
**Minutes from the March Board Meeting of the
Austin □ Central Texas Chapter
Association of Legal Administrators**

March 18, 2004, 12:00 noon

Members Present:

Edna Diaz, Vickie Mitchell, Mary Smith, Bill Elkjer, Ann Jacobson, Barbara Anderson-Carr, Angela Thorpe, Elaine Bradbee, and Elaine Burr

Members Not Attending:

Debbie Roan

Item 1. Reading/Approval of the Minutes:

The February 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 March 18, 2004 is \$20,176.21. About half of the membership dues for 2004-2005 have been collected. We expect approximately \$2,500 more in dues within the next few weeks. Mary will send a second notice next week.

The question of pro-rating dues for recent new members arose recently. The policy has been to waive dues for members who join during January through March of the current year. Anyone who joins in the latter part of the previous year is liable for the full portion of the current year dues. The Board agreed that the policy should not be changed.

A Balance Sheet and Income Statement for the period ending March 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 15th new member since April 1, 2003. They will finish the new member notebooks shortly and they plan to distribute them at the March Educational seminar.

Community Relations/Bar Activities: (Ann Jacobson)

Current members of the committee have signed on for another term and they have added one new member for the upcoming year.

Program/Education Committee: (Debbie Roan, not attending)

Edna Diaz reported for Debbie in her absence.

Twenty people have committed to attend the Educational Seminar so far. We expect to have a total of forty attendees in all. Barbara Anderson-Carr will send a special invitation to the new members who have recently joined. Vendors will not be invited to this event.

A Program Committee chair has not been appointed yet. Barbara sent an e-mail appeal to a group of members who would be well suited for the position. Based on the response she receives, Board members will assist in encouraging someone to step up.

Vendor Relations Committee (Angela Thorpe)

The Vendor Relations Committee lost three members recently. Barbara will help to encourage the new members to join.

Invitation styles for the Vendor Appreciation Happy Hour were reviewed and the Board agreed on one. The event is set for April 29, 2004 at the Spaghetti Warehouse. Angela will include information about the date, location and booth pricing for the 2004 Vendor Expo with each vendor's invitation to help them prepare for this year's event.

At the Appreciation Happy Hour, Angela suggested that we project a slide show which will include photos from the 2003 Expo as well as information about 2004 event sponsorship levels. The Board agreed that this is a good idea to encourage participation.

Website Committee: (Elaine Burr)

The website is currently being updated to include the new logo and new color palette. It will go live on April 1, 2004 to correspond with the new Committees and Board Members. The vendor area will be expanded this year.

Newsletter Committee: (Elaine Bradbee)

The newsletter will be ready to go to the printer early next week and it should be out by the end of next week.

Karie Pilcher will be chairing the committee and Kelly Barker and Elaine Burr are new members.

Salary Survey Committee: (Vickie Mitchell)

No new information. Vickie Mitchell has done an outstanding job this year and the Board expressed their thanks.

Item 4. New Business:

Award: Edna Diaz reported that the Chapter earned a Gold Level of Excellence Award. Two areas that would help us to earn Platinum next year would be a program on Diversity and a study group for the CLM program. Edna Diaz will provide our incoming President, Barbara Anderson-Carr, with a link to download the Chapter Management Guide.

Chapter Logo: The Board reviewed pricing for new chapter sticker/appliqués featuring our Texas flag logo. The word ***Austin*** will be printed on the white stripe of the flag. Reagan Walker of Special Tees will provide the Board with a sample to review at the Board Retreat.

Item 5. Old Business:

Board Retreat: The Board Retreat will be held on March 30 at the Four Seasons Hotel.

Item 6. Adjourn:

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

ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS □ AUSTIN-CENTRAL TEXAS
CHAPTER

Balance Sheet

As of March 18, 2004

	Mar 18, '04
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	20,176.21
Total Checking/Savings	20,176.21

Total Current Assets	20,176.21
TOTAL ASSETS	20,176.21
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	-296.97
Net Income	7,143.65
Total Equity	20,176.21
TOTAL LIABILITIES & EQUITY	20,176.21

ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS

AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2003 through March 18, 2004

Apr 1, '03 - Mar 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	5,776.00
Membership Dues	
03-'04 Membership Dues	1,725.00
04-'05 Membership Oues	2,625.00
Total Membership Dues	4,350.00
Miscellaneous Income	290.00
Mtg Vendor Handout Fees	200.00
Newsletter Ads	175.00
Salary Survey	1,650.00
Sponsorships	
Joint Retreat	3,150.00
Sponsorships - Other	150.00
Total Sponsorships	3,300.00
Total Income	53,091.00

Expense

Chapter Meeting	
Lunches	6,100.41
Total Chapter Meeting	6,100.41
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
Post Office Box	126.00
Total Miscellaneous Expense	1,237.41
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	814.08
Total Expense	45,983.21
Net Ordinary Income	7,107.79
Other Income/Expense	
Other Income	
Interest Income	35.86
Total Other Income	35.86
Net Other Income	35.86
Net Income	7,143.65



ASSOCIATION OF LEGAL ADMINISTRATORS
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