



BOARD MEETING MINUTES

April 9, 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 and Amanda Koplos.

Members Not Present: Allen Odom, Kelly Barker, Linda Wood and Mike McDearmon

2. **Approval of March Board Meeting Minutes:** Approved after a Motion from Linda Siegert and a second by Amanda Koplos.

3. **Interim Email Decisions:** None

4. **Treasurer's Report (Attachment A)** - The March financial statements are attached. Total balance at end of March was \$35,824.77. It was noted that the chapter took a net loss of \$10,697.58 in the 14/15 Fiscal year thus depleting any reserve. No significant BP or member dues income is expected until renewals for next Fiscal Year. Remaining incoming major income is forecasted at less than \$10,000 total.

5. **Upcoming Due Dates and Responsibilities**

- a. April 11 – Board Workshop 9 am to 1 pm.
- b. April 30 – Linda Siegert, Secretary, submit Minutes to Headquarters.
- c. April 30 – Amanda Koplos, Chair, Education and Programs, submit Educational Summary Report to Headquarters.
- d. May 1 – Shary Tutt, President, submit Chapter highlights for ALA News to Headquarters.

6. **Upcoming Educational Opportunities**

- a. *ALA Webinar – Succession Planning: Is Your Firm Financially Prepared? April 15, Graves Dougherty*
- b. *Austin Chapter Luncheon: April 23, Headliners Club*
- c. *ALA Webinar – OneNote and SharePoint: Collaborative Note-Taking Made Easy: May 7, Graves Dougherty*
- d. *ALA Financial Conference for the Legal C-Suite: May 17, Nashville*
- e. *ALA Conference & Legal Expo: May 17-20, Nashville.*
- f. *Chapter Leadership Institute: July 23-25, Grand Rapids, MI*

7. **Old Business**

- a. Annual Conference stipends and attendees – Final conference stipends will be decided during the annual Board Workshop.

- a. Annual Conference stipends and attendees – Final conference stipends will be decided during the annual Board Workshop.
- b. Board Workshop April 11 and 2015-2016 Budget – Postponed until April 18, 2015
- c. Business Partner Meet and Greet – Scheduled for April 28, 2015
- d. Results of Bylaw change

8. **New Business**

- a. Shary recommended participation in the Silent Auction Donation, due April 17, with a maximum budget of \$250. The type of gift was discussed by the board and decided upon.
- b. Presidents' Award of Excellence requirement discussion was postponed for review at the annual Board Workshop to be held on April 18, 2015.
- c. The Board considered changing the annual Business Partner Meet & Greet event to allow for full membership participation and decided that the budget didn't allow for extra spend. As a resolution, the Communications and Business Partner Committees are working together to give a presentation to the Business Partners on how they can capitalize on their annual sponsorship.

9. **Committee Reports (Attachment B)** - The committee reports are attached. Linda Wood and Amanda Koplos are considering combining locations for all chapter events/meetings to reduce costs over the long term.

10. **Open Business** - None.

11. **Announcements & Adjourn**

Meeting was adjourned at 12:45 pm. Next Board Meeting: Thursday, May 14, 2015 at 11:30 at Austin Bar Association, 816 Congress, 3rd Floor.



Treasurer's Report 3/31/2015

Bank Account balances at end of statement period:

Checking	\$30,130.38
Money Market	\$ 5,686.39

Fiscal Year 2014-2015 budget summary:

- **Net loss \$10,697.58.**
- Any reserve we once had is completely used.
- Cash will be very tight this year. Spending must be tightly monitored to stay within budget.

Shary and I are meeting Friday for more budget planning. At the retreat on the 11th we will discuss last year and the upcoming year with the Board in detail. I hope to have a budget by month prepared to present at that time.

Monthly activity:

Income:

- BP sponsorships \$2,300.00
- Member Dues \$3,975.00

Outgo:

Mainly MP Breakfast and deposit for Fall Expo at W Hotel. See February Treasurer's report Addendum (next page)

Cash Flow:

- 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)



Austin Chapter
Association of Legal Administrators
Treasurer's Report
2/28/2015 - addendum

Several expenses were paid in early March as follows:

Managing Partner breakfast	\$10,206.59
Spring Education seminar	6,145.03
Second deposit on 2015 Expo	2,750.00
Community Challenge – Urban Roots	1,000.00
Headliners Club – Feb meeting	842.87
Total	<hr/> \$20,944.49

The checking account balance is now at \$26,914.05

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04/08/15

Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of March 31, 2015

	<u>Mar 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	30,130.38
Frost Money Market	5,868.39
Total Checking/Savings	<u>35,998.77</u>
Total Current Assets	<u>35,998.77</u>
TOTAL ASSETS	<u>35,998.77</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	-10,697.58
Total Equity	<u>35,998.77</u>
TOTAL LIABILITIES & EQUITY	<u>35,998.77</u>

Austin Chapter - Association of Legal Administrators

Profit & Loss

March 2015

04/08/15

Accrual Basis

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	450.00
Silver	1,850.00
Total Annual Sponsorship	<u>2,300.00</u>
Education	
Seminars	50.00
Total Education	<u>50.00</u>
Membership Dues	3,975.00
Total Income	<u>6,325.00</u>
Gross Profit	6,325.00
Expense	
Bank Service Charges/Paypal	147.13
Business Partner Expenses	
Business Partner Expo	
Facilities	2,750.00
Total Business Partner Expo	<u>2,750.00</u>
Total Business Partner Expenses	2,750.00
Community Challenge Expenses	1,295.80
Education Costs	
Audio Visual	400.00
Chapter Monthly Lunches	842.87
Food	243.00
Lunches-Education Seminar	985.08
Speakers-Education Seminar	4,516.95
Webinars and Audio Conferences	265.00
Total Education Costs	<u>7,252.90</u>
Managing Partner Breakfast	10,206.59
Total Expense	<u>21,652.42</u>
Net Ordinary Income	-15,327.42
Other Income/Expense	
Other Income	
Interest Income	0.15
Total Other Income	<u>0.15</u>
Net Other Income	<u>0.15</u>
Net Income	<u><u>-15,327.27</u></u>

