



Austin Chapter of the Association of Legal Administrators
BOARD MEETING MINUTES
March 10, 2016 3:00 PM to 4:30 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Members present: Diane Dettmann, Summer Jurrells, Christine Giles, Linda Siegert, Kelly Barker, Mike McDearmon, Dea McCart and Ana Helton

Members not present: Chassidy Deckard, Allen Odom and Holly Monceaux Pulido

2. Interim e-mail decisions: It was agreed that Dea McCart will step up as Chair of the Education & Programs Committee following Amanda Koplos' resignation as Chair effective 3/31/16; Kelly Barker agreed to serve on the Board as Past President for the 2016/17 term.
3. Approval of February Board Meeting minutes (see attachment) – Summer Jurrells motioned to approve the minutes and Christine Giles seconded the motion.
4. Treasurer's Report for February (see attachment) – The Treasurer's report was reviewed with the board during budget discussions.
5. Upcoming due dates and responsibilities
 - a. March 31 – Linda Siegert, Secretary, submit minutes to headquarters
 - b. March 31 – Amanda Koplos/Dea McCart, Chair, Education Committee, submit Educational Summary Report to Headquarters
 - c. March 31 – Diane Dettmann, President, submit chapter profile, list of officers, and president photo to ALA Headquarters (complete forms)
 - d. April 15 – FALA Silent Auction Item submission deadline – Elaine Burr is knitting a shawl which Summer will send to HQ. The Chapter will also purchase a piece of jewelry to accompany the shawl.
6. Upcoming Educational Opportunities and Events
 - a. March 21 – Early Bird Registration Deadline for Annual Conference in Los Angeles, CA – We will have 5 Board/Chairs in attendance this year.

- b. March 24 – Monthly Luncheon/Spring Seminar – Reminders are being sent to showcase the event.
- c. March 26 – Urban Roots Work Day – We have a business partner sponsoring part of this event. The Chapter will only be responsible for half of the donation. Mike McDearmon asked that we broaden the scope of the invitation to include business department leaders to join. Mike McDearmon’s firm, Andrews Kurth, will sponsor the food.

7. Old Business

- a. Timelines - Status of President’s Award responsibilities – Submitted 2/16/16
- b. Bylaws Taskforce Update – (Proposed version attached and in Board Book) – Redlined copy was provided to the Board and Committee Chairs to review. The new bylaws encompass the required changes mandated by headquarters along with revisions suggested by the ad hoc bylaws committee.
- c. Status of chapter membership renewal communication – Ongoing through the end of the month. The membership committee will contact all those who have not renewed by the last day.
- d. Status of Chassidy’s Communication Research Project

8. New Business

- a. Board Retreat/Workshop – Will be held directly after monthly meeting to review and set budget for 16/17 fiscal year.
- b. 2016-17 Budget

9. Committee Reports – Attached

- a. Memo attached from Allen Odom on viability of salary survey.
 - i. Diane to discuss with James Cornell the stance from headquarters.
 - ii. Many positions are no longer applicable and need to be updated.
 - iii. Dea McCart suggested doing a survey about the salary survey.
 - iv. It’s currently only sent to member firms. Should the Chapter include all firms?
 - v. It was suggested the Chapter offer the 1st year members a free survey.
 - vi. It was suggested we partner with Austin Bar to increase information and sample size.
- b. Education Committee will publish the annual education list for the remainder of the year.
- c. The Communications Committee proposed moving to Star Chapter.

10. Open Business

11. Announcements & Adjourn – Adjourn at 4:30 pm.

12. Next Board Meeting: April 14, 2016



AUSTIN CHAPTER
A Chapter of the Association of Legal Administrators

Treasurer's Report
02/29/2016

<u>Bank Account balances at end of statement period:</u>	Checking	\$ 2,584.74
	Money Market	<u>\$55,601.39</u>
	TOTAL	\$58,186.13

Monthly activity:

Income:

\$ 1,386.39

- Lunch/Expo income: \$ 60.00
- BP Packages: \$ 675.00
- Member Dues: \$ 650.00
- Other: \$ 1.39

Outgo:

\$ 5,337.67

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

Cash Flow (current): Negative (as expected) **(\$ 3,952.67)**

Budget and Cash Flow Planning:

- **Unreserved funds at month end:** **(\$8,238.53)** [Includes Money Market and checking.]
This will get slightly more negative as we pay some bills this month, but at the end of March I will zero out the year's reserves. Due to underspending, I expect to return at least \$5,000 into unreserved and bring our deficit down to less than \$4000.
- **Reserved income for future budget year:** At month end **\$47,046.26**
- 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 expense for the year is Spring Education.
- We have \$5500 in reserve for deposit on fall Expo venue.
- After conferring with the BP Committee, I refined the Cash Flow Forecast to reflect their most current 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	100	16,775	13,800	15,400	675	6,025	56,700
Member Dues	2,375	500	125	125	125	250	250	125	125	500	650	5,600	10,625
Lunches & Seminars	1,500	70	1,020	620	2,320	200	200	580	380	450	60	1,200	8,420
Salary Survey						3,425	1,900	550					5,875
Chapter Retreat													0
Other			1				1	1	1	1	1	1	7
TOTAL REVENUE	4,325	1,495	1,271	1,245	3,495	3,976	19,256	14,856	16,351	1,386	12,826	81,627	

Expenses

Bank/Paypal Fees	4	31	9	35	19	7	8	374	78	112	48	300	1,025
Board	382	12					54		89	39		41	617
Strategic Alliances													
Business Partner			95		3,383			33				1,000	1,000
Vendor Parties (nonExpo)								2,139	692	75	100	5,500	9,011
CLI			1,105	945									3,006
Logo Supplies													2,050
Retreat													0
Community Challenge		685	1,480	790	991	46				2,606	1,729	500	500
Education					190							1,200	9,527
Insurance													190
MP Breakfast								750			3,178	3,250	7,178
Miscellaneous			65	136							180	45	426
Stipends & Scholarships		11,378				4,692		1,500				3,650	21,220
New Member	60		60	53		129						150	452
Photos													0
Printing													0
Salary Survey	21	0		2,250			2,250	24	34	29	15	30	4,500
Small Firm Group							51			300	87	1,200	2,575
Communications	300	88	300										
TOTAL EXPENSES	767	12,194	1,554	2,521	4,448	8,257	2,663	4,820	893	3,161	5,337	16,866	63,481

