



BOARD MEETING MINUTES

May 14, 2015 11:30 AM – 1:00 PM

Austin Bar Association, Longhorn Room (816 Congress Ave., Third Floor)

1. **Members Present:** Shary Tutt, Linda Siegert, Diane Dettmann, Chassidy Deckard, Summer Jurrells, Christine Giles, Kelly Barker, Linda Wood and Amanda Koplos.

Members Not Present: Allen Odom and Mike McDearmon

2. **Approval of March Board Meeting Minutes:** Approved after a Motion from Amanda Koplos and a second by Kelly Barker.
3. **Interim Email Decisions:** Approval for committee chairs to use their stipends in the current year instead of having to wait a year to use them. Approved at Board Workshop.
4. **Treasurer's Report (Attachment A)** - The April financial statements are attached. Total balance at end of April was \$39,557.51. It was noted that the chapter had a positive cash flow for the month due to adding a new Business Partner and membership dues. A monthly cash flow budget was set up to forecast and track all expenses.
5. **Upcoming Due Dates and Responsibilities**
 - a. May 31 – Linda Siegert, Secretary, submit Minutes to Headquarters.
 - b. May 31 – Amanda Koplos, Chair, Education and Programs, submit Educational Summary Report to Headquarters.
 - c. June 1 – Shary Tutt, President, submit Chapter highlights for ALA News to Headquarters.
6. **Upcoming Educational Opportunities**
 - a. May 17 – ALA Financial Conference for the Legal C-Suite, Nashville
 - b. May 17-20 – ALA Conference & Legal Expo, Nashville.
 - c. May 20 – ALA Webinar: Speech Privacy & Noise in Law Offices
 - d. May 26 – ALA Webinar: Annuity Exit Procedures for Law Firms
 - e. May 28 – Austin Chapter Luncheon, Headliners Club: The Affordable Care Act and Mandatory Employer Reporting
 - f. June 4 – ALA Webinar: Aligning Our Stars: Succession Planning for the Administrative Team
 - g. July 23-25 – Chapter Leadership Institute, Grand Rapids, MI
7. **Old Business**
 - a. Approval of the final budget for April 2015 – May 2016.
 - b. Annual Conference

- c. Presidents' Award of Excellence – This was achieved by the chapter and announced at the annual conference.

8. **New Business**

- a. Cash flow analysis – Reviewed by board who suggested each committee review their budget and cash flow.
- b. Reserves
- c. Educational Committee ideas for increasing attendance at monthly luncheons and other initiatives – The Education Committee is reaching out to members who attend <3 meetings a year to find out why they aren't coming. Additionally the committee is calling and inviting members to attend. New members are being paired with seasoned member so they have someone to sit with and introduce them to the membership.
- d. Discussion of dues for regular or associate members who transfer to Austin Chapter as their primary chapter – The board reviewed the current new member dues process and decided that it was no longer beneficial to offer a full year of free membership. It was proposed that new members pay the chapter dues and receive two free lunch coupons to encourage immediate involvement. This will reduce income loss and enable new members to integrate faster. Christine Giles motioned for this change and Linda Wood seconded. The change will be announced at the next monthly luncheon and in the ATXConnect.
- e. Gifting of unused stipends – The board considered gifting stipends to other board members who may not have otherwise attended a conference. This decision is tabled until the budget reforecast, which will take place after the expo in early September.
- f. Chapter audit – The chapter audit is complete.
- g. Retreat – The board decided that the chapter will not sponsor a retreat this year due to lack of funds, however, it was suggested that it be held as a "pay your own way" event. This decision was tabled until more information is gathered.
- h. Chapter Leadership Institute attendees – Attendees are Shary, Diane, Linda, Chassidy and Amanda

9. **Committee Reports (Attachment B)** - The committee reports are attached. Christine Giles made a motion and Linda Siegert seconded the motion to accept the theme "Around the World with ALA" for the theme of the expo this year. The education committee is looking for additional options for the monthly lunch.

10. **Open Business** - None.

11. **Announcements & Adjourn**

Meeting was adjourned at 1:05 pm. Next Board Meeting: Thursday, June 11, 2015 at 11:30 at Austin Bar Association, 816 Congress, 3rd Floor.



