



AUSTIN CHAPTER
A Chapter of the Association of Legal Administrators

BOARD MEETING MINUTES

May 13, 2014 11:30 AM – 1:00 PM

Austin Bar Association Bluebonnet Room

1. **Members Present:** Kelly Barker, Diana Stangl, Karie Rivkin, Joan McClendon, Elaine Burr, Linda Wood, Shary Tutt, Linda Siegert, Diane Dettmann, Summer Jurrells, April Stanaland, Allen Odom

Members Not Present: Toni Beasley

2. **Approval of April's Board Meeting Minutes:** Approved

3. **Interim Email Decisions:**

- a. Approval to purchase table for \$400 at annual Austin Bar Association "Law Day" luncheon on May 4, 2014.

Kelly thanked Toni for making the arrangements and those who were able to attend the luncheon.

4. **Treasurer's Report (Attachment A)**

5. **Upcoming Due Dates and Responsibilities**

- a. May 31 – Diana Stangl, Secretary, submit Minutes to national.
- b. May 31 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
- c. June 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.

6. **Upcoming Educational Opportunities**

- a. May 19-22, 2014, Annual Conference & Exposition Toronto Convention Centre, Toronto, Canada
- b. July 18-19, 2014, Chapter Leadership Institute, Hilton Palacio Del Rio, San Antonio, Texas

7. **Old Business**

- a. Approved \$100 donation to Jaime Rowley fund established by N. Virginia chapter.
- b. Approved \$250 donation of Kindle Paperwhite and \$25 Amazon gift card to FALA silent auction at 2014 Conference & Expo.
- c. 2013-14 Chapter Financials audited by Shary Tutt and Diana Stangl. Report was submitted to Kelly.

8. **New Business**

- a. Approval of revised 2014-15 chapter budget (Attachment B) - The revised budget was approved as presented.
- b. MP Breakfast proposed speaker discussion. Discussion was held about the type of speaker that we should consider. A suggestion was made that a panel format may be appealing. Kelly will work with Karie and bring back some more ideas.

c. Chapter PayPal account status. It was noted that the chapter's account with PayPal is in the name of an individual (Chris Sims). Elaine will look into whether an account can be opened under the Chapter's name instead. That will make it easier for transitions each year. Elaine will also look into other online payment options to see if we can find something with lower fees.

d. Speaker representation at monthly member luncheon meetings. Discussion was held on whether an additional representative from the company the speaker works for could also attend the May luncheon to provide support to the speaker. (The concern was whether business partners would get upset that another business had a representative at the meeting.) It was agreed that she could but she would need to pay for her meal and would just be introduced as a guest.

e. Proposed member survey. Kelly would like to do a survey on what members want to get out of their chapter, what type of events they would like to see, why they do not attend events, etc. The Education/Program committee also wants to do a survey. Discussion was held about possibly doing surveys through the website and doing several short surveys – perhaps one per month. That would keep members engaged and give us ongoing feedback.

9. **Committee Reports (Attachment C)** – The committee reports are attached. Discussion at the meeting was held regarding the Compensation and Benefits Survey and possibly adding testimonials about the usefulness of the survey on the website in order to increase participation. April also reported that she is looking for ideas and speakers for the August seminar. She is considering doing a session on Disaster Recovery again. That topic was covered in 2011 but the group agreed that it is always a good topic. Summer reported that she is working with PaperStreet to get some of the website issues resolved. It was noted that there is still a link on the website about the 2014 Business Partner Packages that needs to be removed. She will also look into who owns the design of the website, the chapter or PaperStreet. Kelly reported that he is working on scheduling a lunch meeting with Toni, Karie, and James to discuss ideas for the Strategic Alliances Committee.

10. **Open Business**

Shary needs access to the Safesite off-site boxes so that she can start her review of the documents we have in storage. Karie will get Sharie added to the list of authorized users.

Diane has a membership roster notebook that goes back several years and has lots of backup material. Is there a requirement for the chapter to keep that information for a certain period of time? April said that she would look into that and will report back to the group.

11. **Announcements & Adjourn**

Meeting was adjourned at 12:55. Next Board Meeting: June 12, 2014 at 11:30.

