



Austin Chapter of the Association of Legal Administrators
BOARD MEETING MINUTES
February 11, 2016 11:30 AM to 1:00 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Members present: Linda Siegert, Diane Dettmann, Summer Jurrells, Holly Monceaux, Ana Helton, Amanda Koplos, Chassidy Deckard, Kelly Barker and Christine Giles

Members not present: Mike McDearmon and Alan Odom

2. Interim e-mail decisions: Linda Siegert re-elected as to serve as Secretary and Christine Giles re-elected to serve as Treasurer for the 2016-17 term. February Luncheon/Annual Meeting will be held at 111 Congress, 8th Floor, at no charge to members.
3. Approval of January Board Meeting minutes
4. Treasurer's Report for January (see attachment) – Reviewed and approved by board. The Strategic Alliance budget was reallocated to the Community Relations Committee. Overall, there has been a good recovery of the deficit. The motion to approve was carried by Summer Jurrells with Amanda Koplos confirming.
5. Upcoming due dates and responsibilities
 - a. February 29 – Linda Siegert, Secretary, submit minutes to headquarters via online submission.
 - b. February 29 – Amanda Koplos, Chair, Education Committee, submit Educational Summary Report to Headquarters via online submission.
 - c. February 29 – Diane Dettmann, President's Award of Excellence entry due
 - d. March 31 – Diane Dettmann, President, submit chapter profile, list of officers, and president photo to ALA Headquarters (complete forms). It was noted that we no longer are required to submit chapter highlights but rather memorable moments.
6. Upcoming Educational Opportunities and Events
 - a. February 16 – Managing Partner Breakfast
 - b. February 18-20 – HR Business of Law Conference, Orlando, FL

- c. February 26 – Monthly Luncheon and Annual Meeting (communicate new date, location and FREE) – Communication will be two weeks in advance.
- d. March 21 – Early Bird Registration Deadline for Annual Conference in Los Angeles, CA
- e. March 24 – Spring Seminar
- f. March 26 – Urban Roots Work Day

7. Old Business

- a. Timelines - Status of President's Award responsibilities- Diane Dettmann reviewed with Summer Jurrells. The final items are complete and ready for submission. Amanda Koplos will write up a plan of events for the upcoming educational year.
- b. Bylaws Taskforce Update – Kelly Barker will reach out to the taskforce regarding next steps.
- c. Managing Partner Breakfast Update/Discussion of Program – Diane will present a PowerPoint at the breakfast which will include chapter officers, committee chairs and topics such as education, scholarship and community events. Due to budget constraints, it was decided the officers will take the speaker out to dinner and pay for personal alcohol out of pocket. Responsibilities for the event were divided among the board members.

8. New Business

- a. Annual Meeting in February/State of Chapter Discussion – Diane Dettmann will give a presentation over the survey results and reaffirm the officers for the 2016/2017 chapter year. She will also give away the final scholarship budgeted for this chapter year in the amount of \$1250. Christine Giles will present on the chapter finances for the current year and James Cornell will present the state of the organization to the chapter. Each of the chair positions will give an update of upcoming events. (if applicable)
- b. Status of chapter membership renewal communication – Summer Jurrells is working on the form with the Communications Committee and Paperstreet. They will build a form and create a database which will capture all info gathered and work with PayPal. The cost to create the form was approved by the board.
- c. Chassidy's Increased Communication Research Project – Chassidy Deckard proposed to use the chapter for her MS degree project in social media communication. She will work with the chairs to increase communication on our social media outlets and increase visibility within the community. Approved by Summer Jurrells, Diane Dettmann, Linda Siegert and Amanda Koplos.
- d. FALA Silent Auction Item (deadline April 15th) – This auction item was considered and the board decided to ask Elaine Burr to consider making a one of a kind shawl for donation. Budget is set at \$250.

- e. Board Budget Retreat – Diane Dettmann proposed holding the annual budgeting meeting in her office, on an afternoon, to allow everyone to participate without taking up valuable weekend time. The board will meet at 3:00 pm on March 10th to work on the 16/17 budget. Holly Monceaux will work with Summer and Christine early since she will not be able to attend.

9. Committee Reports – Attached

- a. Ana Helton – Discussion regarding assistance for Expo planning – Linda Wood offered to help coordinate this event. The board discussed and suggested that we utilize her skills while sharing the full input with the committee. The desire is to keep the knowledge shared within the committee as a whole function. The committee chair, Ana Helton, must remain aware of the budget and control the flow of communication and delegation to the committee. Linda Wood will not have decision making capabilities, as this will stay within the committee. Diane Dettmann will defer to Ana Helton on this as she trusts her to run the committee, as needed.
- b. Amanda Koplos – Finalized monthly luncheon schedule – Amanda Koplos is working on recommendations on educational events and can add topics. The majority of the schedule is complete for 2016.

10. Open Business

11. Announcements & Adjourn – Adjourn at 1:00 p.m.

12. Next Board Meeting: March 10, 2016



Treasurer's Report 01/31/2016

<u>Bank Account balances at end of statement period:</u>	Checking	\$12,388.58
	Money Market	<u>\$49,748.83</u>
	TOTAL	\$62,137.41

Monthly activity:

Income: \$16,351.18

- Lunch/Expo income: \$ 450.00
- BP Packages: \$15,400.00
- Member Dues: \$ 500.00
- Other: \$ 1.18

Outgo: \$ 3,159.79

- Chapter Monthly Lunches (3): \$2,605.93
- Website: \$ 300.00
- PayPal Fees: \$ 111.19
- Various: \$ 142.67

Cash Flow (current): Positive **\$13,191.39**

Budget and Cash Flow Planning:

- **Unreserved funds at month end: (\$8,475.92)** [Includes Money Market and checking.]
- **Reserved income for future budget year:** At month end **\$45,911.82**
- Cash Flow Projection: Real expenditures in black, projections in blue.
- Profit & Loss Budget vs. Actual (Full Year Budget). *[Note: this will not match the YTD exactly because it includes some actual transactions from the current month.]*
- Only remaining major expenses for the year are MP Breakfast and Spring Education.
- BP packages and membership fees are put in Future Income Reserves and are not mixed with our deficit. After conferring with the BP Committee, I updated the Cash Flow Forecast to reflect their *conservative* estimate of the sponsorship sales.