Profit (Loss) 3,558 (10,699) (409) (1,250) (3,203) (4,762) 1,313 14,436 13,963 13,190 (3,951) (4,040) 18,147

Net cash flow 3,558 (10,699) (409) (1,250) (3,203) (4,762) 1,313 14,436 13,963 13,190 (3,951) (4,040) 18,147

Beginning Checking balance	30,130	33,688	2,990	2,581	6,330	3,127	3,365	9,677	4,112	8,199	12,388	2,584	
Transfer (to) from MM		(20,000)		5,000		(20,000)		(9,875)		(9,000)	(5,852)		
Ending Checking balance	33,688	2,990	2,581	6,330	3,127	3,365	9,677	4,112	8,199	12,388	2,584	(1,458)	
Money Market balance	5,868	25,868	25,868	20,869	20,869	15,869	10,870	30,871	40,747	49,748	55,601	55,602	5,868
Total Cash in Hand	39,556	28,858	28,449	27,199	23,996	19,234	20,547	34,983	48,946	62,136	58,185	54,145	41,102
													Under (Over) Budget
													13,043

BUDGET

35,234

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													
Bank/Paypal Fees	150	50	50					300	500	500	250		1,800
Board	400	25	25	25		25	25	25	25	25	25	50	700
Strategic Alliances			500			500							1,000
Business Partner			2,000	2,000		600		2,500	1,000	3,000	3,000		10,600
Vendor Parties (nonExpo)				3,000									3,500
CLI													3,000
Logo Supplies													0
Retreat													0
Community Challenge	250								650			250	500
Education	700	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	21	21	21	2,250	21	21	2,250	20	20	21	21	21	4,500
Small Firm Group													250
Communications	300	750	300	300	750	300	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	8	16,000	-
Silver	675	47	31,725	32	21,600	10,125
<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	47	50,700	15,625

+Awarded to Hotel van Zandt. Claimed.

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

Business Partners Paid2016-2017 *Shaded fields represent open spots*

<u>Platinum</u>		<u>Tote</u>	<u>Scholarships</u>
Aquila		Momentum	
<u>Diamond</u>		<u>Gold</u>	
DOCUvation		CBRE	Ricoh
Avison Young		Momentum	MindShift
Tech Pointe		Capitol Vend	EatOutIn
		Stewart	TX Doc Soln
<u>Silver</u>			
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	ABA /Voya	
Corp Care	Frost	CyrusOne	
SW Solns	4 Seasons	Lux	
SBOT	McCoy Rockford		
MLR	digATX/ProLit		
Move Soln	innovative		
TLIE	All-State		

3:41 PM
 03/08/16
 Cash Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
 As of February 29, 2016

	Feb 29, 16	Jan 31, 16
ASSETS		
Current Assets		
Checking/Savings		
Frost Bank Checking		
General Operations (Unreserved)	-8,239.92	-12,624.75
Future Budget Income Reserve	2,046.26	10,911.82
BP Expo Reserve	931.52	931.52
Communications Reserve	1,325.00	1,412.50
Education Reserve	3,379.18	3,379.18
Monthly Lunches Reserve	-1,801.34	-72.52
MP Breakfast Reserve	-156.15	3,250.00
Stipend Reserve- CLI	949.80	949.80
Stipend Reserve- Board & Chairs	509.54	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	621.27	721.91
Total Frost Bank Checking	2,584.74	12,388.58
Frost Money Market		
MM General Reserves	1.39	4,148.83
MM Future Budget Income Res.	45,000.00	35,000.00
MM BP Expo Reserve	5,600.00	5,600.00
MM Stipend Reserve - Board & Ch	5,000.00	5,000.00
Total Frost Money Market	55,601.39	49,748.83
Total Checking/Savings	58,186.13	62,137.41
Total Current Assets	58,186.13	62,137.41
TOTAL ASSETS	58,186.13	62,137.41
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity	13,329.53	13,329.53
Retained Earnings	22,669.24	22,669.24
Net Income	22,187.36	26,138.64
Total Equity	58,186.13	62,137.41
TOTAL LIABILITIES & EQUITY	58,186.13	62,137.41