Treasurer's Report
4/30/2015

<u>Bank Account balances at end of statement period:</u>	Checking	\$33,688.51
	Money Market	<u>\$ 5,686.53</u>
	TOTAL	\$39,557.51

Monthly activity:

Income: \$4,325.00

- BPs: 1 Bronze: \$450 & a Silver is expected shortly
- Lunch receipts: \$400
- Seminar checks: \$1,100
- Member dues: \$2,375

Outgo: \$ 766.87

Routine operating expenses

Cash Flow (current): POSITIVE \$3,558.27 YAY!

- No significant BP or member dues income expected until renewals for next Fiscal Year
- Remaining major income, forecast at less than \$10,000 total: Fall Expo (Sept) & Salary Survey (Oct/Nov)
- Budget and Cash Flow for YTD are on target.

Budget and Cash Flow Planning:

- I set up reserves for major expense categories: see Balance Sheet.
- Unreserved funds at month end were: **(\$30,126.49)**
- Once I allocated this to match our budget you can see very clearly that we have been using future funds for current expenses for at least three years.
- I set up a Cash Flow Projection and we are going to be cutting it pretty fine around September – November. Unless some things come in under budget we will have to dip into the money market account.

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of April 30, 2015

	<u>Apr 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	
General Operations (Unreserved)	-30,126.49
BP Expo Reserve	10,600.00
Communications Reserve	2,400.00
Education Reserve	4,115.00
Monthly Lunches Reserve	6,000.00
MP Breakfast Reserve	4,000.00
Salary Survey Reserve	4,500.00
Stipend Reserve- CLI	3,000.00
Stipend Reserve- Board & Chairs	18,700.00
Stipend Reserve- Quest & Non-Bo	6,000.00
Strategic Alliances Reserve	1,000.00
Vendor Parties Reserve	3,500.00
Total Frost Bank Checking	<u>33,688.51</u>
Frost Money Market	5,868.53
Total Checking/Savings	<u>39,557.04</u>
Total Current Assets	<u>39,557.04</u>
TOTAL ASSETS	<u>39,557.04</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	22,669.24
Net Income	3,558.27
Total Equity	<u>39,557.04</u>
TOTAL LIABILITIES & EQUITY	<u>39,557.04</u>

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

05/11/15

April 2015

Accrual Basis

	Apr 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Annual Sponsorship			
Bronze	450.00	0.00	450.00
Silver	0.00	0.00	0.00
Gold	0.00	0.00	0.00
Diamond	0.00	0.00	0.00
Annual Sponsorship - Other	0.00	450.00	-450.00
Total Annual Sponsorship	450.00	450.00	0.00
Business Partner Fair			
Additional Reps	0.00	0.00	0.00
Total Business Partner Fair	0.00	0.00	0.00
Education			
Chapter Monthly Lunch Receipts	400.00	400.00	0.00
Seminars	1,100.00	1,100.00	0.00
Total Education	1,500.00	1,500.00	0.00
Membership Dues	2,375.00	2,300.00	75.00
Salary Survey	0.00	0.00	0.00
Total Income	4,325.00	4,250.00	75.00
Gross Profit	4,325.00	4,250.00	75.00
Expense			
Bank Service Charges/Paypal	3.93	150.00	-146.07
Board Expenses			
Advertising and Promotion	0.00	0.00	0.00
Board Meetings	258.50	300.00	-41.50
Board Retreat	123.36	100.00	23.36
Total Board Expenses	381.86	400.00	-18.14
Business Partner Expenses			
Business Partner Expo			
Deposits	0.00	0.00	0.00
Food & Beverages	0.00	0.00	0.00
Other	0.00	0.00	0.00
Parking	0.00	0.00	0.00
Total Business Partner Expo	0.00	0.00	0.00
Vendor Appreciation Party	0.00	0.00	0.00
Total Business Partner Expenses	0.00	0.00	0.00
Chapter Logo Supplies	0.00	0.00	0.00
Communications			
Author Incentives	0.00	0.00	0.00
Committee Meetings	0.00	0.00	0.00
Designer Fees	0.00	0.00	0.00
Maintenance	0.00	0.00	0.00
Monthly Fee	300.00	300.00	0.00
Total Communications	300.00	300.00	0.00
Community Challenge Expenses	0.00	0.00	0.00
Education Costs			
Audio Visual	0.00	0.00	0.00
Chapter Monthly Lunches	0.00	0.00	0.00
Lunches-Education Seminar	0.00	0.00	0.00
Speakers-Education Seminar	0.00	0.00	0.00
Webinars and Audio Conferences	0.00	0.00	0.00
Total Education Costs	0.00	0.00	0.00
Insurance			
Fidelity Bond Premium	0.00	0.00	0.00
Total Insurance	0.00	0.00	0.00

