



Austin Chapter of the Association of Legal Administrators
BOARD MEETING MINUTES
December 14, 2017 11:30 AM to 1:00 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Called to Order:

Members present: Summer Jurrells, Dea McCart, Tina Terrian, Holly Pulido, Christine Giles, Ana Helton, and by phone Diane Dettmann and Julie Smith.

Members not present: Diana Stangl, Mike Virga and Allen Odom.

2. Interim e-mail decisions: None.

3. Approval of November Board Meeting minutes (see attachment): Motion by Dea McCart, Second by Holly Pulido; passed.

4. Treasurer's Report for November (see attachment): As agreed at November Board Meeting, Holly released the unused stipends from liability. Currently we are projected to come out about \$7000 under budget.

Luncheon expenses were high on this report because we paid expenses for two months, including some speaker honorariums.

5. Upcoming due dates, deadlines and responsibilities:

- a. December 31, 2017 – Christine Giles, Secretary, submit October minutes to headquarters.
- b. December 31, 2017 – Tina Terrian, Chair, Education Committee, submit October Educational Summary Report to Headquarters.

6. Upcoming Educational Opportunities and Events:

- a. January 25, 2018- Monthly Luncheon; Headliners

7. Old Business:

- a. Nomination Committee Update: Diane Dettmann has begun soliciting nominations for committee members. The Board will select their appointment after we know the nominees. Diane hopes to have the committee formed and the nominations finalized in January.
- b. President's Award: Summer asks that all Board and Committee Chairs provide their annotated lists of tasks to her asap via email. She will review all and consolidate to a master list to determine if any tasks remain to be finished.
- c. Holiday party recap: Although the event was a success, we are seeking ideas about how to increase turnout at future events. Dea suggested holding next year's event over a long, late lunch at a restaurant that is more centrally located, even if we had to charge something for the food. Tina will check about if Headliner's has available space and what they charge for having a bar.

8. New Business:

- a. Planning for Annual Meeting:
- b. Chapter fundraiser to buy gifts for sponsored kids: We collected enough to fulfill the wish lists; Summer shopped for and wrapped the gifts. Tina suggested we post something on the website or newsletter.
- c. 2018 Educational Calendar: Tina went over the proposed dates; due to the Regional Conference in Austin in October, the Austin Expo has to be moved to August 18th and a regular monthly luncheon will be held on September 27th. Tina will update the calendar and distribute it.

9. Committee Reports (see attached):

Dea suggested that future Education Committee reports include the rating of the last speaker/event.

Ana advised that, in preparation for transitioning to Business Partner Committee Chair, Bobby Zamen will start attending Board Meetings and taking the lead on more planning.

Since the Membership Committee report was submitted, Julie Smith received confirmation that Cassidy Kennedy of Lloyd Gosselink will be joining the Chapter.

On December 13th, the Small Firm Group held its annual holiday lunch at Zax. There were 9 in attendance. Ana will send photographs to Mike Virga for publication in newsletters and on Facebook.

10. Open Business:

After a prior Board suggestion, Ana talked to Don Rogers about if he would be interested in taking photos of the incoming Board in exchange for his BP fee. He wanted

\$2000 or more, which would put him in a higher sponsorship level. The Board agreed this was not the best use of Chapter funds and we would prefer to do something that would benefit members at large.

Holly suggested we ask if he might be interested in getting his Silver (\$675) sponsorship for free in exchange for having a photo booth at the next expo. He could take pictures at the booth and sell them to members at a discounted rate, perhaps \$50 per headshot. Ana will approach him with the idea.

