



BOARD MEETING MINUTES
November 13, 2014 11:30 AM – 1:00 PM
Austin Bar Association, Longhorn Room (816 Congress Ave., Third Floor)

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

Members Not Present: Allen Odom, Shari Tutt
2. **Approval of August's Board Meeting Minutes:** Approved after a Motion from Karie Rivkin and a second by Summer Jurrells.
3. **Interim Email Decisions:** Agreed to make \$100 donation to the Foundation of the Association of Legal Administrators (FALA) in memory of Bryan Keller, stepson of Region IV Director, Greg Madden.
4. **Treasurer's Report (Attachment A)** - The October financial statements are attached. It was noted that we are under budget for income year to date by \$3,250 with most of that from membership dues that were lower than expected and luncheon and seminar income that has been lower than expected. We are also under budget \$19,391 in expenses year to date with some of that due to timing issues but most of it in the website area (\$4,922) and education (\$9,451) due to not having to pay for speakers.
5. **Upcoming Due Dates and Responsibilities**
 - a. November 30 – Diana Stangl, Secretary, submit Minutes to national.
 - b. November 30 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
 - c. December 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.
6. **Upcoming Educational Opportunities**
 - a. Managing Partner/Executive Director Forum: February 23-24, Orlando.
7. **Old Business**
 - a. Agreed to pursue space at Radisson Hotel for BP Appreciation Event on November 13th. (Venue/date have since changed.)
 - b. Agreed to host chapter holiday party as a luncheon event at Uncle Julio's on December 4th.
 - c. Agreed to pursue concept of statewide chapter retreat with other Texas chapters.
 - d. Agreed to proposal by Karie Rivkin to pursue possible joint presentation with UT Law Career Services Office to law students on realities of private practice for new attorneys.
 - e. Discussion regarding proposed change to date of 2015 BP Meet 'n Greet to coincide with new BP sponsorship year. Also discussed need to schedule BP Advisory Committee meeting and need for BP committee to update sponsorship packages.

8. **New Business**

- a. Change in venue/format for BP Appreciation Event (Linda Wood). Linda reported that the BP Appreciation Event will be on November 20, 2014 at 5:30 at Brass House. They waived the room fee and just have a \$1,500 minimum for food and drink. They are providing a jazz trio at no charge. Linda has received a great response from the business partners so we need to be sure and get the word out to our members so that we have good attendance from members.
- b. Report on possible changes to BP sponsorship packages for 2016 (Linda Wood). There was an extensive discussion about BP packages for both 2015 and 2016. It was decided by the committee that there is not time to make changes to the packages for 2015 and so they will remain basically the same. We will discuss possible changes for 2016 with the BPAC at that meeting scheduled for November 18. The Board decided not to accept PayPal payments for 2015 and instead only accept checks or ACH payments. If a BP wants to pay via ACH, Linda will direct them to Elaine Burr for the checking account and routing information. We will also give BPs three business days to get their payment in or they will lose their spot. Summer will work on the website to see if it can reflect real time status on which type of packages are still available. If a BP does not get their payment in, Summer will be notified and she will make that change on the website.

There was also discussion about whether LMA and ILTA should be considered BPs. It was decided that they are not BPs but are strategic partners and will receive a booth at the Expo at no charge but they should not be sent information about the BP Packages.

Linda W. will send an email out to all of our BP contacts this week to let them know that the packages for 2015 will open up on November 21 and to explain the payment options to them.

- c. Report on inaugural Managing Partner Forum hosted by Slack & Davis on November 6th. Kelly reported that the event was very successful. There were 10 attendees and they all agreed that they wanted to continue with the forums and agreed to do 3 per year. The next one will be at Husch Blackwell but no date or topic has been set. The topics the attendees expressed interest in are 1) aging partners; 2) dealing with millennials (and Joan reported that someone in her Dallas office has presented on that topic to her firm and it was very well received); 3) firm transition; and 4) compensation of non-equity partners.

Kelly also reported that Mike Slack was very generous in his comments about ALA and told the group that he wanted ALA to be active participants in the forums.