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April 2015

	Apr 15	Budget	\$ Over Budget
Managing Partner Breakfast	0.00	0.00	0.00
Miscellaneous Expense	0.00	0.00	0.00
New Member Functions			
New Member Lunches	60.08	60.00	0.08
Total New Member Functions	60.08	60.00	0.08
Salary Survey Costs	0.00	0.00	0.00
Small Firm Group	21.00	21.00	0.00
Strategic Alliances Committee	0.00	0.00	0.00
Stipends & Scholarships			
Board Stipend- President	0.00	0.00	0.00
Board Stipend- President Elect	0.00	0.00	0.00
Board Stipend- Sec & Treas	0.00	0.00	0.00
Committee Chair Stipend	0.00	0.00	0.00
Chapter Leadership Institute			
Board Member-CLI	0.00	0.00	0.00
President - CLI	0.00	0.00	0.00
Total Chapter Leadership Institute	0.00	0.00	0.00
Quest Scholarship	0.00	0.00	0.00
Scholarships-Non Board	0.00	0.00	0.00
Scholarships-Other Conference	0.00	0.00	0.00
Silent Auction Items	0.00	0.00	0.00
Total Stipends & Scholarships	0.00	0.00	0.00
Total Expense	766.87	931.00	-164.13
Net Ordinary Income	3,558.13	3,319.00	239.13
Other Income/Expense			
Other Income			
Interest Income	0.14	0.00	0.14
Other Income	0.00	0.00	0.00
Total Other Income	0.14	0.00	0.14
Net Other Income	0.14	0.00	0.14
Net Income	3,558.27	3,319.00	239.27



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

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

STATEMENT ISSUED
04-30-2015

063658

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
C/O NOELKE MAPLES ETAL
901 S MOPAC EXPY
AUSTIN TX 78746

0

Guard your card and monitor your debit card activity
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FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
35,541.77	4	2,571.07	5	5,813.47	32,299.37

Activity Items Processed 25 Cash Processed \$0.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
04-07	DEPOSIT	250.00	04-07	DEPOSIT	750.00
04-21	DEPOSIT	1,450.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-10	121.07	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28QSJTR3J

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
04-15	1638 #	5,115.59	04-16	1643 #	42.00	04-21	1646 #	300.00
04-01	1642 * #	295.80	04-23	1645 * #	60.08			

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

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-07	.00	INTERNET STMT COPY REQ	
04-07	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-31	35,541.77	04-10	36,367.04	04-21	32,359.45
04-01	35,245.97	04-15	31,251.45	04-23	32,299.37
04-07	36,245.97	04-16	31,209.45		

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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04-30-2015

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AUSTIN CHAPTER OF THE ASSOCIATION

DATE	DESCRIPTION	AMOUNT	BALANCE
4/1/15	DEPOSIT	250.00	
REGISTER GRAND TOTAL IN ENHANCED BOLD			250.00

DEPOSIT TICKET TOTAL \$250.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 250.00

⑆114000093⑆ 591209000⑆ 20

04/07/15 #0 \$250.00

DATE	DESCRIPTION	AMOUNT	BALANCE
4/15/15	DEPOSIT	1450.00	
REGISTER GRAND TOTAL IN ENHANCED BOLD			1450.00

DEPOSIT TICKET TOTAL \$1450.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 1450.00

⑆114000093⑆ 591209000⑆ 20

04/21/15 #0 \$1,450.00

1642 3/27/2015

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

RY TO THE ORDER OF Joan McClendon \$295.80

Two Hundred Ninety-Five and 00/100

Joan McClendon

TWO SIGNATURES REQUIRED OVER \$500

MEMO

⑆001642⑆ ⑆114000093⑆ 591209000⑆

04/01/15 #1642 \$295.80

1645 4/14/2015

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

RY TO THE ORDER OF Chassidy Deckard \$60.08

Sixty and 08/100

Chassidy Deckard

TWO SIGNATURES REQUIRED OVER \$500

MEMO

⑆001645⑆ ⑆114000093⑆ 591209000⑆

04/23/15 #1645 \$60.08

DATE	DESCRIPTION	AMOUNT	BALANCE
4/1/15	DEPOSIT	750.00	
REGISTER GRAND TOTAL IN ENHANCED BOLD			750.00

DEPOSIT TICKET TOTAL \$750.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 750.00