11. Announcements & Adjourn: 12:12 p.m.

12. Next Board Meeting: January 11, 2018



Treasurer's Report
11/30/2017

<u>Bank Account balances at end of statement period:</u>	Checking	\$28,808.14
	Money Market	\$61,170.29
	TOTAL	\$89,978.43

Monthly activity:

<u>Income:</u>	<u>\$23,470.00</u>
-----------------------	---------------------------

Future Income Business Partner	\$18,875.00
Lunch/Expo income:	\$ 750.00
Membership Dues:	\$ 45.00
Salary Survey:	\$ 3,800.00

<u>Outgo:</u>	<u>\$3,874.82</u>
----------------------	--------------------------

Luncheon Expenses:	\$3,166.70
Post Office Box Lease & Keys:	\$ 191.00
Checks for Operating Account	\$ 148.74
Facebook & Website Fee:	\$ 105.00
Survey Expenses (gift card)	\$ 130.95
New Member Lunches:	\$ 96.59
Bank & Credit Card Fees:	\$ 29.84
Small Firm Group:	\$ 6.00

Cash Flow (current):	\$19,595.18
-----------------------------	--------------------

Cash Flow (minus Future Income):	\$720.18
---	-----------------

Budget and Cash Flow Planning:

- Attached are the Business Partners who signed up in November that made up the \$18,875 income.

10:01 AM

12/14/17

Cash Basis

Austin Chapter - Association of Legal Administrators
Transaction Detail By Account
 November 2017

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Annual Sponsorship									
Totebag Sponsorship									
Deposit	11/15/2017	2259	momentum Search Partners	2 of 2 Order		Future Budge...	500.00	500.00	500.00
Total Totebag Sponsorship								500.00	500.00
Silver									
Deposit	11/15/2017	7	JPM Enterprises, Inc.	BP CC Paye...		Future Budge...	675.00	675.00	675.00
Deposit	11/15/2017	1978	LawMed Insurance Group	BP CC Paye...		Future Budge...	675.00	675.00	1,350.00
Deposit	11/15/2017	2259	momentum Search Partners	1 of 2 Order		Future Budge...	675.00	675.00	2,025.00
Deposit	11/20/2017	6251	Move Solutions	BP CC Paye...		Future Budge...	675.00	675.00	2,700.00
Deposit	11/30/2017	18918	Shuart & Associates, Inc.	Deposit		General Oper...	675.00	675.00	3,375.00
Total Silver								3,375.00	3,375.00
Gold									
Deposit	11/16/2017	6293	ML&R Wealth Management	BP CC Paye...		Future Budge...	2,000.00	2,000.00	2,000.00
Total Gold								2,000.00	2,000.00
Diamond									
Deposit	11/15/2017	62	Technology Pointe	BP CC Paye...		Future Budge...	3,000.00	3,000.00	3,000.00
Deposit	11/15/2017	4936	Aquila Commercial LLC	BP CC Paye...		Future Budge...	3,000.00	3,000.00	6,000.00
Deposit	11/28/2017	1051	Canon Solutions, Inc.	BP CC Paye...		Future Budge...	3,000.00	3,000.00	9,000.00
Total Diamond								9,000.00	9,000.00
Platinum									
Deposit	11/15/2017	2162	Avison Young (USA) Inc.	BP CC Paye...		Future Budge...	4,000.00	4,000.00	4,000.00
Total Platinum								4,000.00	4,000.00
Total Annual Sponsorship								18,875.00	18,875.00
TOTAL								18,875.00	18,875.00

