



BOARD MEETING MINUTES

October 16, 2014 11:30 AM – 1:00 PM

Fritz, Byrne, Head & Harrison, 98 San Jacinto Blvd., Suite 2000

1. **Members Present:** Kelly Barker, Karie Rivkin, Diana Stangl, Linda Siegert, April Stanaland, Summer Jurrells, Shary Tutt, Linda Wood, Joan Cunningham

Members Not Present: Allan Odom, Elaine Burr, Diane Dettmann

2. **Approval of August's Board Meeting Minutes:** Approved after a Motion from Shary Tutt and a Second from Karie Rivkin.
3. **Interim Email Decisions:** 1) Agreed to promote November 3rd Austin Bar Association luncheon presentation regarding the State Bar of Texas Private Insurance Exchange to Austin ALA membership. 2) Agreed to proposed contract with Stephen F. Austin Hotel as venue for 2015 Managing Partner Breakfast. 3) Agreed to cover hotel expenses and dinner with Board for Jerry McPeake, Regional Representative, who is visiting Austin to present at October 23rd "Lunch 'n Learn."

It was decided that the dinner with Jerry McPeake would be held at Uncle Julio's at 3rd and San Jacinto at 6:30 on October 22. Kelly will send out an email to get a head count for the reservations.

4. **Treasurer's Report (Attachment A)** - The September financial statements are attached. It was noted that we are under budget for income but that some of that is due to timing because we budgeted the salary survey income in September and it did not come in until October. We are also under budget for expenses but are not yet sure if that is a timing issue or true savings. Linda had questions about the allocation on the Business Partner Expo and the Vendor Appreciation Lunch. She will get with Elaine about her questions.
5. **Upcoming Due Dates and Responsibilities**
 - a. October 31 – Diana Stangl, Secretary, submit Minutes to national.
 - b. October 31 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
 - c. November 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.
6. **Upcoming Educational Opportunities**
 - a. Human Resources Conference for Legal Professionals: November 3-5, Las Vegas.
 - b. Corporate Law Department Symposium: October 15, New York.
7. **Old Business**
 - a. Agreed to menu change for monthly luncheon meetings at Headliners in order to offset cost increases. April noted that she had received good feedback on the menu change.

- b. Status report on inaugural MP Forum on November 6th including 10 managing partner rsvp's (number has since increased).
- c. Status report on "Light the Night Walk" on October 25th including visit by Erica Gongora, LLS campaign manager, at September 25th "Lunch 'n Learn."
- d. Discussion regarding possible change in date of salary survey pending report on recommendations to increase participation from Alan Odom.

8. **New Business**

- a. Proposed venue/format for BP Appreciation Event. Linda Wood reported that she had checked out space at the Radisson and they will provide the space at no charge. November 13 looks like a good date to hold it. She will plan on about 60 attendees.
- b. Proposed venues for Holiday Luncheon. The board agreed that Uncle Julio's would be a good place to hold the Holiday Luncheon. The date will be December 4 from 11:30 – 1:30. There is a \$500 minimum and we hope to do it as a plated lunch.
- c. Report on proposed statewide Texas ALA chapter retreat (ad hoc committee meeting in Ft. Worth). Kelly reported that the Houston chapter has suggested a statewide chapter retreat in 2015 in Fredericksburg. The board agreed that it sounded like a great idea. Kelly will send the board the summary of the meeting that was held at the Ft. Worth BoL conference.
- d. Recommendations for possible changes to salary survey (Alan Odom). Tabled to next month.
- e. Proposed panel presentation in conjunction with the UT Law Career Services Office to UT law students on realities of private practice. Discussion was held about this idea. The board agreed that it was a good idea. Karie has agreed to take the lead. Several ideas were discussed, including doing a panel with a successful solo practitioner, administrators, someone from LMA, someone from ILTA, and perhaps some business partners. There was also discussion about possibly having a series of presentations. Karie will explore and get back to the group.
- f. Other business as required. There was discussion about the Business Partner meet and greet and possibly moving it to January when the benefits and sponsorship information could be reviewed with them. There was also discussion about the need to schedule the round table for the business partner advisory committee to review the packages. The Committee will need to meet first and make recommendations on changes to the packages.

