

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

November 13, 2003, 12:00 noon

Members Present:

Barbara Anderson-Carr, Vickie Mitchell, Mary Smith, Bill Elkjer, Angela Thorpe and Elaine Burr.

Members Not Attending:

Edna Diaz, Elaine Bradbee, Ann Jacobson, and Debbie Roan.

Item 1.

Reading/Approval of the Minutes:

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

Item 2.

Treasurer Report: (Mary Smith)

Chapter bank account balance as of November 13, 2003 is \$21,799.50.

All Board members who attended the Region 4 conference in Albuquerque have been reimbursed for their expenses.

A Balance Sheet and Income Statement for the period ending November 13, 2003 are attached hereto and made a part of these minutes.

Item 3.

Membership Committee: (Barbara Anderson-Carr):

Gina Jorgensen, Tammy Sullivan, and Martha Olsen have recently joined, bringing our total membership to eighty-five. Our membership represents sixty-eight firms or companies.

The Membership Committee will meet on November 18 to make plans for the next new member luncheon tentatively scheduled for January. The committee is continuing to work on the membership binders.

Community Relations/Bar Activities: (Ann Jacobson, not attending)

Barbara Anderson-Carr reported for Ann in her absence.

The Community Challenge Weekend event held on October 26 which benefited the Austin Children's Shelter was very successful. Nine chapter members participated as well as one vendor, Cindi Johnson. There were twelve children from the Austin Children's Shelter and three staff members who attended.

The supplies are currently being purchased for the pre-school aged children of the Austin Children's Shelter and will be delivered to the shelter by the Committee before the end of November. Chapter members donated a total of \$290 toward the purchase of these gifts.

A brief summary and photo of the event have been submitted to National for inclusion in the Community Challenge Weekend booklet that is being prepared for distribution. Kelly Barker is working on the follow-up article for the newsletter and the web site.

Program Committee: (Debbie Roan, not attending)

Barbara Anderson-Carr reported for Debbie in her absence.

Judy Anderson and Sam Williams will be our luncheon speakers for the January meeting. They will be making a presentation on diversity.

Our Chapter Holiday Party will be at the Kathy Womack Gallery at 411 Brazos on Thursday, December 4, 2003 from 5:30 pm to 7:30 pm. Invitations will be sent on Monday, November 17, 2003. There will be refreshments (appetizers/ drinks) and a CD gift exchange similar to last year.

Education Committee: (Debbie Roan, not attending)

Barbara Anderson-Carr reported for Debbie in her absence.

The Education Committee has scheduled our next half-day educational seminar on Thursday, March 25, 2004. David Mitchell, Ph.D. has agreed to be our speaker. His topic will be Career Enthusiasm: How Do You Measure Up? His presentation is generally about three hours long and the session

goals include the following:

- 1. Develop a clear assessment of your current career status;**
- 2. Learn techniques on how to reinvigorate your career or begin designing your next career; and**
- 3. Learn tools to help assess the career enthusiasm of co-workers, along with ways to encourage them.**

Dr. Mitchell's fee is \$1,500 plus \$250 for travel expenses. He has family in Austin so he will not need to be reimbursed for lodging expenses.

More information on Dr. Mitchell is available on his website, www.corporateer.com.

Debbie has tentatively secured the Community Room on the 8th Floor in One Congress Plaza for the March 25th seminar. Debra Priorie with Ajilon Legal mentioned that they would like to be one of the sponsors for the lunch portion of the seminar. If we are able to secure one more sponsor for the event, the cost to the chapter will be minimal.

Bill Elkjer mentioned that Furniture for Business is interested in being a sponsor for one of our events. He will contact them.

Vendor Relations Committee (Angela Thorpe)

The Vendor Relations Committee has reserved Exhibit Hall #2 at the Palmer Events Center for the 2004 Vendor Expo. The space is almost double the size of the Austin Music Hall and it will accommodate 127 10 ft. by 10 ft. booths.

Meeting Rooms 1, 2 and 3 have been reserved for the Educational Seminar portion of the day. While this facility is significantly larger than La Zona Rosa/Austin Music Hall, the cost is less.

Angela will be checking to make sure that we have sufficient insurance coverage for this event.

A few remaining details from the 2003 expo will be addressed in the coming weeks. Angela needs to verify the total expenses with Debbie Roan, and she needs to summarize the vendor surveys. She will also follow up with vendors who have not delivered the door prizes to the winning chapter member(s). It was suggested that next year, all prizes will need to be on site on the day of the Expo.

Angela will be following up on the Travis County Barr Association's e-newsletter which will include a Thank you to our participating vendors. She

would like to notify the vendors when this has been done.

The Vendor Appreciation Happy Hour will be taking place in the spring. The Board decided to continue to hold this event at the Spaghetti Warehouse.

Website Committee: (Elaine Burr)

When Elaine submitted her name as the administrative contact registered at Network Solutions, she received notice that our domain name registration was past due. She registered the domain name for another three years.

The contract with Internet Media Works for web hosting services is ready to be mailed. Once they receive the contract and payment for the set-up fee and the first month's hosting, we can start moving content to their servers.

The new members have been added to the website and they have been invited to join the list serve. They have also been given their user names and passwords for the Members Only section.

Some photos from the Region 4 conference have been added to the website, and more are planned.

Newsletter Committee: (Elaine Bradbee, not attending)

No report.

Salary Survey Committee: (Vickie Mitchell)

The salary survey is in its 2nd printing and 8 copies have been sold for a profit of \$1,200. We have 7 copies left to sell. In addition, we got a refund of \$100 from Wheeler & Co. for the amount collected over our contract price.

For 2003's survey, we had a 63% participation rate.

Item 4.

New Business:

No new business.

Item 5.

Old Business:

Retreat. There have been a few people who have dropped out of the retreat. The Board decided that the people who had been assigned to room with them will not be charged the \$50 premium for a private room.

A few vendors have donated prizes that will be used as gambling winnings. The Board decided to add three \$50 gift certificates from Borders to the prize pool.

Item 6.

Adjourn:

The meeting was adjourned. The next Board Meeting will be held Thursday, December 18, 2003.