- d. Report on discussions with UT Law Career Services Office on proposed joint presentation to law students on realities of private practice (Karie Rivkin). Karie reported that she and Kelly met with folks from UT Law Career Services Office and they were not very receptive to our proposal. They already have a program called the Professional Development Institute that has a select panel of attorneys that they bring in to present to law students. It was suggested that we go ahead and develop a curriculum and send it to them. It was also suggested that we approach the State Bar of Texas and remind them that we can assist with their programs on Law Practice Management.
- e. Recommendations for possible changes to salary survey (Alan Odom). Tabled for next month.

f. Other business as required. Karie discussed the nomination process for the election of new officers. As Past President, she will chair the committee. After reading the bylaws, she was concerned about whether we could use Survey Monkey to conduct the vote. The board was in favor of using Survey Monkey again if possible. Karie said that she would send the board more information via email about the process.

9. **Committee Reports (Attachment B)** - The committee reports are attached.

10. **Open Business**

11. **Announcements & Adjourn**

Meeting was adjourned at 12:55. Next Board Meeting: Thursday, December 11, 2014 at 11:30 at Austin Bar Association, 816 Congress, 3rd Floor.

ATTACHMENT A



Austin Chapter
Association of Legal Administrators
Treasurer's Report
10/31/2014

The checking account balance as of 10/31/2014 is \$9,949.25, and the Money Market balance is \$5,867.66, for a total cash balance of \$15,816.91.

We had \$4,115.00 income in October which consisted of Salary Survey income (\$3,525), Seminar income from BPs for additional representatives (\$450) and a few luncheon and seminar payments (\$140). As of today, there are no receivables from members.

Total expenses for October were \$6,140.03, which consisted mostly of BoL stipends and expenses (\$2,431.40), salary survey costs (\$2,250) Headliners Club expense (\$815), Website (\$300), new member events (\$183.60), Board meeting expenses (\$60), and a sympathy contribution (\$100).

We are \$3,250 under budget on income year to date, attributable as follows:

- \$1,725 membership dues which were lower than expected;
- \$1,550 Luncheon and seminar income lower than expected;
- \$700 salary survey income slightly lower than expected;
- \$200 – fewer BP additional reps this year, which is mitigated by
- (\$925) One silver sponsorship was received in this budget year instead of last year .

We are also under budget \$19,391 in expenses year to date. About \$4,000 is due to timing of the BoL and specialty conference stipends which will probably be paid within the next few weeks. The major savings can be seen in the website area (\$4,922) and the Education area (\$9,451).

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of October 31, 2014

	<u>Oct 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	9,949.25
Frost Money Market	5,867.66
Total Checking/Savings	<u>15,816.91</u>
Total Current Assets	<u>15,816.91</u>
TOTAL ASSETS	<u>15,816.91</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	-30,879.44
Total Equity	<u>15,816.91</u>
TOTAL LIABILITIES & EQUITY	<u>15,816.91</u>

8:03 AM

11/03/14

Accrual Basis

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

	Oct 14
Ordinary Income/Expense	
Income	
Business Partner Fair	
Additional Reps	450.00
Total Business Partner Fair	450.00
Education	
Chapter Monthly Lunch Receipts	60.00
Seminars	80.00
Total Education	140.00
Salary Survey	3,525.00
Total Income	4,115.00
Gross Profit	4,115.00
Expense	
Board Expenses	
Board Meetings	36.00
Total Board Expenses	36.00
Communications	
Monthly Fee	300.00
Total Communications	300.00
Education Costs	
Chapter Monthly Lunches	815.03
Parking	24.00
Total Education Costs	839.03
Miscellaneous Expense	
Contributions	100.00
Total Miscellaneous Expense	100.00
New Member Functions	
Buddy Happy Hours	72.98
New Member Lunches	110.62
Total New Member Functions	183.60
Regional Conference	
Board Members	936.18
Chapter Dinner	495.22
Regional Conference - Other	1,000.00
Total Regional Conference	2,431.40
Salary Survey Costs	2,250.00
Total Expense	6,140.03
Net Ordinary Income	-2,025.03
Other Income/Expense	
Other Income	
Interest Income	0.15
Total Other Income	0.15
Net Other Income	0.15
Net Income	<u><u>-2,024.88</u></u>

