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

May 13, 2004, 12:00 noon

Members Present:

Barbara Anderson-Carr, Debra Nicklaus, Ann Jacobson, Pamela Smith, Angela Thorpe, Mary Smith, Edna Diaz and Elaine Burr

Members Not Attending:

Karie Pilcher, Becky Shafer.

Item 1. Reading/Approval of the Minutes:

The April 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 May 13, 2004 is \$19,099.33.

Mary is holding the most recent luncheon check payable to the Headliners Club due to a discrepancy in the headcount for the meeting. Once the dispute is settled, the invoice will be paid.

A Balance Sheet and Income Statement for the period ending May 13, 2004 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Debra Nicklaus)

The new member luncheon is scheduled for June 9, 2004 at Haynes and Boone, 600 Congress Ave. Invitations will go out shortly.

Our newest prospective member is Shannon Athey from Munsch Hardt. Debra is verifying that Shannon is a member of National before updating the membership roster.

Community Relations/Bar Activities: (Ann Jacobson)

The committee met on April 23. Tasks were assigned to each member and they will meet again next week to review their progress.

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. Habitat's plans for the next few months are not clear and they will know more later this summer.

Ann has the ALA banner and she suggested that we look into purchasing two generic easel poster boards displaying our new logo to be used at ALA events. Edna Diaz suggested that the Exhibit Company or one of our other vendors may agree to do it for us at no cost. When we want to use them, we will borrow easels from member law firms.

Program/Education Committee: (Pamela Smith)

The committee met recently. While they lost Becky Longmore as a member, they added Brett Lipsey.

Speakers have been scheduled for all but a few of the meetings for the rest of the year:

Date	Speaker	Topic
May	John Sheley, STI Benefits	Health Insurance Benefit costs
June	ALA National conference attendees	Highlights of the annual conference
July		
August	Connie Cornell, Employment Law attorney	
September	Jack Gardner, Raymond James	Financial planning
October	Marie Watts, Marie Watts & Associates	Hippa
November		
December	Holiday party	
January	John Michalik	
February		
March	Educational Seminar	Communication

Brett Lipsey is currently involved in getting vendor sponsorships for the monthly meetings.

Vendor Relations Committee (Angela Thorpe)

Angela reported that the Vendor Appreciation Happy Hour attracted 71 attendees – 55 vendors and 16 members. None of the vendors expressed disappointment in the low member turnout, but it is an area that may need some attention. The cost for the event was \$800 - \$250 for the invitations and \$550 for the social hour.

The committee met last week to begin plans for the 2004 Vendor Expo. A master vendor database is being updated. A new field will be added to the spreadsheet indicating what type of business each vendor represents. While adding this field will add valuable information to the spreadsheet, it will also make it too large to be legible on legal size paper. Elaine Burr suggested that the spreadsheet be imported into Access to give us more flexibility with report generation. Vendor lists would be viewable and downloadable from the Members Only section of our website.

June 1 is the target date for mailing invitations to the vendors. The goal is to sell 75 booths this year. With the change in venue and the popularity of last year's event, this number is attainable. The invitations will include information on electrical and other costs that the vendors will be responsible for. The vendors will also be asked to bring only one door prize for the raffle. It will be made clear that booth sharing will not be permitted and there will be no refunds for no shows.

Sam Williams volunteered to help with the vendor programs this year. Elaine Burr mentioned that while last year's program was designed using WORD, we may be better served to use QUARK to create the programs this year.

Angela asked that the Program Committee find a way to keep members in session until 3:30PM to allow vendors time to set up their booths and to attend the Vendor Relations program from 3:00 to 3:30 PM. In addition, if the speaker has any audio visual or electrical needs, she will need to let us know in advance so that those needs can be met. The chapter will pay the cost of any of these extras. Angela is checking with the facility to see if we could bring in A/V equipment rather than use what the center can provide.

We will be advertising for the EXPO in our newsletters, on our website, on the convention center's website and at the Palmer center. Sam Williams is looking into possible radio spots.

Vendor Opportunity project – Angela and Elaine Burr will get together to make a list of the opportunities that vendors have to support the chapter.

Newsletter Committee: (Karie Pilcher, not attending)

Barbara Anderson-Carr reported for Karie in her absence.

Print Logics has agreed to print the June edition of the newsletter, but we will need to find sponsors for the rest of the issues.

