



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators



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

**October 21, 2004, 12:00 PM**

**Members Present:**

Barbara Anderson-Carr, Ann Jacobson, Karie Pilcher (via telephone), Edna Diaz, Pamela Smith, Mary Smith and Elaine Burr.

**Members Not Attending:** Debra Nicklaus, Becky Shafer, Angela Thorpe.

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

The September 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 October, 20, 2004 is \$49,808.07.

All checks have been deposited and all payables have been processed. There remains one invoice from the Vendor Expo relating to booth electricity. Angela Thorpe is negotiating with the Palmer Events Center and she expects an adjustment of the amount.

The Chapter's bank account is currently held at Bank One. Mary indicated that she is not satisfied with the way the Bank has maintained our account. She suggested that we consider changing our banking relationship to either Frost Bank or Capital Credit Union since both of these financial institutions support the chapter. The Board approved. Mary will check with both Frost and Capital Credit Union on what fees each of them charges for checking accounts.

A Balance Sheet and Income Statement for the period ending October 20, 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 reported for Debra in her absence.

We now have 87 members. Our newest member is Sandra Kreiger from Sneed Vine & Perry, PC. Kathy Smith of Van Osselaer, Cronin, & Buchanan, L.L.P. 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 Burseson, Melissa Joe, Gina Jorgensen, Zoe King and Lori Martin. Debra asked the Board to consider removing their names from the roster for the rest of the year. The Board approved.

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. The Committee has raised \$4,300 so far toward the \$5,000 needed to fund a wish. There remain a few commitments that need to be collected. The budget for this event was \$1000. The cost to the Chapter for the event was minimal, so Ann requested that the Chapter make up the difference to fund the wish. The Board approved.

Ann also requested that the Chapter purchase some notecards printed with the chapter logo to be used for *Thank you* notes and other communication with vendors, etc.

**Program/Education Committee:** (Pamela Smith)

Pamela reported the Headliners Club will be increasing their price for the monthly luncheon meeting. She successfully negotiated an increase of only 5% even though they asked for 10%. The increase is to take effect for the November meeting since notices were already sent for October. The Board did not request an increase in luncheon cost to the members even though it was clear the Committee would not find an alternate location before the increase took effect.



The December Holiday Party is scheduled for December 8, 2004 from 5:30 to 7:30 at the Moonshine Bar & Grill. The traditional CD gift exchange will take place. A sample E-vite was sent to the Board members earlier this week.

Marie Watts will speak at the October luncheon (tomorrow) about HIPAA issues including addressing answers to members' questions.

Vendor Relations Committee (Angela Thorpe, not attending)

Edna Diaz reported for Angela in her absence.

The Committee is planning to meet on November 3, to sum up the Vendor Expo issues. The final financial report will be prepared and submitted to the Board at the November Board meeting.

Angela has received feedback from about half of the Expo participants, and it has been positive.

Newsletter Committee: (Karie Pilcher, via telephone)

The committee met yesterday to begin plans for the December issue of the newsletter. They have selected **Communication** as the broad theme for the newsletter. It will include articles on communicating with clients as well as communication issues among attorneys and staff. She asked the Board to submit ideas for articles.

There will also be a section on the Certified Legal Manager Study Group as well as sample test questions.

Karie mentioned that the quality of the printing is a concern among her committee members. She would like to seek out other printers for the remaining issues. Barbara indicated that she needed to ask for a press proof before the next issue is printed and to insist on a quality product since the quality of our newsletters is a reflection on the printer's skill.

Website Committee: (Elaine Burr)

Elaine plans to focus on updating the Community Challenge section, the news section and to add photos from the retreat and the Community Challenge weekend to the site in the next week.

A link was added to the public area of the site with information on how to purchase survey results.



Salary Survey Committee: (Becky Shafer, not attending)

No report.

**Item 4.      New Business:**

**Chapter Retreat Cancellation Policy.**

An issue arose recently where a member felt that he should not be financially penalized for missing the Chapter retreat. Edna presented his concerns to the Board and explained that the costs of the retreat are based on head count. Others who cancelled this year have already paid the penalty and it would not be appropriate to waive the fee for one member. The Board approved.

