



**AUSTIN CHAPTER**

A Chapter of the Association of Legal Administrators

**BOARD MEETING AGENDA**

**July 9, 2015 11:30 AM – 1:00 PM**

**Austin Bar Association, Longhorn Room**

**816 Congress Ave., Third Floor**

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

Members Not Present: Summer Jurrells, Alan Odom, Mike McDearmon and Linda Wood

2. Approval of the June Board Meeting Minutes (see attachment) – Meeting minutes approved on 7/9/15 via e-mail decision. Christine Giles motioned to accept and Diane Dettmann seconded the motion.
3. Interim Email Decisions – None.
4. Treasurer's Report (see attachment)
5. Upcoming Due Dates and Responsibilities
  - a. July 24 – Shary Tutt, Chapter Compliance form due.
  - b. July 31 – Linda Siegert, Secretary, submit Minutes to Headquarters.
  - c. July 31 – Amanda Koplos, Chair, Education and Programs, submit Educational Summary Report to Headquarters.
  - d. August 1 – Shary Tutt, President, submit Chapter highlights for ALA News to Headquarters.
6. Upcoming Educational Opportunities
  - a. July 15 – ALA Webinar: *Creating Proactive Leadership*
  - b. July 23 – Austin Chapter Lunch and Learn, Headliners Club: *Records Retention: Stories from the Trenches*
  - c. July 23-25 – Chapter Leadership Institute, Grand Rapids, MI
  - d. July 24 – Announcement of ALA's new name
  - e. July 27 – Compensation and Benefits Survey participation deadline
  - f. July 30, 2015 – Early bird registration for New Orleans BOL ends
  - g. July 31, 2105 – Call for Nominations deadline (regional and above positions)
  - h. August 5 – Law Firm Management Essentials early bird registration deadline
  - i. August 5 – Corporate Law Department Symposium early bird registration deadline
  - j. August 6 – ALA Webinar: *Keys to Interpreting Benchmarking Information to Drive Performance Improvement*
7. Old Business

- a. Business of Law Conferences Scholarships – A decision was made to offer one \$1500 scholarship to the national conference, to be announced at the managing partner breakfast. Two additional \$1250 scholarships are also being awarded for a conference of choice. Drawings will be held at the July Lunch & Learn and the Expo. These two scholarships require a registration deadline of 1/31/2016 for the conference of choice. Christine Giles motioned to accept this proposal and Amanda Koplos seconded the motion. The winner of the first \$1250 scholarship, drawn at the monthly lunch, is Ana Helton.

#### 8. New Business

- a. Cost per person for monthly luncheons – No change was made on this at this time.
- b. Chapter tax return (date range is not consistent with our fiscal year). – After consideration of the below options, Linda Siegert motioned to accept option two and Amada Koplos seconded the motion. The next tax return will align us with our fiscal year.
  - i. Use the same range for this return;
  - ii. Use a date range of May 1-March 31 (11 months);
  - iii. I suppose we could also change our fiscal year to match our tax return.
- c. Fun idea submitted by Elaine Nielsen: *Flash Photo Mob: What are you doing today?*
- d. ALA new member campaign.

#### 9. Committee Reports

#### 10. Open Business

- a. Membership Dues – The board considered prorating new member dues beginning September 1<sup>st</sup> of each year to incentivize new members. This decision was tabled until the August board meeting at which time it will be added back onto the agenda.
- b. Instagram account – The board decided to create an Instagram account to enhance the social media impact.

#### 11. Announcements & Adjourn – The meeting was adjourned at 12:50 pm.

Next Board Meeting: Thursday, August 13, 2015

## Siegert, Linda

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**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.

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

Motion to approve.

Best,  
*Christine*

**Christine Giles** | Office Administrator

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**\*\*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](http://www.nmsb-law.com)

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

**Linda Siegert**  
**Procurement Analyst**  
Direct: 512.370.3419  
[Linda.Siegert@huschblackwell.com](mailto:Linda.Siegert@huschblackwell.com)

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**From:** Siegert, Linda  
**Sent:** Friday, June 26, 2015 3:38 PM  
**To:** 'Christine Giles'; 'Barker, Kelly'; 'Allen Odom'; 'Amanda Koplos'; Deckard, Chassidy; 'Dettmann, Diane'; 'sjurrells@bickerstaff.com'; Tutt, Shary; 'Wood, Linda'; [mmcdearmon@andrewskurth.com](mailto:mmcdearmon@andrewskurth.com)  
**Subject:** June Board and Chapter Minutes

Good afternoon,

Attached are the June meeting minutes for the chapter.