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

Black Numbers = Actual

Blue Numbers = projected/budgeted

Fiscal Year Ending 3.31.18	<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	1,350	675		2,000	250	550		18,875	8,000	9,000	5,950	4,000	50,650
Member Dues	2,075	75	250	625	375	350	200	45		500	1,075	4,800	10,370
Lunches & Seminars	650	490	990	880	910	1,330	630	750		1,800		650	9,080
Salary Survey							125	3,800		1,075			5,000
Chapter Retreat													0
Other	3	3	3	4	6	6	5		1	2	2	2	37
TOTAL REVENUE	4,078	1,243	1,243	3,509	1,541	2,236	960	23,470	8,001	12,377	7,027	9,452	75,137
Expenses													
Bank/Paypal Fees	53	17	19	82	17	52	32	30	200	100	100	100	802
Board												300	300
Strategic Alliances			325						250	175			750
Business Partner Expo				342	55	7,798					1,750		9,945
Vendor Parties (nonExpo)							2,040		250	100			2,390
Charitable Contributions		(500)			500						500	500	1,000
Logo Supplies												450	450
Community Challenge	0										300		300
Member Outreach/Networking	992			25	497				875		508		2,897
Communications	85	85	85	85	95	85	85	105	85	85		85	965
Monthly Luncheons	711	790	869	738				2,517		449			6,074
Education (excl. Mo. Meals)		150	750		0			650	1,000	2,000	1,000	1,350	6,900
Insurance			232										232
MP Breakfast									2,000	2,000		3,750	7,750
Miscellaneous						212		340	100	288		300	1,240
Stipends & Scholarships	10,278	1,175		-13			4,968		2,228	5,149			23,785
CLI				949									949
New Member	31					173	49	97					350
Salary Survey				2,250			2,250	131					4,631
Small Firm Group		24			33		27	6		25		25	140
TOTAL EXPENSES	12,150	1,742	2,280	4,458	1,198	8,319	9,451	3,875	6,988	10,371	4,158	6,860	71,850
Profit (Loss)	(8,072)	(499)	(1,037)	(949)	343	(6,083)	(8,491)	19,595	1,013	2,006	2,869	2,592	3,287
Asset adj. (prepaids & AR)	(850)	85	85	85	85	85	85	85	85	85	85		0
Net cash flow	(8,922)	(414)	(952)	(864)	428	(5,998)	(8,406)	19,680	1,098	2,091	2,954	2,592	3,287
Beginning Checking balance	15,822	6,536	4,944	3,989	3,121	3,543	17,539	9,128	28,808	24,905	6,994	4,946	
Transfer (to) from MM	0				0	20,000			(5,000)	(20,000)	(5,000)	5,000	
Ending Checking balance	6,536	4,944	3,989	3,121	3,543	17,539	9,128	28,808	24,905	6,994	4,946	12,536	12,536
Money Market balance	79,968	81,146	81,148	81,152	81,158	61,165	61,170	61,170	66,171	86,173	91,175	86,177	86,177
Total Cash in Hand	86,504	86,090	85,137	84,273	84,701	78,704	70,298	89,978	91,076	93,167	96,121	98,713	98,713
												Under (Over) Budget	7,149.21