3:40 PM
 03/08/16
 Cash Basis

**Austin Chapter - Association of Legal Administrators
 Profit & Loss By Month - YTD
 April 2015 through February 2016**

	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15
Ordinary Income/Expense						
Income						
Annual Sponsorship						
Annual Sponsorship - Totebag	0.00	0.00	0.00	0.00	0.00	0.00
Bronze	450.00	0.00	0.00	0.00	0.00	0.00
Silver	0.00	925.00	0.00	1,000.00	500.00	500.00
Gold	0.00	0.00	0.00	0.00	0.00	0.00
Diamond	0.00	0.00	0.00	0.00	0.00	0.00
Platinum	0.00	0.00	0.00	0.00	0.00	0.00
Total Annual Sponsorship	450.00	925.00	0.00	1,000.00	500.00	500.00
Business Partner Fair						
Additional Reps	0.00	0.00	0.00	0.00	0.00	550.00
Total Business Partner Fair	0.00	0.00	0.00	0.00	0.00	550.00
Education						
Chapter Monthly Lunch Receipts	400.00	20.00	1,020.00	20.00	620.00	460.00
Seminars	1,100.00	50.00	0.00	0.00	0.00	1,860.00
Total Education	1,500.00	70.00	1,020.00	20.00	620.00	2,320.00
Membership Dues	2,375.00	500.00	125.00	250.00	125.00	125.00
Salary Survey	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	4,325.00	1,495.00	1,145.00	1,270.00	1,245.00	3,495.00
Gross Profit	4,325.00	1,495.00	1,145.00	1,270.00	1,245.00	3,495.00
Expense						
Bank Service Charges/Paypal	3.93	31.06	8.93	34.60	18.73	7.00
Board Expenses						
Board Meetings	258.50	12.00	0.00	0.00	0.00	0.00
Board Retreat	123.36	0.00	0.00	0.00	0.00	0.00
Total Board Expenses	381.86	12.00	0.00	0.00	0.00	0.00
Business Partner Expenses						
Business Partner Expo						
A/V Rental	0.00	0.00	0.00	0.00	0.00	1,122.60
Facilities	0.00	0.00	0.00	0.00	0.00	-4,000.00
Food & Beverages	0.00	0.00	0.00	0.00	0.00	5,787.08
Other	0.00	0.00	0.00	0.00	0.00	313.80
Parking	0.00	0.00	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
BP Events						
Holiday Party	0.00	0.00	0.00	0.00	0.00	0.00
Meet & Greet	0.00	0.00	0.00	0.00	0.00	0.00
Vendor Appreciation Party	0.00	0.00	0.00	95.10	0.00	0.00
Total BP Events	0.00	0.00	0.00	95.10	0.00	0.00
Total Business Partner Expenses	0.00	0.00	0.00	95.10	0.00	3,383.48
Communications						
Maintenance	0.00	87.50	0.00	0.00	0.00	0.00
Monthly Fee	300.00	0.00	0.00	300.00	0.00	0.00
Total Communications	300.00	87.50	0.00	300.00	0.00	0.00
Education Costs						
Audio Visual	0.00	54.13	54.13	54.13	70.37	0.00
Chapter Monthly Lunches	0.00	630.99	946.49	736.16	920.19	0.00
Food	0.00	0.00	0.00	0.00	0.00	45.55
Webinars and Audio Conferences	0.00	0.00	479.70	0.00	0.00	0.00
Total Education Costs	0.00	685.12	1,480.32	790.29	990.56	45.55
Insurance						
Fidelity Bond Premium	0.00	0.00	0.00	0.00	190.00	0.00
Total Insurance	0.00	0.00	0.00	0.00	190.00	0.00
Managing Partner Breakfast						

3:40 PM
 03/08/16
 Cash Basis

**Austin Chapter - Association of Legal Administrators
 Profit & Loss By Month - YTD
 April 2015 through February 2016**

	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15
MP Speaker	0.00	0.00	0.00	0.00	0.00	0.00
MP Venue & Food	0.00	0.00	0.00	0.00	0.00	0.00
Total Managing Partner Breakfast	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Expense						
Gifts	0.00	0.00	64.96	0.00	0.00	0.00
Post Office Box	0.00	0.00	0.00	136.00	0.00	0.00
Total Miscellaneous Expense	0.00	0.00	64.96	136.00	0.00	0.00
New Member Functions						
New Member Lunches	60.08	0.00	0.00	60.04	53.30	128.65
Total New Member Functions	60.08	0.00	0.00	60.04	53.30	128.65
Salary Survey Costs	0.00	0.00	0.00	0.00	2,250.00	0.00
Small Firm Group	21.00	0.00	0.00	0.00	0.00	0.00
Stipends & Scholarships						
Board Stipend- President	0.00	2,150.00	0.00	0.00	0.00	0.00
Board Stipend- President Elect	0.00	2,150.00	0.00	0.00	0.00	1,786.63
Board Stipend- Secr & Treas	0.00	2,114.57	0.00	0.00	0.00	1,639.68
Committee Chair Stipend	0.00	983.23	0.00	0.00	0.00	1,265.80
Chapter Leadership Institute						
Board Member-CLI	0.00	0.00	0.00	1,000.00	945.20	0.00
President Elect-CLI	0.00	0.00	0.00	105.00	0.00	0.00
Total Chapter Leadership Institute	0.00	0.00	0.00	1,105.00	945.20	0.00
Quest Scholarship	0.00	2,000.00	0.00	0.00	0.00	0.00
Scholarships-Non Board	0.00	1,980.42	0.00	0.00	0.00	0.00
Total Stipends & Scholarships	0.00	11,378.22	0.00	1,105.00	945.20	4,692.11
Visitor Hospitality	0.00	0.00	0.00	0.00	0.00	0.00
Void	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	766.87	12,193.90	1,554.21	2,521.03	4,447.79	8,256.79
Net Ordinary Income	3,558.13	-10,698.90	-409.21	-1,251.03	-3,202.79	-4,761.79
Other Income/Expense						
Other Income						
Interest Income	0.14	0.43	0.64	0.65	0.53	0.40
Total Other Income	0.14	0.43	0.64	0.65	0.53	0.40
Net Other Income	0.14	0.43	0.64	0.65	0.53	0.40
Net Income	3,558.27	-10,698.47	-408.57	-1,250.38	-3,202.26	-4,761.39