**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
Revenue													
Business Partners	450	925		1,000	500	1,050	100	16,775	13,800	15,400	2,300	3,725	56,025
Member Dues	2,375	500	125	250	125	125	250		125	500	2,500	3,975	10,850
Lunches & Seminars	1,500	70	1,020	20	620	2,320	200	580	380	450			7,160
Salary Survey							3,425	1,900	550				5,875
Chapter Retreat													0
Other				1						1		1	3
TOTAL REVENUE	4,325	1,495	1,145	1,271	1,245	3,495	3,975	19,255	14,855	16,351	4,800	7,701	79,913
Expenses													
Bank/Paypal Fees	4	31	9	35	19	7	8	374	78	112	250	300	1,227
Board	382	12					54		89	39	45	41	662
Strategic Alliances											500	500	1,000
Business Partner				95		3,383		34			3,000	3,000	9,512
Vendor Parties (nonExpo)								2,139	692	75			2,906
CLI				1,105	945								2,050
Logo Supplies													0
Retreat													0
Community Challenge											500		500
Education		685	1,480	790	991	46				2,606	36	915	7,549
Insurance					190								190
MP Breakfast								750				3,250	4,000
Miscellaneous			65	136							43	45	289
Stipends & Scholarships		11,378				4,692		1,500				3,650	21,220
New Member	60			60	53	129					150	75	527
Photos													0
Printing													0
Salary Survey					2,250		2,250						4,500
Small Firm Group	21	0					51	24	34	29	30	30	219
Communications	300	88		300			300			300	750	750	2,788
TOTAL EXPENSES	767	12,194	1,554	2,521	4,448	8,257	2,663	4,821	893	3,161	5,304	12,556	59,139
Profit (Loss)	3,558	(10,699)	(409)	(1,250)	(3,203)	(4,762)	1,312	14,434	13,962	13,190	(504)	(4,855)	20,775
Net cash flow	3,558	(10,699)	(409)	(1,250)	(3,203)	(4,762)	1,312	14,434	13,962	13,190	(504)	(4,855)	20,775
Beginning Checking balance	30,130	33,688	2,990	2,581	6,331	3,128	3,366	9,678	4,112	8,199	12,389	11,885	
Transfer (to) from MM		(20,000)		5,000		5,000	5,000	(20,000)	(9,875)	(9,000)			
Ending Checking balance	33,688	2,990	2,581	6,331	3,128	3,366	9,678	4,112	8,199	12,389	11,885	7,030	35,234
Money Market balance	5,868	25,868	25,868	20,868	20,868	15,868	10,868	30,868	40,743	49,743	49,743	49,743	5,868
Total Cash in Hand	39,556	28,858	28,449	27,199	23,996	19,234	20,546	34,980	48,942	62,132	61,628	56,773	41,102
Under (Over) Budget													15,671

**Austin Chapter ALA
Cash Flow Budget (Original)**

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!

**Business Partner Income Reconciliation
2016-2017**

Package	Price	Qty	Potential Income	# Sold (paid!)	Income To Date	Potential Pending
Tote Bag	500	1	500	1	500	-
Platinum	4,000	1	4,000	1	4,000	-
Diamond	3,000	4	12,000	3	9,000	3,000
Gold	2,000	8	16,000	7	14,000	2,000
Silver	675	47	31,725	29	19,575	12,150
<i>Less: Expo prize discount+</i>	(450)	1	(450)	1	(450)	-
<i>Additional Reps prepaid</i>	50			1	50	-
Scholarships*	500	5	2,500	-	-	2,500
TOTAL			66,275	43	46,675	19,650
Committed to renew, unpaid**					8,375	
Projected receipts as of current sales commitments					55,050	
Estimate of sales per BP committee					52,000	
<i>Over (short) as of now</i>					3,050	
Prior BPs not yet committed (excludes known declines)**					11,100	
Difference: potential to make up any shortfall					14,150	

+Awarded to Hotel van Zandt. Claimed.

*Remember that this is a committed bequest, need to add these scholarships in to the budget

**Per "Updated 2015-2016 BP Sponsorship 2015-1-11"

Business Partners Paid

2016-2017 *Shaded fields represent open spots*

Platinum		Tote		Scholarships	
Aquila		Momentum			
Diamond		Gold			
DOCUmentation		CBRE	Ricoh		
Avison Young		Momentum	MindShift		
Tech Pointe		Capitol Vend	EatOutIn		
		Stewart			
Silver					
SF Austin	DocTech/DTI	MoveCorp			
RL Barclay	Safesite	Rainmaker			
JPM	CushmanW	Savvy			
Hotel VZ	Don Rogers	S. Richards			
Knight	Burnett	Am Bar Travel			
Orion	Rippe				
Corp Care	Frost				
SW Solns	4 Seasons				
SBOT	McCoy Rockford				
MLR	digATX/ProLit				
Move Soln	innovative				
TLIE	All-State				