⑆114000093⑆ 591209000⑆ 20

04/07/15 #0 \$750.00

1643 3/8/2015

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

RY TO THE ORDER OF Wilson Sonahri Goodrich & Rosati \$5,115.59

Five Thousand One Hundred Fifteen and 59/100

Wilson Sonahri Goodrich & Rosati
Attn: Kelly Barker
900 S. Capital of TX Highway, 5th Floor
Austin, TX 78748-5545

TWO SIGNATURES REQUIRED OVER \$500

MEMO

⑆001638⑆ ⑆114000093⑆ 591209000⑆

04/15/15 #1638 \$5,115.59

1643 4/1/2015

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

RY TO THE ORDER OF Austin Bar Association \$42.00

Forty-Two and 00/100

Austin Bar Association
816 Congress Ave., Ste 700
Austin TX 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO

Invoices 2915 & 2914

⑆001643⑆ ⑆114000093⑆ 591209000⑆

04/16/15 #1643 \$42.00

1646 4/14/2015

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

RY TO THE ORDER OF Pipe-Roast Web Design, Inc. \$300.00

Three Hundred and 00/100

Pipe-Roast Web Design, Inc.
1830 W 17th St
Fort Lauderdale, FL 33315

TWO SIGNATURES REQUIRED OVER \$500

MEMO

⑆001646⑆ ⑆114000093⑆ 591209000⑆

04/21/15 #1646 \$300.00

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 04/30/2015**

	<u>Apr 30, 15</u>
Beginning Balance	35,541.77
Cleared Transactions	
Checks and Payments - 7 items	-69,928.47
Deposits and Credits - 15 items	66,686.07
Total Cleared Transactions	<u>-3,242.40</u>
Cleared Balance	<u>32,299.37</u>
Uncleared Transactions	
Checks and Payments - 2 items	-360.86
Deposits and Credits - 1 item	1,750.00
Total Uncleared Transactions	<u>1,389.14</u>
Register Balance as of 04/30/2015	<u>33,688.51</u>
New Transactions	
Checks and Payments - 3 items	-784.62
Total New Transactions	<u>-784.62</u>
Ending Balance	<u>32,903.89</u>

Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 04/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,541.77
Cleared Transactions						
Checks and Payments - 7 items						
Check	03/06/2015	1638	Wilson Sonsini Goo...	X	-5,115.59	-5,115.59
Check	03/27/2015	1642	Joan McClendon	X	-295.80	-5,411.39
General Journal	04/01/2015	81663		X	-33,984.62	-39,396.01
General Journal	04/01/2015	81663		X	-30,130.38	-69,526.39
Check	04/01/2015	1643	Austin Bar Associati...	X	-42.00	-69,568.39
Check	04/14/2015	1646	PaperStreet Web D...	X	-300.00	-69,868.39
Check	04/14/2015	1645	Chassidy Deckard	X	-60.08	-69,928.47
Total Checks and Payments					-69,928.47	-69,928.47
Deposits and Credits - 15 items						
General Journal	04/01/2015	81663		X	1,000.00	1,000.00
General Journal	04/01/2015	81663		X	2,700.00	3,700.00
General Journal	04/01/2015	81663		X	3,000.00	6,700.00
General Journal	04/01/2015	81663		X	3,500.00	10,200.00
General Journal	04/01/2015	81663		X	4,000.00	14,200.00
General Journal	04/01/2015	81663		X	4,115.00	18,315.00
General Journal	04/01/2015	81663		X	4,500.00	22,815.00
General Journal	04/01/2015	81663		X	6,000.00	28,815.00
General Journal	04/01/2015	81663		X	6,000.00	34,815.00
General Journal	04/01/2015	81663		X	10,600.00	45,415.00
General Journal	04/01/2015	81663		X	18,700.00	64,115.00
Deposit	04/07/2015			X	250.00	64,365.00
Deposit	04/07/2015			X	750.00	65,115.00
Deposit	04/08/2015			X	121.07	65,236.07
Deposit	04/15/2015			X	1,450.00	66,686.07
Total Deposits and Credits					66,686.07	66,686.07
Total Cleared Transactions					-3,242.40	-3,242.40
Cleared Balance					-3,242.40	32,299.37
Uncleared Transactions						
Checks and Payments - 2 items						
Check	04/06/2015	1644	Kelly Barker		-139.52	-139.52
Check	04/29/2015	1647	Shary Tutt		-221.34	-360.86
Total Checks and Payments					-360.86	-360.86
Deposits and Credits - 1 item						
Deposit	04/29/2015				1,750.00	1,750.00
Total Deposits and Credits					1,750.00	1,750.00
Total Uncleared Transactions					1,389.14	1,389.14
Register Balance as of 04/30/2015					-1,853.26	33,688.51
New Transactions						
Checks and Payments - 3 items						
Check	05/08/2015		Headliners Club		-685.12	-685.12
Check	05/08/2015		PaperStreet Web D...		-87.50	-772.62
Check	05/08/2015		Austin Bar Associati...		-12.00	-784.62
Total Checks and Payments					-784.62	-784.62
Total New Transactions					-784.62	-784.62
Ending Balance					-2,637.88	32,903.89