3:40 PM
03/08/16
Cash Basis

**Austin Chapter - Association of Legal Administrators
Profit & Loss By Month - YTD
April 2015 through February 2016**

	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	TOTAL
Ordinary Income/Expense						
Income						
Annual Sponsorship						
Annual Sponsorship - Totebag	0.00	500.00	0.00	0.00	0.00	500.00
Bronze	0.00	0.00	0.00	0.00	0.00	450.00
Silver	0.00	4,275.00	5,400.00	8,750.00	675.00	22,025.00
Gold	0.00	8,000.00	4,675.00	1,325.00	0.00	14,000.00
Diamond	0.00	0.00	3,675.00	5,325.00	0.00	9,000.00
Platinum	0.00	4,000.00	0.00	0.00	0.00	4,000.00
Total Annual Sponsorship	0.00	16,775.00	13,750.00	15,400.00	675.00	49,975.00
Business Partner Fair						
Additional Reps	100.00	0.00	50.00	0.00	0.00	700.00
Total Business Partner Fair	100.00	0.00	50.00	0.00	0.00	700.00
Education						
Chapter Monthly Lunch Receipts	60.00	580.00	380.00	450.00	60.00	4,070.00
Seminars	140.00	0.00	0.00	0.00	0.00	3,150.00
Total Education	200.00	580.00	380.00	450.00	60.00	7,220.00
Membership Dues	250.00	0.00	125.00	500.00	650.00	5,025.00
Salary Survey	3,425.00	1,900.00	550.00	0.00	0.00	5,875.00
Total Income	3,975.00	19,255.00	14,855.00	16,350.00	1,385.00	68,795.00
Gross Profit	3,975.00	19,255.00	14,855.00	16,350.00	1,385.00	68,795.00
Expense						
Bank Service Charges/Paypal	7.86	373.81	78.18	111.19	47.56	722.85
Board Expenses						
Board Meetings	54.00	0.00	89.00	39.00	0.00	452.50
Board Retreat	0.00	0.00	0.00	0.00	0.00	123.36
Total Board Expenses	54.00	0.00	89.00	39.00	0.00	575.86
Business Partner Expenses						
Business Partner Expo						
A/V Rental	0.00	0.00	0.00	0.00	0.00	1,122.60
Facilities	0.00	0.00	0.00	0.00	0.00	-4,000.00
Food & Beverages	0.00	0.00	0.00	0.00	0.00	5,787.08
Other	0.00	0.00	0.00	0.00	0.00	313.80
Parking	0.00	0.00	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
BP Events						
Holiday Party	0.00	34.04	691.89	0.00	-34.04	691.89
Meet & Greet	0.00	0.00	0.00	74.67	134.68	209.35
Vendor Appreciation Party	0.00	2,138.51	0.00	0.00	0.00	2,233.61
Total BP Events	0.00	2,172.55	691.89	74.67	100.64	3,134.85
Total Business Partner Expenses	0.00	2,172.55	691.89	74.67	100.64	6,518.33
Communications						
Maintenance	0.00	0.00	0.00	0.00	87.50	175.00
Monthly Fee	300.00	0.00	0.00	300.00	0.00	1,200.00
Total Communications	300.00	0.00	0.00	300.00	87.50	1,375.00
Education Costs						
Audio Visual	0.00	0.00	0.00	108.26	54.13	395.15
Chapter Monthly Lunches	0.00	0.00	0.00	2,497.67	1,674.69	7,406.19
Food	0.00	0.00	0.00	0.00	0.00	45.55
Webinars and Audio Conferences	0.00	0.00	0.00	0.00	0.00	479.70
Total Education Costs	0.00	0.00	0.00	2,605.93	1,728.82	8,326.59
Insurance						
Fidelity Bond Premium	0.00	0.00	0.00	0.00	0.00	190.00
Total Insurance	0.00	0.00	0.00	0.00	0.00	190.00
Managing Partner Breakfast						

3:40 PM
 03/08/16
 Cash Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss By Month - YTD
April 2015 through February 2016

	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	TOTAL
MP Speaker	0.00	0.00	0.00	0.00	777.54	777.54
MP Venue & Food	0.00	750.00	0.00	0.00	2,400.85	3,150.85
Total Managing Partner Breakfast	0.00	750.00	0.00	0.00	3,178.39	3,928.39
Miscellaneous Expense						
Gifts	0.00	0.00	0.00	0.00	0.00	64.96
Post Office Box	0.00	0.00	0.00	0.00	0.00	136.00
Total Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	200.96
New Member Functions						
New Member Lunches	0.00	0.00	0.00	0.00	0.00	302.07
Total New Member Functions	0.00	0.00	0.00	0.00	0.00	302.07
Salary Survey Costs	2,250.00	0.00	0.00	0.00	0.00	4,500.00
Small Firm Group	51.00	24.00	34.13	29.00	15.00	174.13
Stipends & Scholarships						
Board Stipend- President	0.00	0.00	0.00	0.00	0.00	2,150.00
Board Stipend- President Elect	0.00	0.00	0.00	0.00	0.00	3,936.63
Board Stipend- Sec & Treas	0.00	0.00	0.00	0.00	0.00	3,754.25
Committee Chair Stipend	0.00	1,500.00	0.00	0.00	0.00	3,749.03
Chapter Leadership Institute						
Board Member-CLI	0.00	0.00	0.00	0.00	0.00	1,945.20
President Elect-CLI	0.00	0.00	0.00	0.00	0.00	105.00
Total Chapter Leadership Institute	0.00	0.00	0.00	0.00	0.00	2,050.20
Quest Scholarship	0.00	0.00	0.00	0.00	0.00	2,000.00
Scholarships-Non Board	0.00	0.00	0.00	0.00	0.00	1,980.42
Total Stipends & Scholarships	0.00	1,500.00	0.00	0.00	0.00	19,620.53
Visitor Hospitality	0.00	0.00	0.00	0.00	179.76	179.76
Void	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	2,662.86	4,820.36	893.20	3,159.79	5,337.67	46,614.47
Net Ordinary Income	1,312.14	14,434.64	13,961.80	13,190.21	-3,952.67	22,180.53
Other Income/Expense						
Other Income						
Interest Income	0.25	0.31	0.91	1.18	1.39	6.83
Total Other Income	0.25	0.31	0.91	1.18	1.39	6.83
Net Other Income	0.25	0.31	0.91	1.18	1.39	6.83
Net Income	1,312.39	14,434.95	13,962.71	13,191.39	-3,951.28	22,187.36