ATTACHMENT A



Austin Chapter
Association of Legal Administrators
Treasurer's Report
4/30/2014

The current checking account balance is \$47,551.27, and the Money Market balance is \$5,866.64, for a total cash balance of \$53,417.91.

Income in April consisted of one Silver sponsorship from Thomson Reuters in the amount of \$925, Education receipts of \$600, and membership dues of \$9,125.

All expenses are current. Net income for the month was \$6,721.56.

I am not sure that I have entered the latest budget figures into Quickbooks – I lost track, but we are ahead of budget because the Board stipends for the National conference were budgeted in April when they will actually be paid in May or June.

3:49 PM

05/01/14

Accrual Basis

Austin Chapter - Association of Legal Administrators

Balance Sheet

As of April 30, 2014

	<u>Apr 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	47,551.27
Frost Money Market	<u>5,866.64</u>
Total Checking/Savings	<u>53,417.91</u>
Total Current Assets	<u>53,417.91</u>
TOTAL ASSETS	<u>53,417.91</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	<u>6,721.56</u>
Total Equity	<u>53,417.91</u>
TOTAL LIABILITIES & EQUITY	<u>53,417.91</u>

Austin Chapter - Association of Legal Administrators

Profit & Loss

April 2014

05/01/14

Accrual Basis

	<u>Apr 14</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	925.00
Total Annual Sponsorship	<u>925.00</u>
Education	
Chapter Monthly Lunch Receipts	570.00
Seminars	30.00
Total Education	<u>600.00</u>
Membership Dues	<u>9,125.00</u>
Total Income	10,650.00
Expense	
Bank Service Charges/Paypal	62.88
Board Expenses	
Board Meetings	117.60
Board Retreat	423.08
Chapter Awards/Gifts	150.00
Strategic Alliances Committee	400.00
Total Board Expenses	<u>1,090.68</u>
Business Partner Expenses	
Vendor Appreciation Party	229.66
Total Business Partner Expenses	<u>229.66</u>
Chapter Meeting	
Speakers	250.00
Total Chapter Meeting	<u>250.00</u>
Communications	
Design	787.50
Monthly Fee	300.00
Total Communications	<u>1,087.50</u>
Education Costs	
Chapter Monthly Lunches	35.00
Parking	180.00
Speakers-Education Seminar	279.32
Total Education Costs	<u>494.32</u>
Managing Partner Breakfast	153.70
National Conference Scholarship	
Silent Auction Items	253.99
Total National Conference Scholarship	<u>253.99</u>
New Member Functions	
New Member Lunches	154.17
Total New Member Functions	<u>154.17</u>
Total Expense	<u>3,776.90</u>
Net Ordinary Income	6,873.10
Other Income/Expense	
Other Expense	
Other Expenses	151.54
Total Other Expense	<u>151.54</u>
Net Other Income	<u>-151.54</u>
Net Income	<u><u>6,721.56</u></u>

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

	Apr 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
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				
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	570.00	700.00	-130.00	81.4%
Seminars	30.00	250.00	-220.00	12.0%
Total Education	600.00	950.00	-350.00	63.2%
Joint Chapter Retreat	0.00	0.00	0.00	0.0%
Membership Dues	9,125.00	11,000.00	-1,875.00	83.0%
Salary Survey	0.00	0.00	0.00	0.0%
Total Income	10,650.00	11,950.00	-1,300.00	89.1%
Expense				
Bank Service Charges/Paypal	62.88	15.65	47.23	401.8%
Board Expenses				
Board Meetings	117.60	166.67	-49.07	70.6%
Board Retreat	423.08	0.00	423.08	100.0%
Chapter Awards/Gifts	150.00	0.00	150.00	100.0%
Strategic Alliances Committee	400.00	0.00	400.00	100.0%
Total Board Expenses	1,090.68	166.67	924.01	654.4%
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%
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	0.00	0.00	0.00	0.0%