Shary reported that she had looked into the costs for Google Pay and Apple Pay and the costs were similar to what Pay Pal charges. Kelly said that he still needs to talk to Frost Bank about options that they can offer us.

Kelly also noted that the Small Firm group has had declining attendance at its meetings. Linda suggested that attendance may increase if they switch to quarterly meetings instead of monthly meetings and do a more set agenda than open discussion.

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

10. **Open Business**

11. **Announcements & Adjourn**

Meeting was adjourned at 1:00. Next Board Meeting: Thursday, November 13, 2014 at 11:30 at Austin Bar Association, 816 Congress, 3rd Floor.

ATTACHMENT A



Austin Chapter
Association of Legal Administrators
Treasurer's Report
9/30/2014

The checking account balance as of 9/30/2014 is 11,974.28, and the Money Market balance is \$5,867.51, for a total cash balance of \$17,841.79. So far in October, we have paid additional expenses (Salary Survey and Headliners Club) that further depleted our cash balance by \$3,125.03. We anticipate some salary survey income in October.

We had \$3,185.00 income in September which consisted of Seminar income from BPs and attendees (\$2,580), \$480 in September luncheon receipts, and one payment for the Salary Survey. Two members still have not paid for their attendance at the seminar, and two members have not paid for the September luncheon. This is unfortunate and concerning. Kelly has reminded the seminar attendees and I have reminded the luncheon attendees. While it is not a large amount of money, we could use every penny, and it is not fair to those of us who pay regularly.

Major expenses for September included 632 in CLI stipends and expenses, \$4,545 \$750 deposit for the MP breakfast, and \$2,495 in stipends for the BoL conferences.

We are \$5,590 under budget on income year to date. Some of that (\$3,150) is due to timing because we budgeted the salary survey income in September instead of October. \$1,725 is attributable to membership dues which were lower than expected. We budgeted \$950 for BP additional reps but we collected only \$300, and seminar and luncheon receipts are also lower than expected.

We are also under budget \$10,652 in expenses year to date. Most of that variance is in the Education costs category – I am uncertain if this is a true savings, or if it might be due to timing.

2:14 PM
10/03/14
Accrual Basis

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

	<u>Sep 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	11,974.28
Frost Money Market	<u>5,867.51</u>
Total Checking/Savings	<u>17,841.79</u>
Total Current Assets	<u>17,841.79</u>
TOTAL ASSETS	<u>17,841.79</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	<u>-28,854.56</u>
Total Equity	<u>17,841.79</u>
TOTAL LIABILITIES & EQUITY	<u>17,841.79</u>

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

	<u>Sep 14</u>
Ordinary Income/Expense	
Income	
Business Partner Fair	
Additional Reps	300.00
Total Business Partner Fair	<u>300.00</u>
Education	
Chapter Monthly Lunch Receipts	480.00
Seminars	2,280.00
Total Education	<u>2,760.00</u>
Salary Survey	125.00
Total Income	<u>3,185.00</u>
Gross Profit	3,185.00
Expense	
Bank Service Charges/Paypal	1.75
Board Expenses	
Board Meetings	143.56
Total Board Expenses	<u>143.56</u>
Business Partner Expenses	
Business Partner Expo	
Other	75.00
Parking	-35.00
Business Partner Expo - Other	2,855.39
Total Business Partner Expo	<u>2,895.39</u>
Total Business Partner Expenses	2,895.39
Chapter Leadership Institute	
Board Member-CLI	500.00
Chapter Leadership Institute - Other	132.24
Total Chapter Leadership Institute	<u>632.24</u>
Education Costs	
Speakers-Education Seminar	1,023.48
Total Education Costs	<u>1,023.48</u>
Education Seminar	626.16
Managing Partner Breakfast	750.00
Regional Conference	
Board Members	2,000.00
Members At Large	495.00
Total Regional Conference	<u>2,495.00</u>
Total Expense	<u>8,567.58</u>
Net Ordinary Income	-5,382.58
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>-5,382.44</u></u>