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

	<u>Apr - Oct 14</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	925.00
Total Annual Sponsorship	<u>925.00</u>
Business Partner Fair	
Additional Reps	750.00
Total Business Partner Fair	<u>750.00</u>
Education	
Chapter Monthly Lunch Receipts	2,660.00
Seminars	2,390.00
Total Education	<u>5,050.00</u>
Membership Dues	9,275.00
Salary Survey	3,650.00
Total Income	<u>19,650.00</u>
Gross Profit	19,650.00
Expense	
Bank Service Charges/Paypal	68.56
Board Expenses	
Board Meetings	624.75
Board Retreat	423.08
Chapter Awards/Gifts	179.20
Strategic Alliances Committee	400.00
Board Expenses - Other	35.55
Total Board Expenses	<u>1,662.58</u>
Business Partner Expenses	
Business Partner Expo	
Facilities	2,000.00
Other	75.00
Parking	365.00
Business Partner Expo - Other	2,855.39
Total Business Partner Expo	<u>5,295.39</u>
Vendor Appreciation Party	526.66
Total Business Partner Expenses	<u>5,822.05</u>
Chapter Leadership Institute	
Board Member-CLI	1,500.00
President - CLI	500.00
Chapter Leadership Institute - Other	132.24
Total Chapter Leadership Institute	<u>2,132.24</u>
Chapter Meeting	
Speakers	250.00
Total Chapter Meeting	<u>250.00</u>
Communications	
Design	787.50
Designer Fees	300.00
Monthly Fee	900.00
Total Communications	<u>1,987.50</u>
Community Challenge Expenses	500.00
Education Costs	
Chapter Monthly Lunches	3,272.04
Parking	204.00
Speakers-Education Seminar	1,552.80
Total Education Costs	<u>5,028.84</u>
Education Seminar	626.16

8:03 AM

11/03/14

Accrual Basis

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

	<u>Apr - Oct 14</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	903.70
Miscellaneous Expense	
Contributions	100.00
Post Office Box	132.00
Total Miscellaneous Expense	232.00
National Conference Scholarship	
Board Member Stipend	10,708.07
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	20,155.71
New Member Functions	
Buddy Happy Hours	72.98
New Member Lunches	444.32
New Member Functions - Other	35.23
Total New Member Functions	552.53
Newsletter	
Newsletter Production	725.00
Total Newsletter	725.00
Printing and Reproduction	115.65
Regional Conference	
Board Members	2,936.18
Chapter Dinner	495.22
Members At Large	495.00
Regional Conference - Other	1,000.00
Total Regional Conference	4,926.40
Salary Survey Costs	4,500.00
Total Expense	50,378.92
Net Ordinary Income	-30,728.92
Other Income/Expense	
Other Income	
Interest Income	1.02
Total Other Income	1.02
Other Expense	
Other Expenses	151.54
Total Other Expense	151.54
Net Other Income	-150.52
Net Income	<u><u>-30,879.44</u></u>

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

8:10 AM
11/03/14
Accrual Basis

	Apr - Oct 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	750.00	950.00	-200.00	78.9%
Total Business Partner Fair	750.00	950.00	-200.00	78.9%
Education				
Chapter Monthly Lunch Receipts	2,660.00	4,200.00	-1,540.00	63.3%
Seminars	2,390.00	2,400.00	-10.00	99.6%
Total Education	5,050.00	6,600.00	-1,550.00	76.5%
Joint Chapter Retreat	0.00	0.00	0.00	0.0%
Membership Dues	9,275.00	11,000.00	-1,725.00	84.3%
Salary Survey	3,650.00	4,350.00	-700.00	83.9%
Total Income	19,650.00	22,900.00	-3,250.00	85.8%
Gross Profit	19,650.00	22,900.00	-3,250.00	85.8%
Expense				
Bank Service Charges/Paypal				
Board Expenses	68.56	19.65	48.91	348.9%
Board Meetings	624.75	1,166.66	-541.91	53.6%
Board Retreat	423.08	0.00	423.08	100.0%
Chapter Awards/Gifts	179.20	500.00	-320.80	35.8%
Strategic Alliances Committee	400.00	0.00	400.00	100.0%
Board Expenses - Other	35.55			
Total Board Expenses	1,662.58	1,666.66	-4.08	99.8%
Business Partner Expenses				
AV Rental	0.00	600.00	-600.00	0.0%
Beverages	0.00	4,000.00	-4,000.00	0.0%
Facilities	2,000.00			
Other	75.00	675.00	-600.00	11.1%
Parking	365.00	500.00	-135.00	73.0%

