

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

December 18, 2003, 12:00 noon

Members Present:

Edna Diaz, Mary Smith, Bill Elkjer, Barbara Anderson-Carr, Elaine Bradbee, Ann Jacobson and Elaine Burr

Members Not Attending:

Vickie Mitchell, Angela Thorpe, and Debbie Roan.

Item 1.

Reading/Approval of the Minutes:

The November Board Meeting Minutes were approved as written and submitted to the Board.

Item 2.

Treasurer Report: (Mary Smith)

Chapter bank account balance as of December 18, 2003 is \$7,820.92.

An additional \$10,000+ from the San Antonio and Houston chapters will be deposited shortly. These funds represent expense reimbursement from the joint retreat. All significant expenses for the year have been paid, so we expect the bank balance to be healthy through the end of this term. We will need to pay attention to building up our cash reserves until 2006 when we will host the regional conference.

A Balance Sheet and Income Statement for the period ending December 18, 2003 are attached hereto and made a part of these minutes.

Item 3.

Membership Committee: (Barbara Anderson-Carr):

Becky Longmore, Human Resources Manager from Brown McCarroll is our

newest member.

Barbara also reported that our article on the Austin Lawyer precipitated a call from a local attorney who needed bonus information for his administrator. The attorney purchased a copy of our salary survey as a result of his conversation with Barbara.

Invitations for the new member luncheon, scheduled for January 14, 2004, will be mailed after the Christmas holiday.

The committee continues to work on the membership handbooks, and will continue to take member photos at the January luncheon. They are also following up with Educational Seminar attendees by telephone.

Community Relations/Bar Activities: (Ann Jacobson)

There remains some gift shopping for the younger children at the Austin Children's Shelter. After that is completed, there are no additional plans for the committee except to focus on working on events with the Travis County Bar Association.

Program Committee: (Debbie Roan, not attending)

Edna Diaz reported for Debbie in her absence.

In January, our speaker will be an attorney who will discuss how we can work with law firms to get a better compensation package. Judy Anderson and Sam Williams will be our luncheon speakers for the February meeting. They will be making a presentation on diversity.

Education Committee: (Debbie Roan, not attending)

Edna Diaz reported for Debbie in her absence.

The next half-day educational seminar will be held on Thursday, March 25, 2004 at the Community Room on the 8th Floor in One Congress Plaza. David Mitchell, Ph.D. will speak on career enthusiasm.

Vendor Relations Committee (Angela Thorpe, not attending)

Edna Diaz reported for Angela in her absence.

The Palmer Events Center has confirmed August 19, 2004 as the date for next year's Educational Seminar/Vendor Expo. The contract has been signed and the proof of insurance has been accepted. We paid a deposit in the amount of \$1,350.00. Our Seminar and EXPO is listed on the Austin

Convention Center's website Calendar of Events.

Angela sent the "thank you vendors" article to the Travis County Bar Association on November 17, 2003. She has not received confirmation that the article has been published yet.

The 2003 Seminar and Expo Reconciliation was submitted on November 19, 2003. The net proceeds of the event were \$18,614.59.

Angela followed up with vendors who were late delivering door prizes to the winners. Both have now been delivered.

Angela summarized the vendor surveys. Most comments were positive. Vendors who had negative comments about the facility, electricity, or parking will be more satisfied with the Palmer Events Center next year.

The Vendor Appreciation Happy Hour will be taking place in the spring at the Lounge in Spaghetti Warehouse. Angela would like feedback from the Board on an acceptable date.

Website Committee: (Elaine Burr)

The website has moved to a new hosting site, Internet Media Works!. We will start to expand the site and add features not possible before.

Other plans to polish the site include sizing all of the member photos to a uniform size, and to work on a new way to display the vendor ads for next year.

Newsletter Committee: (Elaine Bradbee)

The newsletter is ready to be mailed this week. Most of the articles were written by members, and the newsletter is twenty-four pages in length.

Our printer recommended that we purchase QUARK software in order to produce the newsletters on our own. The cost is about \$850, but avenues are being explored for possibly acquiring it at a discount. The Board approved the purchase of QUARK software.

Salary Survey Committee: (Vickie Mitchell)

We sold another copy of the salary survey thanks to Barbara Anderson-Carr and the article in The Austin Lawyer. We have six more copies available for sale.

Becky Shafer agreed to chair the Salary Survey Committee next year.

Item 4.

New Business:

Chapter Logo - The new chapter logo project needs some help from the Board. Our graphic designer needs some ideas from us on what we would like to see. Edna Diaz downloaded several pages of graphics from Google to get the Board started thinking about what might be suitable. The Board will take some time and make comments about the graphics provided, and submit their comments to Edna within a few days.

Bill Elkjer suggested a yellow rose theme, perhaps a yellow rose superimposed on the Texas flag or on a graphic of the state of Texas.

Nominating Committee – The Nominating Committee is comprised of five members:

- The immediate Past-president (Bill Elkjer);**
- Three members elected by the chapter. An e-mail ballot will be circulated to the membership; and,**
- One appointed by the Board of Directors. The Board considered appointing Clay Singleton. If he declines the appointment, the Board will appoint JoAnn Seale. If she declines, the Board will discuss additional names.**

Committee Succession Planning – Edna Diaz polled the attending members on whether or not they would like to serve another term. Mary Smith is willing to continue as the Treasurer, and Elaine Burr is willing to continue as Secretary and Chair of the Website Committee. Elaine Bradbee needs more time to think about another term as chair of the Newsletter Committee. Ann Jacobson is willing to serve as President-elect as well as Community Affairs Committee chair. Barbara Anderson-Carr will be President and she has asked Debra Nicklaus to serve as chair of the Membership Committee.

Our February chapter meeting will be our annual meeting where the slate of officers will be voted upon.

Chapter Awards Submissions – Edna Diaz will send copies of last year's award submissions to each committee chair as a guideline for submission preparation. She will collect the submissions at the end of January. Meanwhile Debbie Roan will be available to guide and critique the entries.

Item 5.

Old Business:

No old business

Item 6.

Adjourn:

The meeting was adjourned. The next Board Meeting will be held Thursday, January 15, 2003.