

Austin Chapter of the Association of Legal Administrators

BOARD MEETING MINUTES

August 13, 2015 11:30 AM to 1:00 PM

Austin Bar Association, Longhorn Room

816 Congress Avenue, Third Floor

1. Members present: Shary Tutt, Diane Dettmann, Linda Siegert, Christine Giles, Summer Jurrells, Alan Odom, Linda Wood, Mike McDearmon and Chassidy Deckard

Members not present: Kelly Barker and Amanda Koplos
2. Approval of July Board Meeting minutes (see attachment) – July minutes were approved with header change from “Agenda” to “Minutes” by Shary Tutt.
3. Interim e-mail decisions: Approval of June board minutes
4. Treasurers Report (see attachment) – Treasurer’s report was reviewed and approved with a motion from Summer Jurrells and a second from Diane Dettmann.
5. Upcoming due dates and responsibilities
 - a. August 31 – Linda Siegert, Secretary, submit minutes to headquarters
 - b. August 31 – Amanda Koplos, Chair, Education Committee, submit Educational Summary Report to Headquarters
 - c. September 1 – Shary Tutt, President, submit chapter highlight for ALA News to Headquarters
6. Upcoming Educational Opportunities
 - a. August 19 – ALA Webinar: De-Mystifying Data Breaches and Information Security Compliance
 - b. September 1, 2015 – Does Leadership Impact Your Firm’s Bottom Line
 - c. September 3 – ALA Summer Seminar and Expo
 - d. September 10-12 – Business of Law Conference New Orleans
 - e. October 1 -2 – Business of Law Conference Atlanta (Early Bird Deadline August 20th)
 - f. October 22 – 24 -- Business of Law Conference Las Vegas 2015 (Early Bird Deadline September 10th)
7. Old Business – The board reconsidered prorating the new member rate to \$75.00 halfway through the membership year. Christine Giles motioned to vote and Linda Siegert seconded the motion. Change was approved. Beginning immediately, all former members who have not renewed by May 1st each year, will be immediately removed from all chapter communications, including both educational and membership blasts and the listserv.

8. New Business – The board discussed the ongoing cost for the monthly membership lunches. There is much concern around the fact that the chapter is losing money each month. To mitigate this cost and close the loss gap, the board voted to increase the monthly lunch fee from \$20.00 to \$30.00 for members and \$40.00 for nonmembers. This will bring our chapter more in line with other local legal organizations. Linda Siegert motioned for the vote and Summer Jurrells seconded the motion. The change will be effective 1/1/2016. Shary Tutt will announce this change at each of our lunches through out the end of the year.
 - a. Summer Seminar and Expo: Change to: Members \$40.00, additional members from the same firm \$30.00 if registered by August 21st. – No action taken on this matter.
 - b. 2016 Business Partner packages – Business Partner survey went out and the committee will review when closed.
 - c. Succession planning for committee chairs – All chairs are to consider who will move into their position at the end of the term and begin mentoring for the change.
 - d. Changing the amount we are charging for the Summer Seminar and Expo 2016 Managing Partner Breakfast – The board discussed changes to increase impact for this event and decided to keep the time of day the same. The board will be introduced this year at the breakfast and we will also use this as a platform to create greater attendance for the Managing Partner Forum.
 - e. Rebranding: How do we want to get feedback from membership on new name? James Cornell will give a presentation to the membership at the monthly meeting in November.
9. Committee Reports – See attached.
10. Open Business
11. Announcements & Adjourn
 - a. Ana Helton won the \$1,250 stipend to a Business of Law Conference.
 - b. Another \$1,250 stipend will be given away at the Expo.
 - c. The chapter will again award \$450 to the Business Partner with the best booth at the Expo.
12. Next Board Meeting: Thursday, September 10, 2015
13. Meeting Adjourned at 1:00 pm.

Siegert, Linda

From: Dettmann, Diane E. <DDettmann@gdhm.com>
Sent: Thursday, July 09, 2015 3:23 PM
To: Christine Giles; Siegert, Linda; Tutt, Shary (stutt@akingump.com); Deckard, Chassidy; 'Amanda Koplos'; Summer Jurrells (SJurrells@bickerstaff.com); Allen Odom (AOdom@bickerstaff.com); mmcdearmon@andrewskurth.com; 'Barker, Kelly'
Subject: RE: UPDATE: June Board and Chapter Minutes

I second.

