



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators



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

**November 11, 2004, 12:00 PM**

**Members Present:**

Barbara Anderson-Carr, Ann Jacobson, Karie Pilcher, Pamela Smith, Debra Nicklaus, Angela Thorpe (by telephone) and Elaine Burr.

**Members Not Attending:** Mary Smith, Becky Shafer, Edna Diaz.

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

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

**Item 2. Treasurer's Report: (Mary Smith, not attending)**

Ann Jacobson reported for Mary in her absence. The Chapter bank account balance as of November 11, 2004 is \$50,633.27.

All checks have been deposited and all payables have been processed except for one check in connection with the Vendor Expo and a few Board member reimbursements for the Region 4 conference.

A Balance Sheet and Income Statement for the period ending November 11, 2004 are attached hereto and made a part of these minutes. (Attachments A and B)

**Item 3. Committee Reports:**

**Membership Committee: (Debra Nicklaus)**

We now have 89 members. Our newest members are Kathy Smith of Van Osselaer, Cronin, & Buchanan, L.L.P. and John T. Woods of Sheets & Crossfield PC. Diane Hervol of Davis & Opper PC has applied for membership and we are waiting for National to approve her application.

Several of the members on our membership list have left the legal field during the year, namely, Mary Bertin, Terri Burlison, Melissa Joe, Gina Jorgensen, Zoe King, Elaine Bradbee and Lori Martin. Debra spoke with Debbie Curtis at ALA National who suggested we leave them on our list until December 1, 2004 so that they will be counted in our official numbers for this year. Debra worked with Debbie Curtis to reconcile our member lists so that National's records agreed with ours.

The Board discussed whether or not the membership list on the website should include the inactive members. The Board agreed that the list on the website should agree with the official list maintained by the Membership Committee.

The next new member luncheon is scheduled for December 1, 2004 at Haynes & Boone, 600 Congress. The timing was selected to coincide with the new member teleconference. The conference starts at 1PM, so the luncheon will start at noon. Each Board Member and Committee Chair will be asked to speak briefly on their role with the chapter.

Community Relations/Bar Activities: (Ann Jacobson)

The Make-A-Wish Bowling event was held on Sunday, October 17 at DartBowl. Ann Jacobson was pleased to announce that the event succeeded in raising the full \$5,000 to fund a full wish.

The Committee is meeting next week to close out the project and to make arrangements to deliver the checks to the Make-A-Wish Foundation. The Committee will be checking with Make-A-Wish to learn more about the wish we will be funding.

Program/Education Committee: (Pamela Smith)

The November speaker will be Lawrence Mays from Solutions on Site. He will speak about ergonomics at the office and provide tips to promote comfort at the keyboard.

Pamela also reported that Brett Lipsey will be resigning as a Committee member due to the change in his job description.

The Committee will meet next week to discuss possible alternate locations for our monthly chapter meetings because of the price increase at the Headliners' Club.



The December Holiday party e-vites will be going out within the next few days. The event will take place at the Moonshine Bar & Grill on December 8 from 5:30 to 7:00 PM.

The Committee is beginning to plan for their entry in the chapter awards project.

Vendor Relations Committee (Angela Thorpe, via telephone)

The Committee had a post-expo meeting on November 3, to sum up the Vendor Expo issues. Twenty-four exhibitors completed the post-expo survey, and there was little criticism from any of them. In answer to a question about whether or not they would like us to open the Expo to other groups, 18 preferred a larger audience while 6 preferred ALA participation only.

The Committee is planning an Expo Appreciation Happy Hour in April at the lounge at Spaghetti Warehouse. A suggestion was made to give away prizes to the exhibitors at the happy hour, such as a Bronze level booth for the 2005 Expo, an ad in the newsletter and a link on our website. The Board approved the suggestion to give prizes at the Expo Appreciation Happy Hour.

Next year's Expo will be held at the Palmer Events Center and is tentatively scheduled for August 18, 2005. There is some concern about the impact that next year's Regional Conference in Houston will have on our Legal Expo. The committee is changing the name of the Expo from the Legal Vendor Expo to Legal Expo 2005 in response to several vendors' comments about being referred to as "vendors". They prefer being called "Business Partners" and "Exhibitors" at the Expo.

The net proceeds of the 2004 event will be \$29,910.03 after all expenses are paid and the last few checks are received. We are waiting for a refund for the AV service and from Dahill, and we are waiting for Intuit's payment for their booth. The Committee allowed Intuit to participate because they provided a purchase order for their booth fee. There has been some difficulty collecting on the purchase order.

Expo participants will be listed in the center pages of the next chapter newsletter. If Intuit's payment is not received, they will be omitted from the list.

A question was discussed with regard to limiting the number of door prizes that any one member can win to give more members a chance. The Board decided not to limit the number of prizes because it is an incentive to each attendee to visit as many booths as possible during the event.