Austin Chapter - Association of Legal Administrators Profit & Loss

04/08/15

April 2014 through March 2015

Accrual Basis

	Apr '14 - Mar 15
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	10,350.00
Diamond	10,700.00
Gold	14,800.00
Platinum	3,050.00
Silver	11,100.00
Total Annual Sponsorship	50,500.00
Business Partner Fair	
Additional Reps	800.00
Total Business Partner Fair	800.00
Education	
Chapter Monthly Lunch Receipts	3,400.00
Seminars	2,440.00
Total Education	5,840.00
Membership Dues	16,250.00
Salary Survey	5,325.00
Total Income	78,715.00
Gross Profit	78,715.00
Expense	
Bank Service Charges/Paypal	285.62
Board Expenses	
Board Meetings	1,241.00
Board Retreat	423.08
Chapter Awards/Gifts	179.20
Strategic Alliances Committee	2,066.12
Total Board Expenses	3,909.40
Business Partner Expenses	
Business Partner Expo	
Beverages	4,359.48
Facilities	5,500.00
Other	184.85
Parking	365.00
Business Partner Expo - Other	495.91
Total Business Partner Expo	10,905.24
Vendor Appreciation Party	2,914.15
Business Partner Expenses - Other	230.79
Total Business Partner Expenses	14,050.18
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
Communications	
Designer Fees	1,162.50
Maintenance	300.00
Monthly Fee	900.00
Total Communications	2,362.50
Community Challenge Expenses	1,795.80

Austin Chapter - Association of Legal Administrators Profit & Loss

04/08/15

April 2014 through March 2015

Accrual Basis

	Apr '14 - Mar 15
Education Costs	
Audio Visual	1,026.16
Chapter Monthly Lunches	6,012.53
Food	243.00
Holiday Party	1,105.62
Lunches-Education Seminar	985.08
Parking	204.00
Speakers-Education Seminar	6,514.10
Webinars and Audio Conferences	265.00
Total Education Costs	16,355.49
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	11,110.29
Miscellaneous Expense	
Contributions	100.00
Other	115.65
Post Office Box	132.00
Total Miscellaneous Expense	347.65
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	
Miscellaneous	72.98
New Member Lunches	669.30
New Member Functions - Other	35.23
Total New Member Functions	777.51
Newsletter	
Newsletter Production	725.00
Total Newsletter	725.00
Regional Conference	
Board Members	5,936.18
Chapter Dinner	495.22
Members At Large	2,134.00
Scholarships	1,000.00
Regional Conference - Other	1,000.00
Total Regional Conference	10,565.40
Salary Survey Costs	4,500.00
Total Expense	89,262.79
Net Ordinary Income	-10,547.79
Other Income/Expense	
Other Income	
Interest Income	1.75
Total Other Income	1.75

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04/08/15

Accrual Basis

**Austin Chapter - Association of Legal Administrators
Profit & Loss**

April 2014 through March 2015

	<u>Apr '14 - Mar 15</u>
Other Expense	
Other Expenses	151.54
Total Other Expense	<u>151.54</u>
Net Other Income	<u>-149.79</u>
Net Income	<u><u>-10,697.58</u></u>

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2014 through March 2015

04/08/15

Accrual Basis

	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14
Ordinary Income/Expense								
Income								
Annual Sponsorship								
Annual Sponsorship - Totebag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bronze	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
Silver	925.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gold	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,700.00
Diamond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Platinum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Annual Sponsorship	925.00	0.00	0.00	0.00	0.00	0.00	0.00	4,600.00
Business Partner Fair								
Additional Reps	0.00	0.00	0.00	0.00	0.00	300.00	450.00	0.00
Total Business Partner Fair	0.00	0.00	0.00	0.00	0.00	300.00	450.00	0.00
Education								
Chapter Monthly Lunch Receipts	570.00	440.00	580.00	530.00	0.00	480.00	60.00	300.00
Seminars	30.00	0.00	0.00	0.00	0.00	2,280.00	80.00	0.00
Total Education	600.00	440.00	580.00	530.00	0.00	2,760.00	140.00	300.00
Membership Dues	9,125.00	0.00	75.00	75.00	0.00	0.00	0.00	0.00
Salary Survey	0.00	0.00	0.00	0.00	0.00	125.00	3,525.00	1,050.00
Total Income	10,650.00	440.00	655.00	605.00	0.00	3,185.00	4,115.00	5,950.00
Gross Profit	10,650.00	440.00	655.00	605.00	0.00	3,185.00	4,115.00	5,950.00
Expense								
Bank Service Charges/Paypal	62.88	3.93	0.00	0.00	0.00	1.75	0.00	13.35
Board Expenses								
Board Meetings	117.60	0.00	121.25	206.34	0.00	143.56	36.00	214.49
Board Retreat	423.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chapter Awards/Gifts	150.00	0.00	0.00	29.20	0.00	0.00	0.00	0.00
Strategic Alliances Committee	400.00	0.00	0.00	0.00	0.00	0.00	0.00	74.38
Total Board Expenses	1,090.68	0.00	121.25	235.54	0.00	143.56	36.00	288.87
Business Partner Expenses								
Business Partner Expo								
Beverages	0.00	0.00	2,000.00	0.00	0.00	2,359.48	0.00	0.00
Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	75.00	0.00	109.85
Parking	0.00	0.00	0.00	0.00	400.00	-35.00	0.00	0.00
Business Partner Expo - Other	0.00	0.00	0.00	0.00	0.00	495.91	0.00	0.00
Total Business Partner Expo	0.00	0.00	2,000.00	0.00	400.00	2,895.39	0.00	109.85
Vendor Appreciation Party	229.66	297.00	0.00	0.00	0.00	0.00	0.00	0.00
Business Partner Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Business Partner Expenses	229.66	297.00	2,000.00	0.00	400.00	2,895.39	0.00	109.85