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

	Apr - Sep 14
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	925.00
Total Annual Sponsorship	925.00
Business Partner Fair	
Additional Reps	300.00
Total Business Partner Fair	300.00
Education	
Chapter Monthly Lunch Receipts	2,600.00
Seminars	2,310.00
Total Education	4,910.00
Membership Dues	9,275.00
Salary Survey	125.00
Total Income	15,535.00
Gross Profit	15,535.00
Expense	
Bank Service Charges/Paypal	68.56
Board Expenses	
Board Meetings	588.75
Board Retreat	423.08
Chapter Awards/Gifts	179.20
Strategic Alliances Committee	400.00
Board Expenses - Other	35.55
Total Board Expenses	1,626.58
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	5,295.39
Vendor Appreciation Party	526.66
Total Business Partner Expenses	5,822.05
Chapter Leadership Institute	
Board Member-CLI	1,500.00
President - CLI	500.00
Chapter Leadership Institute - Other	132.24
Total Chapter Leadership Institute	2,132.24
Chapter Meeting	
Speakers	250.00
Total Chapter Meeting	250.00
Communications	
Design	787.50
Designer Fees	300.00
Monthly Fee	600.00
Total Communications	1,687.50
Community Challenge Expenses	500.00
Education Costs	
Chapter Monthly Lunches	2,457.01
Parking	180.00
Speakers-Education Seminar	1,552.80
Total Education Costs	4,189.81
Education Seminar	626.16

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 10/03/14
 Accrual Basis

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

	Apr - Sep 14
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	903.70
Miscellaneous Expense	
Post Office Box	132.00
Total Miscellaneous Expense	132.00
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	
New Member Lunches	333.70
New Member Functions - Other	35.23
Total New Member Functions	368.93
Newsletter	
Newsletter Production	725.00
Total Newsletter	725.00
Printing and Reproduction	115.65
Regional Conference	
Board Members	2,000.00
Members At Large	495.00
Total Regional Conference	2,495.00
Salary Survey Costs	2,250.00
Total Expense	44,238.89
Net Ordinary Income	-28,703.89
Other Income/Expense	
Other Income	
Interest Income	0.87
Total Other Income	0.87
Other Expense	
Other Expenses	151.54
Total Other Expense	151.54
Net Other Income	-150.67
Net Income	-28,854.56

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Austin Chapter - Association of Legal Administrators

10/03/14

Profit & Loss Budget vs. Actual

Accrual Basis

April through September 2014

	Apr - Sep 14	Budget
Ordinary Income/Expense		
Income		
Annual Sponsorship		
Annual Sponsorship - Totebag	0.00	0.00
Bronze	0.00	0.00
Diamond	0.00	0.00
Gold	0.00	0.00
Platinum	0.00	0.00
Silver	925.00	0.00
Total Annual Sponsorship	925.00	0.00
Business Partner Fair		
Additional Reps	300.00	950.00
Total Business Partner Fair	300.00	950.00
Education		
Chapter Monthly Lunch Receipts	2,600.00	3,500.00
Seminars	2,310.00	2,400.00
Total Education	4,910.00	5,900.00
Joint Chapter Retreat	0.00	0.00
Membership Dues	9,275.00	11,000.00
Salary Survey	125.00	3,275.00
Total Income	15,535.00	21,125.00
Gross Profit	15,535.00	21,125.00
Expense		
Bank Service Charges/Paypal	68.56	19.65
Board Expenses		
Board Meetings	588.75	999.99
Board Retreat	423.08	0.00
Chapter Awards/Gifts	179.20	500.00
Strategic Alliances Committee	400.00	0.00
Board Expenses - Other	35.55	
Total Board Expenses	1,626.58	1,499.99
Business Partner Expenses		
Business Partner Expo		
A/V Rental	0.00	600.00
Beverages	0.00	4,000.00
Facilities	2,000.00	
Other	75.00	675.00
Parking	365.00	500.00
Photographs	0.00	0.00
Business Partner Expo - Other	2,855.39	
Total Business Partner Expo	5,295.39	5,775.00
Vendor Appreciation Party		
Parties	0.00	0.00
Vendor Appreciation Party - Other	526.66	476.36
Total Vendor Appreciation Party	526.66	476.36
Total Business Partner Expenses	5,822.05	6,251.36
Chapter Leadership Institute		
Board Member-CLI	1,500.00	2,000.00
President - CLI	500.00	1,000.00
President Elect-CLI	0.00	500.00
Chapter Leadership Institute - Other	132.24	
Total Chapter Leadership Institute	2,132.24	3,500.00
Chapter Logo Supplies	0.00	500.00