From: Christine Giles [<mailto:cgiles@nmsb-law.com>]
Sent: Thursday, July 09, 2015 3:02 PM
To: 'Siegert, Linda'; Tutt, Shary (stutt@akingump.com); Dettmann, Diane E.; Deckard, Chassidy; 'Amanda Koplos'; Summer Jurrells (SJurrells@bickerstaff.com); Allen Odom (AOdom@bickerstaff.com); mmcdearmon@andrewskurth.com; 'Barker, Kelly'
Subject: RE: UPDATE: June Board and Chapter Minutes

Motion to approve.

Best,
Christine

Christine Giles | Office Administrator

[VCARD](#) | [PHONE](#) | [FIND US](#) | [WEBSITE](#)

****Please note our new name, email and web address****



NOELKE 901 S. Mopac Exwy.
MAPLES Barton Oaks Plaza Bldg. II, Suite 200
ST. LEGER Austin, TX 78746
BRYANT, LLP 512.480.9777 o | 512.480.0074 f
www.nmsb-law.com

From: Siegert, Linda [<mailto:Linda.Siegert@huschblackwell.com>]
Sent: Thursday, July 09, 2015 2:51 PM
To: Tutt, Shary (stutt@akingump.com); 'Dettmann, Diane E.'; Christine Giles; Deckard, Chassidy; 'Amanda Koplos'; Summer Jurrells (SJurrells@bickerstaff.com); Allen Odom (AOdom@bickerstaff.com); mmcdearmon@andrewskurth.com; 'Barker, Kelly'
Subject: UPDATE: June Board and Chapter Minutes

Good afternoon everyone,

Attached are the updated June minutes for board approval. As requested below, please be sure to send me any and all changes before we hold our monthly meetings so there is not a delay in the approval and we can move forward.

Thank you,



AUSTIN CHAPTER
A Chapter of the Association of Legal Administrators

Treasurer's Report
7/31/2015

<u>Bank Account balances at end of statement period:</u>	Checking	\$ 6,329.37
	Money Market	<u>\$20,870.25</u>
	TOTAL	\$27,199.62

Monthly activity:

Income: \$ 1,270.00

- Silver Sponsorships: \$1,000 (2, prorated)
- Lunch receipts: \$20
- Member dues: \$250

Outgo: \$ 2,521.03

- Monthly lunches & webinars: \$ 790.29
- CLI Stipends: \$1,105.00
- Various: \$ 625.74

Cash Flow (current): Negative (as expected) **\$(1,251.03)**

- No significant BP or member dues income expected until renewals for next Fiscal Year – but we've had a few nice surprises!
- Remaining major income, forecast at less than \$10,000 total: Fall Expo (Sept) & Salary Survey (Oct/Nov)
- Budget and Cash Flow for YTD are slightly off target. We are \$707 over budget- paid more stipends than I put on Cash Flow Projection. We will see what payouts are for BoL.

Budget and Cash Flow Planning:

- Unreserved funds at month end:
(\$20,693.83) - A slight improvement from last month
[Note: includes Money Market and checking.]
- Cash Flow Projection: Real expenditures in black, projections in blue.
- We came in under budget on CLI stipends (because Shary did not go).

