



Austin Chapter of the Association of Legal Administrators
BOARD MEETING MINUTES
April 13, 2017 11:30 AM to 1:00 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Called to Order: 11:40 a.m.

Members present: Diane Dettmann, Summer Jurrells, Tina Terrian, Holly Pulido, Mike Virga, Diana Stangl, Dea McCart, Ana Helton, Christine Giles

Members not present: Allen Odom, Natalie Low

2. Interim e-mail decisions: None.
3. Approval of January Board Meeting minutes (see attachment)- Motion to approve minutes by Holly Pulido with Mike Virga seconding the motion. Minutes are approved.
4. Treasurer's Report for March (see attachment)- Reviewed by Board.
5. Upcoming due dates, deadlines and responsibilities
 - a. April 30, 2017 – Christine Giles, Secretary, submit minutes to headquarters and upload to Star Chapter
 - b. April 30, 2017 – Tina Terrian, Chair, Education Committee, submit Educational Summary Report to Headquarters
 - c. Deadline not yet set – Audit of Chapter Financials for fiscal year ending 3/31/17
 - d. Deadline to be researched – Holly Pulido, Treasurer, prepare and file Chapter Form 990-EZ for Fiscal Year ending 3/31/17
6. Upcoming Educational Opportunities and Events
 - a. April 18, 2017 – Swing Into Spring, UFCU Disch–Falk Field (UT Stadium)
 - b. April 27, 2017 – Monthly Luncheon; Headliners
 - c. May 12, 2017 – Small Firm Roundtable, Austin Bar, Bluebonnet Room
 - d. May 25, 2017 – Monthly Luncheon

7. Old Business

- a. President's Award of Excellence accepted by Diane Dettmann at Annual Conference.
- b. Swing Into Spring registration and general updates. (Ana Helton) Currently there are 31 registrants (17 Business Partners and 14 members). BP Committee elected to buy beer bottles for self-service because having a bartender would significantly increase the cost. Drink tickets will still be provided to encourage moderation, but consumption will be on the honor system. The last invitation will be emailed on Monday.
- c. Update on Chapter membership renewals. (Various members presented as Natalie Low was absent at a new member welcome lunch with Jerry Moffitt.) All members have now paid. Since the Membership Committee report was written, Jerry Moffitt has become an official Chapter member. Ana Helton will request an updated roster from Natalie for distribution to Business Partners, per BP package requirements.
- d. SBOT Table Staffing- Dallas, June 22-23, Hilton Anatole (Diane Dettmann) The Chapter purchased a table with the Dallas and Ft. Worth Chapters. If anyone is interested in manning the table they will let Diane know as soon as possible.
- e. Setup Chapter communication schedule. To reduce overwhelming members with lots of communication, each Committee is to prepare a list of their preferred communications and present to Mike Virga, Communications Chair. He will consolidate and provide recommendations to streamline.
- f. Donation to Silent Auction. At time of meeting it was not clear if the package sold. If it did not, the hotel suite certificate will be returned to the Intercontinental (in the hopes they will generously re-gift it to the Chapter for another use) and the other certificates will be used for member giveaways at future events.

8. New Business

- a. Budget- finalize and approve. (Holly Pulido) The budget was discussed extensively and not approved. Revisions will be sent out for interim discussion and hopefully will be approved at the May meeting.
 - i. Clarification of the "estimated Cash on Hand" calculation: it is based on the budget.
 - ii. Although historically the Chapter ends most years under budget, the Board is being very conservative on budgeting Stipends. As that is typically where the budget comes in under, the Chapter will probably not come in as much under budget this year as last year.

- iii. Stipends were reduced: Diana Stangl relinquished her CLI stipend and one at large stipend was cut. Summer Jurrells pointed out that, per further review of the new Chapter By-Laws, the Past President is an Officer and should get the same stipend as Secretary and Treasurer, rather than being at the Committee Chair level. Board also agreed to start with one application scholarship and see how that is received before deciding how the others will be awarded.
 - iv. Chapter Supplies/Logo \$450 was spent in last budget year but will be kept for future discretionary use.
 - v. Proposal to change the Dart Bowl event to be the summer social, allowing reduction of that budget to \$1500.
 - vi. Diana Stangl offered her firm offices for Holiday Party, which would allow that budget to be reduced to around \$850.
- b. Best Practices compilations. (Christine Giles) Pursuant to the discussion at the Board Retreat about easing leadership transitions, each Committee and Board Member should create best practices and procedure documents and submit to the Secretary. Secretary will act as custodian and determine a place on the Star Chapter website to maintain the documents for easy access.
 - c. Volunteers for chapter audit. Dea McCart and Diane Dettmann were selected.
 - d. Interest in setting up Star Chapter board training. (Mike Virga) Mike Virga attended the general Star Chapter training and felt it was inadequate. He will research what is involved in getting a training tailored to the Chapter specifically. Members should submit questions to him in advance so the trainer can be prepared to address those items specifically. Diana Stangl suggested the training should be recorded for future use.

9. Committee Reports (see attached)

10. Open Business

- a. Diana Stangl and Community Relations Committee will be meeting later in April and discussion will include if the Chapter can partner with Volunteer Legal Services in some way.
- b. Christine Giles mentioned that the Small Firm Group expressed interested in reviving the Chapter's lending library.

11. Announcements and Adjourn at 12:52 p.m.

12. Next Board Meeting: May 11, 2017, at GDHM 11:30 am – 1:00 pm