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04-30-2015

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C/O NOELKE MAPLES ETAL
901 S MOPAC EXPY
AUSTIN TX 78746

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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.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,868.39	0	.14	0	.00	5,868.53

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-30	.14	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-07	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-31	5,868.39	04-07	5,868.39	04-30	5,868.53

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

10:34 AM

05/04/15

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 04/30/2015

	<u>Apr 30, 15</u>
Beginning Balance	5,868.39
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.14</u>
Total Cleared Transactions	<u>0.14</u>
Cleared Balance	<u>5,868.53</u>
Register Balance as of 04/30/2015	<u>5,868.53</u>
Ending Balance	5,868.53

10:34 AM

05/04/15

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 04/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,868.39
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2015			X	0.14	0.14
Total Deposits and Credits					0.14	0.14
Total Cleared Transactions					0.14	0.14
Cleared Balance					0.14	5,868.53
Register Balance as of 04/30/2015					0.14	5,868.53
Ending Balance					0.14	5,868.53

May 14, 2015 Board Meeting

COMMITTEE REPORTS

BUSINESS PARTNER RELATIONS COMMITTEE – Linda Wood

Linda Siegert and Linda Wood met with Linda Poole from JW Marriott regarding the hotel serving as the hotel for all Austin ALA events for the next two years. The meeting was very positive and space will more than meet our needs for any event we have.

The offer from the hotel is:

- Business Partner Meet and Greet Breakfast
- Special Pricing for Plated Breakfast of \$25 per person + 24% service charge and state sales tax
- Traditional Breakfast Menu of Orange Juice, Coffees and Teas and Freshly Baked Pastries Served with Scrambled Eggs with Chives and Cheese, Crisp Bacon Strips, Breakfast Potatoes
- Monthly Education Luncheon
- Special Pricing for 3 Course Plated Lunch of \$40 per person + 24% service charge and state sales tax or \$33 per person for Plated Lunch of Salad Entrée and Dessert. Menus would vary from month to month and include freshly baked rolls and butter and coffees and teas.
- Managing Partner Event
- Our discounted luncheon price would be utilized for this event (see above)
- Spring Education Event
- Happy Hour Drink Ticket Prices of \$9 each + 24% service charge and may be used for premium brand cocktails, beer, wine, sodas and waters.
- Average price for hot and cold hors d'oeuvres of \$6-\$8 per piece + 24% service charge and state sales tax
- Fall Educational Event and Business Partner Expo
- See above for pricing on bar and food
- Discounted pricing of \$25 for valet and \$15 for self-parking for all of your events. These are normally discounts we can offer on a limited basis.
- 2 complimentary valet parking passes for each event
- All room rental waived for each of your events. Our standard rate is between \$500 and \$750 + 24% service charge for the size rooms that you would need. Exhibit Hall rental is \$10,000 per day.
- All room rental waived for the use of the exhibit space and up to 50 exhibitor tables provided at no additional charge.

We will be working on a more detailed analysis of the cost and comparing to what we currently spend. Just at a quick look we are paying \$1500 for the Expo room at the W and this hotel will give it to us for no charge. I will present the analysis at the next board meeting.