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of January 31, 2016

	Jan 31, 16	Dec 31, 15
ASSETS		
Current Assets		
Checking/Savings		
Frost Bank Checking		
General Operations (Unreserved)	-12,624.75	-14,006.75
Future Budget Income Reserve	10,911.82	123.01
BP Expo Reserve	931.52	931.52
Communications Reserve	1,412.50	1,712.50
Education Reserve	3,379.18	3,379.18
Monthly Lunches Reserve	-72.52	2,533.41
MP Breakfast Reserve	3,250.00	3,250.00
Stipend Reserve- CLI	949.80	949.80
Stipend Reserve- Board & Chairs	509.54	5,509.54
Stipend Reserve- Quest & Non-Bo	2,019.58	2,019.58
Strategic Alliances Reserve	1,000.00	1,000.00
Vendor Parties Reserve	721.91	796.58
Total Frost Bank Checking	<u>12,388.58</u>	<u>8,198.37</u>
Frost Money Market		
MM General Reserves	4,148.83	5,147.65
MM Future Budget Income Res.	35,000.00	30,000.00
MM BP Expo Reserve	5,600.00	5,600.00
MM Stipend Reserve - Board & Ch	5,000.00	0.00
Total Frost Money Market	<u>49,748.83</u>	<u>40,747.65</u>
Total Checking/Savings	<u>62,137.41</u>	<u>48,946.02</u>
Total Current Assets	<u>62,137.41</u>	<u>48,946.02</u>
TOTAL ASSETS	<u>62,137.41</u>	<u>48,946.02</u>
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity	13,329.53	13,329.53
Retained Earnings	22,669.24	22,669.24
Net Income	26,138.64	12,947.25
Total Equity	<u>62,137.41</u>	<u>48,946.02</u>
TOTAL LIABILITIES & EQUITY	<u>62,137.41</u>	<u>48,946.02</u>

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

	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	TOTAL
Ordinary Income/Expense										
Income										
Annual Sponsorship										
Annual Sponsorship - Totebag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
Bronze	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
Silver	0.00	925.00	0.00	1,000.00	500.00	500.00	0.00	4,275.00	5,400.00	12,600.00
Gold	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	4,675.00	12,675.00
Diamond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,675.00	3,675.00
Platinum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
Total Annual Sponsorship	450.00	925.00	0.00	1,000.00	500.00	500.00	0.00	16,775.00	13,750.00	33,900.00
Business Partner Fair										
Additional Reps	0.00	0.00	0.00	0.00	0.00	550.00	100.00	0.00	50.00	700.00
Total Business Partner Fair	0.00	0.00	0.00	0.00	0.00	550.00	100.00	0.00	50.00	700.00
Education										
Chapter Monthly Lunch Receipts	400.00	20.00	1,020.00	20.00	620.00	460.00	60.00	580.00	380.00	3,560.00
Seminars	1,100.00	50.00	0.00	0.00	0.00	1,860.00	140.00	0.00	0.00	3,150.00
Total Education	1,500.00	70.00	1,020.00	20.00	620.00	2,320.00	200.00	580.00	380.00	6,710.00
Membership Dues	2,375.00	500.00	125.00	250.00	125.00	125.00	250.00	0.00	125.00	3,875.00
Salary Survey	0.00	0.00	0.00	0.00	0.00	0.00	3,425.00	1,900.00	550.00	5,875.00
Total Income	4,325.00	1,495.00	1,145.00	1,270.00	1,245.00	3,495.00	3,975.00	19,255.00	14,855.00	51,060.00
Gross Profit	4,325.00	1,495.00	1,145.00	1,270.00	1,245.00	3,495.00	3,975.00	19,255.00	14,855.00	51,060.00
Expense										
Bank Service Charges/Paypal	3.93	31.06	8.93	34.60	18.73	7.00	7.86	373.81	78.18	564.10
Board Expenses										
Board Meetings	258.50	12.00	0.00	0.00	0.00	0.00	54.00	0.00	89.00	413.50
Board Retreat	123.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.36
Total Board Expenses	381.86	12.00	0.00	0.00	0.00	0.00	54.00	0.00	89.00	536.86
Business Partner Expenses										
Business Partner Expo										
A/V Rental	0.00	0.00	0.00	0.00	0.00	1,122.60	0.00	0.00	0.00	1,122.60
Facilities	0.00	0.00	0.00	0.00	0.00	-4,000.00	0.00	0.00	0.00	-4,000.00
Food & Beverages	0.00	0.00	0.00	0.00	0.00	5,787.08	0.00	0.00	0.00	5,787.08
Other	0.00	0.00	0.00	0.00	0.00	313.80	0.00	0.00	0.00	313.80
Parking	0.00	0.00	0.00	0.00	0.00	160.00	0.00	0.00	0.00	160.00
Total Business Partner Expo	0.00	0.00	0.00	0.00	0.00	3,383.48	0.00	0.00	0.00	3,383.48
Vendor Appreciation Party	0.00	0.00	0.00	95.10	0.00	0.00	0.00	2,138.51	0.00	2,233.61
Total Business Partner Expenses	0.00	0.00	0.00	95.10	0.00	3,383.48	0.00	2,138.51	0.00	5,617.09
Communications										
Maintenance	0.00	87.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.50
Monthly Fee	300.00	0.00	0.00	300.00	0.00	0.00	300.00	0.00	0.00	900.00
Total Communications	300.00	87.50	0.00	300.00	0.00	0.00	300.00	0.00	0.00	987.50