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

8:10 AM
 11/03/14
 Accrual Basis

	Apr - Oct 14	Budget	\$ Over Budget	% of Budget
Photographs	0.00	325.00	-325.00	0.0%
Business Partner Expo - Other	2,855.39			
Total Business Partner Expo	5,295.39	6,100.00	-804.61	86.8%
Vendor Appreciation Party Parties	0.00	0.00	0.00	0.0%
Vendor Appreciation Party - Other	526.66	476.36	50.30	110.6%
Total Vendor Appreciation Party	526.66	476.36	50.30	110.6%
Total Business Partner Expenses	5,822.05	6,576.36	-754.31	88.5%
Chapter Leadership Institute				
Board Member-CLI	1,500.00	2,000.00	-500.00	75.0%
President - CLI	500.00	1,000.00	-500.00	50.0%
President Elect-CLI	0.00	500.00	-500.00	0.0%
Chapter Leadership Institute - Other	132.24			
Total Chapter Leadership Institute	2,132.24	3,500.00	-1,367.76	60.9%
Chapter Logo Supplies	0.00	500.00	-500.00	0.0%
Chapter Meeting Speakers	250.00			
Total Chapter Meeting	250.00	0.00	0.00	0.0%
Chapter Retreat Communications	0.00	0.00	0.00	0.0%
Author Incentives	0.00	175.00	-175.00	0.0%
Design	787.50			
Designer Fees	300.00	5,835.00	-5,535.00	5.1%
Monthly Fee	900.00	900.00	0.00	100.0%
Total Communications	1,987.50	6,910.00	-4,922.50	28.8%
Community Challenge Expenses	500.00	1,500.00	-1,000.00	33.3%
Education Costs				
Audio Visual	0.00	350.00	-350.00	0.0%
Chapter Monthly Lunches	3,272.04	3,730.00	-457.96	87.7%
Facility Rental	0.00	1,400.00	-1,400.00	0.0%
Holiday Party	0.00	0.00	0.00	0.0%
Lunches-Education Seminar	0.00	1,500.00	-1,500.00	0.0%
Parking	204.00	500.00	-296.00	40.8%
Speakers-Education Seminar	1,552.80	7,000.00	-5,447.20	22.2%
Webinars and Audio Conferences	0.00	0.00	0.00	0.0%
Total Education Costs	5,028.84	14,480.00	-9,451.16	34.7%
Education Seminar	626.16			

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

8:10 AM
 11/03/14
 Accrual Basis

	Apr - Oct 14	Budget	\$ Over Budget	% of Budget
Insurance				
Fidelity Bond Premium	190.00	190.00	0.00	100.0%
Total Insurance	190.00	190.00	0.00	100.0%
Managing Partner Breakfast				
Miscellaneous Expense	903.70	0.00	903.70	100.0%
Contributions	100.00	200.00	-100.00	50.0%
Gifts	0.00	100.00	-100.00	0.0%
Other	0.00	100.00	-100.00	0.0%
Post Office Box	132.00	128.00	4.00	103.1%
Total Miscellaneous Expense	232.00	528.00	-296.00	43.9%
National Conference Scholarship				
Board Member Stipend	10,708.07	8,000.00	2,708.07	133.9%
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	20,155.71	19,500.00	655.71	103.4%
New Member Functions				
Buddy Happy Hours	72.98	250.00	-250.00	0.0%
Miscellaneous	0.00	600.00	-600.00	0.0%
New Member Lunches	444.32	600.00	-155.68	74.1%
New Member Functions - Other	35.23			
Total New Member Functions	552.53	850.00	-297.47	65.0%
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			
Board Members	2,936.18	8,000.00	-5,063.82	36.7%
Chapter Dinner	495.22	0.00	495.22	100.0%
Door Prize	0.00	0.00	0.00	0.0%
Members At Large	495.00	0.00	495.00	100.0%

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

8:10 AM
 11/03/14
 Accrual Basis

	Apr - Oct 14	Budget	\$ Over Budget	% of Budget
Scholarships	0.00	1,000.00	-1,000.00	0.0%
Regional Conference - Other	1,000.00			
Total Regional Conference	4,926.40	9,000.00	-4,073.60	54.7%
Salary Survey Costs	4,500.00	4,550.00	-50.00	98.9%
Total Expense	50,378.92	69,770.67	-19,391.75	72.2%
Net Ordinary Income	-30,728.92	-46,870.67	16,141.75	65.6%
Other Income/Expense				
Other Income	1.02	3.43	-2.41	29.7%
Interest Income				
Total Other Income	1.02	3.43	-2.41	29.7%
Other Expense				
Other Expenses	151.54			
Total Other Expense	151.54			
Net Other Income	-150.52	3.43	-153.95	-4,388.3%
Net Income	-30,879.44	-46,867.24	15,987.80	65.9%