**Austin Chapter ALA
Cash Flow Actual and Budget**

Black Numbers = Actual

Blue Numbers = projected/budgeted

Fiscal Year Ending 3.31.16	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Total</u>
Revenue													
Business Partners	450	925		1,000		400	400	4,600	33,975	6,900	1,800	2,300	52,750
Member Dues	2,375	500	125	250						250	2,750	3,975	10,225
Lunches & Seminars	1,500	70	1,020	20	450	3,000	80	300	0	500	80	80	7,100
Salary Survey						175	4,075	1,750					6,000
Chapter Retreat													0
Other				1			1		1			1	4
TOTAL REVENUE	4,325	1,495	1,145	1,271	450	3,575	4,556	6,650	33,976	7,650	4,630	6,356	76,079
Expenses													
Bank/Paypal Fees	4	31	9	35	21	50	50	300	500	500	250	50	1,800
Board	382	12			40	35	50	35	35	35	35	41	700
Strategic Alliances					500			500					1,000
Business Partner				95	2,000	2,000	600			3,000	3,000		10,695
Vendor Parties (nonExpo)								2,500	1,000				3,500
CLI				1,105									1,105
Logo Supplies													0
Retreat													0
Community Challenge					250							250	500
Education		685	1,480	790	650	900	650		650		4,250	915	10,970
Insurance					190								190
MP Breakfast						750						3,250	4,000
Miscellaneous			65	136	40	45	40	45	40	45	43		499
Stipends & Scholarships		11,378				10,000	6,000						27,378
New Member	60			60	100	100	100	80	75	75	75	75	800
Photos													0
Printing													0
Salary Survey					2,250		2,250						4,500
Small Firm Group	21	0			30	30	30	30	30	29	25	25	250
Communications	300	88		300		750	300	750		300			2,788
TOTAL EXPENSES	767	12,194	1,554	2,521	6,071	14,660	10,070	4,240	2,330	3,984	7,678	4,606	70,675
Profit (Loss)	3,558	(10,699)	(409)	(1,250)	(5,621)	(11,085)	(5,514)	2,410	31,646	3,666	(3,048)	1,750	5,405
Net cash flow	3,558	(10,699)	(409)	(1,250)	(5,621)	(11,085)	(5,514)	2,410	31,646	3,666	(3,048)	1,750	5,405
Beginning Checking balance	30,130	33,688	2,990	2,581	6,331	2,710	(376)	(890)	1,521	8,167	6,833	3,785	
Transfer (to) from MM		(20,000)		5,000	2,000	8,000	5,000		(25,000)	(5,000)		(5,000)	
Ending Checking balance	33,688	2,990	2,581	6,331	2,710	(376)	(890)	1,521	8,167	6,833	3,785	535	35,234
Money Market balance	5,868	25,868	25,868	20,868	18,868	10,868	5,868	5,868	30,868	35,868	35,868	40,868	5,868
Total Cash in Hand	39,556	28,858	28,449	27,199	21,578	10,493	4,979	7,389	39,035	42,701	39,653	41,403	41,102
							my worry zone!			Under (Over) Budget			301

**Austin Chapter ALA
Cash Flow Budget**

Fiscal Year Ending 3.31.16	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Total</u>
Revenue													
Business Partners	450					400	400	4,600	33,975	6,900	1,800	2,300	50,825
Member Dues	2,300	400	175	150						250	2,750	3,975	10,000
Lunches & Seminars	1,500	500	500	500	60	3,000	80	300	0	500	80	80	7,100
Salary Survey						175	4,075	1,750					6,000
Chapter Retreat													0
Other												4	4
TOTAL REVENUE	4,250	900	675	650	60	3,575	4,555	6,650	33,975	7,650	4,630	6,359	73,929
Expenses													0
Bank/Paypal Fees	150	50	50					300	500	500	250		1,800
Board	400	25	25	25	25	25	25	25	25	25	25	50	700
Strategic Alliances			500			500							1,000
Business Partner			2,000	2,000			600			3,000	3,000		10,600
Vendor Parties (nonExpo)								2,500	1,000				3,500
CLI				3,000									3,000
Logo Supplies													0
Retreat													0
Community Challenge		250										250	500
Education		700	700	700	650	900	650		650		4,250	915	10,115
Insurance					190								190
MP Breakfast						750						3,250	4,000
Miscellaneous		45	40	45	40	45	40	45	40	45	43		428
Stipends & Scholarships		8,700				10,000	6,000						24,700
New Member	60	70	67	67	67	67	67	67	67	67	67	67	800
Photos													0
Printing													0
Salary Survey				2,250			2,250						4,500
Small Firm Group	21	21	21	21	21	21	21	20	20	21	21	21	250
Communications	300	750		300		750	300			300			2,700
TOTAL EXPENSES	931	10,611	3,403	8,408	993	13,058	9,953	2,957	2,302	3,958	7,656	4,553	68,783
Profit (Loss)	3,319	(9,711)	(2,728)	(7,758)	(933)	(9,483)	(5,398)	3,693	31,673	3,692	(3,026)	1,806	5,146
Net cash flow	3,319	(9,711)	(2,728)	(7,758)	(933)	(9,483)	(5,398)	3,693	31,673	3,692	(3,026)	1,806	5,146
Beginning Checking balance	30,088	33,407	23,696	20,968	13,210	12,277	2,794	(2,604)	1,089	32,762	36,454	33,428	
Transfer (to) from MM													
Ending Checking balance	33,407	23,696	20,968	13,210	12,277	2,794	(2,604)	1,089	32,762	36,454	33,428	35,234	
Money Market balance	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	
Total Cash in Hand	39,275	29,564	26,836	19,078	18,145	8,662	3,264	6,957	38,630	42,322	39,296	41,102	

