0.0%
Bar Relations	0.0%
Board Meetings	0.0%
Board Retreat	100.3%
Chapter Awards/Gifts	0.0%
PLMW Event	0.0%
Total Board Expenses	11.1%
Business Partner Fair Expenses	
AV Rental	235.8%
Beverages	74.7%
Deposits	100.0%
Facilities	14.9%
Other	31.2%
Parking	1.3%
Photographs	
Vendor Appreciation Party	
Parties	
Vendor Appreciation Party - Other	29.4%
Total Vendor Appreciation Party	69.8%
Total Business Partner Fair Expenses	72.8%

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

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 Accrual Basis

	% of Budget
Chapter Leadership Institute	
Board Member-CLI	86.1%
President - CLI	102.9%
President Elect-CLI	83.7%
Total Chapter Leadership Institute	89.8%
Community Challenge Expenses	0.0%
Community Development	0.0%
Education Costs	
Audio Visual	119.1%
Chapter Monthly Lunches	74.6%
Facility Rental	
Holiday Party	210.0%
Luncheon Giveaways	28.6%
Lunches-Education Seminar	413.4%
Parking	
Speakers-Education Seminar	77.0%
Webinars and Audio Conferences	41.2%
Total Education Costs	108.5%
Insurance	
Fidelity Bond Premium	95.0%
Total Insurance	95.0%
Miscellaneous Expense	
Contributions	
Gifts	
Other	
Post Office Box	124.0%
Total Miscellaneous Expense	3,324.3%
National Conference Scholarship	
Board Member Stipend	37.9%
Chapter Dinner	59.0%
CLM Scholarship	
First Time Attendee Member	0.0%
President-National Conference	85.1%
President Elect-National Confer	
Guest Scholarship	33.7%
Silent Auction Items	0.0%
Total National Conference Scholarship	52.2%

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

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 Accrual Basis

	% of Budget
New Member Functions	
Buddy Happy Hours	0.0%
New Member Lunches	0.0%
Promo Gifts	0.0%
Total New Member Functions	0.0%
Newsletter	
Author Incentives	0.0%
Newsletter Production	53.6%
Reprint Permissions	0.0%
Newsletter - Other	
Total Newsletter	33.7%
Regional Conference	
Board Members	99.7%
Chapter Dinner	
Door Prize	101.2%
Members At Large	88.6%
Scholarships	0.0%
Total Regional Conference	83.5%
Salary Survey Costs	
Salary Survey Expense	0.0%
Website	
Committee Meetings	0.0%
Design	0.0%
Designer Fees	34.4%
Maintenance	62.6%
Monthly Fee	88.6%
Total Website	51.9%
Total Expense	71.4%
Net Ordinary Income	57.5%
Other Income/Expense	
Other Income	
Interest Income	
Other Income	
Total Other Income	
Net Other Income	
Net Income	57.4%

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01/07/13

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 12/31/2012

	<u>Dec 31, 12</u>
Beginning Balance	5,259.36
Cleared Transactions	
Checks and Payments - 6 items	-5,200.29
Total Cleared Transactions	<u>-5,200.29</u>
Cleared Balance	<u>59.07</u>
Uncleared Transactions	
Checks and Payments - 1 item	-45.00
Total Uncleared Transactions	<u>-45.00</u>
Register Balance as of 12/31/2012	<u>14.07</u>
New Transactions	
Checks and Payments - 3 items	-161.78
Deposits and Credits - 1 item	5,000.00
Total New Transactions	<u>4,838.22</u>
Ending Balance	<u><u>4,852.29</u></u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 12/31/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,259.36
Cleared Transactions						
Checks and Payments - 6 items						
Check	11/27/2012	1371	Wilson Sonsini Goo...	X	-115.13	-115.13
Check	11/28/2012	1373	Fabulous Affairs	X	-760.65	-875.78
Check	11/30/2012	1377	Rita Alli	X	-265.60	-1,141.38
Check	12/5/2012	1374	PaperStreet Web D...	X	-300.00	-1,441.38
Check	12/6/2012	1375	Karie Rivkin	X	-3,150.24	-4,591.62
Check	12/6/2012	1376	Headliners Club	X	-608.67	-5,200.29
Total Checks and Payments					-5,200.29	-5,200.29
Total Cleared Transactions					-5,200.29	-5,200.29
Cleared Balance					-5,200.29	59.07
Uncleared Transactions						
Checks and Payments - 1 item						
Check	2/6/2012	1283	Nuance Communic...		-45.00	-45.00
Total Checks and Payments					-45.00	-45.00
Total Uncleared Transactions					-45.00	-45.00
Register Balance as of 12/31/2012					-5,245.29	14.07
New Transactions						
Checks and Payments - 3 items						
Check	1/7/2013	1380	James Cornell		-75.00	-75.00
Check	1/7/2013	1378	Chris Sims		-61.46	-136.46
Check	1/7/2013	1379	Chrissie Eastin		-25.32	-161.78
Total Checks and Payments					-161.78	-161.78
Deposits and Credits - 1 item						
Transfer	1/7/2013				5,000.00	5,000.00
Total Deposits and Credits					5,000.00	5,000.00
Total New Transactions					4,838.22	4,838.22
Ending Balance					-407.07	4,852.29