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

	<u>Apr - Oct 14</u>
OPERATING ACTIVITIES	
Net Income	-30,879.44
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-125.00
Net cash provided by Operating Activities	<u>-31,004.44</u>
Net cash increase for period	-31,004.44
Cash at beginning of period	<u>46,821.35</u>
Cash at end of period	<u><u>15,816.91</u></u>

8:00 AM

11/03/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 10/31/2014

	<u>Oct 31, 14</u>
Beginning Balance	12,774.28
Cleared Transactions	
Checks and Payments - 9 items	-6,606.43
Deposits and Credits - 4 items	4,115.00
Total Cleared Transactions	<u>-2,491.43</u>
Cleared Balance	<u>10,282.85</u>
Uncleared Transactions	
Checks and Payments - 5 items	<u>-333.60</u>
Total Uncleared Transactions	<u>-333.60</u>
Register Balance as of 10/31/2014	<u>9,949.25</u>
Ending Balance	<u>9,949.25</u>

8:00 AM

11/03/14

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 10/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,774.28
Cleared Transactions						
Checks and Payments - 9 items						
Check	09/29/2014	1589	InterContinental Ste...	X	-750.00	-750.00
Check	10/01/2014	1590	Austin Bar Associati...	X	-36.00	-786.00
Check	10/02/2014	1591	Headliners Club	X	-815.03	-1,601.03
Check	10/03/2014	1592	Readex Research	X	-2,250.00	-3,851.03
Check	10/03/2014	1593	Austin Bar Associati...	X	-24.00	-3,875.03
Check	10/06/2014	1594	PaperStreet Web D...	X	-300.00	-4,175.03
Check	10/13/2014	1597	Kelly Barker	X	-1,000.00	-5,175.03
Check	10/13/2014	1596	Linda Siegert	X	-936.18	-6,111.21
Check	10/13/2014	1595	Kelly Barker	X	-495.22	-6,606.43
Total Checks and Payments					-6,606.43	-6,606.43
Deposits and Credits - 4 items						
Deposit	10/01/2014			X	470.00	470.00
Deposit	10/07/2014			X	3,525.00	3,995.00
Deposit	10/13/2014			X	60.00	4,055.00
Deposit	10/29/2014			X	60.00	4,115.00
Total Deposits and Credits					4,115.00	4,115.00
Total Cleared Transactions					-2,491.43	-2,491.43
Cleared Balance					-2,491.43	10,282.85
Uncleared Transactions						
Checks and Payments - 5 items						
Check	09/10/2014	1585	Renee M. Meisel		-50.00	-50.00
Check	10/22/2014	1598	Diane Dettmann		-55.90	-105.90
Check	10/27/2014	1600	Foundation of ALA		-100.00	-205.90
Check	10/27/2014	1599	Bobby Zamen		-72.98	-278.88
Check	10/29/2014	1601	Diane Dettmann		-54.72	-333.60
Total Checks and Payments					-333.60	-333.60
Total Uncleared Transactions					-333.60	-333.60
Register Balance as of 10/31/2014					-2,825.03	9,949.25
Ending Balance					-2,825.03	9,949.25



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

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

STATEMENT ISSUED
10-31-2014

063298

Page 1 of 3

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

0

Guard your card and monitor your debit card activity
with real-time alerts sent straight to your phone.
Sign up for Debit Card Alerts in My Frost today.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
12,774.28	4	4,115.00	9	6,606.43	10,282.85

Activity Items Processed 54 Cash Processed \$0.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
10-02	DEPOSIT	470.00	10-07	DEPOSIT	3,525.00
10-14	DEPOSIT	60.00	10-29	DEPOSIT	60.00

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
10-07	1589 #	750.00	10-15	1592 #	2,250.00	10-24	1595 #	495.22
10-10	1590 #	36.00	10-10	1593 #	24.00	10-16	1596 #	936.18
10-14	1591 #	815.03	10-10	1594 #	300.00	10-24	1597 #	1,000.00