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

10/03/14

Accrual Basis

	Apr - Sep 14	Budget
Chapter Meeting		
Speakers	250.00	
Total Chapter Meeting	250.00	
Chapter Retreat	0.00	0.00
Communications		
Author Incentives	0.00	150.00
Design	787.50	
Designer Fees	300.00	5,002.00
Monthly Fee	600.00	600.00
Total Communications	1,687.50	5,752.00
Community Challenge Expenses	500.00	500.00
Education Costs		
Audio Visual	0.00	300.00
Chapter Monthly Lunches	2,457.01	3,730.00
Facility Rental	0.00	1,400.00
Holiday Party	0.00	0.00
Lunches-Education Seminar	0.00	1,500.00
Parking	180.00	500.00
Speakers-Education Seminar	1,552.80	6,000.00
Webinars and Audio Conferences	0.00	0.00
Total Education Costs	4,189.81	13,430.00
Education Seminar	626.16	
Insurance		
Fidelity Bond Premium	190.00	190.00
Total Insurance	190.00	190.00
Managing Partner Breakfast	903.70	0.00
Miscellaneous Expense		
Contributions	0.00	200.00
Gifts	0.00	0.00
Other	0.00	100.00
Post Office Box	132.00	128.00
Total Miscellaneous Expense	132.00	428.00
National Conference Scholarship		
Board Member Stipend	10,708.07	8,000.00
Chapter Dinner	693.65	750.00
President-National Conference	2,250.00	2,250.00
President Elect-National Confer	2,250.00	2,250.00
Quest Scholarship	2,000.00	2,000.00
Scholarships-Non Board	2,000.00	4,000.00
Scholarships-Other Conference	0.00	0.00
Silent Auction Items	253.99	250.00
Total National Conference Scholarship	20,155.71	19,500.00
New Member Functions		
Miscellaneous	0.00	250.00
New Member Lunches	333.70	520.00
New Member Functions - Other	35.23	
Total New Member Functions	368.93	770.00
Newsletter		
Newsletter Production	725.00	0.00
Total Newsletter	725.00	0.00
Printing and Reproduction	115.65	

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10/03/14

Accrual Basis

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

	<u>Apr - Sep 14</u>	<u>Budget</u>
Regional Conference		
Board Members	2,000.00	0.00
Chapter Dinner	0.00	0.00
Door Prize	0.00	0.00
Members At Large	495.00	0.00
Scholarships	0.00	0.00
Total Regional Conference	2,495.00	0.00
Salary Survey Costs	2,250.00	2,550.00
Total Expense	44,238.89	54,891.00
Net Ordinary Income	-28,703.89	-33,766.00
Other Income/Expense		
Other Income		
Interest Income	0.87	2.97
Total Other Income	0.87	2.97
Other Expense		
Other Expenses	151.54	
Total Other Expense	151.54	
Net Other Income	-150.67	2.97
Net Income	-28,854.56	-33,763.03