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

3:51 PM
05/01/14
Accrual Basis

	Apr 14	Budget	\$ Over Budget	% of Budget
Vendor Appreciation Party				
Parties	0.00	0.00	0.00	0.0%
Vendor Appreciation Party - Other	229.66	0.00	229.66	100.0%
Total Vendor Appreciation Party	229.66	0.00	229.66	100.0%
Total Business Partner Expenses	229.66	0.00	229.66	100.0%
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	0.00	25.00	-25.00	0.0%
Design	787.50			
Designer Fees	0.00	1,000.00	-1,000.00	0.0%
Monthly Fee	300.00	300.00	0.00	100.0%
Total Communications	1,087.50	1,325.00	-237.50	82.1%
Community Challenge Expenses	0.00	0.00	0.00	0.0%
Education Costs				
Audio Visual	0.00	50.00	-50.00	0.0%
Chapter Monthly Lunches	35.00	0.00	35.00	100.0%
Facility Rental	0.00	0.00	0.00	0.0%
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	1,000.00	-720.68	27.9%
Webinars and Audio Conferences	0.00	0.00	0.00	0.0%
Total Education Costs	494.32	1,050.00	-555.68	47.1%
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 2014

	Apr 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	0.00	8,000.00	-8,000.00	0.0%
Chapter Dinner	0.00	750.00	-750.00	0.0%
President-National Conference	0.00	2,250.00	-2,250.00	0.0%
President Elect-National Confer	0.00	2,250.00	-2,250.00	0.0%
Quest Scholarship	0.00	2,000.00	-2,000.00	0.0%
Scholarships-Non Board	0.00	4,000.00	-4,000.00	0.0%
Scholarships-Other Conference	0.00	1,500.00	-1,500.00	0.0%
Silent Auction Items	253.99	250.00	3.99	101.6%
Total National Conference Scholarship	253.99	21,000.00	-20,746.01	1.2%
New Member Functions				
Miscellaneous	0.00	0.00	0.00	0.0%
New Member Lunches	154.17	90.00	64.17	171.3%
Total New Member Functions	154.17	90.00	64.17	171.3%
Newsletter				
Newsletter Production	0.00	0.00	0.00	0.0%
Total Newsletter	0.00	0.00	0.00	0.0%
Regional Conference				
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	3,776.90	23,847.32	-20,070.42	15.8%
Net Ordinary Income	6,873.10	-11,897.32	18,770.42	-57.8%
Other Income/Expense				
Other Income	0.00	0.49	-0.49	0.0%
Interest Income	0.00	0.49	-0.49	0.0%
Total Other Income	0.00	0.49	-0.49	0.0%

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

	Apr 14	Budget	\$ Over Budget	% of Budget
Other Expense				
Other Expenses	151.54			
Total Other Expense	151.54			
Net Other Income	-151.54	0.49	-152.03	-30,926.5%
Net Income	6,721.56	-11,896.83	18,618.39	-56.5%

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
April 1 through May 1, 2014

	<u>Apr 1 - May 1, 14</u>
OPERATING ACTIVITIES	
Net Income	6,741.56
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-125.00
Net cash provided by Operating Activities	<u>6,616.56</u>
Net cash increase for period	6,616.56
Cash at beginning of period	<u>46,821.35</u>
Cash at end of period	<u><u>53,437.91</u></u>

