



AUSTIN CHAPTER
A Chapter of the Association of Legal Administrators

BOARD MEETING MINUTES

July 15, 2014 11:30 AM – 1:00 PM

Offices of Akin Gump Strauss Hauer & Feld

1. **Members Present:** Kelly Barker, Diana Stangl, Elaine Burr, Diane Dettmann, Linda Siegert, Shary Tutt, Joan McClendon, Summer Jurrells

Members Not Present: Karie Rivkin, Linda Wood, April Stanaland, Allen Odom, Toni Beasley
2. **Approval of June’s Board Meeting Minutes:** Approved after a Motion from Shary Tutt and a Second from Linda Siegert
3. **Interim Email Decisions:**
 - a. N/A
4. **Treasurer’s Report (Attachment A)** - Kelly thanked Elaine for preparing the summary report each month and including it with the financial statements.
5. **Upcoming Due Dates and Responsibilities**
 - a. July 31 – Diana Stangl, Secretary, submit Minutes to national.
 - b. July 31 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
 - c. August 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.
6. **Upcoming Educational Opportunities**
 - a. July 18-19, 2014, Chapter Leadership Institute, Hilton Palacio Del Rio, San Antonio, Texas. Kelly Barker, Karie Rivkin, Shary Tutt, Linda Siegert and Melissa Joe will be attending CLI for the chapter. Melissa Joe and Linda Siegert are receiving the two additional \$500 stipends that the board approved last month.
 - b. “Business of Law” Conferences: September 4-6, Portland; September 11-13, Chicago; October 6-8, Ft. Worth; October 27-29, Philadelphia.
 - c. Intellectual Property Conference for Legal Professionals: September 18-19, Washington, D.C.
 - d. Large Firm Principal Administrators Retreat: September 18-20, Orlando.
7. **Old Business**
 - a. Discussion re possible partnership with Austin Bar Association to retain Kent Zimmerman as speaker for 2015 Managing Partners Breakfast.
 - b. Agreed to fund two additional \$500 stipends for members to attend 2014 CLI.
 - c. Agreed to conduct renaming contest for Austin newsletter Admin360 with \$50 VISA gift card for winning name.

8. **New Business**

a. Select winning name for newly revamped Austin digital newsletter - Linda and Summer reviewed the submissions that were received and distributed ballots for the board. The board selected the name ATXConnect. Linda submitted that name. She is forfeiting the gift card since she is the chair of the committee.

b. Update on proposal to retain Kent Zimmerman as speaker for Managing Partner Breakfast - Kelly explained that Kent Zimmerman's topic would be a look at legal trends on a macro scale. Mr. Zimmerman has offered a discounted price of \$4,000 to speak at the breakfast. After discussion, the board voted to approve engaging Mr. Zimmerman for the event. We will still look into possibly partnering with the Austin Bar Association to defray some of the costs. It was noted that we have not had to use much of the money budgeted for the Education Programs so far and so we can use those funds to pay for the Managing Partner Breakfast.

c. Discussion of proposals for educational seminars with strategic alliance partners - Kelly asked that an Ad Hoc Committee be formed to prepare a presentation for managing partners at Slack & Davis, per Mike Slack's offer. Bonnie, Karie and Kelly are on board already. Joan and Diana volunteered to be on the committee as well. We will aim for doing the presentation in October or November.

e. Other business as required.

9. **Committee Reports (Attachment B)** - The committee reports are attached. Joan asked about having Erika, our contact with The Leukemia & Lymphoma's South Central Austin Chapter, come to the September chapter meeting to speak about the Light the Night event. Everyone agreed that was a good idea. Kelly reported that he had emailed Habitat for Humanity to find out the dates for the 2015 Habitat Legal Build.

10. **Open Business**

11. **Announcements & Adjourn**

Meeting was adjourned at 1:10. Next Board Meeting: August 14, 2014 at 11:30.

ATTACHMENT A



Austin Chapter
Association of Legal Administrators
Treasurer's Report
6/30/2014

The checking account balance as of 6/30/14 is \$25,318.37, and the Money Market balance is \$5,867.07, for a total cash balance of \$31,185.44.

Income in June consisted of monthly luncheon receipts of \$580, and one secondary membership \$75.