Austin Chapter - Association of Legal Administrators

Profit & Loss Budget vs. Actual

April through September 2014

10/03/14

Accrual Basis

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
Annual Sponsorship		
Annual Sponsorship - Totebag	0.00	0.0%
Bronze	0.00	0.0%
Diamond	0.00	0.0%
Gold	0.00	0.0%
Platinum	0.00	0.0%
Silver	925.00	100.0%
Total Annual Sponsorship	925.00	100.0%
Business Partner Fair		
Additional Reps	-650.00	31.6%
Total Business Partner Fair	-650.00	31.6%
Education		
Chapter Monthly Lunch Receipts	-900.00	74.3%
Seminars	-90.00	96.3%
Total Education	-990.00	83.2%
Joint Chapter Retreat	0.00	0.0%
Membership Dues	-1,725.00	84.3%
Salary Survey	-3,150.00	3.8%
Total Income	-5,590.00	73.5%
Gross Profit	-5,590.00	73.5%
Expense		
Bank Service Charges/Paypal	48.91	348.9%
Board Expenses		
Board Meetings	-411.24	58.9%
Board Retreat	423.08	100.0%
Chapter Awards/Gifts	-320.80	35.8%
Strategic Alliances Committee	400.00	100.0%
Board Expenses - Other		
Total Board Expenses	126.59	108.4%
Business Partner Expenses		
Business Partner Expo		
A/V Rental	-600.00	0.0%
Beverages	-4,000.00	0.0%
Facilities		
Other	-600.00	11.1%
Parking	-135.00	73.0%
Photographs	0.00	0.0%
Business Partner Expo - Other		
Total Business Partner Expo	-479.61	91.7%
Vendor Appreciation Party		
Parties	0.00	0.0%
Vendor Appreciation Party - Other	50.30	110.6%
Total Vendor Appreciation Party	50.30	110.6%
Total Business Partner Expenses	-429.31	93.1%
Chapter Leadership Institute		
Board Member-CLI	-500.00	75.0%
President - CLI	-500.00	50.0%
President Elect-CLI	-500.00	0.0%
Chapter Leadership Institute - Other		
Total Chapter Leadership Institute	-1,367.76	60.9%
Chapter Logo Supplies	-500.00	0.0%

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

10/03/14

Accrual Basis

	\$ Over Budget	% of Budget
Chapter Meeting Speakers		
Total Chapter Meeting		
Chapter Retreat	0.00	0.0%
Communications		
Author Incentives	-150.00	0.0%
Design		
Designer Fees	-4,702.00	6.0%
Monthly Fee	0.00	100.0%
Total Communications	-4,064.50	29.3%
Community Challenge Expenses	0.00	100.0%
Education Costs		
Audio Visual	-300.00	0.0%
Chapter Monthly Lunches	-1,272.99	65.9%
Facility Rental	-1,400.00	0.0%
Holiday Party	0.00	0.0%
Lunches-Education Seminar	-1,500.00	0.0%
Parking	-320.00	36.0%
Speakers-Education Seminar	-4,447.20	25.9%
Webinars and Audio Conferences	0.00	0.0%
Total Education Costs	-9,240.19	31.2%
Education Seminar		
Insurance		
Fidelity Bond Premium	0.00	100.0%
Total Insurance	0.00	100.0%
Managing Partner Breakfast	903.70	100.0%
Miscellaneous Expense		
Contributions	-200.00	0.0%
Gifts	0.00	0.0%
Other	-100.00	0.0%
Post Office Box	4.00	103.1%
Total Miscellaneous Expense	-296.00	30.8%
National Conference Scholarship		
Board Member Stipend	2,708.07	133.9%
Chapter Dinner	-56.35	92.5%
President-National Conference	0.00	100.0%
President Elect-National Confer	0.00	100.0%
Quest Scholarship	0.00	100.0%
Scholarships-Non Board	-2,000.00	50.0%
Scholarships-Other Conference	0.00	0.0%
Silent Auction Items	3.99	101.6%
Total National Conference Scholarship	655.71	103.4%
New Member Functions		
Miscellaneous	-250.00	0.0%
New Member Lunches	-186.30	64.2%
New Member Functions - Other		
Total New Member Functions	-401.07	47.9%
Newsletter		
Newsletter Production	725.00	100.0%
Total Newsletter	725.00	100.0%
Printing and Reproduction		

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10/03/14

Accrual Basis

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

	<u>\$ Over Budget</u>	<u>% of Budget</u>
Regional Conference		
Board Members	2,000.00	100.0%
Chapter Dinner	0.00	0.0%
Door Prize	0.00	0.0%
Members At Large	495.00	100.0%
Scholarships	0.00	0.0%
Total Regional Conference	2,495.00	100.0%
Salary Survey Costs	-300.00	88.2%
Total Expense	-10,652.11	80.6%
Net Ordinary Income	5,062.11	85.0%
Other Income/Expense		
Other Income		
Interest Income	-2.10	29.3%
Total Other Income	-2.10	29.3%
Other Expense		
Other Expenses		
Total Other Expense		
Net Other Income	-153.64	-5,073.1%
Net Income	4,908.47	85.5%

