

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

May 15, 2003, 12:00 noon

Members Present:

Bill Elkjer, Elaine Burr, Angela Thorpe, Vicki Mitchell, Barabara Carr-Anderson, Penny Arnold, Ann Jacobson

Item 1.

Reading/Approval of the Minutes:

Due to the resignation of Becky Sandifer, there were no minutes read at this meeting.

Item 2.

Treasurer Report: (Mary Smith)

Chapter bank account balance as of May 15, 2003 was \$9,345.73.

A Balance Sheet and Income Statement for the period ending May 15, 2003 are attached hereto and made a part of these minutes.

Item 3.

Committee Reports:

Community Relations/Bar Activities: (Ann Jacobson)

Ann reported that the committee is exploring sponsoring a function with the Austin Children's Shelter as the Chapter's project for the Community Challenge Weekend.

Members of the chapter were going to assist in serving the noon luncheon for the Legal Build Volunteers working at the Habitat for Humanity project on May 17.

Education Committee (Debbie Roan):

Debbie was not present, but she had forwarded information about the August Education Seminar. The speaker will be Connie Merritt.

Membership Committee: (Barbara Anderson-Carr):

Barbara reported that the committee has arranged the new member luncheon which will be held on June 4.

Newsletter Committee: (Ellen Bradbee)

No report.

Program Committee:

No report

Salary Survey Committee: (Vicki Mitchell)

The committee has met and is beginning the process for this year's survey.

Vendor Relations Committee (Angela Thorpe)

The invitation and letters are being finalized for emailing to the vendors the week of May 24. The committee consists of nine members and each member will be assigned a number of vendors to contact.

Website Committee: (Elaine Burr)

There was nothing specific to report. The site is continually being upgraded with information.

Item 4.

Adjourn:

The meeting was adjourned. The next Board Meeting will be Thursday, June 19, 2003.