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04/08/15

Accrual Basis

Austin Chapter - Association of Legal Administrators Profit & Loss April 2014 through March 2015

	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14
Chapter Leadership Institute								
Board Member-CLI	0.00	0.00	0.00	1,000.00	0.00	500.00	0.00	0.00
President - CLI	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00
Chapter Leadership Institute - Other	0.00	0.00	0.00	0.00	0.00	132.24	0.00	0.00
Total Chapter Leadership Institute	0.00	0.00	0.00	1,500.00	0.00	632.24	0.00	0.00
Community Challenge Expenses	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00
Education Costs								
Audio Visual	0.00	0.00	0.00	0.00	0.00	626.16	0.00	0.00
Chapter Monthly Lunches	35.00	717.37	465.55	586.94	652.15	0.00	815.03	0.00
Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Holiday Party	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lunches-Education Seminar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Speakers-Education Seminar	529.32	0.00	0.00	250.00	0.00	1,023.48	0.00	0.00
Webinars and Audio Conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Education Costs	744.32	717.37	465.55	836.94	652.15	1,649.64	815.03	0.00
Insurance								
Fidelity Bond Premium	0.00	0.00	0.00	0.00	190.00	0.00	0.00	0.00
Total Insurance	0.00	0.00	0.00	0.00	190.00	0.00	0.00	0.00
Managing Partner Breakfast	153.70	0.00	0.00	0.00	0.00	750.00	0.00	0.00
Miscellaneous Expense								
Contributions	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
Other	151.54	0.00	115.65	0.00	0.00	0.00	0.00	0.00
Post Office Box	0.00	0.00	0.00	132.00	0.00	0.00	0.00	0.00
Total Miscellaneous Expense	151.54	0.00	115.65	132.00	0.00	0.00	100.00	0.00
National Conference Scholarship								
Board Member Stipend	0.00	5,151.00	4,000.00	1,557.07	0.00	0.00	0.00	0.00
Chapter Dinner	0.00	20.20	673.45	0.00	0.00	0.00	0.00	0.00
President-National Conference	0.00	2,250.00	0.00	0.00	0.00	0.00	0.00	0.00
President Elect-National Confer	0.00	0.00	2,250.00	0.00	0.00	0.00	0.00	0.00
Quest Scholarship	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00
Scholarships-Non Board	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Silent Auction Items	253.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total National Conference Scholarship	253.99	9,421.20	8,923.45	1,557.07	0.00	0.00	0.00	0.00
New Member Functions								
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	72.98	0.00
New Member Lunches	154.17	0.00	0.00	96.02	119.06	0.00	110.62	107.42
New Member Functions - Other	0.00	0.00	0.00	35.23	0.00	0.00	0.00	0.00
Total New Member Functions	154.17	0.00	0.00	131.25	119.06	0.00	183.60	107.42

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04/08/15

Accrual Basis

**Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2014 through March 2015**

	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14
Regional Conference								
Board Members	0.00	0.00	0.00	0.00	0.00	2,000.00	936.18	2,000.00
Chapter Dinner	0.00	0.00	0.00	0.00	0.00	0.00	495.22	0.00
Members At Large	0.00	0.00	0.00	0.00	0.00	495.00	0.00	1,639.00
Scholarships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Regional Conference - Other	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
Total Regional Conference	0.00	0.00	0.00	0.00	0.00	2,495.00	2,431.40	4,639.00
Salary Survey Costs	0.00	0.00	0.00	2,250.00	0.00	0.00	2,250.00	0.00
Small Firm Group	0.00	0.00	0.00	0.00	0.00	0.00	24.00	0.00
Communications								
Designer Fees	787.50	0.00	37.50	262.50	0.00	0.00	0.00	0.00
Monthly Fee	300.00	0.00	0.00	300.00	0.00	0.00	300.00	0.00
Newsletter Production	0.00	725.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Communications	1,087.50	725.00	37.50	562.50	0.00	0.00	300.00	0.00
Total Expense	3,928.44	11,164.50	12,163.40	7,205.30	1,361.21	8,567.58	6,140.03	5,158.49
Net Ordinary Income	6,721.56	-10,724.50	-11,508.40	-6,600.30	-1,361.21	-5,382.58	-2,025.03	791.51
Other Income/Expense								
Other Income								
Interest Income	0.14	0.15	0.14	0.15	0.15	0.14	0.15	0.14
Total Other Income	0.14	0.15	0.14	0.15	0.15	0.14	0.15	0.14
Net Other Income	0.14	0.15	0.14	0.15	0.15	0.14	0.15	0.14
Net Income	<u>6,721.70</u>	<u>-10,724.35</u>	<u>-11,508.26</u>	<u>-6,600.15</u>	<u>-1,361.06</u>	<u>-5,382.44</u>	<u>-2,024.88</u>	<u>791.65</u>