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

	<u>Apr - Sep 14</u>
OPERATING ACTIVITIES	
Net Income	-28,854.56
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-125.00
Net cash provided by Operating Activities	<u>-28,979.56</u>
Net cash increase for period	-28,979.56
Cash at beginning of period	<u>46,821.35</u>
Cash at end of period	<u><u>17,841.79</u></u>

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10/03/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 09/30/2014

	<u>Sep 30, 14</u>
Beginning Balance	17,475.92
Cleared Transactions	
Checks and Payments - 13 items	-7,921.64
Deposits and Credits - 8 items	3,220.00
Total Cleared Transactions	<u>-4,701.64</u>
Cleared Balance	<u>12,774.28</u>
Uncleared Transactions	
Checks and Payments - 2 items	-800.00
Total Uncleared Transactions	<u>-800.00</u>
Register Balance as of 09/30/2014	<u>11,974.28</u>
New Transactions	
Checks and Payments - 4 items	-3,125.03
Deposits and Credits - 1 item	470.00
Total New Transactions	<u>-2,655.03</u>
Ending Balance	<u>9,319.25</u>

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 09/30/2014**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,475.92
Cleared Transactions						
Checks and Payments - 13 items						
Check	08/15/2014	1574	Diane Dettmann	X	-56.02	-56.02
Check	08/27/2014	1576	Diane Dettmann	X	-63.04	-119.06
Check	09/02/2014	1578	Eichelbaum Wardell	X	-500.00	-619.06
Check	09/03/2014	1579	Fritz Byrne Head & ...	X	-495.91	-1,114.97
Check	09/03/2014	1580	Marilynn C. Thomps...	X	-75.00	-1,189.97
Check	09/08/2014	1582	W Austin	X	-2,359.48	-3,549.45
Check	09/08/2014	1581	Elaine Burr	X	-1,000.00	-4,549.45
Check	09/10/2014	1584	April Stanaland	X	-828.11	-5,377.56
Check	09/10/2014	1583	Husch Blackwell, LLP	X	-771.53	-6,149.09
Check	09/11/2014	1586	Walsh, Anderson	X	-1,000.00	-7,149.09
Check	09/11/2014	1587	Kelly Barker	X	-275.80	-7,424.89
Check	09/19/2014	1588	Burns Anderson Jur...	X	-495.00	-7,919.89
General Journal	09/22/2014	81659	Gravity Systems	X	-1.75	-7,921.64
Total Checks and Payments					-7,921.64	-7,921.64
Deposits and Credits - 8 items						
Deposit	09/03/2014			X	335.00	335.00
Deposit	09/03/2014			X	1,780.00	2,115.00
Deposit	09/11/2014			X	250.00	2,365.00
Deposit	09/18/2014			X	80.00	2,445.00
Deposit	09/22/2014			X	50.00	2,495.00
Deposit	09/22/2014			X	120.00	2,615.00
Deposit	09/26/2014			X	165.00	2,780.00
Deposit	09/26/2014			X	440.00	3,220.00
Total Deposits and Credits					3,220.00	3,220.00
Total Cleared Transactions					-4,701.64	-4,701.64
Cleared Balance					-4,701.64	12,774.28
Uncleared Transactions						
Checks and Payments - 2 items						
Check	09/10/2014	1585	Renee M. Meisel		-50.00	-50.00
Check	09/29/2014	1589	InterContinental Ste...		-750.00	-800.00
Total Checks and Payments					-800.00	-800.00
Total Uncleared Transactions					-800.00	-800.00
Register Balance as of 09/30/2014					-5,501.64	11,974.28
New Transactions						
Checks and Payments - 4 items						
Check	10/01/2014	1590	Austin Bar Associati...		-36.00	-36.00
Check	10/02/2014	1591	Headliners Club		-815.03	-851.03
Check	10/03/2014	1592	Readex Research		-2,250.00	-3,101.03
Check	10/03/2014	1593	Austin Bar Associati...		-24.00	-3,125.03
Total Checks and Payments					-3,125.03	-3,125.03
Deposits and Credits - 1 item						
Deposit	10/01/2014				470.00	470.00
Total Deposits and Credits					470.00	470.00
Total New Transactions					-2,655.03	-2,655.03
Ending Balance					-8,156.67	9,319.25



