

**Minutes from the February Board Meeting
of the Austin – Central Texas Chapter
Association of Legal Administrators**

February 19, 2004, 12:00 noon

Members Present:

Edna Diaz, Mary Smith, Bill Elkjer, Barbara Anderson-Carr, Ann Jacobson, Debbie Roan, Vickie Mitchell, Elaine Bradbee, and Elaine Burr.

Members Not Attending:

Angela Thorpe

Item 1. Reading/Approval of the Minutes:

The January Board meeting minutes were approved as written and submitted to the Board.

Item 2. Treasurer Report: (Mary Smith)

The Chapter bank account balance as of February 18, 2004 is \$17,635.90.

All sponsorship checks for the Managing Partner breakfast have been deposited, but we have not received an invoice from the Austin Club yet. It is expected that sponsorship monies will cover most, if not the entire cost of the event.

A Balance Sheet and Income Statement for the period ending February 18, 2004 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Barbara Anderson-Carr)

The Membership Committee recently welcomed its 12th new member since April 1, 2003. They will meet in March to finish and plan to distribute the new membership notebooks. They will continue to take member photos at upcoming monthly luncheons.

Debra Nicklaus will chair the Membership Committee for the 2004-2005 term.

Community Relations/Bar Activities: (Ann Jacobson)

The gifts have been purchased and donated to the Austin Children's Shelter. Some photos were taken to commemorate the event in our newsletter and on the

website.

Program/Education Committee: (Debbie Roan)

The 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.

The plan is to charge \$30 for chapter members to attend the seminar. Debbie is meeting with Ajilon this week and will ask for a sponsorship for the event. She will try to get sponsorship money from other vendors as well.

In April, Cheryl Watrobka from Iron Mountain will speak about records management. We will encourage chapter members to invite their Records Managers as guests for this luncheon.

Vendor Relations Committee (Angela Thorpe, not attending)

Edna Diaz reported for Angela in her absence.

The Vendor Relations Committee met on February 9, 2004. The committee lost three members recently and would appreciate help to recruit three new members to take their place. The committee posed for a group photo for the website in anticipation of an expanded vendor area on our site. They also reviewed and approved the committee's activity description.

The Vendor Appreciation Happy Hour is set for April 29, 2004 at the Spaghetti Warehouse.

Booth pricing for the 2004 vendor fair has been approved at the following levels:

Platinum	\$3,000.00
Speaker	\$3,000.00
Gold	\$1,600.00
Silver	\$ 750.00
Bronze	\$ 400.00

With the change in venue, we anticipate having more gold sponsorships than in years past.

Website Committee: (Elaine Burr)

Judging for the website awards is currently taking place, so no major changes to the site are expected.

We are looking for some acceptable, non-copyrighted music to add to the

website, and we continue to add member photos and information as it becomes available.

Newsletter Committee: (Elaine Bradbee)

Karie Pilcher is working with the new Quark software for newsletter production. She has agreed to chair the Newsletter Committee for 2004-2005, but Elaine Bradbee will cover for her during her maternity leave.

The next newsletter is due in March. Elaine requested committee reports from each committee chair.

Salary Survey Committee: (Vickie Mitchell)

A few copies of the second printing of the salary survey are still available. Vickie asked Elaine Burr to update the website to reflect this information.

Item 4. New Business:

Nominating Committee Report: The Nominating Committee has nominated Barbara Anderson-Carr as President, Ann Jacobsen as President-Elect, Mary Smith as Treasurer, and Elaine Burr as Secretary for the 2004-2005 term. The nominations will be announced at the February luncheon meeting and a vote will take place via e-mail.

Board Retreat: No date has been set for the Board Retreat at this time.

Listserve Guidelines: The Board felt that guidelines for the listserve were needed. Edna Diaz obtained permission from Jan Waugh to use the ALA President's listserve guidelines as a guide in developing our chapter listserve guidelines.

Edna and Elaine Burr worked on producing a document for the Board to review. With minor changes, the Board approved the guidelines to be distributed to the membership and to be made a part of each new member's packet.

Chapter Logo: The Board reviewed the logo samples obtained from the graphic artist. They managed to trim the list to three which will be submitted to the chapter for approval.

Item 5. Old Business:

No old business.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting will be held Thursday, March 18, 2004.

ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet

As of February 18, 2004

	Feb 18, '04
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	17,635.90
Total Checking/Savings	17,635.90
Total Current Assets	17,635.90
TOTAL ASSETS	17,635.90
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	-296.97
Net Income	4,603.34
Total Equity	17,635.90
TOTAL LIABILITIES & EQUITY	17,635.90

ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2003 through February 18, 2004

	Apr 1, '03 - Feb 18, '04
Ordinary Income/Expense	
Income	
Education Seminars	1,900.00
Joint Chapter Retreat	350.00
Law Firm Leadership Breakfast	1,500.00
Legal Resource Fair	33,600.00
Meeting Receipts	4,984.00
Membership Dues	

03-'04 Membership Dues	1,725.00
Total Membership Dues	1,725.00
Miscellaneous Income	290.00
Mtg Vendor Handout Fees	200.00
Newsletter Ads	175.00
Salary Survey	1,500.00
Sponsorships	
Joint Retreat	3,150.00
Sponsorships - Other	150.00
Total Sponsorships	3,300.00
Total Income	49,524.00
Expense	
Chapter Meeting	
Lunches	5,237.61
Total Chapter Meeting	5,237.61
Chapter Retreat	8,177.37
Community Challenge Expenses	718.92
Community Development	172.85
Continuing Leadership Institute	
President - CLI	750.00
President Elect-CLI	508.98
Total Continuing Leadership Institute	1,258.98
Education Seminar	
Lunches	1,946.60
Other	300.00
Speakers	3,683.10
Total Education Seminar	5,929.70
Insurance	
Fidelity Bond Premium	125.00
Total Insurance	125.00
Law Firm Leadership bkfst exp	46.96
Legal Resource Fair Expenses	
Facilities	7,541.47
Other	3,382.01
Total Legal Resource Fair Expenses	10,923.48
Miscellaneous Expense	
Gifts	918.45
Other	192.96
Total Miscellaneous Expense	1,111.41
New Member Functions	381.64
Newsletter	866.78
Parties	
Holiday Party	1,773.14
Total Parties	1,773.14
Regional Conference	
Board Members	5,862.00

Members at Large-Reg Conf	1,500.00
Total Regional Conference	7,362.00
Salary Survey Expense	-484.00
Vendor Appreciation	578.49
Website	776.19
Total Expense	44,956.52
Net Ordinary Income	4,567.48
Other Income/Expense	
Other Income	
Interest Income	35.86
Total Other Income	35.86
Net Other Income	35.86
Net Income	4,603.34



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THE Source of Legal Management Information and Knowledge