12:08 PM

02/01/16

Cash Basis

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

	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	TOTAL
Education Costs										
Audio Visual	0.00	54.13	54.13	54.13	70.37	0.00	0.00	0.00	0.00	232.76
Chapter Monthly Lunches	0.00	630.99	946.49	736.16	920.19	0.00	0.00	0.00	0.00	3,233.83
Food	0.00	0.00	0.00	0.00	0.00	45.55	0.00	0.00	0.00	45.55
Holiday Party	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.04	691.89	725.93
Webinars and Audio Conferences	0.00	0.00	479.70	0.00	0.00	0.00	0.00	0.00	0.00	479.70
Total Education Costs	0.00	685.12	1,480.32	790.29	990.56	45.55	0.00	34.04	691.89	4,717.77
Insurance										
Fidelity Bond Premium	0.00	0.00	0.00	0.00	190.00	0.00	0.00	0.00	0.00	190.00
Total Insurance	0.00	0.00	0.00	0.00	190.00	0.00	0.00	0.00	0.00	190.00
Managing Partner Breakfast	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	750.00
Miscellaneous Expense										
Gifts	0.00	0.00	64.96	0.00	0.00	0.00	0.00	0.00	0.00	64.96
Post Office Box	0.00	0.00	0.00	136.00	0.00	0.00	0.00	0.00	0.00	136.00
Total Miscellaneous Expense	0.00	0.00	64.96	136.00	0.00	0.00	0.00	0.00	0.00	200.96
New Member Functions										
New Member Lunches	60.08	0.00	0.00	60.04	53.30	128.65	0.00	0.00	0.00	302.07
Total New Member Functions	60.08	0.00	0.00	60.04	53.30	128.65	0.00	0.00	0.00	302.07
Salary Survey Costs	0.00	0.00	0.00	0.00	2,250.00	0.00	2,250.00	0.00	0.00	4,500.00
Small Firm Group	21.00	0.00	0.00	0.00	0.00	0.00	51.00	24.00	34.13	130.13
Stipends & Scholarships										
Board Stipend- President	0.00	2,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,150.00
Board Stipend- President Elect	0.00	2,150.00	0.00	0.00	0.00	1,786.63	0.00	0.00	0.00	3,936.63
Board Stipend- Secr & Treas	0.00	2,114.57	0.00	0.00	0.00	1,639.68	0.00	0.00	0.00	3,754.25
Committee Chair Stipend	0.00	983.23	0.00	0.00	0.00	1,265.80	0.00	1,500.00	0.00	3,749.03
Chapter Leadership Institute										
Board Member-CLI	0.00	0.00	0.00	1,000.00	945.20	0.00	0.00	0.00	0.00	1,945.20
President Elect-CLI	0.00	0.00	0.00	105.00	0.00	0.00	0.00	0.00	0.00	105.00
Total Chapter Leadership Institute	0.00	0.00	0.00	1,105.00	945.20	0.00	0.00	0.00	0.00	2,050.20
Quest Scholarship	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Scholarships-Non Board	0.00	1,980.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,980.42
Total Stipends & Scholarships	0.00	11,378.22	0.00	1,105.00	945.20	4,692.11	0.00	1,500.00	0.00	19,620.53
Total Expense	766.87	12,193.90	1,554.21	2,521.03	4,447.79	8,256.79	2,662.86	4,820.36	893.20	38,117.01
Net Ordinary Income	3,558.13	-10,698.90	-409.21	-1,251.03	-3,202.79	-4,761.79	1,312.14	14,434.64	13,961.80	12,942.99
Other Income/Expense										
Other Income										
Interest Income	0.14	0.43	0.64	0.65	0.53	0.40	0.25	0.31	0.91	4.26
Total Other Income	0.14	0.43	0.64	0.65	0.53	0.40	0.25	0.31	0.91	4.26
Net Other Income	0.14	0.43	0.64	0.65	0.53	0.40	0.25	0.31	0.91	4.26
Net Income	3,558.27	-10,698.47	-408.57	-1,250.38	-3,202.26	-4,761.39	1,312.39	14,434.95	13,962.71	12,947.25

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2015 through January 2016

	Apr '15 - Jan 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Annual Sponsorship			
Annual Sponsorship - Totebag	500.00		
Bronze	450.00	0.00	450.00
Silver	21,350.00	0.00	21,350.00
Gold	14,000.00	0.00	14,000.00
Diamond	9,000.00	0.00	9,000.00
Platinum	4,000.00		
Annual Sponsorship - Other	0.00	45,925.00	-45,925.00
Total Annual Sponsorship	49,300.00	45,925.00	3,375.00
Business Partner Fair			
Additional Reps	700.00	800.00	-100.00
Total Business Partner Fair	700.00	800.00	-100.00
Education			
Chapter Monthly Lunch Receipts	4,010.00	3,340.00	670.00
Seminars	3,150.00	3,600.00	-450.00
Total Education	7,160.00	6,940.00	220.00
Membership Dues	4,375.00	3,275.00	1,100.00
Salary Survey	5,875.00	6,000.00	-125.00
Total Income	67,410.00	62,940.00	4,470.00
Gross Profit	67,410.00	62,940.00	4,470.00
Expense			
Bank Service Charges/Paypal	675.29	1,550.00	-874.71
Board Expenses			
Advertising and Promotion	0.00	0.00	0.00
Board Meetings	452.50	525.00	-72.50
Board Retreat	123.36	100.00	23.36
Total Board Expenses	575.86	625.00	-49.14
Business Partner Expenses			
Business Partner Expo			
A/V Rental	1,122.60		
Deposits	0.00	0.00	0.00
Facilities	-4,000.00	3,000.00	-7,000.00
Food & Beverages	5,787.08	3,500.00	2,287.08
Other	313.80	600.00	-286.20
Parking	160.00	500.00	-340.00
Total Business Partner Expo	3,383.48	7,600.00	-4,216.52
Vendor Appreciation Party	2,308.28	3,500.00	-1,191.72
Total Business Partner Expenses	5,691.76	11,100.00	-5,408.24
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	1,500.00	-1,412.50
Monthly Fee	1,200.00	1,200.00	0.00
Total Communications	1,287.50	2,700.00	-1,412.50
Community Challenge Expenses	0.00	250.00	-250.00
Education Costs			
Audio Visual	341.02	250.00	91.02
Chapter Monthly Lunches	5,731.50	4,700.00	1,031.50
Food	45.55		
Holiday Party	725.93		
Lunches-Education Seminar	0.00	0.00	0.00
Parking	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

