



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators



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

**June 17, 2004, 12:00 noon**

**Members Present:**

Barbara Anderson-Carr, Becky Shafer, Ann Jacobson, Pamela Smith, Angela Thorpe, Mary Smith, Edna Diaz, Debbie Roan and Elaine Burr.

**Members Not Attending:**

Karie Pilcher, Debra Nicklaus.

**Item 1.      Reading/Approval of the Minutes:**

The May 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 June 17, 2004 is \$15,476.68.

All expenses have been paid and all checks have been deposited with the exception of two luncheon checks received in the mail today.

A Balance Sheet and Income Statement for the period ending June 17, 2004 are attached hereto and made a part of these minutes. (Attachments A and B)

**Item 3.      Committee Reports:**

Membership Committee: (Debra Nicklaus, not attending)

Barbara Anderson Carr and Elaine Burr reported for Debra in her absence.

We currently have 80 members. One new member's application is still in process. Once it is complete, Linda Smith will be our 81<sup>st</sup> member. Cheney Anderson, Lisa Danes and Jeanne Dupre have not paid their dues for 2004, so they have been removed from the membership database. Each of them has been contacted and has expressed interest in re-joining.

JoAnn McNeil has contacted most of the members whose photos do not appear on the website, and half of them have agreed to have their photos taken at next week's luncheon meeting. JoAnn will organize that project.

An email recently went out to all members asking for verification of their contact information. The project was a success in that several members pointed out address and other changes to their information.

As a result of this effort, we discovered that Gerald Heep has accepted the Controller's position at Gjerset & Lorenz. Gina Jorgensen has moved on to the Baker Botts Houston office as their controller. JoAnn will contact Gerald to get his membership reinstated.

The committee has just begun its membership drive for 2004. A mass mailing will be done to invite non-members to the annual Vendor Expo and Educational Seminar.

Community Relations/Bar Activities: (Ann Jacobson)

Shannon Athey recently joined the Community Relations Committee.

Ann has been in contact with Habitat for Humanity to see if we could participate at some level in the Legal Build again this year. Timing appears to be an issue. Habitat does not plan to have a project during our targeted time frame (summer).

As an alternative, the committee is looking into a KLRU phone-a-thon sponsorship where members would participate by answering phones.

Kelly Barker has been in contact with the Make-A-Wish Foundation to see if we could sponsor a bowling event where the proceeds would go to the Make-A-Wish Foundation. The foundation has a licensing agreement which will need to be reviewed before the committee goes forward with definite plans.

The bowling event would consist of chapter members getting people to sponsor them at a certain amount per pin. There is concern that our event would not raise enough money to sponsor a wish (\$5,000). Therefore, the committee hopes to invite vendors to participate. Two venues were suggested for this event – Dartbowl and the UT Student Union.



Program/Education Committee: (Pamela Smith)

Plans are in the works for the Educational Seminar in August. Angela provided information on the facility to Pamela to assist with the coordination of plans.

Pamela suggested that we raise the luncheon sponsorship to \$150 or \$175 from our current \$100 rate. Brett Lipsey is currently involved in getting vendor sponsorships for the monthly meetings, and he has found no resistance from vendors at the increased level.

A discussion followed with regard to allowing vendors to attend and/or speak at the monthly luncheons. One option (A) was to raise the fee to \$175 and allow the vendor to stay briefly before the meeting and to speak for five minutes before leaving. The other option (B) was to charge \$150 and not to allow the vendor to attend at all. While most vendors may agree to option (A) without a problem, the Board felt that many members might feel awkward if we do not offer the vendor a meal.

The Board voted for Option (B) and it passed.

Vendor Relations Committee (Angela Thorpe)

The Vendor Committee met on Friday June 11. They finalized the documentation for the Vendor Expo. Email invitations went out on June 14, and the committee has spent the past few days getting contact information corrections. Angela read the invitation letter to the Board. (See Exhibit C).

So far, Angela has received 6 registration forms, a few email confirmations and 1 check from Attorney Resource. Sphere Consulting has agreed to be the Speaker Sponsor again this year, but they have not yet paid.

The registration form, levels of sponsorship and the invitation information is on the website under the VENDORS link.

Amerisuites at the airport spoke with Angela and offered to provide a block of rooms at \$69 per night including breakfast for Expo and conference attendees. Since the chapter has a good relationship with the Stephen F. Austin, the Board did not think there was enough value to the Amerisuites offer.

Angela suggested that we use the back page of the fall issue of the newsletter to list all of the participating vendors, including their website address and a brief description of their organization.



Angela asked the Board if they wanted to be involved in the selection of the color scheme for the booths. The Board felt that the Vendor Committee should make that selection.

The Vendor Opportunities list is a work in progress. Angela has made excellent progress and she asked that all Board members send her a list of other opportunities where vendors can be involved with our chapter. Barbara asked Angela to email the information she has already to each of the Board members.

Newsletter Committee: (Karie Pilcher, not attending)

Barbara Anderson-Carr reported for Karie in her absence.

The newsletter will be going to the printer next Wednesday and will be mailed the following Monday.

Website Committee: (Elaine Burr)

Elaine has been working with Becky Shafer on the Salary Survey. She found a website [www.hostedsurvey.com](http://www.hostedsurvey.com) where she has begun entering the questions for the survey. She and Becky met this week to look at a sample.