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2014 through March 2015

	Dec 14	Jan 15	Feb 15	Mar 15	TOTAL
Ordinary Income/Expense					
Income					
Annual Sponsorship					
Annual Sponsorship - Totebag	500.00	0.00	0.00	0.00	500.00
Bronze	5,850.00	1,350.00	1,800.00	450.00	10,350.00
Silver	6,475.00	1,850.00	0.00	1,850.00	11,100.00
Gold	7,400.00	3,700.00	0.00	0.00	14,800.00
Diamond	10,700.00	0.00	0.00	0.00	10,700.00
Platinum	3,050.00	0.00	0.00	0.00	3,050.00
Total Annual Sponsorship	33,975.00	6,900.00	1,800.00	2,300.00	50,500.00
Business Partner Fair					
Additional Reps	50.00	0.00	0.00	0.00	800.00
Total Business Partner Fair	50.00	0.00	0.00	0.00	800.00
Education					
Chapter Monthly Lunch Receipts	0.00	400.00	40.00	0.00	3,400.00
Seminars	0.00	0.00	0.00	50.00	2,440.00
Total Education	0.00	400.00	40.00	50.00	5,840.00
Membership Dues	0.00	250.00	2,750.00	3,975.00	16,250.00
Salary Survey	0.00	625.00	0.00	0.00	5,325.00
Total Income	34,025.00	8,175.00	4,590.00	6,325.00	78,715.00
Gross Profit	34,025.00	8,175.00	4,590.00	6,325.00	78,715.00
Expense					
Bank Service Charges/Paypal	0.00	3.93	52.65	147.13	285.62
Board Expenses					
Board Meetings	107.17	136.94	142.65	0.00	1,226.00
Board Retreat	0.00	0.00	0.00	0.00	423.08
Chapter Awards/Gifts	0.00	0.00	0.00	0.00	179.20
Strategic Alliances Committee	1,500.00	91.74	0.00	0.00	2,066.12
Total Board Expenses	1,607.17	228.68	142.65	0.00	3,894.40
Business Partner Expenses					
Business Partner Expo					
Beverages	0.00	0.00	0.00	0.00	4,359.48
Facilities	0.00	2,750.00	0.00	2,750.00	5,500.00
Other	0.00	0.00	0.00	0.00	184.85
Parking	0.00	0.00	0.00	0.00	365.00
Business Partner Expo - Other	0.00	0.00	0.00	0.00	495.91
Total Business Partner Expo	0.00	2,750.00	0.00	2,750.00	10,905.24
Vendor Appreciation Party	2,387.49	0.00	0.00	0.00	2,914.15
Business Partner Expenses - Other	230.79	0.00	0.00	0.00	230.79
Total Business Partner Expenses	2,618.28	2,750.00	0.00	2,750.00	14,050.18

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04/08/15

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2014 through March 2015

	Dec 14	Jan 15	Feb 15	Mar 15	TOTAL
Chapter Leadership Institute					
Board Member-CLI	0.00	0.00	0.00	0.00	1,500.00
President - CLI	0.00	0.00	0.00	0.00	500.00
Chapter Leadership Institute - Other	0.00	0.00	0.00	0.00	132.24
Total Chapter Leadership Institute	0.00	0.00	0.00	0.00	2,132.24
Community Challenge Expenses	0.00	0.00	0.00	1,295.80	1,795.80
Education Costs					
Audio Visual	0.00	0.00	0.00	400.00	1,026.16
Chapter Monthly Lunches	1,054.75	0.00	842.87	842.87	6,012.53
Food	0.00	0.00	0.00	243.00	243.00
Holiday Party	1,105.62	0.00	0.00	0.00	1,105.62
Lunches-Education Seminar	0.00	0.00	0.00	985.08	985.08
Parking	0.00	0.00	0.00	0.00	180.00
Speakers-Education Seminar	194.35	0.00	0.00	4,516.95	6,514.10
Webinars and Audio Conferences	0.00	0.00	0.00	265.00	265.00
Total Education Costs	2,354.72	0.00	842.87	7,252.90	16,331.49
Insurance					
Fidelity Bond Premium	0.00	0.00	0.00	0.00	190.00
Total Insurance	0.00	0.00	0.00	0.00	190.00
Managing Partner Breakfast	0.00	0.00	0.00	10,206.59	11,110.29
Miscellaneous Expense					
Contributions	0.00	0.00	0.00	0.00	100.00
Other	0.00	0.00	0.00	0.00	267.19
Post Office Box	0.00	0.00	0.00	0.00	132.00
Total Miscellaneous Expense	0.00	0.00	0.00	0.00	499.19
National Conference Scholarship					
Board Member Stipend	0.00	0.00	0.00	0.00	10,708.07
Chapter Dinner	0.00	0.00	0.00	0.00	693.65
President-National Conference	0.00	0.00	0.00	0.00	2,250.00
President Elect-National Confer	0.00	0.00	0.00	0.00	2,250.00
Quest Scholarship	0.00	0.00	0.00	0.00	2,000.00
Scholarships-Non Board	0.00	0.00	0.00	0.00	2,000.00
Silent Auction Items	0.00	0.00	0.00	0.00	253.99
Total National Conference Scholarship	0.00	0.00	0.00	0.00	20,155.71
New Member Functions					
Miscellaneous	0.00	0.00	0.00	0.00	72.98
New Member Lunches	0.00	0.00	82.01	0.00	669.30
New Member Functions - Other	0.00	0.00	0.00	0.00	35.23
Total New Member Functions	0.00	0.00	82.01	0.00	777.51