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02/01/16

Cash Basis

Austin Chapter - Association of Legal Administrators

Profit & Loss Budget vs. Actual

April 2015 through January 2016

	Apr '15 - Jan 16	Budget	\$ Over Budget
Total Education Costs	7,323.70	4,950.00	2,373.70
Insurance			
Fidelity Bond Premium	190.00	190.00	0.00
Total Insurance	190.00	190.00	0.00
Managing Partner Breakfast	750.00	750.00	0.00
Miscellaneous Expense			
Gifts	64.96		
Post Office Box	136.00		
Miscellaneous Expense - Other	0.00	385.00	-385.00
Total Miscellaneous Expense	200.96	385.00	-184.04
New Member Functions			
New Member Lunches	302.07	666.00	-363.93
Total New Member Functions	302.07	666.00	-363.93
Salary Survey Costs	4,500.00	4,500.00	0.00
Small Firm Group	159.13	208.00	-48.87
Strategic Alliances Committee	0.00	1,000.00	-1,000.00
Stipends & Scholarships			
Board Stipend- President	2,150.00	2,150.00	0.00
Board Stipend- President Elect	3,936.63	4,150.00	-213.37
Board Stipend- Secr & Treas	3,754.25	4,150.00	-395.75
Committee Chair Stipend	3,749.03	6,000.00	-2,250.97
Chapter Leadership Institute			
Board Member-CLI	1,945.20	2,000.00	-54.80
President - CLI	0.00	1,000.00	-1,000.00
President Elect-CLI	105.00		
Total Chapter Leadership Institute	2,050.20	3,000.00	-949.80
Quest Scholarship	2,000.00	2,000.00	0.00
Scholarships-Non Board	1,980.42	4,000.00	-2,019.58
Scholarships-Other Conference	0.00	2,000.00	-2,000.00
Silent Auction Items	0.00	250.00	-250.00
Total Stipends & Scholarships	19,620.53	27,700.00	-8,079.47
Void	0.00		
Total Expense	41,276.80	56,574.00	-15,297.20
Net Ordinary Income	26,133.20	6,366.00	19,767.20
Other Income/Expense			
Other Income			
Interest Income	5.44	4.00	1.44
Other Income	0.00	0.00	0.00
Total Other Income	5.44	4.00	1.44
Net Other Income	5.44	4.00	1.44
Net Income	<u>26,138.64</u>	<u>6,370.00</u>	<u>19,768.64</u>

12:05 PM

02/01/16

Cash Basis

Austin Chapter - Association of Legal Administrators Profit & Loss Budget vs. Actual (Full Year Budget)

April 2015 through March 2016

	Apr '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Annual Sponsorship - Totebag	500.00			
Bronze	450.00	0.00	450.00	100.0%
Silver	21,350.00	0.00	21,350.00	100.0%
Gold	14,000.00	0.00	14,000.00	100.0%
Diamond	9,000.00	0.00	9,000.00	100.0%
Platinum	4,000.00			
Annual Sponsorship - Other	0.00	50,025.00	-50,025.00	0.0%
Total Annual Sponsorship	49,300.00	50,025.00	-725.00	98.6%
Business Partner Fair				
Additional Reps	700.00	800.00	-100.00	87.5%
Total Business Partner Fair	700.00	800.00	-100.00	87.5%
Education				
Chapter Monthly Lunch Receipts	4,010.00	3,500.00	510.00	114.6%
Seminars	3,150.00	3,600.00	-450.00	87.5%
Total Education	7,160.00	7,100.00	60.00	100.8%
Membership Dues	4,375.00	10,000.00	-5,625.00	43.8%
Salary Survey	5,875.00	6,000.00	-125.00	97.9%
Total Income	67,410.00	73,925.00	-6,515.00	91.2%
Gross Profit	67,410.00	73,925.00	-6,515.00	91.2%
Expense				
Bank Service Charges/Paypal	675.29	1,800.00	-1,124.71	37.5%
Board Expenses				
Board Meetings	452.50	600.00	-147.50	75.4%
Board Retreat	123.36	100.00	23.36	123.4%
Total Board Expenses	575.86	700.00	-124.14	82.3%
Business Partner Expenses				
Business Partner Expo				
A/V Rental	1,122.60			
Facilities	-4,000.00	6,000.00	-10,000.00	-66.7%
Food & Beverages	5,787.08	3,500.00	2,287.08	165.3%
Other	313.80	600.00	-286.20	52.3%
Parking	160.00	500.00	-340.00	32.0%
Total Business Partner Expo	3,383.48	10,600.00	-7,216.52	31.9%
Vendor Appreciation Party	2,308.28	3,500.00	-1,191.72	66.0%
Total Business Partner Expenses	5,691.76	14,100.00	-8,408.24	40.4%
Communications				
Maintenance	87.50	1,500.00	-1,412.50	5.8%
Monthly Fee	1,200.00	1,200.00	0.00	100.0%
Total Communications	1,287.50	2,700.00	-1,412.50	47.7%
Community Challenge Expenses	0.00	500.00	-500.00	0.0%
Education Costs				
Audio Visual	341.02	250.00	91.02	136.4%
Chapter Monthly Lunches	5,731.50	6,000.00	-268.50	95.5%
Food	45.55			
Holiday Party	725.93			
Lunches-Education Seminar	0.00	1,300.00	-1,300.00	0.0%
Parking	0.00	300.00	-300.00	0.0%
Speakers-Education Seminar	0.00	2,000.00	-2,000.00	0.0%
Webinars and Audio Conferences	479.70	265.00	214.70	181.0%
Total Education Costs	7,323.70	10,115.00	-2,791.30	72.4%
Insurance				
Fidelity Bond Premium	190.00	190.00	0.00	100.0%
Total Insurance	190.00	190.00	0.00	100.0%