Website Committee: (Elaine Burr)

There has been little change on the website during the past few weeks. It is time to start gearing up the vendor area.

Salary Survey Committee: (Becky Shafer, not attending)

Barbara Anderson-Carr reported in Becky's absence. The Salary Survey Committee is scheduling a committee meeting in early June.

Item 4. New Business:

Formal Audit of Chapter Books: Since we have not had a formal audit for quite some time, Barbara will contact Otto Wheeler to have them conduct an audit of the chapter's books. Barbara will check with National to determine what our requirements are with regard to a formal audit, i.e. how often, how extensive.

Item 5. Old Business:

Approved budget for 2004-2005: A question remained with regard to the level of the President-elect's subsidy to attend CLI. Ann Jacobson advised the Board that her registration fee will be paid, up to \$250 of travel expenses plus a two night stay at the hosting hotel. Barbara will adjust the budget for submission with these minutes. (Attachment C)

CLM Study Program: Barbara was pleased to report that chapter interest was high in going forward with a CLM study program. Therefore, we will plan to go ahead with this project.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting will be held Thursday, June 17, 2004.

ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet

As of May 13, 2004

	May 13, '04
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	19,099.33
Total Checking/Savings	19,099.33
Total Current Assets	19,099.33
TOTAL ASSETS	19,099.33
LIABILITIES & EQUITY	
Equity	

Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	-1,166.12
Total Equity	19,099.33
TOTAL LIABILITIES & EQUITY	19,099.33

ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS

AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2004 through May 13, 2004

	Apr 1 - May 13, '04
Ordinary Income/Expense	
Income	
Education Seminars	60.00
Meeting Receipts	612.00
Membership Dues	
04-'05 Membership Dues	450.00
Total Membership Dues	450.00
Salary Survey	150.00
Total Income	1,272.00
Expense	
Chapter Meeting	
Lunches	844.80
Speakers	408.75
Total Chapter Meeting	1,253.55
Education Seminar	
Other	75.00
Total Education Seminar	75.00
Miscellaneous Expense	
Other	55.21
Total Miscellaneous Expense	55.21
National Conference Scholarship	
Silent Auction Items	223.50
Total National Conference Scholarship	223.50
Vendor Appreciation	
Parties	796.47
Total Vendor Appreciation	796.47
Website	37.89
Total Expense	2,441.62

Net Ordinary Income	-1,169.62
Other Income/Expense	
Other Income	
Interest Income	3.50
Total Other Income	3.50
Net Other Income	3.50
Net Income	-1,166.12

ATTACHMENT C

2004-2005 Proposed Budget

Balance as of 04/01/04: \$ 20,062

Projected Income 2004-2005:

Educational Seminars	\$ 2,500	
Joint Chapter Retreat	\$ 3,600	
Law Firm Leadership Breakfast	\$ 1,500	
Legal Resource Fair	\$ 34,000	
Meeting Receipts/Chapter Lunches	\$ 5,700	
Membership Dues (2005-2006)	\$ 6,000	
Meeting Vendor Sponsorships	\$ 500	
Newsletter Ads	\$ 1,000	
Salary Surveys	\$ 1,500	
Interest Income	\$ 50	
Total Projected Income		\$ 56,350
Funds Available		\$ 76,412

Projected Expenses 2004-2005:

Conference Expenses:

2004 National Conference - Philadelphia	
President	\$ 1,750
2004 Chapter Leadership Institute Conference - Orlando	
President	\$ 750
President Elect	\$ 200
2004 Regional Conference - New Orleans	
10 Board Members	\$ 7,500
2 Members at large	\$ 1,500

Other Expenses:

Chapter Lunches/Holiday Party	\$ 8,100
Joint Chapter Retreat	\$ 8,000
Education Seminar	\$ 8,000
Insurance	\$ 125
Law Firm Leadership Breakfast	\$ 1,500
Vendor Relations Committee	\$ 15,900
Membership Committee	\$ 500

Community Affairs Committee	\$	1,000	
Newsletter Committee	\$	3,160	
Website Committee	\$	1,000	
Salary Survey Committee	\$	500	
Miscellaneous	\$	1,500	
Total Projected Expenses			\$ 60,985
Projected Balance As of 04/01/05			\$ 15,427



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