Major expenses for June included a deposit to the W Hotel, a donation to the Capital Area Food Bank, and National conference stipends, scholarships and expenses. There is one more stipend to be issued, but other than that, all expenses are current.

We are over budget year to date by about \$260. While it is still early in the year, I will continue to monitor this each month and call out any areas that might become problematic.

The chapter tax return is due in September, but it has been completed and it is ready for Kelly's review and signature.

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of June 30, 2014

	<u>Jun 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	25,318.37
Frost Money Market	5,867.07
Total Checking/Savings	<u>31,185.44</u>
Total Current Assets	<u>31,185.44</u>
TOTAL ASSETS	<u>31,185.44</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	-15,510.91
Total Equity	<u>31,185.44</u>
TOTAL LIABILITIES & EQUITY	<u>31,185.44</u>

Austin Chapter - Association of Legal Administrators
Profit & Loss
 June 2014

	<u>Jun 14</u>
Ordinary Income/Expense	
Income	
Education	
Chapter Monthly Lunch Receipts	580.00
Total Education	<u>580.00</u>
Membership Dues	75.00
Total Income	<u>655.00</u>
Expense	
Board Expenses	
Board Meetings	121.25
Total Board Expenses	<u>121.25</u>
Business Partner Expenses	
Business Partner Expo Facilities	2,000.00
Total Business Partner Expo	<u>2,000.00</u>
Total Business Partner Expenses	2,000.00
Communications	
Designer Fees	37.50
Total Communications	<u>37.50</u>
Community Challenge Expenses	500.00
Education Costs	
Chapter Monthly Lunches	465.55
Total Education Costs	<u>465.55</u>
National Conference Scholarship	
Board Member Stipend	4,000.00
Chapter Dinner	673.45
President Elect-National Confer	2,250.00
Quest Scholarship	2,000.00
Total National Conference Scholarship	<u>8,923.45</u>
Printing and Reproduction	115.65
Total Expense	<u>12,163.40</u>
Net Ordinary Income	-11,508.40
Other Income/Expense	
Other Income	
Interest Income	0.14
Total Other Income	<u>0.14</u>
Net Other Income	0.14
Net Income	<u><u>-11,508.26</u></u>

Austin Chapter - Association of Legal Administrators

Profit & Loss

April through June 2014

07/02/14

Accrual Basis

	Apr - Jun 14
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	925.00
Total Annual Sponsorship	925.00
Education	
Chapter Monthly Lunch Receipts	1,590.00
Seminars	30.00
Total Education	1,620.00
Membership Dues	9,200.00
Total Income	11,745.00
Expense	
Bank Service Charges/Paypal	66.81
Board Expenses	
Board Meetings	238.85
Board Retreat	423.08
Chapter Awards/Gifts	150.00
Strategic Alliances Committee	400.00
Total Board Expenses	1,211.93
Business Partner Expenses	
Business Partner Expo	
Facilities	2,000.00
Total Business Partner Expo	2,000.00
Vendor Appreciation Party	526.66
Total Business Partner Expenses	2,526.66
Chapter Meeting	
Speakers	250.00
Total Chapter Meeting	250.00
Communications	
Design	787.50
Designer Fees	37.50
Monthly Fee	300.00
Total Communications	1,125.00
Community Challenge Expenses	500.00
Education Costs	
Chapter Monthly Lunches	1,217.92
Parking	180.00
Speakers-Education Seminar	279.32
Total Education Costs	1,677.24
Managing Partner Breakfast	153.70
National Conference Scholarship	
Board Member Stipend	9,151.00
Chapter Dinner	693.65
President-National Conference	2,250.00
President Elect-National Confer	2,250.00
Quest Scholarship	2,000.00
Scholarships-Non Board	2,000.00
Silent Auction Items	253.99
Total National Conference Scholarship	18,598.64
New Member Functions	
New Member Lunches	154.17
Total New Member Functions	154.17
Newsletter	
Newsletter Production	725.00
Total Newsletter	725.00

11:09 AM

07/02/14

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
April through June 2014

	<u>Apr - Jun 14</u>
Printing and Reproduction	115.65
Total Expense	<u>27,104.80</u>
Net Ordinary Income	-15,359.80
Other Income/Expense	
Other Income	
Interest Income	0.43
Total Other Income	<u>0.43</u>
Other Expense	
Other Expenses	151.54
Total Other Expense	<u>151.54</u>
Net Other Income	<u>-151.11</u>
Net Income	<u><u>-15,510.91</u></u>