3:44 PM

03/08/16

Cash Basis

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

	Apr '15 - Feb 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	22,025.00	0.00	22,025.00	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	47,725.00	-47,725.00	0.0%
Total Annual Sponsorship	49,975.00	47,725.00	2,250.00	104.7%
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	4,070.00	3,420.00	650.00	119.0%
Seminars	3,150.00	3,600.00	-450.00	87.5%
Total Education	7,220.00	7,020.00	200.00	102.8%
Membership Dues	5,025.00	6,025.00	-1,000.00	83.4%
Salary Survey	5,875.00	6,000.00	-125.00	97.9%
Total Income	68,795.00	67,570.00	1,225.00	101.8%
Gross Profit	68,795.00	67,570.00	1,225.00	101.8%
Expense				
Bank Service Charges/Paypal	722.85	1,800.00	-1,077.15	40.2%
Board Expenses				
Advertising and Promotion	0.00	0.00	0.00	0.0%
Board Meetings	452.50	550.00	-97.50	82.3%
Board Retreat	123.36	100.00	23.36	123.4%
Total Board Expenses	575.86	650.00	-74.14	88.6%
Business Partner Expenses				
Business Partner Expo				
A/V Rental	1,122.60			
Deposits	0.00	0.00	0.00	0.0%
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%
BP Events				
Holiday Party	691.89			
Meet & Greet	209.35			
Vendor Appreciation Party	2,233.61	3,500.00	-1,266.39	63.8%
Total BP Events	3,134.85	3,500.00	-365.15	89.6%
Total Business Partner Expenses	6,518.33	14,100.00	-7,581.67	46.2%
Chapter Logo Supplies	0.00	0.00	0.00	0.0%
Communications				
Author Incentives	0.00	0.00	0.00	0.0%
Committee Meetings	0.00	0.00	0.00	0.0%
Designer Fees	0.00	0.00	0.00	0.0%
Maintenance	175.00	1,500.00	-1,325.00	11.7%
Monthly Fee	1,200.00	1,200.00	0.00	100.0%
Total Communications	1,375.00	2,700.00	-1,325.00	50.9%
Community Challenge Expenses	0.00	250.00	-250.00	0.0%
Education Costs				
Audio Visual	395.15	250.00	145.15	158.1%
Chapter Monthly Lunches	7,406.19	5,350.00	2,056.19	138.4%
Food	45.55			

3:44 PM
03/08/16
Cash Basis

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

	Apr '15 - Feb 16	Budget	\$ Over Budget	% of Budget
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	0.00	479.70	100.0%
Total Education Costs	8,326.59	9,200.00	-873.41	90.5%
Insurance				
Fidelity Bond Premium	190.00	190.00	0.00	100.0%
Total Insurance	190.00	190.00	0.00	100.0%
Managing Partner Breakfast				
MP Speaker	777.54			
MP Venue & Food	3,150.85			
Managing Partner Breakfast - Other	0.00	750.00	-750.00	0.0%
Total Managing Partner Breakfast	3,928.39	750.00	3,178.39	523.8%
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	733.00	-430.93	41.2%
Total New Member Functions	302.07	733.00	-430.93	41.2%
Salary Survey Costs	4,500.00	4,500.00	0.00	100.0%
Small Firm Group	174.13	229.00	-54.87	76.0%
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%
Visitor Hospitality	179.76			
Void	0.00			
Total Expense	46,614.47	64,230.00	-17,615.53	72.6%
Net Ordinary Income	22,180.53	3,340.00	18,840.53	664.1%
Other Income/Expense				
Other Income				
Interest Income	6.83	4.00	2.83	170.8%
Other Income	0.00	0.00	0.00	0.0%
Total Other Income	6.83	4.00	2.83	170.8%
Net Other Income	6.83	4.00	2.83	170.8%
Net Income	22,187.36	3,344.00	18,843.36	663.5%



March 10, 2016 Board Meeting COMMITTEE REPORTS

BUSINESS PARTNER RELATIONS COMMITTEE – Ana Helton

- **Our collections** for the registration this year are great – to date we have collected \$50,000 and are getting another \$2,000 in the next week. This is almost 20% increase from last year’s collections (\$44,100).
- **Location for the Expo** - we decided to go with the Intercontinental Stephen F. Austin. Linda Siegert was able to get a great quote from Four Seasons, but the dates did not work. I am going to discuss with our committee a possibility of securing a spot with Four Seasons for the 2017 Expo in the next couple of months.
- **Date for the Expo** – September 22. I just received a confirmation from Bonnie Zook that speakers are available for that date.
- **Format of the Expo** – lunch, Expo, educational session, happy hour. We also decided to invite all of the BPs to join the educational session and talking about a possibility of opening the Expo lunch to all BPs for an additional price.
- **Theme for the Expo** – “Live Music Capital of the World”

COMMUNITY RELATIONS COMMITTEE – Mike McDearmon

Our volunteer work day at Urban Roots Farm will be on Saturday, March 26 from 8:30 – 11:30 am.

We will be led in the fields by Urban Roots Staff and youth Interns and our work will involve a variety of farm tasks such as weeding, harvesting and processing vegetables that will be donated to local food pantries or sold in farmers markets around Austin.

Following our work, we will have a group lunch and enjoy some time socializing. This is Easter weekend, what a wonderful time to give back to our community.

We still need 6 volunteers. Please invite a fellow administrator or two. We need 20 volunteers, to date we have the following...

Christine Giles -- Roger Stafford (spouse)

Ana Helton -- Stephen John Helton (son)

James Cornell

Marti Lozano & daughter



Joan McClendon

Mike Virga

Kelly Barker

Diana Stangl & Carey Stangl (daughter)

Mike & Brenda McDearmon

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 – Dea McCart

No report at this time.

MEMBERSHIP COMMITTEE – Chassidy Deckard

No report at this time.

COMMUNICATIONS COMMITTEE – Holly Monceaux

Communication Committee has worked with PaperStreet to update the membership registration page, they incorporated the PayPal links directly into the page. PaperStreet also created a database for us to have better reporting. So far this seems like it is working well and we will begin work with PaperStreet on the business partner registration page.

Holly and Summer continue to work together to transition the chair responsibilities.

STRATEGIC ALLIANCES COMMITTEE – Kelly Barker

The Capital Area Paralegal Association reached out via their member Cathie Martin to request we help promote their annual membership drive to the paralegals within our offices. Summer Jurrells stood and made this announcement at the February Lunch and Learn. At the March Lunch and Learn Cathie Martin was our guest.