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

Fiscal Year Ending 3.31.18	<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	1,350					800		25,000	6,000	18,000	2,500	4,000	57,650
Member Dues	2,075	125								500	1,075	4,800	8,575
Lunches & Seminars	650		1,100	800	1,000	1,300	1,000	1,000		1,200		650	8,700
Salary Survey							3,000	2,000					5,000
Chapter Retreat													0
Other	3	0	1	1	1	1	1		1	2	2	2	15
TOTAL REVENUE	4,078	125	1,101	801	1,001	2,101	4,001	28,000	6,001	19,702	3,577	9,452	79,940
Expenses													
Bank/Paypal Fees	53	97	50	20	50	130	50	550	200	100	100	100	1,500
Board					100							300	400
Strategic Alliances		250				250			250				750
Business Partner Expo						9,095					1,750		10,845
Vendor Parties (nonExpo)							2,750		250	100			3,100
Charitable Contributions		(500)				500					500	500	1,000
Logo Supplies												450	450
Community Challenge	0										300		300
Member Outreach/Networking	1,092				1,500						408		3,000
Communications	85	85	85	110	85	85	85	85	85	85		85	960
Monthly Luncheons	711	750	750	750	750	750	750	750		789			6,000
Education (excl. Mo. Meals)		500		1,000	100	2,000	1,000	540	1,000		1,000		7,140
Insurance					190								190
MP Breakfast						750		2,000				5,000	7,750
Miscellaneous			60			500			100			300	960
Stipends & Scholarships	10,278	1,175		5,750		6,080	8,474						31,757
CLI				2,000									2,000
New Member	31		100			100	69	250					550
Salary Survey						2,500	2,500						5,000
Small Firm Group		25		25		25		25		25		25	150
TOTAL EXPENSES	12,250	2,382	1,045	9,655	2,775	22,015	15,678	4,200	1,885	1,099	4,058	6,760	83,802
Profit (Loss)	(8,172)	(2,257)	56	(8,854)	(1,774)	(19,914)	(11,677)	23,800	4,116	18,603	(481)	2,692	(3,862)
Asset adj. (prepays & AR)	(850)	85	85	85	85	85	85	85	85	85	85		0
Net cash flow	(9,022)	(2,172)	141	(8,769)	(1,689)	(19,829)	(11,592)	23,885	4,201	18,688	(396)	2,692	(3,862)
Beginning Checking balance	15,460	6,436	4,263	9,403	10,633	13,943	9,114	7,521	11,406	10,606	9,292	8,894	
Transfer (to) from MM	0		5,000	10,000	5,000	15,000	10,000	(20,000)	(5,000)	(20,000)			
Ending Checking balance	6,436	4,263	9,403	10,633	13,943	9,114	7,521	11,406	10,606	9,292	8,894	11,584	
Money Market balance	79,968	79,968	74,969	64,970	59,971	44,972	34,973	54,973	59,974	79,976	79,978	79,980	
Total Cash in Hand	86,404	84,232	84,373	75,604	73,915	54,086	42,494	66,379	70,580	89,269	88,872	91,564	

**Stipends & Scholarships
2017-2018 Fiscal Year**

Board Stipends - President	Cap	Spent	Declined	Liability
International	1,750.00	1,750.00	-	-
Regional	1,000.00	1,000.00	-	-
Total	2,750.00	2,750.00		-

Board Stipends - President Elect	Cap	Spent	Declined	Liability
International	2,000.00	1,454.81	545.19	- <i>relinquished remainder of Denver funds</i>
Regional	2,000.00		2,000.00	-
Total	4,000.00	1,454.81	2,545.19	-

These are guidelines. As long as expenses for each event are reasonable the allocation between the two may be adjusted.

Board Stipends - Secr /Treas/Past Pres	Cap	Spent	Declined	Liability
Secretary	2,000.00	1,474.18	525.82	-
Treasurer	2,000.00	2,000.00		-
Strategic Alliances/Past Pres.	2,000.00	2,000.00		-
Total	6,000.00	5,474.18	525.82	-

One event of their choice.

Committee Chair Stipends	Cap	Spent	Declined	Liability
Business Partner	1,750.00	1,554.81	195.19	-
Communications	1,750.00	1,551.91	198.09	- <i>relinquished remainder of Denver funds</i>
Community Relations	1,750.00	1,750.00		-
Compensation	1,750.00		1,750.00	- <i>declined</i>
Education	1,750.00		1,750.00	- <i>declined</i>
Membership	1,750.00		1,750.00	-
Total	10,500.00	4,856.72	5,643.28	-

President-CLI	1,000.00	-	1,000.00	- <i>declined</i>
Pres Elect-CLI	1,000.00	949.30	50.70	- <i>relinquished remainder of funds</i>

Board Members/Chairs-CLI	Cap	Spent	Declined	Liability
Secretary	750.00		750.00	- <i>declined</i>
Treasurer	750.00		750.00	- <i>declined</i>
Business Partner	750.00		750.00	- <i>declined</i>
Communications	750.00		750.00	- <i>declined</i>
Community Relations	750.00		750.00	- <i>declined</i>
Compensation	750.00		750.00	- <i>declined</i>
Education	750.00		750.00	- <i>declined</i>
Membership	750.00		750.00	- <i>declined</i>
Strategic Alliances/Past Pres.	750.00		750.00	- <i>declined</i>
Total	6,750.00	-	6,750.00	-