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April through June 2014

11:08 AM
 07/02/14
 Accrual Basis

	Apr - Jun 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	0.00	0.00	0.00	0.0%
Annual Sponsorship - Totebag	0.00	0.00	0.00	0.0%
Bronze	0.00	0.00	0.00	0.0%
Diamond	0.00	0.00	0.00	0.0%
Gold	0.00	0.00	0.00	0.0%
Platinum	0.00	0.00	0.00	0.0%
Silver	925.00	0.00	925.00	100.0%
Total Annual Sponsorship	925.00	0.00	925.00	100.0%
Business Partner Fair	0.00	0.00	0.00	0.0%
Additional Reps	0.00	0.00	0.00	0.0%
Total Business Partner Fair	0.00	0.00	0.00	0.0%
Education				
Chapter Monthly Lunch Receipts	1,590.00	2,100.00	-510.00	75.7%
Seminars	30.00	250.00	-220.00	12.0%
Total Education	1,620.00	2,350.00	-730.00	68.9%
Joint Chapter Retreat	0.00	0.00	0.00	0.0%
Membership Dues	9,200.00	11,000.00	-1,800.00	83.6%
Salary Survey	0.00	0.00	0.00	0.0%
Total Income	11,745.00	13,350.00	-1,605.00	88.0%
Expense				
Bank Service Charges/Paypal	66.81	19.65	47.16	340.0%
Board Expenses				
Board Meetings	238.85	500.00	-261.15	47.8%
Board Retreat	423.08	0.00	423.08	100.0%
Chapter Awards/Gifts	150.00	250.00	-100.00	60.0%
Strategic Alliances Committee	400.00	0.00	400.00	100.0%
Total Board Expenses	1,211.93	750.00	461.93	161.6%
Business Partner Expenses				
Business Partner Expo				
AV Rental	0.00	0.00	0.00	0.0%
Beverages	0.00	0.00	0.00	0.0%
Facilities	2,000.00			
Other	0.00	0.00	0.00	0.0%
Parking	0.00	0.00	0.00	0.0%
Photographs	0.00	0.00	0.00	0.0%
Total Business Partner Expo	2,000.00	0.00	2,000.00	100.0%

Austin Chapter - Association of Legal Administrators Profit & Loss Budget vs. Actual April through June 2014

	Apr - Jun 14	Budget	\$ Over Budget	% of Budget
Vendor Appreciation Party Parties	0.00	0.00	0.00	0.0%
Vendor Appreciation Party - Other	526.66	252.36	274.30	208.7%
Total Vendor Appreciation Party	526.66	252.36	274.30	208.7%
Total Business Partner Expenses	2,526.66	252.36	2,274.30	1,001.2%
Chapter Leadership Institute				
Board Member-CLI	0.00	0.00	0.00	0.0%
President - CLI	0.00	0.00	0.00	0.0%
President Elect-CLI	0.00	0.00	0.00	0.0%
Total Chapter Leadership Institute	0.00	0.00	0.00	0.0%
Chapter Logo Supplies	0.00	0.00	0.00	0.0%
Chapter Meeting Speakers	250.00			
Total Chapter Meeting	250.00			
Chapter Retreat Communications	0.00	0.00	0.00	0.0%
Author Incentives				
Design	0.00	75.00	-75.00	0.0%
Designer Fees	787.50			
Monthly Fee	37.50	2,499.00	-2,461.50	1.5%
Total Communications	300.00	300.00	0.00	100.0%
Community Challenge Expenses	1,125.00	2,874.00	-1,749.00	39.1%
Education Costs	500.00	0.00	500.00	100.0%
Audio Visual				
Chapter Monthly Lunches	0.00	150.00	-150.00	0.0%
Facility Rental	1,217.92	1,430.00	-212.08	85.2%
Holiday Party	0.00	0.00	0.00	0.0%
Lunches-Education Seminar	0.00	0.00	0.00	0.0%
Parking	180.00	0.00	180.00	100.0%
Speakers-Education Seminar	279.32	3,000.00	-2,720.68	9.3%
Webinars and Audio Conferences	0.00	0.00	0.00	0.0%
Total Education Costs	1,677.24	4,580.00	-2,902.76	36.6%
Insurance				
Fidelity Bond Premium	0.00	0.00	0.00	0.0%
Total Insurance	0.00	0.00	0.00	0.0%
Managing Partner Breakfast	153.70	0.00	153.70	100.0%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April through June 2014