**Should you have any questions, please don't hesitate to reach out.**

Thanks & Happy Friday!

**Linda Siegert**  
**Procurement Analyst**

**HUSCH BLACKWELL LLP**  
111 Congress Avenue, Suite 1400  
Austin, TX 78701-4093  
Direct: 512.370.3419  
Fax: 512.226.7217  
[Linda.Siegert@huschblackwell.com](mailto:Linda.Siegert@huschblackwell.com)  
[huschblackwell.com](http://huschblackwell.com)

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## Treasurer's Report 6/30/2015

<b><u>Bank Account balances at end of statement period:</u></b>	Checking	\$ 2,580.40
	Money Market	\$25,869.60
	<b>TOTAL</b>	<b>\$28,450.00</b>

### **Monthly activity:**

Income: \$ 1,145.97

- Lunch receipts: \$1020 (2 months)
- Member dues: \$125

Outgo: Monthly lunches & webinars \$ 1,554.21

**Cash Flow (current): Negative (as expected)** **\$( 408.57)**

- 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 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:  
**(\$21,733.84) - An improvement of \$1071.76 from last month**  
*[Note: includes Money Market and checking.]*
- Cash Flow Projection: Real expenditures in black, projections in blue. I expect we will have to dip into the money market account and have estimated that on the spreadsheet.
- Right now we are under on the budget and cash flow projection YTD because some funds I forecasted would be spent have not been spent YET. But presuming they are still spent, we may exceed budget.
- Losses on monthly luncheons are greater than forecast. Webinars were more expensive too.

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

Black Numbers = Actual

Blue Numbers = projected/budgeted

Fiscal Year Ending 3.31.16	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
<b>Revenue</b>													
Business Partners	450	925				400	400	4,600	33,975	6,900	1,800	2,300	51,750
Member Dues	2,375	500	125	150						250	2,750	3,975	10,125
Lunches & Seminars	1,500	70	1,020	500	60	3,000	80	300	0	500	80	80	7,190
Salary Survey						175	4,075	1,750					6,000
Chapter Retreat													0
Other												4	4
<b>TOTAL REVENUE</b>	<b>4,325</b>	<b>1,495</b>	<b>1,145</b>	<b>650</b>	<b>60</b>	<b>3,575</b>	<b>4,555</b>	<b>6,650</b>	<b>33,975</b>	<b>7,650</b>	<b>4,630</b>	<b>6,359</b>	<b>75,069</b>
<b>Expenses</b>													0
Bank/Paypal Fees	4	31	9					300	500	500	250		1,594
Board	382	12		25	25	25	50	25	25	25	25	50	669
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
Education		685	1,480	700	650	900	650		650		4,250	915	10,880
Insurance					190								190
MP Breakfast						750						3,250	4,000
Miscellaneous			65	45	40	45	40	45	40	45	43		408
Stipends & Scholarships		11,378				10,000	6,000						27,378
New Member	60			134	67	67	67	67	67	67	67	67	730
Photos													0
Printing													0
Salary Survey				2,250			2,250						4,500
Small Firm Group	21	0		28	26	25	25	25	25	25	25	25	250
Communications	300	88		300		750	300			300			2,038
<b>TOTAL EXPENSES</b>	<b>767</b>	<b>12,194</b>	<b>1,554</b>	<b>8,982</b>	<b>2,998</b>	<b>13,062</b>	<b>9,982</b>	<b>2,962</b>	<b>2,307</b>	<b>3,962</b>	<b>7,660</b>	<b>4,557</b>	<b>70,987</b>
<b>Profit (Loss)</b>	<b>3,558</b>	<b>(10,699)</b>	<b>(409)</b>	<b>(8,332)</b>	<b>(2,938)</b>	<b>(9,487)</b>	<b>(5,427)</b>	<b>3,688</b>	<b>31,668</b>	<b>3,688</b>	<b>(3,030)</b>	<b>1,802</b>	<b>4,083</b>
<b>Net cash flow</b>	<b>3,558</b>	<b>(10,699)</b>	<b>(409)</b>	<b>(8,332)</b>	<b>(2,938)</b>	<b>(9,487)</b>	<b>(5,427)</b>	<b>3,688</b>	<b>31,668</b>	<b>3,688</b>	<b>(3,030)</b>	<b>1,802</b>	<b>4,083</b>
<b>Beginning Checking balance</b>	30,130	33,688	2,990	2,581	(752)	(1,690)	(3,177)	(3,604)	85	6,753	5,441	2,411	
Transfer (to) from MM		(20,000)		5,000	2,000	8,000	5,000		(25,000)	(5,000)		(5,000)	
<b>Ending Checking balance</b>	33,688	2,990	2,581	(752)	(1,690)	(3,177)	(3,604)	85	6,753	5,441	2,411	(788)	<b>35,234</b>
<b>Money Market balance</b>	5,868	25,868	25,868	20,868	18,868	10,868	5,868	5,868	30,868	35,868	35,868	40,868	<b>5,868</b>
<b>Total Cash in Hand</b>	<b>39,556</b>	<b>28,858</b>	<b>28,449</b>	<b>20,117</b>	<b>17,179</b>	<b>7,692</b>	<b>2,265</b>	<b>5,953</b>	<b>37,621</b>	<b>41,309</b>	<b>38,279</b>	<b>40,081</b>	<b>41,102</b>
						<b>my worry zone!</b>				<b>Under (Over) of Budget</b>			<b>(1,022)</b>

