



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



July 2004
**Minutes from the June Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

July 15, 2004, 12:00 noon

Members Present:

Barbara Anderson-Carr, Ann Jacobson, Karie Pilcher, Debra Nicklaus, Pamela Smith, Angela Thorpe, Mary Smith, Edna Diaz, Debbie Roan and Elaine Burr.

Members Not Attending:

Becky Shafer

Item 1. Reading/Approval of the Minutes:

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

Item 2. Treasurer's Report: (Mary Smith)

The Chapter bank account balance as of July 15, 2004 is \$32,870.92.

We have received a number of Vendor Expo checks recently. We are current on deposits and expenses.

A Balance Sheet and Income Statement for the period ending July 15, 2004 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Debra Nicklaus)

We currently have 84 members. The four new members since last month are Cheney Anderson, Gerald Heep, Chris Sims and Linda Smith. Our 85th member is pending – we are waiting for Becky Vragel's membership to National to be approved.

The Committee is preparing a mass mailing to administrators from area law firms inviting them to attend the Vendor Expo and Educational Seminar. The letters are due to go out by July 28. As a follow up, members of the committee will make follow-up phone calls to some of the administrators on the list. In reviewing last year's project, the committee learned that we added ten new members as a result of their membership drive.

Community Relations/Bar Activities: (Ann Jacobson)

The Bowling event is taking shape. Ann Jacobson distributed a copy of the Make-A-Wish Special Event Proposal and License Agreement to the Board for review. She asked that the Board members contact her via e-mail with any questions or concerns.

Program/Education Committee: (Pamela Smith)

Vendors are eager to sponsor our luncheons. We have more offers for sponsorship than we have available meetings. The question posed to the Board was whether to raise the sponsorship fee, or to double up on the sponsorships for each luncheon. The Board decided to allow two sponsors per luncheon rather than to raise the cost for a sponsorship in order to provide an economical way for smaller vendors to support the chapter.

Edna Diaz suggested that the committee members direct the vendors to our website where the list of vendor opportunities is posted. Ann Jacobson mentioned that the Bowling Event will be another opportunity for vendors to participate.

The Educational Seminar is quickly approaching. Meeting rooms to accommodate up to 100 attendees have been reserved. Negotiations with the speaker are under way with regard to her fee and a selection of topics.

Pamela asked for help to create a catchy title for the presentation. Mary Smith suggested a play on a reality television program such as "Reducing the Fear Factor in Employment Law."

Angela asked that the speaker not close her presentation until 3:30 PM, and allow for questions and answers for another 15 minutes to allow sufficient time for the vendors to have their booths set up and to attend a brief presentation.

Vendor Relations Committee (Angela Thorpe)

Angela reviewed the Vendor Opportunities list that is currently posted on the website. The Board discussed minor edits and Angela will provide a revised copy to Elaine Burr to post on the site.



The 2003 Vendor Expo Participants are currently listed on the website as are photos of last year's booths.

The committee has added a "type of service" field into the vendor database. These fields have been completed for most of the vendors. Edna Diaz offered to contact the rest and ask them what type of service they provide.

Forty-four booths have been sold. We have one Speaker, one gold, sixteen silver and 26 bronze. We still need to sell the Platinum sponsorship. Color schemes for the booths have been selected – black for the bronze booths, red for the speaker, gold for the gold booths and silver for the silver booths.

Newsletter Committee: (Karie Pilcher)

The Newsletter Committee is starting to work on the September newsletter. Deadlines for articles, ads, etc will be mid-August to allow time for editing, ad placement, and style enhancements.

Ann Jacobson offered to write an article on the Chapter Leadership Institute. Pamela offered to contribute a seminar recap. Angela suggested that a list of 2004 Expo participants make up the last page.

Print Logics has completed their commitment to print newsletters and the committee is looking for another source. Print Logics will be given credit on the website for their assistance in printing the newsletter.

Website Committee: (Elaine Burr)

The online Salary Survey project is not going to work this year. Testing the survey with a few volunteers resulted in valuable comments with regard to awkwardness and tedium in completing the online survey. The web hosting company indicated that they are working on an update that may be available for next year's project. Meanwhile, the 2004 survey will be on paper once again.