Scholarship-Prior Year	Cap	Spent	Declined	Liability	Expiration
Zook	1,750.00		1,750.00		10/31/2017
Virga (to use for CLI)	1,750.00		1,750.00		12/31/2017
Nielsen	1,200.00	1,200.00			12/31/2017
Spring Seminar - Ann Jacobson	1,200.00	1,200.00			12/31/2017
Total	5,900.00	2,400.00	3,500.00	-	

Quest Scholarship	-	-	-	<i>None in 2017</i>
Scholarships-Non Board	Cap	Spent	Liability	<i>Removed 1 Apply Scholarship</i>
Apply #1	1,750.00		1,750.00	
Apply #2	1,750.00		1,750.00	
Giveaway Expo	1,200.00		1,200.00	
Attendance Award - give at Annual meeting	1,200.00		1,200.00	
Total	5,900.00	-	5,900.00	

For any reasonable expenses related to an ALA conference, including registration, hotel, travel and food.

Member Registration Fees	Cap	Spent	Liability
#1			
#2			
Total	-	-	-

Pay full early bird registration to any 1 ALA event.

Total Stipends & Scholarships	43,800.00	17,885.01	20,014.99	5,900.00	23,785.01
Difference from budget (should be zero)	-				

These are guidelines. As long as expenses for each event are reasonable:

Recipients of multiple stipends may shift allocations between events

Recipients attending the same event may pool their stipends

Board should offer forfeited scholarships to others if the budget permits

Awards should have expiration dates assigned, generally to be used by the next International event but at the discretion of the Board

Unused amounts are forfeited

Austin Chapter - Association of Legal Administrators
Profit & Loss
November 2017

	Nov 17
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Totebag Sponsorship	500.00
Silver	3,375.00
Gold	2,000.00
Diamond	9,000.00
Platinum	4,000.00
	18,875.00
Total Annual Sponsorship	18,875.00
Education	
Monthly Lunch Receipts	750.00
	750.00
Total Education	750.00
Membership Dues	45.00
Salary Survey	3,800.00
	23,470.00
Total Income	23,470.00
Gross Profit	23,470.00
Expense	
Bank & Credit Card Fees	29.84
Communications	
Maintenance	20.00
Website Monthly Fee	85.00
	105.00
Total Communications	105.00
Education Costs	
Audio Visual	162.39
Lunches - Monthly meetings	2,354.31
Speakers-all except MP Bkfst	650.00
	3,166.70
Total Education Costs	3,166.70
Miscellaneous Expense	
Other	148.74
Post Office Box	191.00
	339.74
Total Miscellaneous Expense	339.74

4:52 PM
12/06/17
Cash Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
November 2017

	<u>Nov 17</u>
New Member Functions	
New Member Lunches	96.59
Total New Member Functions	<u>96.59</u>
Salary Survey Costs	130.95
Small Firm Group	6.00
Total Expense	<u>3,874.82</u>
Net Ordinary Income	<u>19,595.18</u>
Net Income	<u><u>19,595.18</u></u>

4:51 PM

12/06/17

Cash Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of November 30, 2017

	<u>Nov 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	
General Operations (Unreserved)	4,419.25
Future Budget Income Reserve	18,875.00
Community Relations	500.00
Education Reserve	-500.00
Monthly Lunches Reserve	1,459.74
MP Breakfast Reserve	3,296.69
Retreat Reserve	850.00
Salary Survey Reserve	-130.95
Stipend Reserve- Board & Chairs	38.41
Total Frost Bank Checking	<u>28,808.14</u>
Frost Money Market	
MM General Reserves	20,510.06
MM BP Events Reserve	6,645.00
MM Charitable Reserve	1,000.00
MM Communications Reserve	960.00
MM Education Reserves	7,140.00
MM MP Breakfast Reserve	4,453.31
MM Retreat Reserve	1,133.00
MM Salary Survey Reserve	1,250.00
MM Stipend Reserve - CLI	1,050.70
MM Stipend Reserve - Board & Ch	6,422.03
MM Stipend Reserve - Quest & No	10,601.00
Frost Money Market - Other	5.19
Total Frost Money Market	<u>61,170.29</u>
Total Checking/Savings	<u>89,978.43</u>
Other Current Assets	
Prepaid Expenses - Star Chapter	255.00
Total Other Current Assets	<u>255.00</u>
Total Current Assets	<u>90,233.43</u>
TOTAL ASSETS	<u><u>90,233.43</u></u>