**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>
<b>Revenue</b>													
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
<b>TOTAL REVENUE</b>	<b>4,250</b>	<b>900</b>	<b>675</b>	<b>650</b>	<b>60</b>	<b>3,575</b>	<b>4,555</b>	<b>6,650</b>	<b>33,975</b>	<b>7,650</b>	<b>4,630</b>	<b>6,359</b>	<b>73,929</b>
<b>Expenses</b>													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
<b>TOTAL EXPENSES</b>	<b>931</b>	<b>10,611</b>	<b>3,403</b>	<b>8,408</b>	<b>993</b>	<b>13,058</b>	<b>9,953</b>	<b>2,957</b>	<b>2,302</b>	<b>3,958</b>	<b>7,656</b>	<b>4,553</b>	<b>68,783</b>
<b>Profit (Loss)</b>	<b>3,319</b>	<b>(9,711)</b>	<b>(2,728)</b>	<b>(7,758)</b>	<b>(933)</b>	<b>(9,483)</b>	<b>(5,398)</b>	<b>3,693</b>	<b>31,673</b>	<b>3,692</b>	<b>(3,026)</b>	<b>1,806</b>	<b>5,146</b>
<b>Net cash flow</b>	<b>3,319</b>	<b>(9,711)</b>	<b>(2,728)</b>	<b>(7,758)</b>	<b>(933)</b>	<b>(9,483)</b>	<b>(5,398)</b>	<b>3,693</b>	<b>31,673</b>	<b>3,692</b>	<b>(3,026)</b>	<b>1,806</b>	<b>5,146</b>
<b>Beginning Checking balance</b>	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													
<b>Ending Checking balance</b>	33,407	23,696	20,968	13,210	12,277	2,794	(2,604)	1,089	32,762	36,454	33,428	35,234	
<b>Money Market balance</b>	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	
<b>Total Cash in Hand</b>	<b>39,275</b>	<b>29,564</b>	<b>26,836</b>	<b>19,078</b>	<b>18,145</b>	<b>8,662</b>	<b>3,264</b>	<b>6,957</b>	<b>38,630</b>	<b>42,322</b>	<b>39,296</b>	<b>41,102</b>	