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04/08/15

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2014 through March 2015

	<u>Dec 14</u>	<u>Jan 15</u>	<u>Feb 15</u>	<u>Mar 15</u>	<u>TOTAL</u>
Regional Conference					
Board Members	1,000.00	0.00	0.00	0.00	5,936.18
Chapter Dinner	0.00	0.00	0.00	0.00	495.22
Members At Large	0.00	0.00	0.00	0.00	2,134.00
Scholarships	0.00	0.00	0.00	0.00	1,000.00
Regional Conference - Other	0.00	0.00	0.00	0.00	1,000.00
Total Regional Conference	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,565.40</u>
Salary Survey Costs	0.00	0.00	0.00	0.00	4,500.00
Small Firm Group	15.00	0.00	0.00	0.00	39.00
Communications					
Designer Fees	0.00	0.00	75.00	0.00	1,162.50
Monthly Fee	0.00	300.00	0.00	0.00	1,200.00
Newsletter Production	0.00	0.00	0.00	0.00	725.00
Total Communications	<u>0.00</u>	<u>300.00</u>	<u>75.00</u>	<u>0.00</u>	<u>3,087.50</u>
Total Expense	<u>7,595.17</u>	<u>3,282.61</u>	<u>1,195.18</u>	<u>21,652.42</u>	<u>89,414.33</u>
Net Ordinary Income	26,429.83	4,892.39	3,394.82	-15,327.42	-10,699.33
Other Income/Expense					
Other Income					
Interest Income	0.15	0.15	0.14	0.15	1.75
Total Other Income	<u>0.15</u>	<u>0.15</u>	<u>0.14</u>	<u>0.15</u>	<u>1.75</u>
Net Other Income	<u>0.15</u>	<u>0.15</u>	<u>0.14</u>	<u>0.15</u>	<u>1.75</u>
Net Income	<u><u>26,429.98</u></u>	<u><u>4,892.54</u></u>	<u><u>3,394.96</u></u>	<u><u>-15,327.27</u></u>	<u><u>-10,697.58</u></u>

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April 2014 through March 2015

	Apr '14 - Ma...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Annual Sponsorship - Totebag	500.00	500.00	0.00	100.0%
Bronze	10,350.00	12,600.00	-2,250.00	82.1%
Silver	11,100.00	14,800.00	-3,700.00	75.0%
Gold	14,800.00	12,600.00	2,200.00	117.5%
Diamond	10,700.00	12,550.00	-1,850.00	85.3%
Platinum	3,050.00	3,500.00	-450.00	87.1%
Total Annual Sponsorship	50,500.00	56,550.00	-6,050.00	89.3%
Business Partner Fair				
Additional Reps	800.00	1,050.00	-250.00	76.2%
Total Business Partner Fair	800.00	1,050.00	-250.00	76.2%
Education				
Chapter Monthly Lunch Receipts	3,400.00	6,300.00	-2,900.00	54.0%
Seminars	2,440.00	3,000.00	-560.00	81.3%
Total Education	5,840.00	9,300.00	-3,460.00	62.8%
Joint Chapter Retreat	0.00	0.00	0.00	0.0%
Membership Dues	16,250.00	11,000.00	5,250.00	147.7%
Salary Survey	5,325.00	6,000.00	-675.00	88.8%
Total Income	78,715.00	83,900.00	-5,185.00	93.8%
Gross Profit	78,715.00	83,900.00	-5,185.00	93.8%
Expense				
Bank Service Charges/Paypal	285.62	1,800.00	-1,514.38	15.9%
Board Expenses				
Advertising and Promotion	0.00	293.00	-293.00	0.0%
Board Meetings	1,226.00	2,000.00	-774.00	61.3%
Board Retreat	423.08	350.00	73.08	120.9%
Chapter Awards/Gifts	179.20	750.00	-570.80	23.9%
Strategic Alliances Committee	2,066.12	3,000.00	-933.88	68.9%
Total Board Expenses	3,894.40	6,393.00	-2,498.60	60.9%
Business Partner Expenses				
Business Partner Expo				
A/V Rental	0.00	600.00	-600.00	0.0%
Beverages	4,359.48	4,000.00	359.48	109.0%
Deposits	0.00	3,500.00	-3,500.00	0.0%
Facilities	5,500.00			
Other	184.85	675.00	-490.15	27.4%
Parking	365.00	500.00	-135.00	73.0%
Photographs	0.00	325.00	-325.00	0.0%
Business Partner Expo - Other	495.91			
Total Business Partner Expo	10,905.24	9,600.00	1,305.24	113.6%
Vendor Appreciation Party	2,914.15	558.36	2,355.79	521.9%
Business Partner Expenses - Other	230.79			
Total Business Partner Expenses	14,050.18	10,158.36	3,891.82	138.3%
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 Retreat	0.00	0.00	0.00	0.0%
Community Challenge Expenses	1,795.80	2,500.00	-704.20	71.8%