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

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

STATEMENT ISSUED
12-31-2012

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



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Want a gift that's easy to buy, wrap and mail? A Gift Card from Frost is perfect for holidays, weddings and special occasions. 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	
5,259.36	0	.00	6	5,200.29	59.07

CHECKS PAID									
DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	
12-07	1371 #	115.13	12-11	1374 #	300.00	12-11	1376 #	608.67	
12-06	1373 * #	760.65	12-10	1375 #	3,150.24	12-14	1377 #	265.60	

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

OTHER WITHDRAWALS/DEBITS				
DATE	AMOUNT	TRANSACTION	DESCRIPTION	
12-10	.00	INTERNET STMT COPY REQ		

DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11-30	5,259.36	12-07	4,383.58	12-11	324.67
12-06	4,498.71	12-10	1,233.34	12-14	59.07

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



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

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

STATEMENT ISSUED
12-31-2012

032185

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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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Want a gift that's easy to buy, wrap and mail? A Gift Card from Frost is perfect for holidays, weddings and special occasions. 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	
24,860.04	0	.84	0	.00	24,860.88

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
12-31	.84	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
12-10	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11-30	24,860.04	12-10	24,860.04	12-31	24,860.88

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

4:24 PM

01/07/13

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 12/31/2012

	<u>Dec 31, 12</u>
Beginning Balance	24,860.04
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.84</u>
Total Cleared Transactions	<u>0.84</u>
Cleared Balance	<u>24,860.88</u>
Register Balance as of 12/31/2012	<u>24,860.88</u>
<hr/>	
New Transactions	
Checks and Payments - 1 item	<u>-5,000.00</u>
Total New Transactions	<u>-5,000.00</u>
Ending Balance	<u><u>19,860.88</u></u>

4:24 PM
01/07/13

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 12/31/2012

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						24,860.04
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	12/31/2012			X	0.84	0.84
Total Deposits and Credits					0.84	0.84
Total Cleared Transactions					0.84	0.84
Cleared Balance					0.84	24,860.88
Register Balance as of 12/31/2012					0.84	24,860.88
New Transactions						
Checks and Payments - 1 item						
Transfer	1/7/2013				-5,000.00	-5,000.00
Total Checks and Payments					-5,000.00	-5,000.00
Total New Transactions					-5,000.00	-5,000.00
Ending Balance					-4,999.16	19,860.88



**Austin ALA Committee Reports to the Board
January 8, 2013**

Bar Relations Committee Report – Chrissie Eastin, Committee Chair

Next meeting scheduled for January 30th. I am unable to attend due to a planned client reception for work. Can Chris attend in my place?

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair

Registration is unofficially closed for 2013 packages. I may still see some trickle in so I haven't closed the registration page. We will do that early next week. As of 01/04 we have the following registration numbers:

Platinum	1	\$3,500
Diamond	4	\$10,700
Gold	8	\$14,800
Silver	13	\$12,025
<u>Bronze 30</u>	<u>\$13,500</u>	
TOTALS	56	\$54,525

Plus a tote bag sponsor at \$500.

That leaves us with 3 more paying sponsors than last year and a total raised of \$2,255 more. We are very pleased with those numbers. I am also actively negotiating with the Hilton to find space. We are currently looking outside of August at possibly July or September because of conflicts they have. We are also looking at alternative days of the week (Tuesday or Wednesday). I have ideal space picked out and, unfortunately, it is their most in-demand space.

Community Relations Committee Report – Ann Jacobson, Committee Chair

No report at this time.

Compensation and Benefits Committee Report – Andrew Molnau, Committee Chair

Purchases of the survey has pretty much stopped except for a stray one or two. Thought it was pretty successful. I plan on sending out a survey about the survey within the next few weeks for the next one.

Education/Programs Committee Report – Karie Rivkin, Committee Chair

No report at this time.

Membership Committee Report – Shary Gonzalez, Committee Chair

No report at this time.

Newsletter Committee Report – Debbie Roan, Committee Chair

The final 2012 edition of Admin 360 was distributed on Monday, December 31, 2012. The distribution schedule for 2013 newsletters is: April 1, July 1, October 1, and December 31. A valuable lesson learned in 2012 relates to Business Partner sponsorships and ads. Once registration is finalized for 2013 business sponsors, we will solicit ads from the sponsors entitled to ads so we have all the ads in hand for the entire year. Sponsors for each of the quarterly newsletter will also be determined for the year. I hope to have everything required from Business Partners by mid-February.

Our relationship with Robert Miller has proven to be a good one. He put the December 31, 2012 edition together while vacationing in South America. I have found him easy to work with, and he has made some valuable suggestions. I would like to continue working with Robert in 2013. The price for his services of the last newsletter was about one-fourth of the previous editions.

I plan to hold a Newsletter Committee meeting via videoconference in January to set some goals for 2013, and hopefully to engage current committee members for the coming year.

Nominating Committee – Chrissie Eastin

Nominations have gone out for Committee Members who will handle both special election for the President-Elect vacancy and the annual election of Officers.

Past Presidents Advisory Council – Chrissie Eastin, Committee Chair

Chrissie is reviewing Karie's award submissions over the weekend, per Karie. Finishing Bar Relations Award Submission. Ann Jacobson to review Membership award submissions. Received service award information for the Managing Partner Breakfast from Shary. Plan to order awards this month, but need a date for the Managing Partner Breakfast asap.

Website Committee Report – Amanda Koplos, Committee Chair

No report at this time.