**my worry zone!**

9:11 AM  
07/08/15  
Cash Basis

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

	<u>Jun 30, 15</u>	<u>May 31, 15</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>Frost Bank Checking</b>		
General Operations (Unreserved)	-26,003.44	-27,074.55
Communications Reserve	2,312.50	2,312.50
Education Reserve	3,635.30	4,115.00
Monthly Lunches Reserve	4,314.26	5,314.88
MP Breakfast Reserve	4,000.00	4,000.00
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
<b>Total Frost Bank Checking</b>	<u>2,580.40</u>	<u>2,989.61</u>
<b>Frost Money Market</b>		
MM General Reserves	4,269.60	4,268.96
MM BP Expo Reserve	10,600.00	10,600.00
MM Salary Survey Reserve	4,500.00	4,500.00
MM Stipend Reserve - CLI	3,000.00	3,000.00
MM Vendor Parties Reserve	3,500.00	3,500.00
<b>Total Frost Money Market</b>	<u>25,869.60</u>	<u>25,868.96</u>
<b>Total Checking/Savings</b>	<u>28,450.00</u>	<u>28,858.57</u>
<b>Total Current Assets</b>	<u>28,450.00</u>	<u>28,858.57</u>
<b>TOTAL ASSETS</b>	<u><b>28,450.00</b></u>	<u><b>28,858.57</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Opening Bal Equity	13,329.53	13,329.53
Retained Earnings	22,669.24	22,669.24
Net Income	-7,548.77	-7,140.20
<b>Total Equity</b>	<u>28,450.00</u>	<u>28,858.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>28,450.00</b></u>	<u><b>28,858.57</b></u>



9:10 AM  
 07/08/15  
 Cash Basis

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

	Apr 15	May 15	Jun 15	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Annual Sponsorship</b>				
Bronze	450.00	0.00	0.00	450.00
Silver	0.00	925.00	0.00	925.00
<b>Total Annual Sponsorship</b>	450.00	925.00	0.00	1,375.00
<b>Education</b>				
Chapter Monthly Lunch Receipts	400.00	20.00	1,020.00	1,440.00
Seminars	1,100.00	50.00	0.00	1,150.00
<b>Total Education</b>	1,500.00	70.00	1,020.00	2,590.00
<b>Membership Dues</b>	2,375.00	500.00	125.00	3,000.00
<b>Total Income</b>	4,325.00	1,495.00	1,145.00	6,965.00
<b>Gross Profit</b>	4,325.00	1,495.00	1,145.00	6,965.00
<b>Expense</b>				
<b>Bank Service Charges/Paypal</b>	3.93	31.06	8.93	43.92
<b>Board Expenses</b>				
Board Meetings	258.50	12.00	0.00	270.50
Board Retreat	123.36	0.00	0.00	123.36
<b>Total Board Expenses</b>	381.86	12.00	0.00	393.86
<b>Communications</b>				
Maintenance	0.00	87.50	0.00	87.50
Monthly Fee	300.00	0.00	0.00	300.00
<b>Total Communications</b>	300.00	87.50	0.00	387.50
<b>Education Costs</b>				
Audio Visual	0.00	54.13	54.13	108.26
Chapter Monthly Lunches	0.00	630.99	946.49	1,577.48
Webinars and Audio Conferences	0.00	0.00	479.70	479.70
<b>Total Education Costs</b>	0.00	685.12	1,480.32	2,165.44
<b>Miscellaneous Expense</b>				
Gifts	0.00	0.00	64.96	64.96
<b>Total Miscellaneous Expense</b>	0.00	0.00	64.96	64.96
<b>New Member Functions</b>				
New Member Lunches	60.08	0.00	0.00	60.08
<b>Total New Member Functions</b>	60.08	0.00	0.00	60.08
<b>Small Firm Group</b>	21.00	0.00	0.00	21.00
<b>Stipends &amp; Scholarships</b>				
Board Stipend- President	0.00	2,150.00	0.00	2,150.00
Board Stipend- President Elect	0.00	2,150.00	0.00	2,150.00
Board Stipend- Secr & Treas	0.00	2,114.57	0.00	2,114.57
Committee Chair Stipend	0.00	983.23	0.00	983.23
Quest Scholarship	0.00	2,000.00	0.00	2,000.00
Scholarships-Non Board	0.00	1,980.42	0.00	1,980.42
<b>Total Stipends &amp; Scholarships</b>	0.00	11,378.22	0.00	11,378.22
<b>Total Expense</b>	766.87	12,193.90	1,554.21	14,514.98
<b>Net Ordinary Income</b>	3,558.13	-10,698.90	-409.21	-7,549.98
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Interest Income	0.14	0.43	0.64	1.21
<b>Total Other Income</b>	0.14	0.43	0.64	1.21
<b>Net Other Income</b>	0.14	0.43	0.64	1.21
<b>Net Income</b>	<b>3,558.27</b>	<b>-10,698.47</b>	<b>-408.57</b>	<b>-7,548.77</b>