SMALL FIRM GROUP – Christine Giles

No report at this time.

Memo

To: Austin Chapter ALA Board
From: Allen Odom
Date: March 10, 2016
RE: Salary and Benefits Survey

Overview

The viability and utility of our chapter's salary and benefits survey has been a topic discussed in board meetings and on emails with various officers occasionally over the last several months. Budget time seems as good as any to summarize some of the issues facing the board and to put forward the questions of whether we wish to continue the survey and, assuming we do, whether we should seek to modify our expectations on the income side of the budget or otherwise adjust our approach to the survey.

With Regard to the Budget

I have confirmed with our vendor that if we do not make any substantial changes to the form or administration of the survey, we should not expect an increase in the cost to the chapter. Right now, the cost of compiling the survey is \$4,500 annually. On the income side, I know we fell short of our goal of \$6,000 in 2014-2015, and I am unsure where we finished in 2015-2016, although I am fairly certain things improved. I can discern no real rhyme or reason why we do worse some years and better others, and I believe we have a definite ceiling on income associated with the survey. Therefore, assuming we continue the survey, I would recommend budgeting 2016-2017 income at an average of the 2014-2015 and 2015-2016 actuals.

Of course, if the officers wish to increase the price of the survey, we might well be able to increase the income projection. We certainly would lose some sales, but we could message the increase as the first in several years (assuming that is accurate), and it might be that the sales we would lose are not ones we count on anyway. I think most folks who buy the survey year to year will continue to do so. For what it's worth, no one ever complains to me about the cost of the survey. They either buy it or don't. I don't think we would sell many more copies by reducing the price, so I would not advocate taking that measure.

Survey Viability

We generally struggle with survey participation and therefore have a small sample size for most positions/categories. Our vendor defines a small sample size as fewer than five responses in any one category, while we have opted to define it as fewer than two. Our vendor would suppress results for any category in which fewer than five firms respond, while we do not suppress results as long as two or more firms respond. Our vendor is closer to a best practice on this issue than we are, but we have adopted our result suppression methodology in order to make sure we report results for most categories. If we adopted the vendor's recommended methodology, we would

report results in far fewer categories (i.e. strike many positions and benefit categories from the survey report).

The fact that adopting the vendor's more stringent recommended standard would eliminate information for a number of positions altogether is an indication that currently we come pretty close to compromising confidentiality in under-reported categories. Obviously, it begs the question whether we need to revise the list of included positions substantially. Is the staffing of law firms changing so dramatically that many historically standard positions are going away and others (perhaps some we do not survey, even if that's simply a failure to clearly articulate them) are becoming more prevalent?

Because it has proven difficult for us to increase participation above a certain threshold no matter what steps we take, the big questions are: (1) Is the survey really something we should continue to do?, (2) Are our members truly getting valuable information?, and (3) If we want to continue the survey, don't we at least have to question whether the low participation is a function of perceived lack of utility of the survey? Maybe we're not being responsive enough to staffing changes in the marketplace.

Generally, a lower number of responses reduces the usefulness of the information reported and – more importantly – makes it easier to identify (or guess) particular participant information. Very few people complain about this issue (or anything like it), but I think that's more because the issue is not on folks' radar, rather than that they do not care about it. I think this is perhaps the most serious issue facing the officers as they choose whether to continue the survey.

National ALA Survey Opportunity

Recently, I reviewed and commented on the revenue share opportunity national ALA presented to chapters regarding its compensation and benefits survey. The opportunity is too dense to fully express here, but it basically involves us promoting the national survey in a variety of ways for some measure of revenue sharing and presumably is open to us and/or will be open to us in the future. I don't believe it makes sense for us now, but it could in the future.

Over the last few years I have heard how great and easy to use our survey is, but I have not heard the same regarding the national survey. Also, I have dealt with the national organization's often extremely slow review of our survey, which is a requirement and has the effect of interfering with our survey rollout, as well as the confusion arising from our members receiving dueling solicitations from the chapter and national folks to complete the two surveys.

I don't see how the national folks could contemplate the promotion process working effectively for them without it having a detrimental effect on participation in and purchase of our chapter survey. In other words, I think our interests as a chapter with a thorough and simple-to-use survey relevant to our legal community are adverse to those of the national ALA. I don't see how we can promote their survey without diminishing ours.