7:51 AM

05/06/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 04/30/2014

	<u>Apr 30, 14</u>
Beginning Balance	44,575.24
Cleared Transactions	
Checks and Payments - 21 items	-6,610.59
Deposits and Credits - 11 items	11,512.12
Total Cleared Transactions	<u>4,901.53</u>
Cleared Balance	<u><u>49,476.77</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-1,925.50
Total Uncleared Transactions	<u>-1,925.50</u>
Register Balance as of 04/30/2014	<u><u>47,551.27</u></u>
New Transactions	
Checks and Payments - 1 item	-125.00
Deposits and Credits - 1 item	20.00
Total New Transactions	<u>-105.00</u>
Ending Balance	<u><u>47,446.27</u></u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 04/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						44,575.24
Cleared Transactions						
Checks and Payments - 21 items						
Check	03/24/2014	1516	Dress for Success	X	-500.00	-500.00
Check	03/27/2014	1519	Urban Roots	X	-500.00	-1,000.00
Check	03/27/2014	1518	PaperStreet Web De...	X	-300.00	-1,300.00
Check	03/27/2014	1521	Eichelbaum Wardell ...	X	-126.19	-1,426.19
Check	03/27/2014	1520	Austin Bar Association	X	-10.00	-1,436.19
Check	03/31/2014	1524	Graves Dougherty H...	X	-382.84	-1,819.03
Check	03/31/2014	1525	James Cornell	X	-376.32	-2,195.35
Check	04/02/2014	1526	PaperStreet Web De...	X	-300.00	-2,495.35
General Journal	04/03/2014	81656	PaperStreet Web De...	X	-1,050.00	-3,545.35
Check	04/04/2014	1530	PaperStreet Web De...	X	-787.50	-4,332.85
Check	04/04/2014	1529	Elaine Nielsen	X	-151.54	-4,484.39
Check	04/04/2014	1528	Diane Dettmann	X	-73.70	-4,558.09
Check	04/10/2014	1531	Austin Bar Association	X	-400.00	-4,958.09
Check	04/11/2014	1532	Graves Dougherty H...	X	-279.32	-5,237.41
Check	04/16/2014	1533	Winstead PC	X	-150.00	-5,387.41
Check	04/18/2014	1535	Linda R Wood	X	-229.66	-5,617.07
Check	04/21/2014	1537	Philip Campbell	X	-250.00	-5,867.07
Check	04/21/2014	1536	Noelke English Mapl...	X	-218.47	-6,085.54
Check	04/22/2014	1538	Karie Rivkin	X	-253.99	-6,339.53
Check	04/25/2014	1540	Graves Dougherty H...	X	-180.00	-6,519.53
Check	04/25/2014	1539	Diana Stangl	X	-91.06	-6,610.59
Total Checks and Payments					-6,610.59	-6,610.59
Deposits and Credits - 11 items						
Check	04/03/2014	1527	PaperStreet Web De...	X	0.00	0.00
Deposit	04/03/2014			X	250.00	250.00
Deposit	04/03/2014			X	4,750.00	5,000.00
Deposit	04/04/2014			X	925.00	5,925.00
General Journal	04/04/2014	81656R	PaperStreet Web De...	X	1,050.00	6,975.00
Deposit	04/08/2014			X	250.00	7,225.00
Deposit	04/08/2014			X	1,937.12	9,162.12
Deposit	04/18/2014			X	30.00	9,192.12
Deposit	04/25/2014			X	550.00	9,742.12
Deposit	04/25/2014			X	1,750.00	11,492.12
Deposit	04/29/2014			X	20.00	11,512.12
Total Deposits and Credits					11,512.12	11,512.12
Total Cleared Transactions					4,901.53	4,901.53
Cleared Balance					4,901.53	49,476.77
Uncleared Transactions						
Checks and Payments - 3 items						
Check	03/26/2014	1517	Nesso Strategies		-500.00	-500.00
Check	03/31/2014	1523	Nesso Strategies		-925.18	-1,425.18
Check	04/16/2014	1534	Wilson Sonsini Goo...		-500.32	-1,925.50
Total Checks and Payments					-1,925.50	-1,925.50
Total Uncleared Transactions					-1,925.50	-1,925.50
Register Balance as of 04/30/2014					2,976.03	47,551.27
New Transactions						
Checks and Payments - 1 item						
Check	05/01/2014	1541	McLean & Howard L...		-125.00	-125.00
Total Checks and Payments					-125.00	-125.00

7:51 AM

05/06/14

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Frost Bank Checking, Period Ending 04/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 1 item						
Deposit	05/01/2014				20.00	20.00
Total Deposits and Credits					20.00	20.00
Total New Transactions					-105.00	-105.00
Ending Balance					2,871.03	47,446.27



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

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

STATEMENT ISSUED
04-30-2014

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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

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
44,575.24	9	10,462.12	20	5,560.59	49,476.77

Activity Items Processed

103

Cash Processed

\$60.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
04-03	DEPOSIT	250.00	04-03	DEPOSIT	4,750.00
04-07	DEPOSIT	925.00	04-08	DEPOSIT	250.00
04-18	DEPOSIT	30.00	04-25	DEPOSIT	550.00
04-25	DEPOSIT	1,750.00	04-30	DEPOSIT	20.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-07	1,937.12	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 4UEJ27Y4ZJ6LG