	Apr - Jun 14	Budget	\$ Over Budget	% of Budget
Miscellaneous Expense				
Contributions	0.00	200.00	-200.00	0.0%
Gifts	0.00	0.00	0.00	0.0%
Other	0.00	0.00	0.00	0.0%
Post Office Box	0.00	0.00	0.00	0.0%
Total Miscellaneous Expense	0.00	200.00	-200.00	0.0%
National Conference Scholarship				
Board Member Stipend	9,151.00	8,000.00	1,151.00	114.4%
Chapter Dinner	693.65	750.00	-56.35	92.5%
President-National Conference	2,250.00	2,250.00	0.00	100.0%
President Elect-National Confer	2,250.00	2,250.00	0.00	100.0%
Quest Scholarship	2,000.00	2,000.00	0.00	100.0%
Scholarships-Non Board	2,000.00	4,000.00	-2,000.00	50.0%
Scholarships-Other Conference	0.00	0.00	0.00	0.0%
Silent Auction Items	253.99	250.00	3.99	101.6%
Total National Conference Scholarship	18,598.64	19,500.00	-901.36	95.4%
New Member Functions				
Miscellaneous	0.00	0.00	0.00	0.0%
New Member Lunches	154.17	270.00	-115.83	57.1%
Total New Member Functions	154.17	270.00	-115.83	57.1%
Newsletter				
Newsletter Production	725.00	0.00	725.00	100.0%
Total Newsletter	725.00	0.00	725.00	100.0%
Printing and Reproduction				
Regional Conference	115.65	0.00	115.65	0.0%
Board Members	0.00	0.00	0.00	0.0%
Chapter Dinner	0.00	0.00	0.00	0.0%
Door Prize	0.00	0.00	0.00	0.0%
Members At Large	0.00	0.00	0.00	0.0%
Scholarships	0.00	0.00	0.00	0.0%
Total Regional Conference	0.00	0.00	0.00	0.0%
Salary Survey Costs				
Salary Survey Costs	0.00	0.00	0.00	0.0%
Total Expense	27,104.80	28,446.01	-1,341.21	95.3%
Net Ordinary Income	-15,359.80	-15,096.01	-263.79	101.7%
Other Income/Expense				
Other Income	0.43	1.49	-1.06	28.9%
Interest Income	0.43	1.49	-1.06	28.9%
Total Other Income	0.86	2.98	-2.12	28.9%

11:08 AM

07/02/14

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April through June 2014

	Apr - Jun 14	Budget	\$ Over Budget	% of Budget
Other Expense				
Other Expenses	151.54			
Total Other Expense	151.54			
Net Other Income	-151.11	1.49	-152.60	-10,141.6%
Net Income	-15,510.91	-15,094.52	-416.39	102.8%

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
April through June 2014

	<u>Apr - Jun 14</u>
OPERATING ACTIVITIES	
Net Income	-15,510.91
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-125.00
Net cash provided by Operating Activities	<u>-15,635.91</u>
Net cash increase for period	-15,635.91
Cash at beginning of period	<u>46,821.35</u>
Cash at end of period	<u><u>31,185.44</u></u>



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

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

STATEMENT ISSUED
06-30-2014

063038

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
301 CONGRESS AVE STE 2100
% ELAINE BURR
AUSTIN TX 78701

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In the name of convenience, your Frost Checkcard can be used free at 1,100+ ATMs across Texas including participating HEB and Valero Corner Stores. So you're never far from Frost.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

		DEPOSITS		WITHDRAWALS			
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT	BALANCE THIS STATEMENT		
46,544.97	3	655.00	15	20,131.60	27,068.37		

Activity Items Processed 38 Cash Processed \$60.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
06-06	DEPOSIT	20.00	06-20	DEPOSIT	20.00
06-27	DEPOSIT	615.00			