Recommendation

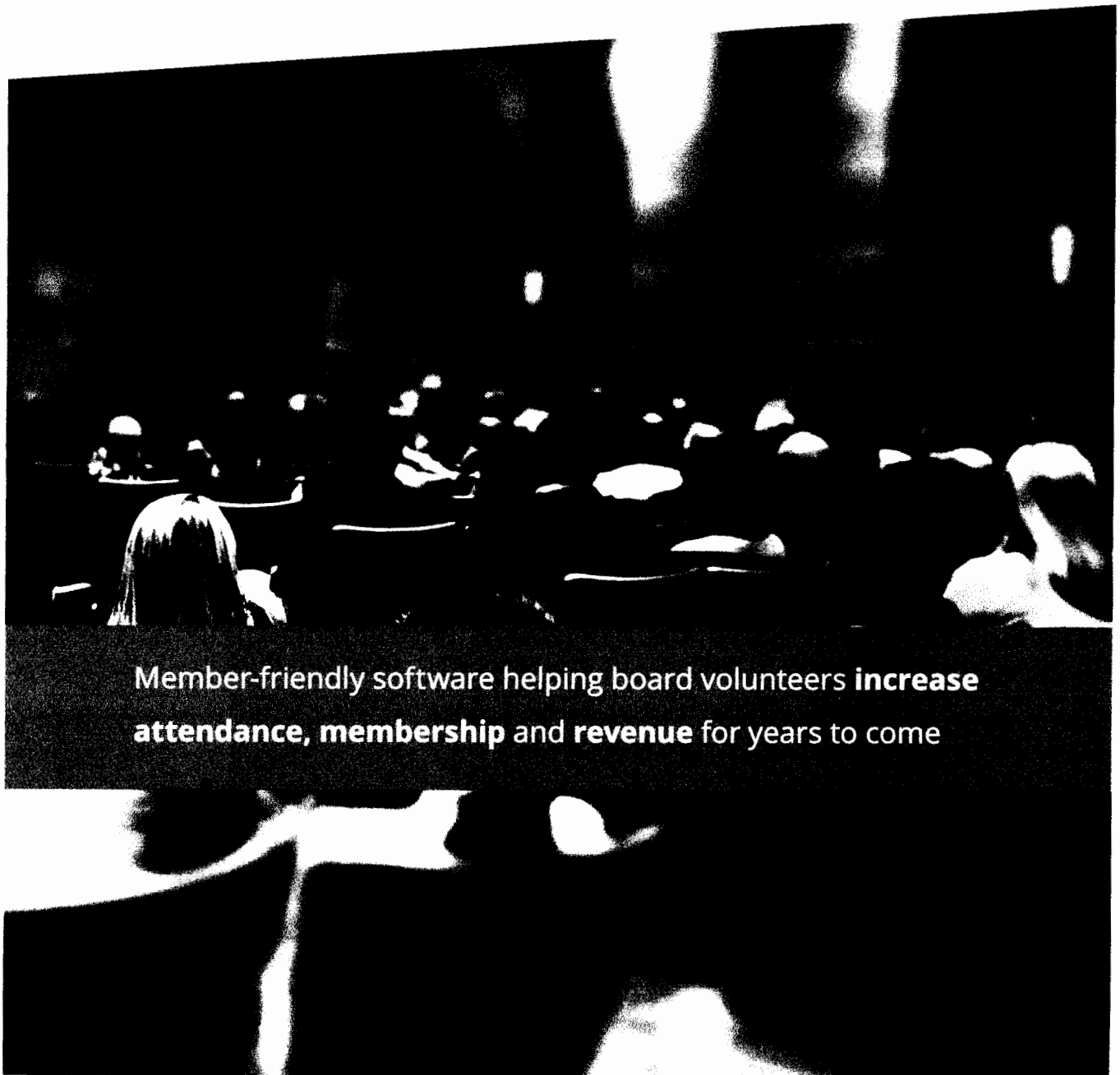
I think our chapter members still rely on our survey to make informed decisions regarding compensation and benefits in the Austin legal market. Right now, we do not lose money on the survey, although we do not make as much as we would like. Perhaps there are additional low-cost options open to us to promote greater participation in the survey, which appears to directly correlate with greater sales. Concerns about the participation/sample size of the survey are legitimate and should be considered seriously. As I do not see many readily available options for ensuring a larger sample size, I think the officers must take an annual “gut check” on whether concerns about survey utility and confidentiality lead them to the conclusion that the survey is no longer worth pursuing. For now, I would recommend continuing the survey.





StarChapterTM

Association Management Made Easy



Member-friendly software helping board volunteers **increase attendance, membership and revenue** for years to come

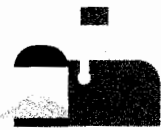
Benefits



Event Registration

Manage the complete event registration cycle in one place.

With just few clicks set up event registration pages, set ticket prices, email invitations, track registration, print badges, and manage walk-ins.



Email Communication

Use the data in the software to **send out newsletters, event invitations, surveys, dues reminders, welcome messages** in just minutes.



eCommerce

Add a secure online store to your website to sell sponsorships, chapter merchandise, event tickets or dues to grow the organization's revenues.



I'm not a real technical person, but StarChapter has made it easy! The staff is great to work with and always has been quick to respond with answers to my questions. I'd recommend StarChapter to anyone looking for a user-friendly website platform for their organization."

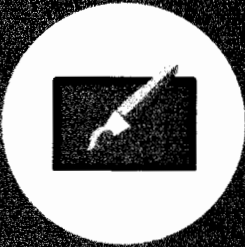
— *Board, PRSA Central Iowa*

Member-Friendly Software for **Successful Chapters**



Membership Management

Keep member and non-member data accurate at all times. StarChapter allows you to group records for better organization, segment for email campaigns, and restrict access to content.



Website & Content Management

Get everything your members need right out of the box, including many types of content management tools such as blogs, forums, member spotlight, forms, and job board.



Board & Management

Special tools and reports to help different administrators on the board perform their jobs, such as president, treasurer, membership chair, and communication chair.

Grow Your Organization.
Schedule a Live Demonstration Today.

starchapter.com/demo

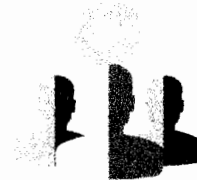


Support to Grow Your Organization



Dedicated StarChapter Specialist (DSS)

Your setup project will kick off with a Dedicated StarChapter Specialist (DSS), an experienced guide to help set up your StarChapter service, coordinate the project, and train you and your board.



Ongoing Board Training

Get unlimited access to our ongoing board training webinars to help you get the most out of the software, or schedule a dedicated training when the board changes.

“The service we get from the StarChapter Support team is outstanding. Our members are proud to promote our chapter website now, which wasn’t always the case! Thanks StarChapter, you’ve helped us up our game over the past two years.”

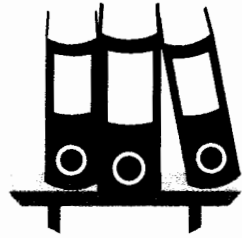
— Board, PMI Oklahoma City

**90 Day
Satisfaction
Guarantee***

StarChapter **believes in your success.** If you’re not satisfied within the first 90 days, **we’ll issue a refund for your subscription fee.**

*Does not apply to LITE

Increase Attendance, Membership, and Revenues



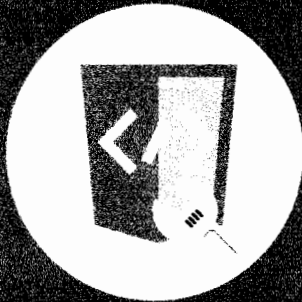
Self-Help Knowledgebase

Type in your question and get the answer in seconds, with a library of knowledgebase articles, user guides, and video tutorials. Whether you're the membership chair or treasurer, we have the answer for you.