my worry zone!

10:20 AM
 08/11/15
 Cash Basis

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

	Jul 31, 15	Jun 30, 15
ASSETS		
Current Assets		
Checking/Savings		
Frost Bank Checking		
General Operations (Unreserved)	-23,059.18	-26,003.44
Communications Reserve	2,012.50	2,312.50
Education Reserve	3,635.30	3,635.30
Monthly Lunches Reserve	3,523.97	4,314.26
MP Breakfast Reserve	4,000.00	4,000.00
Stipend Reserve- CLI	1,895.00	0.00
Stipend Reserve- Board & Chairs	11,302.20	11,302.20
Stipend Reserve- Quest & Non-Bo	2,019.58	2,019.58
Strategic Alliances Reserve	1,000.00	1,000.00
Total Frost Bank Checking	6,329.37	2,580.40
Frost Money Market		
MM General Reserves	2,365.35	4,269.60
MM BP Expo Reserve	10,600.00	10,600.00
MM Salary Survey Reserve	4,500.00	4,500.00
MM Stipend Reserve - CLI	0.00	3,000.00
MM Vendor Parties Reserve	3,404.90	3,500.00
Total Frost Money Market	20,870.25	25,869.60
Total Checking/Savings	27,199.62	28,450.00
Total Current Assets	27,199.62	28,450.00
TOTAL ASSETS	27,199.62	28,450.00
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity	13,329.53	13,329.53
Retained Earnings	22,669.24	22,669.24
Net Income	-8,799.15	-7,548.77
Total Equity	27,199.62	28,450.00
TOTAL LIABILITIES & EQUITY	27,199.62	28,450.00

Austin Chapter - Association of Legal Administrators
Profit & Loss By Month - YTD
 April through July 2015

	Apr 15	May 15	Jun 15	Jul 15	TOTAL
Ordinary Income/Expense					
Income					
Annual Sponsorship					
Bronze	450.00	0.00	0.00	0.00	450.00
Silver	0.00	925.00	0.00	1,000.00	1,925.00
Total Annual Sponsorship	450.00	925.00	0.00	1,000.00	2,375.00
Education					
Chapter Monthly Lunch Receipts	400.00	20.00	1,020.00	20.00	1,460.00
Seminars	1,100.00	50.00	0.00	0.00	1,150.00
Total Education	1,500.00	70.00	1,020.00	20.00	2,610.00
Membership Dues	2,375.00	500.00	125.00	250.00	3,250.00
Total Income	4,325.00	1,495.00	1,145.00	1,270.00	8,235.00
Gross Profit	4,325.00	1,495.00	1,145.00	1,270.00	8,235.00
Expense					
Bank Service Charges/Paypal	3.93	31.06	8.93	34.60	78.52
Board Expenses					
Board Meetings	258.50	12.00	0.00	0.00	270.50
Board Retreat	123.36	0.00	0.00	0.00	123.36
Total Board Expenses	381.86	12.00	0.00	0.00	393.86
Business Partner Expenses					
Vendor Appreciation Party	0.00	0.00	0.00	95.10	95.10
Total Business Partner Expenses	0.00	0.00	0.00	95.10	95.10
Communications					
Maintenance	0.00	87.50	0.00	0.00	87.50
Monthly Fee	300.00	0.00	0.00	300.00	600.00
Total Communications	300.00	87.50	0.00	300.00	687.50
Education Costs					
Audio Visual	0.00	54.13	54.13	54.13	162.39
Chapter Monthly Lunches	0.00	630.99	946.49	736.16	2,313.64
Webinars and Audio Conferences	0.00	0.00	479.70	0.00	479.70
Total Education Costs	0.00	685.12	1,480.32	790.29	2,955.73
Miscellaneous Expense					
Gifts	0.00	0.00	64.96	0.00	64.96
Post Office Box	0.00	0.00	0.00	136.00	136.00
Total Miscellaneous Expense	0.00	0.00	64.96	136.00	200.96
New Member Functions					
New Member Lunches	60.08	0.00	0.00	60.04	120.12
Total New Member Functions	60.08	0.00	0.00	60.04	120.12