Elaine has been working with the Vendor Committee to update the vendor database and to develop the 2004 Vendor Expo Program.

Salary Survey Committee: (Becky Shafer, not attending)

Barbara Anderson-Carr reported for Becky in her absence.

The salary survey will be a paper survey again this year. After checking with the San Antonio chapter, it was determined that their method of conducting an on-



line survey would be cost prohibitive for our chapter. Barbara offered to poll the Chapter Presidents' listserv for other online survey suggestions for next year.

While the committee would have liked to develop a plan to get participants to pay ahead of time for an online survey, the procedure will remain the same as last year for the paper survey. The paper survey will not be mailed this year. The forms will be available exclusively on the website.

Debra Nicklaus suggested that potential participants receive a brightly colored postcard in the mail that would outline the download procedure.

Item 4. New Business:

Managing Partners Breakfast. We are beginning to plan the next Managing Partners breakfast for February, 2005. Barbara asked the Board members to poll their managing partners for possible topics and/or speakers.

Regional Conference Scholarship. Debbie Roan mentioned that our chapter won a regional conference sponsorship at the national conference. She suggested that we hold a drawing for all members who have never attended a regional conference. Edna indicated that the participants could be identified via email.

ALA National website membership. Debbie Roan announced that National would like to promote its members only section. She asked the Board to encourage users to register on the National website.

ALA Encyclopedia. The chapter owns an older version of the Encyclopedia under Bill Elkjer's id. The question posed to the Board is whether or not the chapter should pay the upgrade fee to obtain the latest version. The Board decided not to upgrade the CD at this time because of general uneasiness with sharing Bill's login id to use the encyclopedia. It may be of value to reconsider if a chapter license became available in the future.

Item 5. Old Business:

Chapter Retreat: The chapter retreat is scheduled for October 1, 2004 at the Guadalupe River Ranch. So far, twenty-five members have agreed to attend. Oce has agreed to sponsor the event at a \$500 level. The entertainment will most likely be a casino night, and the education will be something light like stress management or communication.



Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is rescheduled for August 12, 2004. (August 19, 2004 would be the normal meeting date, but there is a conflict with the Vendor Expo/Educational seminar.)



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS
CHAPTER
Balance Sheet
As of July 15, 2004

	<u>Jul 15, '04</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	
Account	<u>32,870.92</u>
Total	
Checking/Savings	<u>32,870.92</u>
Total Current Assets	<u>32,870.92</u>
TOTAL ASSETS	<u><u>32,870.92</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	<u>12,605.47</u>
Total Equity	<u>32,870.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>32,870.92</u></u>



ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2004 through July 15, 2004

	Apr 1 - Jul 15, '04
Ordinary Income/Expense	
Income	
Education Seminars	60.00
Legal Resource Fair	21,250.00
Meeting Receipts	2,106.00
Membership Dues	
04-'05 Membership Dues	825.00
Total Membership Dues	825.00
Mtg Vendor Handout Fees	200.00
Salary Survey	300.00
Total Income	24,741.00
Expense	
Chapter Meeting	
Lunches	2,378.68
Speakers	408.75
Total Chapter Meeting	2,787.43
Chapter Retreat	3,925.34
Education Seminar	
Other	75.00
Total Education Seminar	75.00
Legal Resource Fair Expenses	
Facilities	1,350.00
Total Legal Resource Fair Expenses	1,350.00
Miscellaneous Expense	
Other	805.87
Total Miscellaneous Expense	805.87
National Conference Scholarship	
President-National Conference	1,750.00
Silent Auction Items	223.50
Total National Conference Scholarship	1,973.50
New Member Functions	264.04
Postage and Delivery	16.48
Vendor Appreciation	
Parties	796.47
Total Vendor Appreciation	796.47
Website	151.55
Total Expense	12,145.68
Net Ordinary Income	12,595.32
Other Income/Expense	
Other Income	
Interest Income	10.15
Total Other Income	10.15
Net Other Income	10.15
Net Income	12,605.47