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02/01/16

Cash Basis

Austin Chapter - Association of Legal Administrators Profit & Loss Budget vs. Actual (Full Year Budget)

April 2015 through March 2016

	Apr '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Managing Partner Breakfast	750.00	4,000.00	-3,250.00	18.8%
Miscellaneous Expense				
Gifts	64.96			
Post Office Box	136.00			
Miscellaneous Expense - Other	0.00	428.00	-428.00	0.0%
Total Miscellaneous Expense	200.96	428.00	-227.04	47.0%
New Member Functions				
New Member Lunches	302.07	800.00	-497.93	37.8%
Total New Member Functions	302.07	800.00	-497.93	37.8%
Salary Survey Costs	4,500.00	4,500.00	0.00	100.0%
Small Firm Group	159.13	250.00	-90.87	63.7%
Strategic Alliances Committee	0.00	1,000.00	-1,000.00	0.0%
Stipends & Scholarships				
Board Stipend- President	2,150.00	2,150.00	0.00	100.0%
Board Stipend- President Elect	3,936.63	4,150.00	-213.37	94.9%
Board Stipend- Secr & Treas	3,754.25	4,150.00	-395.75	90.5%
Committee Chair Stipend	3,749.03	6,000.00	-2,250.97	62.5%
Chapter Leadership Institute				
Board Member-CLI	1,945.20	2,000.00	-54.80	97.3%
President - CLI	0.00	1,000.00	-1,000.00	0.0%
President Elect-CLI	105.00			
Total Chapter Leadership Institute	2,050.20	3,000.00	-949.80	68.3%
Quest Scholarship	2,000.00	2,000.00	0.00	100.0%
Scholarships-Non Board	1,980.42	4,000.00	-2,019.58	49.5%
Scholarships-Other Conference	0.00	2,000.00	-2,000.00	0.0%
Silent Auction Items	0.00	250.00	-250.00	0.0%
Total Stipends & Scholarships	19,620.53	27,700.00	-8,079.47	70.8%
Total Expense	41,276.80	68,783.00	-27,506.20	60.0%
Net Ordinary Income	26,133.20	5,142.00	20,991.20	508.2%
Other Income/Expense				
Other Income				
Interest Income	5.44	4.00	1.44	136.0%
Total Other Income	5.44	4.00	1.44	136.0%
Net Other Income	5.44	4.00	1.44	136.0%
Net Income	26,138.64	5,146.00	20,992.64	507.9%



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

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063988

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
C/O NOELKE MAPLES ETAL
901 S MOPAC EXPY II-200
AUSTIN TX 78746



0

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FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
8,327.41	9	17,251.81	4	10,469.67	15,109.55

Activity Items Processed 40 Cash Processed \$43.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
01-08	DEPOSIT	13.00	01-08	DEPOSIT	3,350.00
01-29	DEPOSIT	450.00	01-29	DEPOSIT	8,800.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-06	1,310.24	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ29BSSQ4PW
01-13	655.12	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ29CBSG3TQ
01-22	1,000.00	INTERNET FUND TRANSFER	FROM ACCOUNT XXXXX0378
01-25	776.19	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ29D4U8GSQ
01-29	897.26	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ29DFLE6KA

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
01-13	1690 #	95.00	01-19	1692 * #	300.00	01-27	1695 * #	74.67

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

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-12	.00	INTERNET STMT COPY REQ	
01-12	.00	INTERNET STMT COPY REQ	
01-12	.00	INTERNET STMT COPY REQ	
01-12	.00	INTERNET STMT COPY REQ	
01-12	.00	INTERNET STMT COPY REQ	
01-12	.00	INTERNET STMT COPY REQ	
01-12	.00	INTERNET STMT COPY REQ	
01-13	10,000.00	INTERNET FUND TRANSFER	TO ACCOUNT XXXXX0378

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12-31	8,327.41	01-13	3,560.77	01-25	5,036.96
01-06	9,637.65	01-19	3,260.77	01-27	4,962.29
01-08	13,000.65	01-22	4,260.77	01-29	15,109.55
01-12	13,000.65				



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STATEMENT ISSUED 01-29-2016

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AUSTIN CHAPTER OF THE ASSOCIATION



DATE	01/08/16
MEMBER	
ACCOUNT	
DEPOSIT	
WITHDRAWAL	
TOTAL CASH	13.00
TOTAL DEBIT	
TOTAL BALANCE	13.00

DEPOSIT TICKET TOTAL DOLLARS 13

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

REGISTER GRAND TOTAL IN REGISTERED BOXES \$ 13.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS Frost www.frostbank.com

⑆114000093⑆ 591209000⑆ 20

01/08/16 #0 \$13.00

DATE	01/08/16
MEMBER	
ACCOUNT	
DEPOSIT	
WITHDRAWAL	
TOTAL CASH	3350.00
TOTAL DEBIT	
TOTAL BALANCE	3350.00

DEPOSIT TICKET TOTAL DOLLARS 3350

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

REGISTER GRAND TOTAL IN REGISTERED BOXES \$ 3350.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS Frost www.frostbank.com

⑆114000093⑆ 591209000⑆ 20

01/08/16 #0 \$3,350.00

DATE	01/29/16
MEMBER	
ACCOUNT	
DEPOSIT	
WITHDRAWAL	
TOTAL CASH	450.00
TOTAL DEBIT	
TOTAL BALANCE	450.00

DEPOSIT TICKET TOTAL DOLLARS 450

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

REGISTER GRAND TOTAL IN REGISTERED BOXES \$ 450.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS Frost www.frostbank.com