10:58 AM

08/11/15

Cash Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss By Month - YTD
 April through July 2015

	Apr 15	May 15	Jun 15	Jul 15	TOTAL
Small Firm Group	21.00	0.00	0.00	0.00	21.00
Stipends & Scholarships					
Board Stipend- President	0.00	2,150.00	0.00	0.00	2,150.00
Board Stipend- President Elect	0.00	2,150.00	0.00	0.00	2,150.00
Board Stipend- Secr & Treas	0.00	2,114.57	0.00	0.00	2,114.57
Committee Chair Stipend	0.00	983.23	0.00	0.00	983.23
Chapter Leadership Institute					
Board Member-CLI	0.00	0.00	0.00	1,000.00	1,000.00
President Elect-CLI	0.00	0.00	0.00	105.00	105.00
Total Chapter Leadership Institute	0.00	0.00	0.00	1,105.00	1,105.00
Quest Scholarship	0.00	2,000.00	0.00	0.00	2,000.00
Scholarships-Non Board	0.00	1,980.42	0.00	0.00	1,980.42
Total Stipends & Scholarships	0.00	11,378.22	0.00	1,105.00	12,483.22
Total Expense	766.87	12,193.90	1,554.21	2,521.03	17,036.01
Net Ordinary Income	3,558.13	-10,698.90	-409.21	-1,251.03	-8,801.01
Other Income/Expense					
Other Income					
Interest Income	0.14	0.43	0.64	0.65	1.86
Total Other Income	0.14	0.43	0.64	0.65	1.86
Net Other Income	0.14	0.43	0.64	0.65	1.86
Net Income	3,558.27	-10,698.47	-408.57	-1,250.38	-8,799.15

11:05 AM
 08/11/15
 Cash Basis

Austin Chapter - Association of Legal Administrators P & L Budget vs. Actual YTD April through July 2015

	Apr - Jul 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Annual Sponsorship			
Bronze	450.00	0.00	450.00
Silver	1,925.00	0.00	1,925.00
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	2,375.00	450.00	1,925.00
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	1,460.00	1,900.00	-440.00
Seminars	1,150.00	1,100.00	50.00
Total Education	2,610.00	3,000.00	-390.00
Membership Dues	3,250.00	3,025.00	225.00
Salary Survey	0.00	0.00	0.00
Total Income	8,235.00	6,475.00	1,760.00
Gross Profit	8,235.00	6,475.00	1,760.00
Expense			
Bank Service Charges/Paypal	78.52	250.00	-171.48
Board Expenses			
Advertising and Promotion	0.00	0.00	0.00
Board Meetings	270.50	375.00	-104.50
Board Retreat	123.36	100.00	23.36
Total Board Expenses	393.86	475.00	-81.14
Business Partner Expenses			
Business Partner Expo			
Deposits	0.00	0.00	0.00
Food & Beverages	0.00	3,500.00	-3,500.00
Other	0.00	0.00	0.00
Parking	0.00	500.00	-500.00
Total Business Partner Expo	0.00	4,000.00	-4,000.00
Vendor Appreciation Party	95.10	0.00	95.10
Total Business Partner Expenses	95.10	4,000.00	-3,904.90
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	87.50	750.00	-662.50
Monthly Fee	600.00	600.00	0.00
Total Communications	687.50	1,350.00	-662.50
Community Challenge Expenses	0.00	250.00	-250.00
Education Costs			
Audio Visual	162.39	0.00	162.39
Chapter Monthly Lunches	2,313.64	2,100.00	213.64
Lunches-Education Seminar	0.00	0.00	0.00
Speakers-Education Seminar	0.00	0.00	0.00
Webinars and Audio Conferences	479.70	0.00	479.70
Total Education Costs	2,955.73	2,100.00	855.73
Insurance			
Fidelity Bond Premium	0.00	0.00	0.00
Total Insurance	0.00	0.00	0.00
Managing Partner Breakfast	0.00	0.00	0.00