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-06	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-30	12,774.28	10-10	15,659.28	10-16	11,718.07
10-02	13,244.28	10-14	14,904.25	10-24	10,222.85
10-06	13,244.28	10-15	12,654.25	10-29	10,282.85
10-07	16,019.28				

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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AUSTIN CHAPTER OF THE ASSOCIATION

DATE	DESCRIPTION	DEPOSIT TICKET TOTAL (USD)
10/16/14	MEMBERSHIP DUES	470.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 470.00
⑆1114000093⑆ 591209000⑆ 20

DATE	DESCRIPTION	DEPOSIT TICKET TOTAL (USD)
10/17/14	MEMBERSHIP DUES	3525.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 3525.00
⑆1114000093⑆ 591209000⑆ 20

10/02/14 #0 \$470.00

DATE	DESCRIPTION	DEPOSIT TICKET TOTAL (USD)
10/2/14	MEMBERSHIP DUES	470.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 470.00
⑆1114000093⑆ 591209000⑆ 20

10/07/14 #0 \$3,525.00

DATE	DESCRIPTION	DEPOSIT TICKET TOTAL (USD)
10/7/14	MEMBERSHIP DUES	3525.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 3525.00
⑆1114000093⑆ 591209000⑆ 20

10/14/14 #0 \$60.00

DATE	DESCRIPTION	DEPOSIT TICKET TOTAL (USD)
10/14/14	MEMBERSHIP DUES	60.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 60.00
⑆1114000093⑆ 591209000⑆ 20

10/29/14 #0 \$60.00

DATE	DESCRIPTION	DEPOSIT TICKET TOTAL (USD)
10/29/14	MEMBERSHIP DUES	60.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 60.00
⑆1114000093⑆ 591209000⑆ 20

10/07/14 #1589 \$750.00

DATE	DESCRIPTION	AMOUNT (USD)
10/29/2014	InterContinental Stephen F. Austin Hotel	\$750.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 226
AUSTIN, TX 78767-0226
MEMO: InterContinental Stephen F. Austin Hotel
TWO SIGNATURES REQUIRED OVER \$500
⑆001589⑆ ⑆1114000093⑆ 591209000⑆

10/10/14 #1590 \$36.00

DATE	DESCRIPTION	AMOUNT (USD)
10/10/2014	Austin Bar Association	\$36.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 226
AUSTIN, TX 78767-0226
MEMO: Austin Bar Association
TWO SIGNATURES REQUIRED OVER \$500
⑆001590⑆ ⑆1114000093⑆ 591209000⑆

10/14/14 #1591 \$815.03

DATE	DESCRIPTION	AMOUNT (USD)
10/29/2014	Headliners Club	\$815.03

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 226
AUSTIN, TX 78767-0226
MEMO: Headliners Club
TWO SIGNATURES REQUIRED OVER \$500
⑆001591⑆ ⑆1114000093⑆ 591209000⑆

10/15/14 #1592 \$2,250.00

DATE	DESCRIPTION	AMOUNT (USD)
10/20/2014	Research Research	\$2,250.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 226
AUSTIN, TX 78767-0226
MEMO: Research Research
TWO SIGNATURES REQUIRED OVER \$500
⑆001592⑆ ⑆1114000093⑆ 591209000⑆

10/10/14 #1593 \$24.00

DATE	DESCRIPTION	AMOUNT (USD)
10/13/2014	Austin Bar Association	\$24.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 226
AUSTIN, TX 78767-0226
MEMO: Austin Bar Association
TWO SIGNATURES REQUIRED OVER \$500
⑆001593⑆ ⑆1114000093⑆ 591209000⑆

10/10/14 #1594 \$300.00

DATE	DESCRIPTION	AMOUNT (USD)
10/9/2014	PaperStreet Web Design, Inc.	\$300.00

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 226
AUSTIN, TX 78767-0226
MEMO: PaperStreet Web Design, Inc.
TWO SIGNATURES REQUIRED OVER \$500
⑆001594⑆ ⑆1114000093⑆ 591209000⑆

10/24/14 #1595 \$495.22

DATE	DESCRIPTION	AMOUNT (USD)
10/13/2014	Kathy Barker	\$495.22

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 226
AUSTIN, TX 78767-0226
MEMO: Kathy Barker
TWO SIGNATURES REQUIRED OVER \$500
⑆001595⑆ ⑆1114000093⑆ 591209000⑆