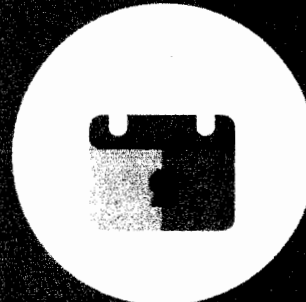
Technical Support

Contact StarChapter Support Team by opening a support ticket through the 24/7 live ticket administration system built right into your software or by calling our ticket administrators.



Development and Upgrades

We're always listening to our customers and implementing new features on a frequent basis based on your needs and latest research.



Security & Stability

Privacy and PCI compliance are important when running a website. Our service employs industry standard security provisioning and is housed in SSAE-16 (formally SAS-70) compliant facilities.

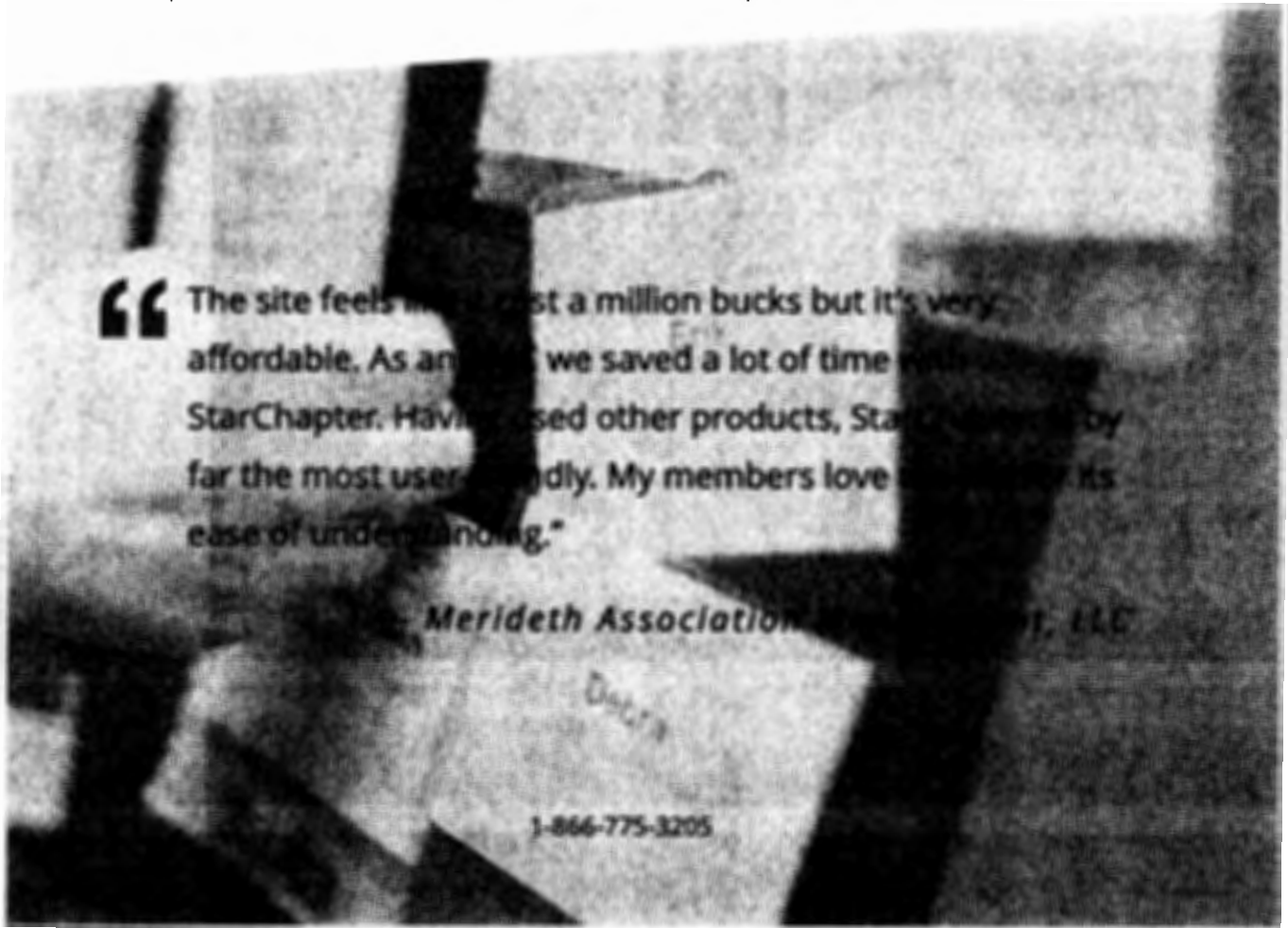
Our Mission is to **Help Local Board Leaders**

StarChapter is a member-friendly association management software (AMS) that combines event registration, membership management, website design, email communication, and eCommerce solutions.

We serve local association chapters across the United States and Canada, and work directly with local chapter leaders, national associations, association management companies (AMCs), and other membership-based organizations.

Organizations that use StarChapter continuously increase membership rates, attendance at events, and revenues for years to come, even when boards change. Our software includes responsive and customized website layouts, and Dedicated StarChapter Specialists who set up your service and routinely train board members or paid admins who manage the organization. StarChapter frequently enhances and develops more features and services to fit the needs of our customers.

We offer special tools for different board members to better perform their tasks, from the president to the communications chair as well as paid admins and AMCs.



“ The site feels like it cost a million bucks but it's very affordable. As an admin we saved a lot of time with StarChapter. Having used other products, StarChapter is by far the most user friendly. My members love it for its ease of understanding.”

Merideth Association, LLC

1-866-775-3205