11:05 AM
 08/11/15
 Cash Basis

Austin Chapter - Association of Legal Administrators
P & L Budget vs. Actual YTD
 April through July 2015

	Apr - Jul 15	Budget	\$ Over Budget
Miscellaneous Expense			
Gifts	64.96		
Post Office Box	136.00		
Miscellaneous Expense - Other	0.00	130.00	-130.00
Total Miscellaneous Expense	200.96	130.00	70.96
New Member Functions			
New Member Lunches	120.12	264.00	-143.88
Total New Member Functions	120.12	264.00	-143.88
Salary Survey Costs	0.00	2,250.00	-2,250.00
Small Firm Group	21.00	84.00	-63.00
Strategic Alliances Committee	0.00	500.00	-500.00
Stipends & Scholarships			
Board Stipend- President	2,150.00	2,150.00	0.00
Board Stipend- President Elect	2,150.00	2,150.00	0.00
Board Stipend- Secr & Treas	2,114.57	2,150.00	-35.43
Committee Chair Stipend	983.23	0.00	983.23
Chapter Leadership Institute			
Board Member-CLI	1,000.00	2,000.00	-1,000.00
President - CLI	0.00	1,000.00	-1,000.00
President Elect-CLI	105.00		
Total Chapter Leadership Institute	1,105.00	3,000.00	-1,895.00
Quest Scholarship	2,000.00	2,000.00	0.00
Scholarships-Non Board	1,980.42	0.00	1,980.42
Scholarships-Other Conference	0.00	0.00	0.00
Silent Auction Items	0.00	250.00	-250.00
Total Stipends & Scholarships	12,483.22	11,700.00	783.22
Total Expense	17,036.01	23,353.00	-6,316.99
Net Ordinary Income	-8,801.01	-16,878.00	8,076.99
Other Income/Expense			
Other Income			
Interest Income	1.86	0.00	1.86
Other Income	0.00	0.00	0.00
Total Other Income	1.86	0.00	1.86
Net Other Income	1.86	0.00	1.86
Net Income	-8,799.15	-16,878.00	8,078.85



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

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

STATEMENT ISSUED
07-31-2015

063786

Page 1 of 3

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



0

Interested in accepting credit and debit cards from
your customers? Frost Merchant Services can help.
Contact Customer Service 24/7 at (800)513-7678.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
3,645.98	3	6,240.40	7	2,431.80	7,454.58

Activity Items Processed 13 Cash Processed \$0.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
07-15	DEPOSIT	270.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-29	5,000.00	INTERNET FUND TRANSFER	FROM ACCOUNT XXXXX0378
07-30	970.40	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28XYCHCQ8

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
07-06	1658 #	1,000.62	07-13	1661 #	300.00	07-22	1663 #	136.00
07-23	1659 #	64.96	07-27	1662 #	790.29	07-21	1664 #	95.10
07-10	1660 #	39.83						

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-03	.00	INTERNET STMT COPY REQ	
07-31	5.00	SERVICE CHARGE/FEE	MONTHLY SERVICE CHARGE

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-30	3,645.98	07-15	2,575.53	07-27	1,489.18
07-03	3,645.98	07-21	2,480.43	07-29	6,489.18
07-06	2,645.36	07-22	2,344.43	07-30	7,459.58
07-10	2,605.53	07-23	2,279.47	07-31	7,454.58
07-13	2,305.53				