⑆114000093⑆ 591209000⑆ 20

01/29/16 #0 \$450.00

DATE	01/29/16
MEMBER	
ACCOUNT	
DEPOSIT	
WITHDRAWAL	
TOTAL CASH	8800.00
TOTAL DEBIT	
TOTAL BALANCE	8800.00

DEPOSIT TICKET TOTAL DOLLARS 8800

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

REGISTER GRAND TOTAL IN REGISTERED BOXES \$ 8800.00

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⑆114000093⑆ 591209000⑆ 20

01/29/16 #0 \$8,800.00

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

1890 01/22/2016

PAY TO THE ORDER OF Austin Bar Association \$**25.00

Ninety-Five and 00/100***** DOLLARS

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

MEMO Invoices 2520, 2608, 2609, 2654, 3081

TWO SIGNATURES REQUIRED OVER \$500

⑆001690⑆ ⑆114000093⑆ 591209000⑆

01/13/16 #1690 \$95.00

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

1692 01/11/2016

PAY TO THE ORDER OF PaperStreet Web Design, Inc. \$**300.00

Three Hundred and 00/100***** DOLLARS

PaperStreet Web Design, Inc.
219 S.W. 17th St
Fort Lauderdale, FL 33315

MEMO Invoice# 35033

TWO SIGNATURES REQUIRED OVER \$500

⑆001692⑆ ⑆114000093⑆ 591209000⑆

01/19/16 #1692 \$300.00

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

1695 01/22/2016

PAY TO THE ORDER OF Ana Helton \$**74.67

Seventy-Four and 67/100***** DOLLARS

Ana Helton

MEMO Reimbursement for BP Meet & Greet food

TWO SIGNATURES REQUIRED OVER \$500

⑆001695⑆ ⑆114000093⑆ 591209000⑆

01/27/16 #1695 \$74.67

11:09 AM

02/01/16

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 01/31/2016

	<u>Jan 31, 16</u>
Beginning Balance	8,327.41
Cleared Transactions	
Checks and Payments - 6 items	-20,469.67
Deposits and Credits - 11 items	27,251.81
Total Cleared Transactions	<u>6,782.14</u>
Cleared Balance	<u>15,109.55</u>
Uncleared Transactions	
Checks and Payments - 3 items	-2,720.97
Total Uncleared Transactions	<u>-2,720.97</u>
Register Balance as of 01/31/2016	<u>12,388.58</u>
New Transactions	
Checks and Payments - 1 item	-10,000.00
Total New Transactions	<u>-10,000.00</u>
Ending Balance	<u>2,388.58</u>

Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 01/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,327.41
Cleared Transactions						
Checks and Payments - 6 items						
Check	12/21/2015	1690	Austin Bar Associati...	X	-95.00	-95.00
Check	01/11/2016	1692	PaperStreet Web D...	X	-300.00	-395.00
Check	01/13/2016	eft	Transfer	X	-10,000.00	-10,395.00
Check	01/13/2016	eft	Transfer	X	-5,000.00	-15,395.00
Check	01/13/2016	eft	Transfer	X	-5,000.00	-20,395.00
Check	01/22/2016	1695	Ana Helton	X	-74.67	-20,469.67
Total Checks and Payments					-20,469.67	-20,469.67
Deposits and Credits - 11 items						
Deposit	01/06/2016			X	13.00	13.00
Deposit	01/06/2016			X	3,350.00	3,363.00
Deposit	01/07/2016			X	1,310.24	4,673.24
Check	01/13/2016	eft	Transfer	X	10,000.00	14,673.24
Deposit	01/14/2016			X	655.12	15,328.36
Check	01/22/2016	1694	Austin Bar Associati...	X	0.00	15,328.36
Check	01/22/2016	Trans...	Transfer	X	1,000.00	16,328.36
Deposit	01/28/2016			X	776.19	17,104.55
Deposit	01/29/2016			X	450.00	17,554.55
Deposit	01/29/2016			X	897.26	18,451.81
Deposit	01/29/2016			X	8,800.00	27,251.81
Total Deposits and Credits					27,251.81	27,251.81
Total Cleared Transactions					6,782.14	6,782.14
Cleared Balance					6,782.14	15,109.55
Uncleared Transactions						
Checks and Payments - 3 items						
Check	11/24/2015	DR	Target		-34.04	-34.04
Check	01/11/2016	1691	Steve Ravel		-2,605.93	-2,639.97
Check	01/22/2016	1693	Austin Bar Associati...		-81.00	-2,720.97
Total Checks and Payments					-2,720.97	-2,720.97
Total Uncleared Transactions					-2,720.97	-2,720.97
Register Balance as of 01/31/2016					4,061.17	12,388.58
New Transactions						
Checks and Payments - 1 item						
Check	02/01/2016	eft	Transfer		-10,000.00	-10,000.00
Total Checks and Payments					-10,000.00	-10,000.00
Total New Transactions					-10,000.00	-10,000.00
Ending Balance					-5,938.83	2,388.58



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01-29-2016

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AUSTIN TX 78746



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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
40,747.65	1	10,001.18	1	1,000.00	49,748.83

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-13	10,000.00	INTERNET FUND TRANSFER	FROM ACCOUNT XXXXX9000
01-31	1.18	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-12	.00	INTERNET STMT COPY REQ	
01-12	.00	INTERNET STMT COPY REQ	
01-12	.00	INTERNET STMT COPY REQ	
01-12	.00	INTERNET STMT COPY REQ	
01-22	1,000.00	INTERNET FUND TRANSFER	TO ACCOUNT XXXXX9000