Austin Chapter - Association of Legal Administrators

Profit & Loss Budget vs. Actual

April 2014 through March 2015

	Apr '14 - Ma...	Budget	\$ Over Bud...	% of Budget
Education Costs				
Audio Visual	1,026.16	600.00	426.16	171.0%
Chapter Monthly Lunches	6,012.53	6,900.00	-887.47	87.1%
Facility Rental	0.00	1,400.00	-1,400.00	0.0%
Food	243.00			
Holiday Party	1,105.62	2,000.00	-894.38	55.3%
Lunches-Education Seminar	985.08	3,000.00	-2,014.92	32.8%
Parking	180.00	500.00	-320.00	36.0%
Speakers-Education Seminar	6,514.10	12,000.00	-5,485.90	54.3%
Webinars and Audio Conferences	265.00	500.00	-235.00	53.0%
Total Education Costs	16,331.49	26,900.00	-10,568.51	60.7%
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	11,110.29	6,000.00	5,110.29	185.2%
Miscellaneous Expense				
Contributions	100.00	750.00	-650.00	13.3%
Gifts	0.00	100.00	-100.00	0.0%
Other	267.19	100.00	167.19	267.2%
Post Office Box	132.00	128.00	4.00	103.1%
Total Miscellaneous Expense	499.19	1,078.00	-578.81	46.3%
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				
Miscellaneous	72.98	500.00	-427.02	14.6%
New Member Lunches	669.30	1,000.00	-330.70	66.9%
New Member Functions - Other	35.23			
Total New Member Functions	777.51	1,500.00	-722.49	51.8%
Regional Conference				
Board Members	5,936.18	8,000.00	-2,063.82	74.2%
Chapter Dinner	495.22	700.00	-204.78	70.7%
Door Prize	0.00	252.00	-252.00	0.0%
Members At Large	2,134.00	3,750.00	-1,616.00	56.9%
Scholarships	1,000.00	2,000.00	-1,000.00	50.0%
Regional Conference - Other	1,000.00			
Total Regional Conference	10,565.40	14,702.00	-4,136.60	71.9%
Salary Survey Costs	4,500.00	4,550.00	-50.00	98.9%
Small Firm Group	39.00			
Communications				
Author Incentives	0.00	300.00	-300.00	0.0%
Committee Meetings	0.00	100.00	-100.00	0.0%
Designer Fees	1,162.50	10,000.00	-8,837.50	11.6%
Monthly Fee	1,200.00	1,200.00	0.00	100.0%
Newsletter Production	725.00	0.00	725.00	100.0%
Total Communications	3,087.50	11,600.00	-8,512.50	26.6%
Total Expense	89,414.33	110,871.36	-21,457.03	80.6%
Net Ordinary Income	-10,699.33	-26,971.36	16,272.03	39.7%

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04/08/15
Cash Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2014 through March 2015

	<u>Apr '14 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
Interest Income	1.75	4.00	-2.25	43.8%
Other Income	0.00	0.00	0.00	0.0%
Total Other Income	<u>1.75</u>	<u>4.00</u>	<u>-2.25</u>	<u>43.8%</u>
Net Other Income	<u>1.75</u>	<u>4.00</u>	<u>-2.25</u>	<u>43.8%</u>
Net Income	<u><u>-10,697.58</u></u>	<u><u>-26,967.36</u></u>	<u><u>16,269.78</u></u>	<u><u>39.7%</u></u>



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03-31-2015

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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

Online Statement Delivery is a convenient, safe and secure way to receive your monthly statements. Sign up for this free, paper-reducing service in MyFrost at frostbank.com.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
45,600.45	8	6,277.87	14	16,336.55	35,541.77

Activity Items Processed

33

Cash Processed

\$0.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
03-10	DEPOSIT	925.00	03-19	DEPOSIT	700.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-02	435.73	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28NAGDUVS
03-09	1,140.01	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28NP84BYA
03-20	242.14	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28PGSGTV8
03-27	363.21	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28PWP38TG
03-27	1,210.70	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28PW6KTBN
03-30	1,261.08	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28PYXV6DG

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
03-10	1626 #	124.65	03-05	1632 #	4,516.95	03-20	1637 #	5,091.00
03-10	1627 #	12.00	03-13	1633 #	985.08	03-13	1639 * #	50.00
03-10	1628 #	6.00	03-18	1634 #	2,750.00	03-13	1640 #	50.00
03-10	1629 #	1,000.00	03-23	1635 #	400.00	03-13	1641 #	265.00
03-04	1631 * #	842.87	03-13	1636 #	243.00			

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-03	.00	INTERNET STMT COPY REQ	
03-25	.00	INTERNET CHK COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02-27	45,600.45	03-09	41,816.37	03-20	33,106.78
03-02	46,036.18	03-10	41,598.72	03-23	32,706.78
03-03	46,036.18	03-13	40,005.64	03-25	32,706.78
03-04	45,193.31	03-18	37,255.64	03-27	34,280.69
03-05	40,676.36	03-19	37,955.64	03-30	35,541.77

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	AMOUNT	BALANCE
3/10/15	Deposits	92.50	
	Withdrawals		
	Balance		

DEPOSIT TICKET TOTAL \$92.50

REPORTER GRAND TOTAL IN DEPOSITED FUNDS \$92.50

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 92.50

⑆11400093⑆ 59120900⑆ 20

DATE	DESCRIPTION	AMOUNT	BALANCE
3/19/15	Deposits	70.00	
	Withdrawals		
	Balance		

DEPOSIT TICKET TOTAL \$70.00

REPORTER GRAND TOTAL IN DEPOSITED FUNDS \$70.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 70.00

