

**Minutes from the April Board Meeting of the Austin - Central Texas  
Chapter of the Association of Legal Administrators**

**April 17, 2003, 12:00 noon**

**Members Present:**

**Barbara Anderson-Carr, Elaine Bradbee, Edna Diaz, Bill Elkjer, Ann Jacobson, Tara McNeely, Vickie Mitchell, Debbie Roan, Becky Sandifer, Mary Smith, Angela Thorpe, Sam Williams. Terri Burleson, 2002-2003  
Treasurer**

**Item 1.**

**Reading/Approval of the Minutes:**

**The March Board Meeting Minutes were approved as written and submitted to the Board**

**Item 2.**

**Treasurer Report:**

**Chapter bank account balance as of March 31, 2003 was \$13,032.56. A Balance Sheet and Income Statement for the period as of March 31, 2003 are attached hereto and made a part of these minutes.**

**Item 3.**

**Committee Reports:**

**Membership Committee (Barbara Anderson-Carr):**

**More members are needed on this committee. Barbara reviewed her goals for the committee: prepare new member checklist, encourage committee membership, emphasize being active, assign mentor, develop new member orientation, provide feedback sheet to new members after three months, survey inactive members to gather information, increase number of new member luncheons to possibly every four months, explore working with other organizations such as TCBA.**

**Community Relations/Bar Activities (Ann Jacobson):**

**Their committee has met and is in the process of organizing their tasks. Chapter is signed up to sponsor lunch with Habitat on May 17th. Possible conflict with The University of Texas May graduation but final discussion resulted in that it would not be a problem. The Community Challenge event in October is still under discussion but they are considering working with a children's organization. They are also discussing teaming up with other**

organizations if bigger projects are under consideration.

**Education Committee (Debbie Roan):**

Reserved Austin Music Hall and La Zona Rosa for Educational Conference on August 21st. Committee is looking for a national speaker. Debbie also presented the two awards that were presented to the Austin Chapter at the national conference in San Diego, first place for Vendor Partnering and a Platinum Level President's Award.

**Vendor Relations Committee (Angela Thorpe):**

Edna Diaz reported that some of the business partners want to do special individual functions. The board discussed this issue and decided we should not allow this change and voted to continue with allowing participation for business partners in planned group events in order to be fair to all of them.

**Newsletter Committee (Elaine Bradbee ):**

Elaine asked for recommendations for vendor printing. One recommendation was Texas Star and it was indicated that their services might be complimentary. The newsletter should be mailed and put on the website.

**Website Committee (Sam Williams):**

Sam confirmed with Edna Diaz that ad rates were okay. There will be no major changes to the website. Sam would like to encourage more members to use the members' only section. There was a discussion on changing the logo. Sam will lead that initiative. One suggestion was the Austin skyline.

**Salary Survey Committee (Vickie Mitchell):**

Vickie was recruited to be the new chair after Keith Kindla resigned. JoAnn Seale has agreed to co-chair. They are considering getting an up front commitment from members to confirm participation in the salary survey. One suggestion was to ask members to give testimonials about their usage of the survey. There was a discussion regarding electronic salary surveys. Some chapters are already using that tool.

**Program Committee (Tara McNeely):**

This committee has not met yet. The next chapter meeting topic will be reviewing the ALA National sessions.

**Item 4.**

**New Business:**

(a)	Edna Diaz reported on the national issue of expanding the categories of membership and discussed the benefits of doing so and asked for the Board's opinion. The chapter presidents will vote on this issue. Edna Diaz is in favor of it.
(b)	Edna Diaz has requested that the ALA regional conference be held in Austin.
(c)	Everyone was reminded to use the ALA logo on all produced work.
(d)	Sam Williams reported on the joint retreat that is to be a collaboration between Houston, San Antonio and Austin. One possible location is in Corpus Christi.

**Item 5.**

**Adjourn:**

**The meeting was adjourned. The next Board Meeting will be Thursday, May 16, 2003 at 12:00 noon.**