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
04-10	1516 #	500.00	04-10	1526 #	300.00	04-22	1535 * #	229.66
04-02	1518 * #	300.00	04-10	1528 * #	73.70	04-25	1536 #	218.47
04-10	1519 #	500.00	04-11	1529 #	151.54	04-25	1537 #	250.00
04-11	1520 #	10.00	04-15	1530 #	787.50	04-29	1538 #	253.99
04-01	1521 #	126.19	04-21	1531 #	400.00	04-29	1539 #	91.06
04-03	1524 * #	382.84	04-14	1532 #	279.32	04-30	1540 #	180.00
04-03	1525 #	376.32	04-22	1533 #	150.00			

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-11	.00	INTERNET STMT COPY REQ	
04-11	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-31	44,575.24	04-10	50,128.31	04-21	48,529.95
04-01	44,449.05	04-11	49,966.77	04-22	48,150.29
04-02	44,149.05	04-14	49,687.45	04-25	49,981.82
04-03	48,389.89	04-15	48,899.95	04-29	49,636.77
04-07	51,252.01	04-18	48,929.95	04-30	49,476.77
04-08	51,502.01				

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 04-30-2014

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AUSTIN CHAPTER OF THE ASSOCIATION

1521

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

3/27/2014

REV TO THE ORDER OF: Eichebaum Wardell Hansen Powell & Mehl \$ 126.19

One Hundred Twenty-Six and 19/100

Eichebaum Wardell Hansen Powell & Mehl

TWO SIGNATURES REQUIRED OVER \$500

MEMO: Board Meeting 3/20/14

#001521# 41140000934 591209000#

04/01/14 #1521 \$126.19

1524

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

3/31/2014

REV TO THE ORDER OF: Graves Dougherty Hearon & Moody \$ 382.84

Three Hundred Eighty-Two and 84/100

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

TWO SIGNATURES REQUIRED OVER \$500

MEMO:

#001524# 41140000934 591209000#

04/03/14 #1524 \$382.84

1525

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

3/31/2014

REV TO THE ORDER OF: James Cornell \$ 376.32

Three Hundred Seventy-Six and 32/100

James Cornell
Graves Dougherty Hearon & Moody
401 Congress Ave., Ste. 2200
Austin, TX 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO:

#001525# 41140000934 591209000#

04/03/14 #1525 \$376.32

1526

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

4/2/2014

REV TO THE ORDER OF: PaperStreet Web Design, Inc. \$ 300.00

Three Hundred and 00/100

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

TWO SIGNATURES REQUIRED OVER \$500

MEMO: Inv 25418

#001526# 41140000934 591209000#

04/10/14 #1526 \$300.00

1528

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

4/4/2014

REV TO THE ORDER OF: Diane Detmann \$ 73.70

Seventy-Three and 70/100

Diane Detmann

TWO SIGNATURES REQUIRED OVER \$500

MEMO: New Member Lunch (Deckard)

#001528# 41140000934 591209000#

04/10/14 #1528 \$73.70

1529

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

4/4/2014

REV TO THE ORDER OF: Elaine Nelson \$ 151.54

One Hundred Fifty-One and 54/100

Elaine Nelson
Graves Dougherty Hearon & Moody
401 Congress Ave., Ste. 2200
Austin, TX 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO: Purchase Outlookbooks for 2014-2015 Board year

#001529# 41140000934 591209000#

04/11/14 #1529 \$151.54

1530

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

4/4/2014

REV TO THE ORDER OF: PaperStreet Web Design, Inc. \$ 787.50

Seven Hundred Eighty-Seven and 50/100

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

TWO SIGNATURES REQUIRED OVER \$500

MEMO: 75% of Invoice 25769

#001530# 41140000934 591209000#

04/15/14 #1530 \$787.50

1531

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

4/10/2014

REV TO THE ORDER OF: Austin Bar Association \$ 400.00

Four Hundred and 00/100

Austin Bar Association

TWO SIGNATURES REQUIRED OVER \$500

MEMO: Table sponsorship for Law Day Luncheon

#001531# 41140000934 591209000#

04/21/14 #1531 \$400.00

1532

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

4/11/2014

REV TO THE ORDER OF: Graves Dougherty Hearon & Moody \$ 279.32

Two Hundred Seventy-Nine and 32/100

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

TWO SIGNATURES REQUIRED OVER \$500

MEMO: Reimb for Liz Mikes looking for Spring Bd. Seminar

#001532# 41140000934 591209000#

04/14/14 #1532 \$279.32

1533

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

4/18/2014

REV TO THE ORDER OF: Winhead PC \$ 150.00

One Hundred Fifty and 00/100

Winhead PC
401 Congress Ave., Ste. 2100
Austin, TX 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO: Past President gift - K. Rivlin