⑆11400093⑆ 59120900⑆ 20

03/10/15 #0 \$925.00

1626 3/10/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

2/11/2015

RVN TO THE ORDER OF Kelly Barker \$**124.65

One Hundred Twenty-Four and 65/100 DOLLARS

Kelly Barker

MEMO Board meeting lunch

TWO SIGNATURES REQUIRED OVER \$500

⑆001626⑆ ⑆11400093⑆ 59120900⑆

03/19/15 #0 \$700.00

1627 3/19/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

2/13/2015

RVN TO THE ORDER OF Austin Bar Association \$**12.00

Twelve and 00/100 DOLLARS

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

MEMO Parking 1/8/15

TWO SIGNATURES REQUIRED OVER \$500

⑆001627⑆ ⑆11400093⑆ 59120900⑆

03/10/15 #1626 \$124.65

1628 3/10/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

2/27/2015

RVN TO THE ORDER OF Austin Bar Association \$**6.00

Six and 00/100 DOLLARS

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

MEMO

TWO SIGNATURES REQUIRED OVER \$500

⑆001628⑆ ⑆11400093⑆ 59120900⑆

03/10/15 #1627 \$12.00

1629 3/10/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

3/3/2015

RVN TO THE ORDER OF Urban Roots \$**1,000.00

One Thousand and 00/100 DOLLARS

Urban Roots
2921 E. 17th St
Bldg D, Suite 4
Austin, TX 78702

MEMO

TWO SIGNATURES REQUIRED OVER \$500

⑆001629⑆ ⑆11400093⑆ 59120900⑆

03/10/15 #1628 \$6.00

1631 3/10/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

3/3/2015

RVN TO THE ORDER OF Headliners Club \$**842.87

Eight Hundred Forty-Two and 87/100 DOLLARS

Headliners Club
P. O. Box 97
Austin, Texas 78767

MEMO

TWO SIGNATURES REQUIRED OVER \$500

⑆001631⑆ ⑆11400093⑆ 59120900⑆

03/10/15 #1629 \$1,000.00

1632 3/10/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

3/3/2015

RVN TO THE ORDER OF SST Theater-Based L&D \$**4,516.95

Four Thousand Five Hundred Sixteen and 95/100 DOLLARS

SST Theater-Based L&D
631 NW 30th St
Cape Coral, FL 33993

MEMO

TWO SIGNATURES REQUIRED OVER \$500

⑆001632⑆ ⑆11400093⑆ 59120900⑆

03/04/15 #1631 \$842.87

1633 3/3/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

3/3/2015

RVN TO THE ORDER OF April Stanaland \$**385.08

Nine Hundred Eighty-Five and 08/100 DOLLARS

April Stanaland

MEMO

TWO SIGNATURES REQUIRED OVER \$500

⑆001633⑆ ⑆11400093⑆ 59120900⑆

03/05/15 #1632 \$4,516.95

1634 3/5/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

3/5/2015

RVN TO THE ORDER OF W Austin \$**2,750.00

Two Thousand Seven Hundred Fifty and 00/100 DOLLARS

W Austin
Attn: Mary Grable, Catering Sales Manager
200 Lavaca Street
Austin, TX 78701

MEMO

TWO SIGNATURES REQUIRED OVER \$500

⑆001634⑆ ⑆11400093⑆ 59120900⑆

03/13/15 #1633 \$985.08

1635 3/13/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

3/5/2015

RVN TO THE ORDER OF The Austin Theatre Alliance \$**400.00

Four Hundred and 00/100 DOLLARS

The Austin Theatre Alliance
Attn: Cathy McDonald
PO Box 1588
Austin, TX 78787

MEMO

TWO SIGNATURES REQUIRED OVER \$500

⑆001635⑆ ⑆11400093⑆ 59120900⑆

03/18/15 #1634 \$2,750.00

1636 3/18/2015

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 339
AUSTIN, TX 78767-0338

3/5/2015

RVN TO THE ORDER OF April Stanaland \$**243.00

Two Hundred Forty-Three and 00/100 DOLLARS

April Stanaland

MEMO

TWO SIGNATURES REQUIRED OVER \$500

⑆001636⑆ ⑆11400093⑆ 59120900⑆

03/23/15 #1635 \$400.00

03/13/15 #1636 \$243.00



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AUSTIN CHAPTER OF THE ASSOCIATION

1637
3/9/2015

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

PAY TO THE ORDER OF Zeughauer Group \$5,091.00
Five Thousand Ninety-One and 00/100 DOLLARS

Zeughauer Group
220 Newport Center Dr
SL 11-311
Newport Beach, CA 92860

MEMO

TWO SIGNATURES REQUIRED OVER \$500

#001537# 444000934 591209000# *Elaine Barr*

03/20/15 #1637 \$5,091.00

1639
3/10/2015

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

PAY TO THE ORDER OF Riche & Gueringer, PC \$50.00
Fifty and 00/100 DOLLARS

Riche & Gueringer, PC
Attn: Kathy Kien
100 Congress Ave, Ste 1750
Austin, TX 78701

MEMO

TWO SIGNATURES REQUIRED OVER \$500

#001539# 444000934 591209000# *Elaine Barr*

03/13/15 #1639 \$50.00

1640
3/10/2015

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

PAY TO THE ORDER OF Cox Smith Matthews \$20.00
Fifty and 00/100 DOLLARS

Cox Smith Matthews
c/o Nancy McClaren
112 E. Pecan Ste 1520
San Antonio, TX 78205-1521

MEMO

TWO SIGNATURES REQUIRED OVER \$500

#001540# 444000934 591209000# *Elaine Barr*

03/13/15 #1640 \$50.00

1641
3/11/2015

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

PAY TO THE ORDER OF April Stanaland \$265.00
Two Hundred Sixty-Five and 00/100 DOLLARS

April Stanaland

MEMO

TWO SIGNATURES REQUIRED OVER \$500

#001641# 444000934 591209000# *Elaine Barr*

03/13/15 #1641 \$265.00

3:03 PM

04/06/15

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 03/31/2015

	<u>Mar 31, 15</u>
Beginning Balance	45,600.45
Cleared Transactions	
Checks and Payments - 15 items	-22,202.14
Deposits and Credits - 10 items	12,143.46
Total Cleared Transactions	<u>-10,058.68</u>
Cleared Balance	<u>35,541.77</u>
Uncleared Transactions	
Checks and Payments - 2 items	-5,411.39
Total Uncleared Transactions	<u>-5,411.39</u>
Register Balance as of 03/31/2015	<u>30,130.38</u>
New Transactions	
Checks and Payments - 2 items	-181.52
Deposits and Credits - 1 item	750.00
Total New Transactions	<u>568.48</u>
Ending Balance	<u>30,698.86</u>

Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 03/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						45,600.45
Cleared Transactions						
Checks and Payments - 15 items						
Check	02/11/2015	1626	Kelly Barker	X	-124.65	-124.65
Check	02/13/2015	1627	Austin Bar Associati...	X	-12.00	-136.65
Check	02/27/2015	1628	Austin Bar Associati...	X	-6.00	-142.65
General Journal	03/03/2015	81662	Wilson Sonsini Goo...	X	-5,865.59	-6,008.24
Check	03/03/2015	1632	SST Theater-Based...	X	-4,516.95	-10,525.19
Check	03/03/2015	1629	Urban Roots	X	-1,000.00	-11,525.19
Check	03/03/2015	1633	April Stanaland	X	-985.08	-12,510.27
Check	03/03/2015	1631	Headliners Club	X	-842.87	-13,353.14
Check	03/05/2015	1634	W Austin	X	-2,750.00	-16,103.14
Check	03/05/2015	1635	The Austin Theatre ...	X	-400.00	-16,503.14
Check	03/05/2015	1636	April Stanaland	X	-243.00	-16,746.14
Check	03/06/2015	1637	Zeughauser Group	X	-5,091.00	-21,837.14
Check	03/10/2015	1639	Richie & Gueringer, ...	X	-50.00	-21,887.14
Check	03/10/2015	1640	Cox Smith Matthews	X	-50.00	-21,937.14
Check	03/11/2015	1641	April Stanaland	X	-265.00	-22,202.14
Total Checks and Payments					-22,202.14	-22,202.14
Deposits and Credits - 10 items						
Check	03/03/2015	1630	Wilson Sonsini Goo...	X	0.00	0.00
Deposit	03/03/2015			X	435.73	435.73
General Journal	03/06/2015	81662R	Wilson Sonsini Goo...	X	5,865.59	6,301.32
Deposit	03/10/2015			X	925.00	7,226.32
Deposit	03/10/2015			X	1,140.01	8,366.33
Deposit	03/19/2015			X	700.00	9,066.33
Deposit	03/23/2015			X	242.14	9,308.47
Deposit	03/30/2015			X	363.21	9,671.68
Deposit	03/30/2015			X	1,210.70	10,882.38
Deposit	03/30/2015			X	1,261.08	12,143.46
Total Deposits and Credits					12,143.46	12,143.46
Total Cleared Transactions					-10,058.68	-10,058.68
Cleared Balance					-10,058.68	35,541.77
Uncleared Transactions						
Checks and Payments - 2 items						
Check	03/06/2015	1638	Wilson Sonsini Goo...		-5,115.59	-5,115.59
Check	03/27/2015	1642	Joan McClendon		-295.80	-5,411.39
Total Checks and Payments					-5,411.39	-5,411.39
Total Uncleared Transactions					-5,411.39	-5,411.39
Register Balance as of 03/31/2015					-15,470.07	30,130.38
New Transactions						
Checks and Payments - 2 items						
Check	04/01/2015	1643	Austin Bar Associati...		-42.00	-42.00
Check	04/06/2015	1644	Kelly Barker		-139.52	-181.52
Total Checks and Payments					-181.52	-181.52
Deposits and Credits - 1 item						
Deposit	04/07/2015				750.00	750.00
Total Deposits and Credits					750.00	750.00
Total New Transactions					568.48	568.48
Ending Balance					-14,901.59	30,698.86



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

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

STATEMENT ISSUED
03-31-2015

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

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Online Statement Delivery is a convenient, safe and secure way to receive your monthly statements. Sign up for this free, paper-reducing service in MyFrost at frostbank.com.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,868.24	0	.15	0	.00	5,868.39

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-31	.15	INTEREST PAID	

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

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

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02-27	5,868.24	03-03	5,868.24	03-31	5,868.39

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

3:06 PM

04/06/15

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 03/31/2015

	<u>Mar 31, 15</u>
Beginning Balance	5,868.24
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.15</u>
Total Cleared Transactions	<u>0.15</u>
Cleared Balance	5,868.39
Register Balance as of 03/31/2015	<u>5,868.39</u>
Ending Balance	5,868.39

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 03/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,868.24
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	03/31/2015			X	0.15	0.15
Total Deposits and Credits					0.15	0.15
Total Cleared Transactions					0.15	0.15
Cleared Balance					0.15	5,868.39
Register Balance as of 03/31/2015					0.15	5,868.39
Ending Balance					0.15	5,868.39

April 9, 2015 Board Meeting COMMITTEE REPORTS

Business Partner Relations Committee – Linda Wood

No report at this time.

Community Relations Committee – Mike McDearmon

No report at this time

Compensation & Benefits Committee – Allen Odom

I expect to ramp up efforts on this year's salary and benefits survey in keeping with our goal to move things up by a month. I will check in with my committee and contact the vendor (assuming no one wishes to change vendors) around the last week of April to stay on track. I believe we decided to begin the process one month earlier and allow an additional two weeks response time this year. I will have more substantive information to report beginning with May's meeting.

Education & Program Committee – Amanda Koplos

No report at this time

Membership Committee – Chassidy Deckard

- We have a total of 74 members at the chapter level that have renewed.
- We have a total of 90 national members, 2 retired members that do not count on the national level
- That leaves a total of 18 members that have not renewed at the local level
- Diane Dettmann and I had lunch with Cassandra Ward, the Office Administrator at Thompson and Knight on Thursday, April 2nd.

Communications Committee – Summer Jurrells

No report at this time.

Strategic Alliances Committee – Kelly Barker

No report at this time.

Small Firm Group –Christine Giles

The small firm brown bag lunches are now back! We've met twice since we resumed and have had 12-14 at each meeting. So far they seem well received. Topics covered include: PTO policies, writing manuals, review process, harassment (via inappropriate humor), policy manuals and more. Thanks to the communications committee for giving us publicity!