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

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

STATEMENT ISSUED 07-31-2015

Page 3 of 3

AUSTIN CHAPTER OF THE ASSOCIATION



DEPOSIT TICKET TOTAL AMOUNT \$ 270.00

MEMO: AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

MEMO: 07/15/15 #0 \$270.00

MEMO: 07/15/15 #0 \$270.00

MEMO: 07/06/15 #1658 \$1,000.62

MEMO: 07/06/15 #1658 \$1,000.62

MEMO: Member 1406 for 5/28/15 meeting

MEMO: 07/15/15 #1659 \$64.98

MEMO: 07/15/15 #1659 \$64.98

MEMO: Flowers for Ann Jacobson

MEMO: 07/06/15 #1660 \$39.83

MEMO: 07/06/15 #1660 \$39.83

MEMO: New member auct. Tish Terman

MEMO: 07/23/15 #1659 \$64.98

MEMO: 07/23/15 #1659 \$64.98

MEMO: Invoice 32212

MEMO: 07/10/15 #1660 \$39.83

MEMO: 07/10/15 #1660 \$39.83

MEMO: Member 1406-000

MEMO: 07/13/15 #1661 \$300.00

MEMO: 07/13/15 #1661 \$300.00

MEMO: Box 339

MEMO: 07/27/15 #1662 \$790.29

MEMO: 07/27/15 #1662 \$790.29

MEMO: Reimburse BP meet & greet 4.28.15

MEMO: 07/22/15 #1663 \$136.00

MEMO: 07/22/15 #1663 \$136.00

MEMO: 07/21/15 #1664 \$95.10

MEMO: 07/21/15 #1664 \$95.10

9:13 AM

08/06/15

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 07/31/2015

	<u>Jul 31, 15</u>
Beginning Balance	3,650.98
Cleared Transactions	
Checks and Payments - 9 items	-2,436.80
Deposits and Credits - 4 items	6,240.40
Total Cleared Transactions	<u>3,803.60</u>
Cleared Balance	<u>7,454.58</u>
Uncleared Transactions	
Checks and Payments - 2 items	-1,125.21
Total Uncleared Transactions	<u>-1,125.21</u>
Register Balance as of 07/31/2015	<u>6,329.37</u>
Ending Balance	<u>6,329.37</u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 07/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,650.98
Cleared Transactions						
Checks and Payments - 9 items						
Check	06/30/2015	1658	Headliners Club	X	-1,000.62	-1,000.62
Check	06/30/2015	1659	Shary Tutt	X	-64.96	-1,065.58
Check	06/30/2015	Fee	Frost Bank	X	-5.00	-1,070.58
Check	07/09/2015	1661	PaperStreet Web D...	X	-300.00	-1,370.58
Check	07/09/2015	1660	Chassidy Deckard	X	-39.83	-1,410.41
Check	07/14/2015	1662	Headliners Club	X	-790.29	-2,200.70
Check	07/15/2015	1663	U.S. Postmaster	X	-136.00	-2,336.70
Check	07/15/2015	1664	Fritz Byrne Head & ...	X	-95.10	-2,431.80
Check	07/31/2015	Fee	Frost Bank	X	-5.00	-2,436.80
Total Checks and Payments					-2,436.80	-2,436.80
Deposits and Credits - 4 items						
Deposit	07/14/2015			X	270.00	270.00
General Journal	07/29/2015	eft		X	2,000.00	2,270.00
General Journal	07/29/2015	eft		X	3,000.00	5,270.00
Deposit	07/31/2015			X	970.40	6,240.40
Total Deposits and Credits					6,240.40	6,240.40
Total Cleared Transactions					3,803.60	3,803.60
Cleared Balance					3,803.60	7,454.58
Uncleared Transactions						
Checks and Payments - 2 items						
Check	07/29/2015	1666	Linda Siegert		-1,105.00	-1,105.00
Check	07/29/2015	1665	Ana Helton		-20.21	-1,125.21
Total Checks and Payments					-1,125.21	-1,125.21
Total Uncleared Transactions					-1,125.21	-1,125.21
Register Balance as of 07/31/2015					2,678.39	6,329.37
Ending Balance					2,678.39	6,329.37



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

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

STATEMENT ISSUED
07-31-2015

063815

Page 1 of 2

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



0

Interested in accepting credit and debit cards from
your customers? Frost Merchant Services can help.
Contact Customer Service 24/7 at (800)513-7678.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
25,869.60	0	.65	1	5,000.00	20,870.25