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
06-26	1543 #	2,250.00	06-13	1549 * #	3,151.11	06-27	1555 #	500.00
06-03	1544 #	297.00	06-17	1550 #	2,000.00	06-20	1556 #	465.55
06-03	1545 #	1,750.00	06-26	1552 * #	794.70	06-24	1557 #	2,250.00
06-09	1546 #	1,151.00	06-12	1553 #	37.50	06-30	1558 #	2,000.00
06-12	1547 #	1,119.09	06-13	1554 #	2,250.00			

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

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-04	.00	INTERNET STMT COPY REQ	
06-18	115.65	CHECK PRINTING FEE	HARLAND CLARKE CHK ORDER 0TSB45500673500

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-30	46,544.97	06-12	42,210.38	06-24	31,998.07
06-03	44,497.97	06-13	36,809.27	06-26	28,953.37
06-04	44,497.97	06-17	34,809.27	06-27	29,068.37
06-06	44,517.97	06-18	34,693.62	06-30	27,068.37
06-09	43,366.97	06-20	34,248.07		

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



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STATEMENT ISSUED 06-30-2014

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AUSTIN CHAPTER OF THE ASSOCIATION

DATE	DESCRIPTION	AMOUNT	BALANCE
6/6/14	Deposits	20.00	

DEPOSIT TICKET TOTAL DEDUCTIONS DEPOSIT TOTAL

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS \$ 20.00

#001544 # 11140000934 591209000# 20

DATE	DESCRIPTION	AMOUNT	BALANCE
6/20/14	Deposits	20.00	

DEPOSIT TICKET TOTAL DEDUCTIONS DEPOSIT TOTAL

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS \$ 20.00

#001544 # 11140000934 591209000# 20

06/06/14 #0 \$20.00

DATE	DESCRIPTION	AMOUNT	BALANCE
6/6/14	Deposits	615.00	

DEPOSIT TICKET TOTAL DEDUCTIONS DEPOSIT TOTAL

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS \$ 615.00

#001544 # 11140000934 591209000# 20

06/20/14 #0 \$20.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS 1543

PO BOX 328 AUSTIN, TX 78767-0328 5/28/2014

PAY TO THE ORDER OF Kelly Barker \$2,250.00

Two Thousand Two Hundred Fifty and 00/100

Kelly Barker

TWO SIGNATURES REQUIRED OVER \$500

MEMO 2014 Spend

#001543 # 11140000934 591209000#

06/27/14 #0 \$615.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS 1544

PO BOX 328 AUSTIN, TX 78767-0328 5/29/2014

PAY TO THE ORDER OF Graves Dougherty Heaton & Moody \$297.00

Two Hundred Ninety-Seven and 00/100

Graves Dougherty Heaton & Moody 401 Congress Ave., Suite 2200 Austin, TX 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO Parking reimbursement ALA Board meet & greet

#001544 # 11140000934 591209000#

06/26/14 #1543 \$2,250.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS 1545

PO BOX 328 AUSTIN, TX 78767-0328 6/29/2014

PAY TO THE ORDER OF Graves Dougherty Heaton & Moody \$1,750.00

One Thousand Seven Hundred Fifty and 00/100

Graves Dougherty Heaton & Moody 401 Congress Ave., Suite 2200 Austin, TX 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO 2014 ALA Annual conference - J. Cornell

#001545 # 11140000934 591209000#

06/03/14 #1544 \$297.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS 1546

PO BOX 328 AUSTIN, TX 78767-0328 5/28/2014

PAY TO THE ORDER OF Linda Wood \$1,151.00

One Thousand One Hundred Fifty-One and 00/100

Linda Wood

TWO SIGNATURES REQUIRED OVER \$500

MEMO Board Member spend

#001546 # 11140000934 591209000#

06/03/14 #1545 \$1,750.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS 1547

PO BOX 328 AUSTIN, TX 78767-0328 6/29/2014

PAY TO THE ORDER OF Linda Stegert \$1,119.09

One Thousand One Hundred Nineteen and 09/100

Linda Stegert

TWO SIGNATURES REQUIRED OVER \$500

MEMO Annual Conference Spend

#001547 # 11140000934 591209000#

06/09/14 #1546 \$1,151.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS 1549