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

	Apr - Jun 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Annual Sponsorship</b>			
Bronze	450.00	0.00	450.00
Silver	925.00	0.00	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
<b>Total Annual Sponsorship</b>	1,375.00	450.00	925.00
<b>Business Partner Fair</b>			
Additional Reps	0.00	0.00	0.00
<b>Total Business Partner Fair</b>	0.00	0.00	0.00
<b>Education</b>			
Chapter Monthly Lunch Receipts	1,440.00	1,400.00	40.00
Seminars	1,150.00	1,100.00	50.00
<b>Total Education</b>	2,590.00	2,500.00	90.00
<b>Membership Dues</b>	3,000.00	2,875.00	125.00
<b>Salary Survey</b>	0.00	0.00	0.00
<b>Total Income</b>	6,965.00	5,825.00	1,140.00
<b>Gross Profit</b>	6,965.00	5,825.00	1,140.00
<b>Expense</b>			
Bank Service Charges/Paypal	43.92	250.00	-206.08
<b>Board Expenses</b>			
Advertising and Promotion	0.00	0.00	0.00
Board Meetings	270.50	350.00	-79.50
Board Retreat	123.36	100.00	23.36
<b>Total Board Expenses</b>	393.86	450.00	-56.14
<b>Business Partner Expenses</b>			
<b>Business Partner Expo</b>			
Deposits	0.00	0.00	0.00
Food & Beverages	0.00	2,000.00	-2,000.00
Other	0.00	0.00	0.00
Parking	0.00	0.00	0.00
<b>Total Business Partner Expo</b>	0.00	2,000.00	-2,000.00
Vendor Appreciation Party	0.00	0.00	0.00
<b>Total Business Partner Expenses</b>	0.00	2,000.00	-2,000.00
Chapter Logo Supplies	0.00	0.00	0.00
<b>Communications</b>			
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	300.00	300.00	0.00
<b>Total Communications</b>	387.50	1,050.00	-662.50
Community Challenge Expenses	0.00	250.00	-250.00
<b>Education Costs</b>			
Audio Visual	108.26	0.00	108.26
Chapter Monthly Lunches	1,577.48	1,400.00	177.48
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
<b>Total Education Costs</b>	2,165.44	1,400.00	765.44
<b>Insurance</b>			
Fidelity Bond Premium	0.00	0.00	0.00
<b>Total Insurance</b>	0.00	0.00	0.00
Managing Partner Breakfast	0.00	0.00	0.00

9:15 AM  
 07/08/15  
 Cash Basis

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

	<u>Apr - Jun 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Miscellaneous Expense			
Gifts	64.96		
Miscellaneous Expense - Other	0.00	85.00	-85.00
<b>Total Miscellaneous Expense</b>	<u>64.96</u>	<u>85.00</u>	<u>-20.04</u>
New Member Functions			
New Member Lunches	60.08	197.00	-136.92
<b>Total New Member Functions</b>	<u>60.08</u>	<u>197.00</u>	<u>-136.92</u>
Salary Survey Costs	0.00	0.00	0.00
Small Firm Group	21.00	63.00	-42.00
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- Sec & Treas	2,114.57	2,150.00	-35.43
Committee Chair Stipend	983.23	0.00	983.23
Chapter Leadership Institute			
Board Member-CLI	0.00	0.00	0.00
President - CLI	0.00	0.00	0.00
<b>Total Chapter Leadership Institute</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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
<b>Total Stipends &amp; Scholarships</b>	<u>11,378.22</u>	<u>8,700.00</u>	<u>2,678.22</u>
<b>Total Expense</b>	<u>14,514.98</u>	<u>14,945.00</u>	<u>-430.02</u>
<b>Net Ordinary Income</b>	<u>-7,549.98</u>	<u>-9,120.00</u>	<u>1,570.02</u>
Other Income/Expense			
Other Income			
Interest Income	1.21	0.00	1.21
Other Income	0.00	0.00	0.00
<b>Total Other Income</b>	<u>1.21</u>	<u>0.00</u>	<u>1.21</u>
<b>Net Other Income</b>	<u>1.21</u>	<u>0.00</u>	<u>1.21</u>
<b>Net Income</b>	<u><u>-7,548.77</u></u>	<u><u>-9,120.00</u></u>	<u><u>1,571.23</u></u>



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**FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
8,052.16	2	1,141.07	5	5,547.25	3,645.98

Activity Items Processed 41 Cash Processed \$120.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
06-30	DEPOSIT	1,020.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-29	121.07	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28VT42XCL