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-31	.65	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-03	.00	INTERNET STMT COPY REQ	
07-03	.00	INTERNET STMT COPY REQ	
07-29	5,000.00	INTERNET FUND TRANSFER	TO ACCOUNT XXXXX9000

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-30	25,869.60	07-29	20,869.60	07-31	20,870.25
07-03	25,869.60				

9:15 AM

08/06/15

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 07/31/2015

	<u>Jul 31, 15</u>
Beginning Balance	25,869.60
Cleared Transactions	
Checks and Payments - 3 items	-5,095.10
Deposits and Credits - 2 items	95.75
	<u>-4,999.35</u>
Total Cleared Transactions	
Cleared Balance	<u>20,870.25</u>
Register Balance as of 07/31/2015	20,870.25
Ending Balance	20,870.25

9:16 AM

08/06/15

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 07/31/2015**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,869.60
Cleared Transactions						
Checks and Payments - 3 items						
Check	07/15/2015	1664	Fritz Byrne Head & ...	X	-95.10	-95.10
General Journal	07/29/2015	eft		X	-3,000.00	-3,095.10
General Journal	07/29/2015	eft		X	-2,000.00	-5,095.10
Total Checks and Payments					-5,095.10	-5,095.10
Deposits and Credits - 2 items						
Check	07/15/2015	1664	Fritz Byrne Head & ...	X	95.10	95.10
Deposit	07/31/2015			X	0.65	95.75
Total Deposits and Credits					95.75	95.75
Total Cleared Transactions					-4,999.35	-4,999.35
Cleared Balance					-4,999.35	20,870.25
Register Balance as of 07/31/2015					-4,999.35	20,870.25
Ending Balance					-4,999.35	20,870.25



August 13, 2015 Board Meeting COMMITTEE REPORTS

BUSINESS PARTNER RELATIONS COMMITTEE – Linda Wood

Current registration for Expo by Business Partners is 40

Current registration by members is 27

Survey sent to Business Partners today on sponsorship satisfaction and package offerings

COMMUNITY RELATIONS COMMITTEE – Mike McDearmon

During the committee meeting held on April 5, 2015, it was decided that Mike McDearmon will begin dialog with Linda Wood and the Business Partners Relations Committee to come up with a plan to include Business Partners into our community development initiatives for this year, which include Light The Night Walk in October and an Urban Roots work day in the Spring. He will also visit with Diana Stangl to find out possible dates for a community relations event with Capital of Texas Food Bank. Mike will report his findings to the committee.

COMPENSATION & BENEFITS COMMITTEE – Allen Odom

The compensation and benefits survey is still open to participants. By the time of our meeting, I likely will have extended the deadline for responses to August 21 and incentivized response by offering a free report to one of the firms having completed the survey by the original deadline of August 14. We are well below our participation goal right now, but it is impossible to accurately gauge final participation during the process, so we continue to send reminders and take other measures to attempt to ensure a successful result. To that end, I hope all Board members who can complete the survey will do so, and that the chairs of committees will personally reach out to their committee members to participate if they have not done so already.

EDUCATION & PROGRAM COMMITTEE – Amanda Koplos

No report at this time.

MEMBERSHIP COMMITTEE – Chassidy Deckard

1. We have 3 new members since the last board meeting.
 - Tina Terrian- Pirkey Barber
 - Mike Virga- Germer, Bearman, & Brown
 - James Presson- The Fowler Law Firm
2. I had lunch with new members Natalie Coles and Tina Terrian.
3. New member lunches for Mike and James scheduled for next week.
4. Committee meeting scheduled for August 25th.
5. Plan on doing a “call tree” for non-registered members for the expo to increase attendance.
6. New member recognition
 - Listserve announcement
 - Social media post with photograph
 - ATX Connect

COMMUNICATIONS COMMITTEE – Summer Jurrells

We are working to make sure all of the criteria for the President’s Award are making it into the newsletter. We are always in need of ideas for topics for the newsletter, especially member information to share, please send those ideas to Summer Jurrells.



STRATEGIC ALLIANCES COMMITTEE – Kelly Barker

No report at this time.

SMALL FIRM GROUP – Christine Giles

July had 8 attend. Topics were structure of the meetings and future topics we would like to cover; good employees/childish behavior; headcounts for large catering events.