#001533# 41140000934 591209000#

04/22/14 #1533 \$150.00

1535

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

4/18/2014

REV TO THE ORDER OF: Linda R Wood \$ 229.66

Two Hundred Twenty-Nine and 66/100

Linda R Wood
Fritz, Byrne, Head & Hartman, PLLC
88 Ben Jacinto Blvd., Ste 2000
Austin, TX 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO: ALA Board Meet & Great

#001535# 41140000934 591209000#

04/22/14 #1535 \$229.66

1536

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0339

4/21/2014

REV TO THE ORDER OF: Noelle English Maples St. Lege, LLP \$ 218.47

Two Hundred Eighteen and 47/100

Noelle English Maples St. Lege, LLP

TWO SIGNATURES REQUIRED OVER \$500

MEMO:

#001536# 41140000934 591209000#

04/25/14 #1536 \$218.47



Frost

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

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

STATEMENT ISSUED
04-30-2014

Page 4 of 4

AUSTIN CHAPTER OF THE ASSOCIATION

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS PO BOX 339 AUSTIN, TX 78767-0339		1537
4/21/2014		
PAID TO THE ORDER OF Philip Campbell	\$ 250.00	
Two Hundred Fifty and 00/100		DOLLARS
Philip Campbell 3307 Starlight Mesa Round Rock, TX 78665		TWO SIGNATURES REQUIRED OVER \$500
MEMO ALA Luncheon speaker		
#001537# 1214000093# 591209000#		

04/25/14 #1537 \$250.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS PO BOX 339 AUSTIN, TX 78767-0339		1539
4/25/2014		
PAID TO THE ORDER OF Diane Stangl	\$ 91.06	
Ninety-One and 06/100		DOLLARS
Diane Stangl Walsh Anderson Gallegos Green & Trevino, PC PO Box 2108 Austin, TX 78768-2108		TWO SIGNATURES REQUIRED OVER \$500
MEMO		
#001539# 1214000093# 591209000#		

04/29/14 #1539 \$91.06

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS PO BOX 339 AUSTIN, TX 78767-0339		1538
4/22/2014		
PAID TO THE ORDER OF Karle Rivkin	\$ 253.99	
Two Hundred Fifty-Three and 99/100		DOLLARS
Karle Rivkin		TWO SIGNATURES REQUIRED OVER \$500
MEMO Purchase item for client auction		
#001538# 1214000093# 591209000#		

04/29/14 #1538 \$253.99

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS PO BOX 339 AUSTIN, TX 78767-0339		1540
4/25/2014		
PAID TO THE ORDER OF Graves Dougherty Heaton & Moody	\$ 180.00	
One Hundred Eighty and 00/100		DOLLARS
Graves Dougherty Heaton & Moody 401 Congress Ave., Suite 2200 Austin, TX 78701		TWO SIGNATURES REQUIRED OVER \$500
MEMO Parking expense		
#001540# 1214000093# 591209000# /0000018000/		

04/30/14 #1540 \$180.00

7:47 AM

05/06/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 04/30/2014

	<u>Apr 30, 14</u>
Beginning Balance	5,866.64
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.14</u>
Total Cleared Transactions	<u>0.14</u>
 Cleared Balance	 <u><u>5,866.78</u></u>
Register Balance as of 04/30/2014	5,866.78
Ending Balance	5,866.78

7:47 AM

05/06/14

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 04/30/2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						5,866.64
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2014			X	0.14	0.14
Total Deposits and Credits					0.14	0.14
Total Cleared Transactions					0.14	0.14
Cleared Balance					0.14	5,866.78
Register Balance as of 04/30/2014					0.14	5,866.78
Ending Balance					0.14	5,866.78



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

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

STATEMENT ISSUED
04-30-2014

059587

Page 1 of 1

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

0

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	
5,866.64	0	.14	0	.00	5,866.78