Newsletter Committee: (Karie Pilcher)

The deadline for articles for the December newsletter is November 22, 2004. Barbara volunteered to send Karie a list of Region 4 conference attendees.

Website Committee: (Elaine Burr)

The Community Challenge photos are up on the website as are the photos from the Chapter Retreat. Elaine requested anyone who had photos from the Regional Conference to share them with her for publication on the website.

Updating the news section will be one of the projects for the coming weeks as will updating the Business Partner section to reflect the name change.

Barbara suggested a link on the site that would generate a current e-mail list for the active members. Elaine will look into the feasibility of this project.

Elaine is also planning to start preparing a submission for the chapter awards project.

Salary Survey Committee: (Becky Shafer, not attending)

No report.

**Item 4.      New Business:**

**Nominating Committee Report.**

Ann Jacobson reported that assuming Barbara Anderson-Carr resigns as Chapter President, the Nominating Committee has named Angela Thorpe as our new President-Elect candidate to be voted on at the November 18 chapter meeting. Ann will step into the President's role.

**CLM Exam Scholarship.** Barbara suggested that the Board approve a \$1,000 scholarship to be awarded to a chapter member who will be taking the CLM exam in San Francisco in April. Barbara will e-mail the chapter membership asking all members to contact Ann Jacobson if they are interested in being considered for the scholarship. The scholarship will help defray the cost of the exam as well as travel expenses that may not be paid by the member's firm. The \$1,000 represents money in the budget that was not spent. The measure passed.

**National Conference Scholarship to be awarded at Managing Partner Breakfast.** To encourage participation at the annual Managing Partner Breakfast,



and to demonstrate to our Managing Partners what we do, Barbara suggested that a scholarship in the amount of \$1,250 be awarded to a chapter member. The amount represents funds in the budget that were allocated but not spent. The measure passed.

**2005 National Conference Donation for Silent Auction.** The deadline for submitting an entry for the 2005 Silent Auction is November 20. The Board decided to ask Debbie Roan to suggest possible items for the chapter to donate.

**Item 5. Old Business:**

**Monthly meeting location.** The Program Committee will meet within the next few weeks to consider options for changing our chapter meeting location.

**Item 6. Announcements:**

**Responsibility of Board Commitment.** Barbara reminded all of the Board members that we must set an example by participating in all chapter events and functions. In addition, the by-laws state that any Board member may not miss three consecutive Board meetings.

**Item 7. Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for December 16, 2004.



## ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS  
CHAPTER  
Balance Sheet  
As of November 11, 2004

	<u>Nov 11, '04</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Checking	
Account	<u>50,633.27</u>
Total	
Checking/Savings	<u>50,633.27</u>
Total Current Assets	<u>50,633.27</u>
<b>TOTAL ASSETS</b>	<u><u>50,633.27</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	<u>30,367.82</u>
Total Equity	<u>50,633.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>50,633.27</u></u>



## ATTACHMENT B

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

#### PROFIT & LOSS

April 1, 2004 through November 11, 2004

	Apr 1 - Nov 11, '04
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Education Seminars	2,420.00
Joint Chapter Retreat	600.00
Legal Resource Fair	49,015.00
Meeting Receipts	4,284.00
Membership Dues	
04-'05 Membership Dues	1,125.00
Total Membership Dues	1,125.00
Mtg Vendor Handout Fees	650.00
Newsletter Ads	225.00
Salary Survey	1,700.00
Sponsorships	
Joint Retreat	500.00
Total Sponsorships	500.00
<b>Total Income</b>	60,519.00
<b>Expense</b>	
Chapter Meeting	
Lunches	4,694.53
Speakers	408.75
Total Chapter Meeting	5,103.28
Chapter Retreat	9,297.71
Community Challenge Expenses	198.35
Continuing Leadership Institute	
President Elect-CLI	162.75
Total Continuing Leadership institute	162.75
Education Seminar	
Lunches	1,265.60
Other	930.18
Speakers	800.00
Total Education Seminar	2,995.78
Insurance	
Fidelity Bond Premium	125.00
Total Insurance	125.00
Legal Resource Fair Expenses	
Facilities	1,350.00
Food	2,528.97
Other	4,638.52
Total Legal Resource Fair Expenses	8,517.49
Miscellaneous Expense	
Copies	50.00
Gifts	100.00
Other	805.87
Total Miscellaneous Expense	955.87
National Conference Scholarship	
President-National Conference	1,750.00
Silent Auction Items	223.50
Total National Conference	1,973.50



Scholarship	
New Member Functions	264.04
Postage and Delivery	16.48
Salary Survey Expense	-484.00
Vendor Appreciation	
Parties	796.47
Total Vendor Appreciation	<u>796.47</u>
Website	265.20
Total Expense	<u>30,187.92</u>
Net Ordinary Income	30,331.08
Other Income/Expense	
Other Income	
Interest Income	36.74
Total Other Income	<u>36.74</u>
Net Other Income	<u>36.74</u>
Net Income	<u><u>30,367.82</u></u>