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09-30-2014

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AUSTIN CHAPTER OF THE ASSOCIATION
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% ELAINE BURR
AUSTIN TX 78701

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FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT		
17,475.92	8	3,218.25	12	7,919.89		12,774.28

Activity Items Processed

84

Cash Processed

\$155.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
09-03	DEPOSIT	335.00	09-03	DEPOSIT	1,780.00
09-11	DEPOSIT	250.00	09-19	DEPOSIT	80.00
09-22	DEPOSIT	120.00	09-26	DEPOSIT	165.00
09-26	DEPOSIT	440.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-23	48.25	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 4UEJ28CHF5FUU

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
09-11	1574 #	56.02	09-09	1580 #	75.00	09-15	1584 #	828.11
09-11	1576 * #	63.04	09-15	1581 #	1,000.00	09-26	1586 * #	1,000.00
09-03	1578 * #	500.00	09-11	1582 #	2,359.48	09-22	1587 #	275.80
09-05	1579 #	495.91	09-16	1583 #	771.53	09-24	1588 #	495.00

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-03	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
08-29	17,475.92	09-11	16,291.47	09-22	13,616.03
09-03	19,090.92	09-15	14,463.36	09-23	13,664.28
09-05	18,595.01	09-16	13,691.83	09-24	13,169.28
09-09	18,520.01	09-19	13,771.83	09-26	12,774.28

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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09-30-2014

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AUSTIN CHAPTER OF THE ASSOCIATION

1581

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 338
AUSTIN, TX 78767-0338

9/9/2014

PAY TO THE ORDER OF Elaine Burr \$1,000.00

One Thousand and 00/100 DOLLARS

MEMO Elaine Burr

MEMO Business of Law spend

TWO SIGNATURES REQUIRED OVER \$500

#001581# 41140000934 591209000

09/15/14 #1581 \$1,000.00

1582

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 338
AUSTIN, TX 78767-0338

9/9/2014

PAY TO THE ORDER OF W Austin \$2,359.48

Two Thousand Three Hundred Fifty-Nine and 48/100 DOLLARS

MEMO W Austin
Attn: Jennifer Hunt
Account Director, Catering
200 Lavaca Street
Austin, TX 78721
Balance on account 12607

TWO SIGNATURES REQUIRED OVER \$500

#001582# 41140000934 591209000

09/11/14 #1582 \$2,359.48

1583

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 338
AUSTIN, TX 78767-0338

9/10/2014

PAY TO THE ORDER OF Huch Blackwell, LLP \$771.53

Seven Hundred Seventy-One and 53/100 DOLLARS

MEMO Huch Blackwell, LLP

MEMO Travel expenses for I. Faulkingham, Panelist

TWO SIGNATURES REQUIRED OVER \$500

#001583# 41140000934 591209000

09/16/14 #1583 \$771.53

1584

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 338
AUSTIN, TX 78767-0338

9/10/2014

PAY TO THE ORDER OF April Stanaland \$828.11

Eight Hundred Twenty-Eight and 11/100 DOLLARS

MEMO April Stanaland

MEMO Education seminar

TWO SIGNATURES REQUIRED OVER \$500

#001584# 41140000934 591209000

09/15/14 #1584 \$828.11

1586

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 338
AUSTIN, TX 78767-0338

9/11/2014

PAY TO THE ORDER OF Walsh, Anderson \$1,000.00

One Thousand and 00/100 DOLLARS

MEMO Walsh, Anderson
Gallegos Green & Trevino, P.C.
8255A 215th
AUSTIN, TX 78767-2157