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12-31	40,747.65	01-13	50,747.65	01-29	49,748.83
01-12	40,747.65	01-22	49,747.65		

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

11:10 AM

02/01/16

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 01/31/2016**

	<u>Jan 31, 16</u>
Beginning Balance	40,747.65
Cleared Transactions	
Checks and Payments - 1 item	-1,000.00
Deposits and Credits - 3 items	10,001.18
Total Cleared Transactions	<u>9,001.18</u>
Cleared Balance	<u>49,748.83</u>
Register Balance as of 01/31/2016	49,748.83
New Transactions	
Deposits and Credits - 1 item	10,000.00
Total New Transactions	<u>10,000.00</u>
Ending Balance	<u><u>59,748.83</u></u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 01/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						40,747.65
Cleared Transactions						
Checks and Payments - 1 item						
Check	01/22/2016	Trans...	Transfer	X	-1,000.00	-1,000.00
Total Checks and Payments					-1,000.00	-1,000.00
Deposits and Credits - 3 items						
Check	01/13/2016	eft	Transfer	X	5,000.00	5,000.00
Check	01/13/2016	eft	Transfer	X	5,000.00	10,000.00
Deposit	01/31/2016			X	1.18	10,001.18
Total Deposits and Credits					10,001.18	10,001.18
Total Cleared Transactions					9,001.18	9,001.18
Cleared Balance					9,001.18	49,748.83
Register Balance as of 01/31/2016					9,001.18	49,748.83
New Transactions						
Deposits and Credits - 1 item						
Check	02/01/2016	eft	Transfer		10,000.00	10,000.00
Total Deposits and Credits					10,000.00	10,000.00
Total New Transactions					10,000.00	10,000.00
Ending Balance					19,001.18	59,748.83



February 11, 2016 Board Meeting COMMITTEE REPORTS

BUSINESS PARTNER RELATIONS COMMITTEE – Ana Helton

- 2016 BP Registration brought in \$46,650 so far.
- We have another \$6,025 to be collected from BPs that registered but have not paid yet.
- In the next couple of weeks we will be making a decision on the location for the Expo – Linda already received 2 quotes from our Business Partners InterContinental Stephen F. Austin and Hotel Van Zandt. We will involve the Education Committee in making the final decision regarding the date and format of the Expo this year.
- At the upcoming committee meeting we will also need to decide about asking BPs for a donation toward Urban Roots project (\$1,000).

COMMUNITY RELATIONS COMMITTEE – Mike McDearmon

January 30, 2016 -- Capital of Texas Food Bank -- was a great success. Good work was done and connections with business partners, members and our community were made!

March 26, 2016 -- Urban Roots work day -- (Urban Roots requires a \$1000 contribution for the work day. We will work with the Business Partners Committee to partner for the \$1000 and for the lunch typically provided to our volunteers). Please help with communication of the events and consider who might be approached to assist with the Urban Roots contribution and/or lunch for the workers for the day. Keep in mind sustainable agriculture focus of Urban Roots. <http://www.urbanrootsatx.org/about/>

COMPENSATION & BENEFITS COMMITTEE – Allen Odom

No report at this time.

EDUCATION & PROGRAMS COMMITTEE – Amanda Koplos

The Education Committee is hard at work preparing for our 2016 Education line-up.

We have selected the new location for our monthly luncheons. We will be using the common meeting room at 111 Congress Ave, Ste 850. Members will pay for their own parking and we will be suggesting they use the Convention Center Garage. We will be catering lunch in each month and our committee (along with the Board members) will handle set-up and clean up.

The current 2016 schedule looks like this:

February – Friday the 26th: Summer Jurrells (colors/personality)

March (Spring Seminar) – Thursday the 24th: Guns and active shooter (Diana please go ahead and confirm this)

April – Thursday the 28th: HR Panel (Amanda will start nailing down speakers)



May – Thursday the 19th (one week earlier): Succession Planning with Brenda Barnes (She has committed to this date!)

June: Thursday the 23rd: LinkedIn. (I still have not heard back from them. Summer, why don't you see if Jessica can do it. If we do hear from LinkedIn maybe we can have them either co-present or we tell LinkedIn to suck it)

July: Thursday the 28th: Insurance for Law Firms-Michele Wade (Diana can you go ahead and ask Michele Wade if she's available.)

August 25 or September 22 – We are still waiting to get a date for the Fall Seminar. Hopefully we'll hear something by next week. Fall Seminar is Connie Cornell and Judy Osborn and September is "The Cloud"

October 27 – The Law Firm of the Future – Gensler (Mike, will you go ahead and contact them and see if someone is available)

November 17 (one week earlier): Roundtable on Employee Motivation and Morale

Note: Since the BP committee has not finalized an Expo date the August/Sept date will be TBD.

Our goal is to get speakers lined up by the February Annual Meeting so we can pass out our "One page" at that time. We will be sending an email next week informing everyone about the change in monthly luncheon location. We will also need to set a cancellation date that is further in advance (3-4 days) since working with a caterer will give us less lead time on that.

MEMBERSHIP COMMITTEE – Chassidy Deckard

Membership renewals are underway. The list of Austin members who had not renewed their ALA national memberships were shared with the Membership Committee and we are in the process of reaching out to each of these individuals.

COMMUNICATIONS COMMITTEE – Holly Monceaux

Communication Committee has recruited a new member and is planning to have a meeting in March. We are working with PaperStreet to make some edits to the membership registration page, including the linking of PayPal directly. They are currently working up a bid for this work.

Holly and Summer have been working to transition the chair responsibilities.

STRATEGIC ALLIANCES COMMITTEE – Kelly Barker

No report at this time.

SMALL FIRM GROUP – Christine Giles

No report at this time.