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
06-18	1647 #	221.34	06-01	1654 * #	2,150.00	06-29	1657 #	479.70
06-01	1652 * #	541.21	06-18	1656 * #	2,150.00			

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-03	.00	INTERNET STMT COPY REQ	
06-30	5.00	SERVICE CHARGE/FEE	MONTHLY SERVICE CHARGE

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-29	8,052.16	06-03	5,360.95	06-29	2,630.98
06-01	5,360.95	06-18	2,989.61	06-30	3,645.98



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AUSTIN CHAPTER OF THE ASSOCIATION



06/30/15

DATE	06/30/15
AMOUNT	1020.00
TOTAL CASH	1020.00
DEPOSIT	1020.00

DEPOSIT TICKET  
TOTAL CASH \$1020.00  
REPORTS MAY NOT BE COLLASSED FOR IMMEDIATE WITHDRAWAL.

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
Frost  
\$ 1020.00

⑆0014000093⑆ 591209000⑆ 20

1647

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 332  
AUSTIN, TX 78767-0339

4/29/2015

PAY TO THE ORDER OF Shary Tutt \$221.34

Two Hundred Twenty-One and 34/100 DOLLARS

Shary Tutt  
800 Congress Ave., Suite 1350  
Austin, TX 78701

MEMO 4/27/15 reimbursement request

TWO SIGNATURES REQUIRED OVER \$500

⑆0016547⑆ ⑆14000093⑆ 591209000⑆

06/30/15 #0 \$1,020.00

06/18/15 #1647 \$221.34

1652

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 332  
AUSTIN, TX 78767-0339

5/26/2015

PAY TO THE ORDER OF Eichelbaum Wardell Hansen Powell & Mehl \$541.21

Five Hundred Forty-One and 21/100 DOLLARS

Eichelbaum Wardell Hansen Powell & Mehl

MEMO Reimburse for Linda Siegert's half of Omni for Nation

TWO SIGNATURES REQUIRED OVER \$500

⑆001652⑆ ⑆14000093⑆ 591209000⑆

1654

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 332  
AUSTIN, TX 78767-0339

5/28/2015

PAY TO THE ORDER OF Diane Detmann S.H. #700 \$2,150.00

Two Thousand One Hundred Fifty and 00/100 DOLLARS

Diane Detmann  
14600 Sandy Side Drive  
Austin, TX 78728

MEMO 2015 National Pres Elect Stipend

TWO SIGNATURES REQUIRED OVER \$500

⑆001654⑆ ⑆14000093⑆ 591209000⑆

06/01/15 #1652 \$541.21

06/01/15 #1654 \$2,150.00

1656

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 332  
AUSTIN, TX 78767-0339

5/28/2015

PAY TO THE ORDER OF Sharon Tutt \$2,160.00

Two Thousand One Hundred Fifty and 00/100 DOLLARS

Sharon Tutt  
800 Congress Ave., Suite 1350  
Austin, TX 78701

MEMO 2015 National Stipend

TWO SIGNATURES REQUIRED OVER \$500

⑆001656⑆ ⑆14000093⑆ 591209000⑆

1657

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 332  
AUSTIN, TX 78767-0339

6/23/2015

PAY TO THE ORDER OF Eichelbaum Wardell Hansen Powell & Mehl \$479.70

Four Hundred Seventy-Nine and 70/100 DOLLARS

Eichelbaum Wardell Hansen Powell & Mehl

MEMO PO XJ866483828000

TWO SIGNATURES REQUIRED OVER \$500

⑆001657⑆ ⑆14000093⑆ 591209000⑆

06/18/15 #1656 \$2,150.00

06/29/15 #1657 \$479.70

4:38 PM

07/02/15

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 06/30/2015**

	<u>Jun 30, 15</u>
<b>Beginning Balance</b>	8,052.16
<b>Cleared Transactions</b>	
Checks and Payments - 6 items	-5,547.25
Deposits and Credits - 2 items	1,141.07
<b>Total Cleared Transactions</b>	<u>-4,406.18</u>
<b>Cleared Balance</b>	<b><u>3,645.98</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-1,065.58
<b>Total Uncleared Transactions</b>	<u>-1,065.58</u>
<b>Register Balance as of 06/30/2015</b>	<b><u>2,580.40</u></b>
<b>Ending Balance</b>	<b><u>2,580.40</u></b>