MEMO ALA Business of Law Spend - D. Stang

TWO SIGNATURES REQUIRED OVER \$500

#001586# 41140000934 591209000

09/26/14 #1586 \$1,000.00

1587

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 338
AUSTIN, TX 78767-0338

9/11/2014

PAY TO THE ORDER OF Kelly Barker \$275.80

Two Hundred Seventy-Five and 80/100 DOLLARS

MEMO Kelly Barker

MEMO Reimburse for expenses

TWO SIGNATURES REQUIRED OVER \$500

#001587# 41140000934 591209000

09/22/14 #1587 \$275.80

1588

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 338
AUSTIN, TX 78767-0338

9/19/2014

PAY TO THE ORDER OF Burns Anderson Jury & Brenner LLP \$495.00

Four Hundred Ninety-Five and 00/100 DOLLARS

MEMO Burns Anderson Jury & Brenner LLP
Attn: Andrew Molnar
P.O. Box 26200
Austin, TX 78765

MEMO Bol. scholarship - A. Molnar

TWO SIGNATURES REQUIRED OVER \$500

#001588# 41140000934 591209000

09/24/14 #1588 \$495.00



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AUSTIN CHAPTER OF THE ASSOCIATION
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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,867.37	0	.14	0	.00	5,867.51

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-30	.14	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-03	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
08-29	5,867.37	09-03	5,867.37	09-30	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.

2:08 PM

10/03/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 09/30/2014

	<u>Sep 30, 14</u>
Beginning Balance	5,867.37
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.14</u>
Total Cleared Transactions	<u>0.14</u>
Cleared Balance	<u>5,867.51</u>
Register Balance as of 09/30/2014	5,867.51
Ending Balance	5,867.51

2:08 PM

10/03/14

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 09/30/2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						5,867.37
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2014			X	0.14	0.14
Total Deposits and Credits					0.14	0.14
Total Cleared Transactions					0.14	0.14
Cleared Balance					0.14	5,867.51
Register Balance as of 09/30/2014					0.14	5,867.51
Ending Balance					<u>0.14</u>	<u>5,867.51</u>

ATTACHMENT B

October 16, 2014 Board Meeting

COMMITTEE REPORTS

Business Partner Relations Committee – Linda Wood

No report at this time.

Community Relations Committee – Joan McClendon

The Leukemia & Lymphoma Society Light the Night Walk takes place on Saturday, October 25, 2014 @ 4:00 p.m. at Lake Park at Mueller in Austin, TX.

Compensation & Benefits Committee – Allen Odom

The 2014 survey effort is winding down. We have sold \$3,975 in reports so far. I have received a handful of emails from firms expressing interest, so I will likely send a reminder regarding purchasing the report later this week or next. All but \$200 has been transferred to Elaine already.

Education & Program Committee – April Stanaland

No report at this time.

Membership Committee – Diane Dettmann

The Membership Committee welcomes Elaine Nielsen as its newest member.

Linda Trial, Office Manager for Kuhn Hobbs, and Desiny Villarreal, Firm Administrator for Beatty Bangle Strama, joined the chapter on 9/10/14; Diane Dettmann and Elaine Nielsen will welcome Linda with a new member lunch on 10/15/14. A welcome lunch with Desiny is scheduled for 10/27/14. John Wagner, Operations Manager for Scott, Douglas & McConnico, joined the chapter on 9/24/14; Kelly Barker, James Cornell and Bobby Zaman have scheduled a welcome happy hour with him. Ann Pettigrew, Sr. Paralegal and Legal Administrator for Parsley Energy, joined the chapter on 9/25/14; Christine Giles and April Stanaland welcomed her with a new member lunch on 10/13/14.

Members of the committee continue to reach out to prospective new members. Diane Dettmann sent recruitment letters/emails to the following new ALA members:

Natalie Coles, HR Coordinator at Lloyd Gosselink.

Meg Land continues to send anniversary cards to members of the Chapter.

We currently have 89 Chapter members (including one retired).

Communications Committee – Summer Jurrells and Linda Siegert

No report at this time.

Strategic Alliances Committee

No report at this time.