**Monthly Meeting Location – Price increase at Headliners.** Due to the price increase at The Headliners Club, Pamela will be checking out the Hilton, the Stephen F. Austin, and the Four Seasons as alternate locations. Parking issues, central location and meeting privacy are the major concerns. It is expected that other venues will be comparably priced.

**Vendor News/Advertising on the website.** One of our vendors has asked us to consider posting news about vendors on our website. After discussion of the details involved, such as fees to be charged as well as the amount of work to maintain the information current and to be fair to all of our chapter sponsors, the Board declined this request.

**Free Ad in Newsletter for CLM Study Class Instructors.** The Board considered recognizing the efforts from the instructors who are donating their time and materials to conduct a CLM study class for the chapter. The Board approved offering them a quarter page ad in the Chapter newsletter.

**2004-2005 Chapter Challenge Program.** Barbara indicated that National will be considering awarding grants to chapters who submit projects to the Chapter Challenge Program. The categories include:

- Educational Programs and Materials
- Management-Related Research and Activities
- Diversity Enhancement and Achievement Programs
- Community Service Projects
- Lawyer-Administrator Relations
- Career Enhancement and Development Programs
- Partnering Programs with Bar Associations and other Law-Related Groups
- Other Projects which Promote the Mission and Goals of ALA.



While the project is a challenging undertaking, the deadline for submission is too close and the project is too large for our chapter to consider at this point. It will be a consideration for next year.

**Resignation.** Barbara Anderson-Carr stated that according to the Chapter's Bylaws, it would be necessary for her to resign as Chapter President if she is not employed within 180 days from leaving her previous employment. If still unemployed, Barbara will submit her resignation to be effective on November 15. She will continue as an Associate Member of the chapter while she continues to seek a position in the legal field.

Ann Jacobson, our current President-Elect, will assume the role of President for the remainder of this year. The Nominating Committee will be appointed/selected to recommend a new President-Elect and the nominee will be voted on at the November chapter meeting.

**Item 5.        Old Business:**

No old business.

**Item 6.        Announcements:**

1. The ALA Awards Program deadline is Wednesday January 12, 2005. The rules for submission are on the national website
2. David Thomas of Integritalk spoke at the Houston chapter retreat and is interested in speaking for our chapter as well. His fee is normally \$3300, but Barbara managed to get him to agree to reduce it to \$2500 plus expenses. He would be a good candidate for an Educational seminar.

**Item 7.        Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for November 11, 2004.



## ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS  
CHAPTER  
Balance Sheet  
As of October 20, 2004

	<u>Oct 20, '04</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings Checking Account	<u>49,808.87</u>
<b>Total     Checking/Savings</b>	<u>49,808.87</u>
 <b>Total Current Assets</b>	 <u>49,808.87</u>
 <b>TOTAL ASSETS</b>	 <u><u>49,808.87</u></u>
 <b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	<u>29,543.42</u>
<b>Total Equity</b>	<u>49,808.87</u>
 <b>TOTAL LIABILITIES &amp; EQUITY</b>	 <u><u>49,808.87</u></u>



## ATTACHMENT B

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

#### PROFIT & LOSS

April 1, 2004 through October 20, 2004

	<b>Apr 1 - Oct 20, '04</b>
<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	3,456.00
Membership Dues	
04-'05 Membership Dues	1,050.00
Total Membership Dues	1,050.00
Mtg Vendor Handout Fees	500.00
Newsletter Ads	225.00
Salary Survey	900.00
Sponsorships	
Joint Retreat	500.00
Total Sponsorships	500.00
<b>Total Income</b>	<b>58,666.00</b>
<b>Expense</b>	
Chapter Meeting	
Lunches	3,164.79
Speakers	408.75
Total Chapter Meeting	3,573.54
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 Scholarship	1,973.50
New Member Functions	264.04



Postage and Delivery	16.48
Vendor Appreciation	
Parties	<u>796.47</u>
Total Vendor Appreciation	<u>796.47</u>
Website	<u>265.20</u>
Total Expense	<u>29,142.18</u>
Net Ordinary Income	29,523.82
Other Income/Expense	
Other Income	
Interest Income	<u>19.60</u>
Total Other Income	<u>19.60</u>
Net Other Income	<u>19.60</u>
Net Income	<u><u>29,543.42</u></u>