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Bank Checking, Period Ending 06/30/2015**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						8,052.16
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	04/29/2015	1647	Shary Tutt	X	-221.34	-221.34
Check	05/26/2015	1652	Eichelbaum Wardell...	X	-541.21	-762.55
Check	05/28/2015	1654	Diane Dettmann	X	-2,150.00	-2,912.55
Check	05/28/2015	1656	Shary Tutt	X	-2,150.00	-5,062.55
Check	06/23/2015	1657	Eichelbaum Wardell...	X	-479.70	-5,542.25
Check	06/30/2015	Fee	Frost Bank	X	-5.00	-5,547.25
Total Checks and Payments					-5,547.25	-5,547.25
<b>Deposits and Credits - 2 items</b>						
Deposit	06/25/2015			X	121.07	121.07
Deposit	06/30/2015			X	1,020.00	1,141.07
Total Deposits and Credits					1,141.07	1,141.07
Total Cleared Transactions					-4,406.18	-4,406.18
Cleared Balance					-4,406.18	3,645.98
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	06/30/2015	1658	Headliners Club		-1,000.62	-1,000.62
Check	06/30/2015	1659	Shary Tutt		-64.96	-1,065.58
Total Checks and Payments					-1,065.58	-1,065.58
Total Uncleared Transactions					-1,065.58	-1,065.58
Register Balance as of 06/30/2015					-5,471.76	2,580.40
<b>Ending Balance</b>					<b>-5,471.76</b>	<b>2,580.40</b>



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**BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
25,868.96	0	.64	0	.00	25,869.60

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-30	.64	INTEREST PAID	

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

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

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-29	25,868.96	06-03	25,868.96	06-30	25,869.60



4:30 PM

07/02/15

**Austin Chapter - Association of Legal Administrators  
Reconciliation Summary  
Frost Money Market, Period Ending 06/30/2015**

	<u>Jun 30, 15</u>
<b>Beginning Balance</b>	25,868.96
<b>Cleared Transactions</b>	
Deposits and Credits - 1 item	0.64
<b>Total Cleared Transactions</b>	<u>0.64</u>
<b>Cleared Balance</b>	<b>25,869.60</b>
<b>Register Balance as of 06/30/2015</b>	25,869.60
<b>Ending Balance</b>	25,869.60

4:30 PM

07/02/15

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 06/30/2015**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						25,868.96
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	06/30/2015			X	0.64	0.64
Total Deposits and Credits					0.64	0.64
Total Cleared Transactions					0.64	0.64
Cleared Balance					0.64	25,869.60
Register Balance as of 06/30/2015					0.64	25,869.60
<b>Ending Balance</b>					<b>0.64</b>	<b>25,869.60</b>



## July 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**

We are close to opening this year's survey. Since last month's meeting, I have delivered edits to the vendor, created a master invitation list from current membership rolls and other sources, created solicitation forms for ALA and non-ALA member firms, and reviewed the revised survey site. We were not successful in securing a list of local, non-member firms from either the State Bar or Austin Bar Association as neither organization maintains such a list – or at least not one they are willing to provide. Chassidy may have more details in that regard. I am waiting on final word from the vendor to provide our national ALA contact with the site link for review/approval. Our only delays now are waiting for national ALA approval and addressing any last-minute questions/issues from the vendor. National ALA review can take a week or more, although it is usually accomplished in 3-5 days. I hope to be able to publish the survey (as opposed to the results) within the next week or so.

### **EDUCATION & PROGRAM COMMITTEE – Amanda Koplos**

Our July Monthly Lunch and Learn is going to be on Records Retention. This is a joint session with the Austin Chapter of ILTA. ILTA has already begun advertising this to their members so we are hopeful to get some participation from them.

### **MEMBERSHIP COMMITTEE – Chassidy Deckard**

We have 1 new member: Natalie Coles, HR Coordinator at Lloyd, Gosselink, Rochelle & Townsend, PC  
1 renewal: Toni Beasley  
Total of 88 Chapter members  
I reached out to Austin Bar and State Bar, neither has a list of all of the law firms in Austin.

### **COMMUNICATIONS COMMITTEE – Summer Jurrells**

No report at this time.

### **STRATEGIC ALLIANCES COMMITTEE – Kelly Barker**

No report at this time.

### **SMALL FIRM GROUP – Christine Giles**

No report at this time.