PO BOX 328 AUSTIN, TX 78767-0328 6/29/2014

PAY TO THE ORDER OF Kari Rivin \$3,151.11

Three Thousand One Hundred Fifty-One and 11/100

Kari Rivin

TWO SIGNATURES REQUIRED OVER \$500

MEMO 2014 Conference

#001549 # 11140000934 591209000#

06/12/14 #1547 \$1,119.09

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS 1550

PO BOX 328 AUSTIN, TX 78767-0328 6/5/2014

PAY TO THE ORDER OF W Austin \$2,000.00

Two Thousand and 00/100

W Austin Attn: Jennifer Hunt Account Director, Catering 200 Lavaca Street Austin, TX 78701 Deposit

TWO SIGNATURES REQUIRED OVER \$500

MEMO

#001550 # 11140000934 591209000#

06/13/14 #1549 \$3,151.11

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS 1552

PO BOX 328 AUSTIN, TX 78767-0328 6/6/2014

PAY TO THE ORDER OF Kelly Barker \$794.70

Seven Hundred Ninety-Four and 70/100

Kelly Barker

TWO SIGNATURES REQUIRED OVER \$500

MEMO Chapter dinner & Board Meeting lunch

#001552 # 11140000934 591209000#

06/17/14 #1550 \$2,000.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS 1553

PO BOX 328 AUSTIN, TX 78767-0328 6/6/2014

PAY TO THE ORDER OF PaperStreet Web Design, Inc. \$37.50

Thirty-Seven and 50/100

PaperStreet Web Design, Inc. 219 S.W. 17th St Fort Lauderdale, FL 33315

TWO SIGNATURES REQUIRED OVER \$500

MEMO Web design edits

#001553 # 11140000934 591209000#

06/26/14 #1552 \$794.70

06/12/14 #1553 \$37.50



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

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

STATEMENT ISSUED
06-30-2014

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AUSTIN CHAPTER OF THE ASSOCIATION

1554
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339
6/9/2014
PAY TO THE ORDER OF Shery Tull \$2,250.00
Two Thousand Two Hundred Fifty and 00/100
Shery Tull
MEMO Board Stipend - Annual Conference 2014
#001554# 1111000093# 591209000#

06/13/14 #1554 \$2,250.00

1556
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339
6/19/2014
PAY TO THE ORDER OF Headfiers Club \$465.55
Four Hundred Sixty-Five and 55/100
Headfiers Club
P.O. Box 87
Austin, Texas 78757
MEMO 5/22/14 luncheon
#001556# 1111000093# 591209000#

06/20/14 #1556 \$465.55

1558
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339
6/20/2014
PAY TO THE ORDER OF Julie Smith \$2,000.00
Two Thousand and 00/100
Julie Smith
MEMO 2014 Guest Scholarships
#001558# 1111000093# 591209000#

06/30/14 #1558 \$2,000.00

1555
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339
6/13/2014
PAY TO THE ORDER OF Capital Area Food Bank of Texas \$500.00
Five Hundred and 00/100
Capital Area Food Bank of Texas
8251 B. Congress Ave.
Austin, TX 78745
MEMO Donation
#001555# 1111000093# 591209000#

06/27/14 #1555 \$500.00

1557
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339
6/20/2014
PAY TO THE ORDER OF Elaine Nielsen \$2,250.00
Two Thousand Two Hundred Fifty and 00/100
Elaine Nielsen
Graves Dougherty Heaton & Moody
401 Congress Ave., Ste. 2200
Austin, TX 78701
MEMO ALA Conference Stipend
#001557# 1111000093# 591209000#