The BP committee met to review sponsorship packages and what changes can be made to maximize revenue and provide more opportunities to the BPs for time with the membership. A decision to have a hybrid of our current packages with price changes and reducing the 5 packages to 3 with the opportunity to sponsor specific events in addition to the package purchased. Each member was tasked with reviewing the current packages and the suggested Ala carte items and bringing their suggestions back to our next meeting. Once we have finalized those packages we will present them to the board for approval.

Business Partner Meet and Greet was a huge success. Attendance was good and the BP loved the presentation that Linda and Summer put together.

A theme for the Expo has been decided by the BP committee and the board will be asked to approve the theme for this year. The theme is "Around the World with ALA".

COMMUNITY RELATIONS COMMITTEE – Mike McDearmon

No report at this time

COMPENSATION & BENEFITS COMMITTEE – Allen Odom

I do not have much to report this month. I have reached out to my committee members regarding meeting to discuss desired changes to this year's salary and benefits survey. I expect for us to meet by early next week so we can maintain the accelerated timeline for the survey we agreed to previously.

EDUCATION & PROGRAM COMMITTEE – Amanda Koplos

Our committee met on Wednesday, May 6. This was a very productive meeting as we are moving forward with some big plans for our committee.

I started out the meeting by explaining that we are on a reduced budget this year and that we were going to be looking for some high quality speakers without spending much money. It is a tall order but our committee seems to be up for it.

Here is what we are working on:

President's Award: One item assigned to our committee for the President's Award is to have education in three of the five areas of KSAs. We have already done that this year. Our January presentation was in the area of Operations Management (RFPs), Spring Seminar in March was in Communication and Organization Management (The Hero's Journey) and the April luncheon was in Legal Industry/Business Management (Framework for Client Acceptance). We will now be spending the rest of the fiscal year balancing all of the KSAs and including the two we haven't done yet – HR and Finance.

Upcoming Education Planned

MAY: "The Affordable Care Act and Mandatory Employer Reporting" by Elizabeth Raggio from Frost Insurance
KSA: Human Resources Management

JUNE: "Conducting Effective Employer Investigations" by Michelle Alcala with Graves Dougherty.
KSA: Human Resources Management

JULY: "Records Retention: Stories from the Trenches" by Chris Austin with Bowman and Brooke
KSA: Legal Industry/Business Management.

SUMMER SEMINAR (Sept 3): still working

SEPTEMBER: "Diversity & Inclusion" by Shari Tivy with Bowman and Brooke*
KSA: Communication and Organization Management

OCTOBER:

NOVEMBER: Roundtable

**Note we have changed the Diversity and Inclusion presentation that was originally scheduled for November after much discussion within our committee, with the Houston Chapter and with the speaker. The Houston Chapter will not be out any additional money to have the speaker do their session only and we can have the same

presentation given to us from another member of that committee without incurring any out of pocket cost to the Chapter. Additionally having it in September will allow us to get more participation for the session.

Some sessions we are currently brainstorming are:

Ergonomics and wellness. I was contacted by Steve DeRosa, a business partner with CSG Supplies, and he sent me a proposal. I need a volunteer to follow-up with Steve and help develop this program to be less of a sales pitch and more helpful to our group. We discussed the possibility of having them do a sample desk set-up as a show and tell. The email from him is attached. Please let me know if you're interested in working on this with Steve. KSA: Operations Management

Financial Panel. We discussed setting up a panel of accounting people within our chapter and answering different accounting questions from the viewpoints of different size firms. For example we'd have a small firm administrator (Andrew Molnau or Christine Giles), a principal administrator with a firm with branch offices (Diana Stangl) and a medium-size firm CFO (Elaine Nielsen) who would work with a moderator to talk about accounting issues. Ideas such as: accounting controls, expense processing, electronic billing, pre-bill processes, etc. Amanda is going to work on this session with Diana. KSA: Financial Management

Accounting Basics: Amanda can do a presentation on something like "understanding financial statements" and walk through a balance sheet, income statement and cash flow statement. KSA: Financial Management

Fiduciary Responsibilities for a 401k Plan: Bonnie is going to contact someone at the 401k Concierge and hash out some ideas for this. KSA: Financial Management