She has also worked with the vendor committee to convert their WORD database to Excel for committee ease of use and to Access for ease of report generation.

Elaine reviewed the comments by the awards judges and is implementing some of the suggestions made, i.e. updating the NEWS section with news about new members, and upcoming events.

The work for the Salary Survey and the Vendor Expo will keep Elaine busy for the next several weeks.

Angela suggested that a link be created to a list of the 2003 EXPO participating vendors with statistics regarding the type of business.

Salary Survey Committee: (Becky Shafer)

Plans for this year's salary survey are in full swing. In addition to working with Elaine on the hosted survey idea, Becky received some information from Robert Matta regarding the on-line survey that the San Antonio chapter used last year. Fortune Net Enterprises conducted the survey and tabulated the results. Becky will follow up with Robert on the cost for this service. Edna reminded the Board that having a CPA tabulate the survey results lends a type of credibility that other organizations do not.



Becky also reported that the Denver chapter polled a number of other chapters nationwide on what they charge for their salary surveys. The results demonstrated that our survey is a bargain at \$75, and Becky proposed that we raise the fee to \$100 for participating firms and \$200 for non-participating firms.

If we choose to proceed with the online survey, we would require that participants submit payment to Wheeler & Co., who in turn would provide the link and passcode to access the survey. Most participants will be more likely to meet the deadline if they have prepaid. If some firms prefer to participate, but not receive a survey, an arrangement would be made with Wheeler to accommodate them.

Becky suggested that we place an ad to encourage participation in our survey in the Austin Lawyer. The cost would be \$125 for a one-eighth page ad. Barbara suggested that a committee member write an article for the Austin Lawyer explaining the benefits of survey participation. There should be no cost to submit an article.

**Item 4. New Business:**

**Joint Chapter Retreat:** Edna reported that the Houston chapter has decided not to participate in the retreat this year. San Antonio has not yet responded, but she suspects that they will agree to attend. Since there will be fewer attendees this year, the Board decided to go back to the Guadalupe River Ranch. Edna will contact them to make arrangements. We are looking at the weekends of September 17 or 24.

Vendor sponsorships for the retreat will allowed at the following levels:

- \$500 for two attendees, and
- \$1000 for 4 attendees.

**Item 5. Old Business:**

**Formal Audit of Chapter Books:** Wheeler & Co has been contacted to conduct the formal audit of the chapter's books. The cost will be \$500.

**Item 6. Adjourn:**

The meeting was adjourned. The next Board Meeting will be held Thursday, July 15, 2004.



## ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS  
CHAPTER  
Balance Sheet  
As of June 17, 2004

	<u>Jun 17, '04</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings Checking Account	<u>15,476.68</u>
<b>Total         Checking/Savings</b>	<u>15,476.68</u>
<b>Total Current Assets</b>	<u>15,476.68</u>
<b>TOTAL ASSETS</b>	<u><u>15,476.68</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	<u>-4,788.77</u>
<b>Total Equity</b>	<u>15,476.68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>15,476.68</u></u>



## ATTACHMENT B

### ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

#### PROFIT & LOSS

April 1, 2004 through June 17, 2004

	Apr 1 - Jun 17, '04
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Education Seminars	60.00
Meeting Receipts	1,296.00
Membership Dues	
04-'05 Membership Dues	525.00
Total Membership Dues	525.00
Mtg Vendor Handout Fees	100.00
Salary Survey	150.00
<b>Total Income</b>	2,131.00
<b>Expense</b>	
Chapter Meeting	
Lunches	1,535.05
Speakers	408.75
Total Chapter Meeting	1,943.80
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	750.12
Total Miscellaneous Expense	750.12
National Conference Scholarship	
President-National Conference	1,750.00
Silent Auction Items	223.50
Total National Conference	
Scholarship	1,973.50
Vendor Appreciation	
Parties	796.47
Total Vendor Appreciation	796.47
Website	37.89
<b>Total Expense</b>	6,926.78
<b>Net Ordinary Income</b>	-4,795.78
<b>Other Income/Expense</b>	
Other Income	
Interest Income	7.01
Total Other Income	7.01
<b>Net Other Income</b>	7.01
<b>Net Income</b>	<b>-4,788.77</b>



## ATTACHMENT C



Dear Vendor:

It's time for your 2004 Legal Vendor Expo!

The Austin-Central Texas Chapter of the Association of Legal Administrators has held very successful Legal Vendor Expos for the past five years. We believe the 2003 Expo was one of the most popular and well attended events in the twenty-six year history of our Chapter. We invite you to participate in the 2004 Expo. We expect to have representatives from more than sixty Greater Austin law firms in attendance.

The Expo will be held on August 19 at the Palmer Events Center immediately following our Summer Educational Seminar.

This Expo is for you! Our key objective is to provide you with the opportunity to reach as many of our members and guests as possible. The Expo helps achieve this goal by creating equally beneficial alliances between law firms and vendors serving the legal community. Our Chapter greatly appreciates your organization's support as it enables us to provide quality educational programs, products, and services to our members.

Attached is a Registration Form and the Levels of Sponsorship available for your consideration. These sponsorships are geared toward serving you and providing access to the audience who will benefit from your products and services.

Please complete the registration form and fax to me at [your fax] or Email to [your email]. I will call to confirm receipt of your registration form. If you have any questions, please call me at [your phone number].

Very truly yours,

Austin-Central Texas Chapter  
Vendor Relations Committee