06/24/14 #1557 \$2,250.00

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 06/30/2014

	<u>Jun 30, 14</u>
Beginning Balance	46,544.97
Cleared Transactions	
Checks and Payments - 15 items	-20,131.60
Deposits and Credits - 3 items	655.00
Total Cleared Transactions	<u>-19,476.60</u>
Cleared Balance	<u>27,068.37</u>
Uncleared Transactions	
Checks and Payments - 1 item	<u>-1,750.00</u>
Total Uncleared Transactions	<u>-1,750.00</u>
Register Balance as of 06/30/2014	<u>25,318.37</u>
New Transactions	
Checks and Payments - 1 item	<u>-586.94</u>
Total New Transactions	<u>-586.94</u>
Ending Balance	<u>24,731.43</u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 06/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						46,544.97
Cleared Transactions						
Checks and Payments - 15 items						
Check	05/29/2014	1549	Karie Rivkin	X	-3,151.11	-3,151.11
Check	05/29/2014	1543	Kelly Barker	X	-2,250.00	-5,401.11
Check	05/29/2014	1545	Graves Dougherty H...	X	-1,750.00	-7,151.11
Check	05/29/2014	1546	Linda Wood	X	-1,151.00	-8,302.11
Check	05/29/2014	1547	Linda Siegert	X	-1,119.09	-9,421.20
Check	05/29/2014	1544	Graves Dougherty H...	X	-297.00	-9,718.20
Check	06/05/2014	1550	W Austin	X	-2,000.00	-11,718.20
Check	06/05/2014	1552	Kelly Barker	X	-794.70	-12,512.90
Check	06/06/2014	1553	PaperStreet Web De...	X	-37.50	-12,550.40
Check	06/09/2014	1554	Shary Tutt	X	-2,250.00	-14,800.40
Check	06/13/2014	1555	Capital Area Food B...	X	-500.00	-15,300.40
General Journal	06/18/2014	81658	Harkland Clarke	X	-115.65	-15,416.05
Check	06/19/2014	1556	Headliners Club	X	-465.55	-15,881.60
Check	06/20/2014	1557	Elaine Nielsen	X	-2,250.00	-18,131.60
Check	06/20/2014	1558	Julie Smith	X	-2,000.00	-20,131.60
Total Checks and Payments					-20,131.60	-20,131.60
Deposits and Credits - 3 items						
Deposit	06/06/2014			X	20.00	20.00
Deposit	06/20/2014			X	20.00	40.00
Deposit	06/27/2014			X	615.00	655.00
Total Deposits and Credits					655.00	655.00
Total Cleared Transactions					-19,476.60	-19,476.60
Cleared Balance					-19,476.60	27,068.37
Uncleared Transactions						
Checks and Payments - 1 item						
Check	06/05/2014	1551	Bracewell & Giuliani,...		-1,750.00	-1,750.00
Total Checks and Payments					-1,750.00	-1,750.00
Total Uncleared Transactions					-1,750.00	-1,750.00
Register Balance as of 06/30/2014					-21,226.60	25,318.37
New Transactions						
Checks and Payments - 1 item						
Check	07/02/2014	1559	Headliners Club		-586.94	-586.94
Total Checks and Payments					-586.94	-586.94
Total New Transactions					-586.94	-586.94
Ending Balance					-21,813.54	24,731.43



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

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

STATEMENT ISSUED
06-30-2014

063069

Page 1 of 1

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
301 CONGRESS AVE STE 2100
% ELAINE BURR
AUSTIN TX 78701

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In the name of convenience, your Frost Checkcard can be used
free at 1,100+ ATMs across Texas including participating HEB
and Valero Corner Stores. So you're never far from Frost.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378						
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT	
	NO.	AMOUNT	NO.	AMOUNT		
5,866.93	0	.14	0	.00	5,867.07	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-30	.14	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-04	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-30	5,866.93	06-04	5,866.93	06-30	5,867.07

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

10:38 AM

07/02/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 06/30/2014

	<u>Jun 30, 14</u>
Beginning Balance	5,866.93
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.14</u>
Total Cleared Transactions	<u>0.14</u>
Cleared Balance	<u>5,867.07</u>
Register Balance as of 06/30/2014	<u>5,867.07</u>
Ending Balance	5,867.07

10:38 AM

07/02/14

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 06/30/2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						5,866.93
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2014			X	0.14	0.14
Total Deposits and Credits					0.14	0.14
Total Cleared Transactions					0.14	0.14
Cleared Balance					0.14	5,867.07
Register Balance as of 06/30/2014					0.14	5,867.07
Ending Balance					0.14	5,867.07

ATTACHMENT B

July 15, 2014 Board Meeting COMMITTEE REPORTS

Business Partner Relations Committee – Linda Wood

The BP committee met to discuss the upcoming Summer Education and Expo at the W Hotel on August 28th. Below is a summary of the decisions made by the committee:

The time schedule for the day will be as listed below:

12:00 – 12:45 Check in and Lunch
12:45 – 1:00 break
1:00 – 3:00 visit Business Partners in Expo Room
3:00 – 3:15 break
3:15 – 4:30 Education session
3:15 – 4:30 BP will break down booths
4:30 – 6:00 Happy Hour
5:00 – 5:30 BP prize winners announced

Amanda agreed to do the layout of the brochure to hand out at the Expo. Debbie will send Amanda ads for all BP.