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-30	.14	INTEREST PAID	

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

DATE	BALANCE	DATE	BALANCE
03-31	5,866.64	04-30	5,866.78

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

ATTACHMENT B

Austin Chapter - Association of Legal Administrators
Profit & Loss Prev Year Comparison
April 2013 through March 2014

ALA Austin 2014-2015 Budget		Notes	Budget	Actual	Budget				
			Apr '14 - Mar 15	Apr '13 - Mar 14	Apr '13 - Mar 14				
Ordinary Income/Expense									
Income									
Annual Sponsorship									Business Partner Relations
Annual Sponsorship	1 totebag @ \$500		500	500	500				
Bronze	25 @ \$450		12,600	12,645	11,250				Education Committee
Diamond	4 @ \$2675		12,550	12,550	10,700				
Gold	8 @ \$1850		12,600	12,600	14,800				Community Relations
Platinum	1 @ \$3500		3,500	3,500	3,500				
Silver	22 @ \$925		14,800	14,800	20,350				Membership Committee
Total Annual Sponsorship	Renewal Period Dec		56,550	56,595	61,100				
Business Partner Fair									Communications Committee
Additional Reps	\$50 each		1,050	1,050	1,000				
Total Business Partner Fair			1,050	1,050	1,000				Salary Survey Committee
Education									
Chapter Monthly Lunch Receipts	\$20*35 member * 9 luncheons		6,300	5,825	5,400				Strategic Alliances Committee
Seminars	Summer/Spring Seminar		3,000	2,535	4,500				
Total Education			9,300	8,360	9,900				
Joint Chapter Retreat	No retreat in 2014		0	3,054	0				
Membership Dues	\$125 * 88		11,000	9,525	10,500				
Salary Survey	Release in Sept/Oct		6,000	6,725	6,000				
Total Income			83,900	85,309	88,500				
Expense									
Bank Service Charges/Paypal			1,800	1,784	1,000				
Board Expenses									
Advertising and Promotion			293	293	500				
Strategic Alliances			3,000	237	1,650				
Board Meetings			2,000	1,710	2,500				
Board Retreat			350	0	200				
Chapter Awards/Gifts			750	0	926				
Total Board Expenses			6,393	2,240	5,776				
Business Partner Expenses									
Business Partner Expo August									
A/V Rental			600	499	600				
Beverages			4,000	1,962	1,750				
Facilities/Deposits	\$3500 deposit for Fall Expo paid 2/14		(3,500)	3,500	300				
Other			675	950	250				
Parking			500	322	750				
Photographs			325	325	250				
Total Business Partner Expo			2,600	7,557	3,900				
Vendor Appreciation Party									
Parties			2,795	2,795	2,500				
Vendor Appreciation Party - Other			558	558	0				
Total Vendor Appreciation Party			3,353	3,353	2,500				

Austin Chapter - Association of Legal Administrators
Profit & Loss Prev Year Comparison
April 2013 through March 2014

ALA Austin 2014-2015 Budget		Notes	Budget	Actual	Budget				
			Apr '14 - Mar 15	Apr '13 - Mar 14	Apr '13 - Mar 14				
		Total Business Partner Expenses	5,953	10,910	6,400				
		Chapter Leadership Institute							
		Board Member-CLI	2 @ \$1000	1,145	3,000				
		President - CLI	1 @ 1000	1,050	1,500				
		President Elect-CLI	1 @ \$500 (paid by National)	565	500				
		Total Chapter Leadership Institute	3,500	2,760	5,000				
		Chapter Supplies/Logo	500	2,072	0				
		Chapter Retreat	No retreat in 2014	19,243	15,000				
		Community Challenge Expenses	2,500	1,811	2,000				
		Education Costs							
		Audio Visual	600	758	600				
		Chapter Monthly Lunches	6,900	6,848	6,700				
		Facility Rental	1,400	2,557	3,000				
		Holiday Party	2,000	1,589	3,000				
		Luncheon Giveaways	0	0	200				
		Lunches-Education Seminar	(spring & fall)	2,720	7,500				
		Parking	500	311	0				
		Speakers-Education Seminar	12,000	1,689	12,000				
		Webinars and Audio Conferences	500	480	1,200				
		Total Education Costs	26,900	16,951	34,200				
		Insurance							
		Fidelity Bond Premium	190	190	190				
		Total Insurance	190	190	190				
		Managing Partner Breakfast	6,000	3,500	7,000				
		Miscellaneous Expense							
		Contributions	Donations/Memorials	750	750	750			
		Gifts	100	0	100				
		Other	100	15	500				
		Post Office Box	128	128	124				
		Total Miscellaneous Expense	1,078	893	1,474				
		National Conference Scholarship	5/2014						
		Board Member Stipend	\$2250 (2) Officers; \$1750 (2) committee chair	8,000	7,313	8,500			
		Chapter Dinner	750	710	700				
		President-National Conference	2,250	1,364	3,000				
		President Elect-National Confer	2,250	2,000	2,000				
		Quest Scholarship	2,000	1,500	1,500				
		Scholarships-Non Board	2 @ \$2000	3,854	2,910				
		Scholarships-Other Conference	Finance/HR	0	2,000	2,000			
		Silent Auction Items	250	0	250				
		Total National Conference Scholarship	19,500	18,741	20,860				
		New Member Functions							
		Miscellaneous	500	15	550				