4:51 PM

12/06/17

Cash Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of November 30, 2017

	<u>Nov 30, 17</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Other Current Liability	750.00
Total Other Current Liabilities	<u>750.00</u>
Total Current Liabilities	<u>750.00</u>
Total Liabilities	750.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	81,346.35
Net Income	-5,192.45
Total Equity	<u>89,483.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>90,233.43</u></u>

4:54 PM

12/06/17

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
November 2017

	<u>Nov 17</u>
OPERATING ACTIVITIES	
Net Income	20,595.80
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Expenses - Star Chapter	85.00
Accounts Payable	<u>-1,000.62</u>
Net cash provided by Operating Activities	<u>19,680.18</u>
Net cash increase for period	19,680.18
Cash at beginning of period	<u>70,298.25</u>
Cash at end of period	<u><u>89,978.43</u></u>



December 2017 Board Meeting COMMITTEE REPORTS

BUSINESS PARTNER RELATIONS COMMITTEE – Ana Helton

2018 BP Registration:

- Platinum level – Sold (Avison Young)
- Diamond level – Sold (Aquila, Cannon & Tech Pointe)
- Gold level – only 1 left. New gold sponsors are: InterContinental Stephen F. Austin; Special Counsel, Cushman & Wakefield
- Silver level – 12 sponsorships are sold I need another 26 to sell in the next month.
- Total registered for \$39,100.

Bobby was working with the InterContinental and the best date for the 2018 EXPO is August 16, 2018. James verified that there are no conflicts with other chapters for that date (Alamo chapter has a chapter meeting on that date but I don't believe this will affect our Expo).

Business Partner Advisory Committee will have a meeting on December 19 at Bobby Zamen's office.

COMMUNITY RELATIONS COMMITTEE – Diana Stangl

Committee Members: Summer Jurrells, Mike McDearmon, Kelly Barker, Ana Helton, Marti Lozano, Joan McClendon, Jacquelin Bennett, James Cornell.

I am working with Urban Roots to get a day scheduled for us to volunteer next March. I hope to have that info available soon. Once I have that date, we will also be scheduling something with the Central Texas Food Bank again.

COMPENSATION & BENEFITS COMMITTEE – Allen Odom

Committee Members: Elaine Nielsen, Kerry Stigler, Deb Krutsinger, Summer Jurrells

Nothing to report at this time.

EDUCATION & PROGRAMS COMMITTEE – Tina Terrian

Committee Members: Summer Jurrells, Dea McCart, James Cornell, Diana Stangl, Bonnie Zook, Amanda Koplos, Karie Rivkin.

Nothing to report at this time.

MEMBERSHIP COMMITTEE – Julie Power Smith

Committee Members: Summer Jurrells, Christine Giles, Karie Rivkin, Laura Angle, Meg Land, Marti Lozano, Elaine Nielsen and Diane Dettmann

Nothing to report at this time.

COMMUNICATIONS COMMITTEE – Mike Virga

Committee Members: Summer Jurrells, Dea McCart, Holly Pulido, Karie Rivkin

Nothing to report at this time.

NOMINATING COMMITTEE – Diane Dettmann

The Email request for committee nominees went out and nominees are due back by December 22, 2017.

ROUND TABLE GROUP MEETINGS:

SMALL FIRM GROUP – Ana Helton & Christine Giles

Nothing to report at this time.