Debbie will send an email blast to BPs advising of upcoming Expo, theme and requesting any ads needed. This will be sent at the latest 2nd week of July.

Linda Siegert volunteered to contact Rainmaker to print brochures for the Expo. (**NOTE: after the meeting Linda Siegert advised Linda Wood that Rainmaker can't print the brochures without passing the cost on to the chapter, Linda Wood is checking with other sources to get printed).

Each person parking (BP and attendee) will receive \$5.00 cash for parking.

Lunch will include BP who has the level of sponsorship for lunch (estimate about 80 total for lunch)

2 Drink tickets to BP and attendees for Happy Hour

Linda Wood will design the layout for the BP booths and set up a load in schedule. A sheet with BP booth placement will be included in either the brochure or on a separate sheet for handout.

BP committee members who can attend will meet at the W on July 2nd for a tour and to discuss vendor placement. (**NOTE: that meeting was postponed until the following week).

Community Relations Committee – Joan McClendon

Next event: Light the Night (The Leukemia & Lymphoma's South Central Austin Chapter) – participate in the 2014 Light the Night event (Saturday, October 25th at Lake Park at Mueller). Will send out emails soon regarding this event.

Phone call set with Chris Kirby chris@mypctsolutions.com on Thu 7/17/2014 at 2:00 p.m. to discuss possible LMA events in the next 6 to 9 months where the Austin ALA could team with LMA.

Compensation & Benefits Committee – Allen Odom

The salary and benefits survey is moving along. I have reviewed this year's edits with the vendor, and I believe the next step is getting national approval. Perhaps later today (Wednesday) I will do a brief tutorial with the vendor regarding the administrative function of the site so that I can handle password and other site access issues. Other next steps include (1) getting a list compiled of current members and other identified companies/individuals we will solicit to participate in the survey and (2) placing an ad as discussed to further get out the word regarding the survey. Considering we opened the survey from 7/29 to 9/5 last year, I still believe it is possible to keep my goal of staying a couple of weeks ahead of the mark this year. As always, please let me know if you have any suggestions, as I am still feeling my way through this.

Education & Program Committee – April Stanaland

July 24, 2014 Lunch & Learn is on: "Workplace Bullying: What Is It, Why Is It Important To Understand And What Can HR Do About It"

- Speaker: Renee L. Cowan, Ph.D., Assistant Professor, Department of Communication, UTSA
- Business Partner: TBD (Awaiting confirmation from Avison Young FNA Commercial Texas)

August 28, 2014 Summer Educational Seminar & Legal EXPO at The W Hotel.

- Plans are underway for a panel discussion for this year's Educational Seminar. Topic is Cyber Security. Linda Siegert's IT Director has agreed to be here. James has two insurance contacts to get that perspective and Toni Beasley is exploring possible panelists.
- If there's time for discussion – will the Board members email April or mention at the meeting specific topics they are interested in.
- After attending a meeting recently which had a panel, it may be a good idea to have a moderator to provide transitional insights to the audience??

Membership Committee – Diane Dettmann

Sandra Calhoun is officially a secondary member of the Chapter; we received her dues check on 6/23/14. Holly Monceaux, Financial Director at Howry, Breen & Herman joined the Chapter on 6/27/14. As a first-time member, Holly's dues are waived. Diane Dettmann and Linda Siegert took Holly to lunch on 7/8/14.

Communications Committee – Summer Jurrells and Linda Siegert

The Communication Committee has sent out the second digital newsletter. This was met with a very positive response. We held a committee meeting on July 9th to review and approve the upgrades to the website, vote on newsletter name submittals and to spread the committee responsibilities amongst more members. The website redesign was received with much enthusiasm so we are moving forward. We will present the top name selections for our newsletter contest to the board for consideration. We are also adding our presence to Facebook & Twitter on

a timely basis by posting the info sent out in the digital blasts. We will also be tweeting from the Expo this year. Additionally, the BP's who have the opportunity to submit an article for the newsletter have been contacted as a reminder.

Strategic Alliances Committee – Toni Beasley

No report at this time.