Judy Osborn-Handbook Issues

Trudi Spring-Workplace Consultant: Bonnie is going to call her and see what she could do. She has spoken with us before and would be good for a topic on communication and organizational dynamics. KSA: Communications and Organizational Management

Social Media in hiring

Law Firm of the Future: Gensler did this presentation for the Houston chapter and might be able to do it in Austin as well

Excel Training: Attorney Resource did this for the Houston chapter and might be able to do it in Austin as well

Committee Initiatives

Increase attendance: Looking at numbers that Diana provided we have noticed a declining attendance at our monthly luncheons over the course of the last few years. Diana reported that we used to have 30+ and now we seem lucky to get 30. Our committee doesn't feel that it is due to quality of education but aren't sure what exactly is driving the trend. We decided to do an engagement survey of our members. However, instead of sending out a survey to the membership at large we are going to look at the membership list and specifically seek out members who do not regularly attend monthly luncheons and find out why. We are going to call them with a series of five questions, while keeping the dialogue open, and then will be reporting back to the group.

The five questions we are going to ask are:

1. When you can't attend a monthly luncheon, is it most likely due to...?
 - a) your work schedule
 - b) problems with meeting location/logistics
 - c) menu options
 - d) lack of interest in educational program
 - e) other (please explain)
2. Can you think of different ways to achieve greater member participation?
3. If you were responsible for coordinating our monthly luncheons, what would you add/take away?

4. Would you commit to inviting or encouraging other members to attend our monthly luncheons? If not, why not?
5. What are the things that you like about our luncheons?

Rather than intending to be a "catch-all" we are hoping to open up a dialogue to really do some fact-finding.

Buddy Program: Along with our phone calls to increase attendance I will be working with the membership committee to help increase attendance by setting up a buddy system.

Monthly lunch RFP: We will be working with Linda Siegert to develop an RFP for our monthly luncheon location.

We will be meeting again on July 7.

MEMBERSHIP COMMITTEE – Chassidy Deckard

- We have a total of 85 chapter members.
- We have 3 new members, Caitlin Zellers, Office Coordinator at Osborne, Helman, Knebel, & Deleery, Eden Minucci, Director of Operations at Sutherland Strategy and Lauren Stark, Office Manager at Fenimore Kay, Harrison and Ford on May 5th.
- James and I had lunch with Lauren Stark on May 5th, she joined the association that day and joined the chapter a week later.
- I'm currently in the process of following up with members who did not renew. Majority of the non-renewals are secondary members, no longer with their firm, or retired.

COMMUNICATIONS COMMITTEE – Summer Jurells

The Communication Committee had our first meeting of the year. Many good ideas were generated and tasks were distributed to various members who volunteered to help. Below is a list of some of the areas we came up with to focus on for the year

- Need "forgot password" link on the website (this is already been completed)
- Send out hashtags for events prior to events
- Have all Communication Committee members take pictures and post to social media during and prior to events
- Provide more educational information via ATxConnect
- Use our communication channels to satisfy the President Award requirements
- Add a new members list to the ATxConnect (similar to what AHRMA does)
- Add a "on the move" section to the ATxConnect to keep people up to date on members moving from firm to firm and/or promotions (implemented in the most recent ATXConnect)

STRATEGIC ALLIANCES COMMITTEE – Kelly Barker

The Strategic Alliances Committee will be partnering with the Legal Marketing Association - Texas chapter to offer ALA Austin members the opportunity to attend a seminar on Wednesday, May 13th regarding the topic, "Stop Being Anti-Social: Why Hasn't the Legal Industry Embraced Social Media Like the Rest of Us" to be held at the offices of McGinnis Lochridge at 600 Congress Ave., Suite 2100, from 12:00 noon – 1:00p. Austin ALA members can attend for the LMATX member price of \$20 and can register at <https://docs.google.com/forms/d/1GsVLvNpvhZghwt3ifZ6jsaBCWlkQlIfQo-7r1VYjWCw/viewform>.

(Special thanks to Summer for setting this up!)

SMALL FIRM GROUP – Christine Giles

- Approximately 40 on the distribution list.
- About 25 regular/semi regular attendees.
- Promotion through Chapter newsletter.
- Evites go out one month before. Reminder and agenda one week before. Follow up to full distribution list the day after.
- Last meeting: 15 attendees.
- Last agenda included: policy manuals; moving processes and checklists; expense reimbursements; paid time off benefits; evaluation processes.