Austin Chapter - Association of Legal Administrators
Profit & Loss Prev Year Comparison
April 2013 through March 2014

ALA Austin 2014-2015 Budget		Notes	Budget	Actual	Budget				
			Apr '14 - Mar 15	Apr '13 - Mar 14	Apr '13 - Mar 14				
		New Member Lunches	1,000	321	1,000				
		Total New Member Functions	1,500	336	1,550				
		Educational Conference							
		Board Members 8 @ \$1000	8,000	4,918	8,000				
		Chapter Dinner	700	682	1,000				
		Door Prize	252	252	250				
		Members At Large 10 @ \$375	3,750	345	3,500				
		Scholarships 2	2,000	1,000	2,000				
		Total Educational Conferences	14,702	7,197	14,750				
		Salary Survey Costs	4,550	4,550	4,500				
		Communications							
		Author Incentives	300	50	500				
		Committee Meetings	100	76	100				
		Designer Fees	10,000	1,388	10,138				
		Maintenance	0	0	1,200				
		Monthly Fee	1,200	713	1,200				
		Total Website	11,300	2,176	12,638				
		Total Expense	106,666	95,404	132,837				
		Net Ordinary Income	(22,766)	(10,095)	(44,337)				
		Other Income/Expense							
		Other Income							
		Interest Income	4	4	100				
		Total Other Income	4	4	100				
		Net Other Income	4	4	100				
		Net Income	(22,762)	(10,091)	(44,237)				
		Current Cash Balance:	\$49,161.66						

ATTACHMENT C

May 13, 2014 Board Meeting COMMITTEE REPORTS

Business Partner Relations Committee – Linda Wood

The Board Meet and Greet with the Business Partners was a huge success, excellent turn out by our business partners. We were lacking in ALA attendance but hopefully we can improve on that next time. Kelly addressed the group and introduced each board member and committee chair. I addressed the group and announced the theme for the Expo for this year and encouraged our BP's to plan exciting things at their booth for us to enjoy. No other new information to present.

Community Relations Committee – Joan McClendon

Our next event is the Capitol Area Food Bank - Saturday, June 28 from 9 – 12:00. We have 12 slots available. We will send out emails about this event soon. Will make an announcement at the May luncheon.

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).

Compensation & Benefits Committee – Allen Odom

The compensation survey work will begin sometime next week. I plan to set up an initial meeting with the committee members regarding the project next week.

Education & Program Committee – April Stanaland

No report at this time.

Membership Committee – Diane Dettmann

Corina Rodriguez renewed her membership which brings our membership to 80 (including one retired member). I was scheduled to meet Julia Perkins for coffee last week (she's been unable to get away for lunch) and she cancelled at the last minute.

Communications Committee – Summer Jurrells and Linda Siegert

We have the website design firm working on the edits to the website, including a scrolling banner for business partners, a scrolling banner that we will be able to change out with upcoming events.

The website design firm is also working on some backend issues that were making the posting of materials difficult. In working together it was discovered that there were some issues with the actual code.

The first email blast is in the works and should be ready to send in June. We are waiting to receive some schematics of the changes being done and then we will be calling a communication committee meeting for feedback.

Strategic Alliances Committee – Toni Beasley

No report at this time.