10/16/14 #1596 \$936.18

DATE	DESCRIPTION	AMOUNT (USD)
10/16/2014	Linda Slegert	\$936.18

ALSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 226
AUSTIN, TX 78767-0226
MEMO: Linda Slegert
TWO SIGNATURES REQUIRED OVER \$500
⑆001596⑆ ⑆1114000093⑆ 591209000⑆



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AUSTIN CHAPTER OF THE ASSOCIATION

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS PO BOX 259 AUSTIN, TX 78767-0259		1597
10/13/2014		
PAID TO THE ORDER OF Kelly Barker	\$ 1,000.00	
One Thousand and 00/100		DOLLARS
Kelly Barker	TWO SIGNATURES REQUIRED OVER \$500	
MEMO	<i>[Signature]</i>	
⑆001597⑆ ⑆111000093⑆ 5920900⑆ <i>[Signature]</i>		

10/24/14 #1597 \$1,000.00

8:01 AM

11/03/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 10/31/2014

	<u>Oct 31, 14</u>
Beginning Balance	5,867.51
Cleared Transactions	
Deposits and Credits - 1 item	0.15
Total Cleared Transactions	<u>0.15</u>
Cleared Balance	<u>5,867.66</u>
Register Balance as of 10/31/2014	5,867.66
Ending Balance	5,867.66

8:01 AM

11/03/14

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Frost Money Market, Period Ending 10/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,867.51
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2014			X	0.15	0.15
Total Deposits and Credits					0.15	0.15
Total Cleared Transactions					0.15	0.15
Cleared Balance					0.15	5,867.66
Register Balance as of 10/31/2014					0.15	5,867.66
Ending Balance					0.15	5,867.66



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

0

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with real-time alerts sent straight to your phone.
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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,867.51	0	.15	0	.00	5,867.66

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-31	.15	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-03	.00	INTERNET STMT COPY REQ	
10-06	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-30	5,867.51	10-06	5,867.51	10-31	5,867.66
10-03	5,867.51				

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

November 13, 2014 Board Meeting COMMITTEE REPORTS

Business Partner Relations Committee – Linda Wood

The Business Partner Committee met via conference call on November 11, 2014 at 11:00 AM. All members were present except for Amanda Koplos.

Discussion was held on the following:

1. Business Sponsorship packages – The packages will be reviewed at the BPAC meeting on the 18th. Suggestion by Linda Siegert to move to a base package with a menu driven option to allow Business partners to customize the package to meet their needs.
2. BPAC meeting will be held November 18th at 8:00 AM at James Cornell office. Linda Wood will draw the partners from the Gold Silver and Bronze categories to attend the meeting. An invite will go out today to those partners drawn plus 1 each from Platinum and Diamond sponsors.
3. The Business Partner Appreciation is set for November 20th at the Brass House. Discussion was held on offering Beer and wine and allowing those wanting liquor to purchase at a cash bar. Linda Siegert suggested that it be an open bar allowing guests to order their drink of preference. The committee agreed and it was decided that chapter will cover the cost of the bar.
4. Business Partner registration – Discussion was held on when to open registration and November 21st was the date chosen. Linda Siegert will talk with Summer about writing the script for the BP package for the registration website. The Austin ALA PayPal account will be added to the website. Linda Siegert will advise when they are ready to send out the announcement to the BP that registration is open. James reminded everyone of the option to have the web developer update the package information to expedite the process. It is a nominal cost and will remove the burden from Linda and Summer. Linda S will utilize that option if they need it to get the web up timely.
5. Discussion was held on how the Platinum level is determined and James advised whoever pays their money first is the platinum level. Same applies to the other levels.

Community Relations Committee – Joan McClendon

The Austin ALA raised \$4,430.00 for the Light the Night Walk (Leukemia & Lymphoma Society). The event was held on Saturday, October 25, 2014 at Lake Park at Mueller, Austin, TX.

Joan McClendon is in the process of organizing a meeting with the Community Relations Committee to select one additional event to be held after the first of the year.

Compensation & Benefits Committee – Allen Odom

Purchases of the compensation and benefits report have continued at a slower pace, but we have collected an additional \$1,050 since the last report. I think that puts us at around \$5,025 total so far.

Education & Program Committee – April Stanaland

No report at this time

Membership Committee – Diane Dettmann

No report at this time

Communications Committee – Summer Jurrells and Linda Siegert

No report at this time

Strategic Alliances Committee – Vacant

No report at this time.