

December 2005



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

December 15, 2005, 12:00 PM

Members Present:

Ann Jacobson, Angela McEntire, Jo Ann Welch, Elaine Burr, Vickie Mitchell,
Bonnie Zook, James Cornell, Chris Sims, Karie Rivkin, Toni Beasley

Members Not Attending:

Pamela Smith, Edna Diaz

Item 1. Reading/Approval of the Minutes:

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

Item 2. Treasurer's Report: (Jo Ann Welch)

The Chapter checking account balance as of December 15, 2005 is \$2,513.15 and the Money Market account balance is \$57,058.68. All checks have been written and deposits made.

Jo Ann reviewed the accounts and reported that there was no unusual entries.

While working on the reconciliation for the Business Partner Expo, Angela discovered that the first group of checks sent to Jo Ann were apparently lost in the mail. She called one Business Partner and their check has not cleared so she will contact the others and ask them to send replacement checks.

Jo Ann reported that she does not have the final amount for the Holiday Party at this time. Several people commented that the party was a lot of fun and the venue was great.

Jo Ann also mentioned that the sale of advertisements for the newsletter and the luncheon sponsorships have made a good difference in the health of our checking account.

A Balance Sheet and Income Statement for the period ending December 15, 2005 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Toni Beasley)

Toni reported that there are no new members this month. Potential members include Sharon Rhea. Toni checked with National and Sharon does qualify for Associate Membership.

Other potential members are:

Brenda Barnes – Meyertons, Hood, Kivlin, Kowert & Goetzel, P.C.

Sharon Sample – Temple Inland (National Member-moved to Austin from Houston)

Diane Dettman – Segal McCambridge Singer & Mahoney, Ltd. (National Member)

William Pigg – Henslee Fowler Hepworth & Schwartz, LLP (National Member)

Our current membership is 89.

January 11, 2006 is the scheduled date for our new member luncheon. Toni will send a reminder to the Board and Debbie Roan.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie reported that we received a thank you letter from Austin Habitat for Humanity for the \$500 gift to purchase garden tools.

Bonnie and her Committee Members delivered the housewarming gift of dishes to the Gonzalez family as part of their Austin Habitat for Humanity project.

Bonnie asked the Board if she can use part of her budget to give \$500 each to the Salvation Army and the Austin Children's Shelter. A discussion was held and the gifts approved.

Pending projects are the miniature golf outing with the Children's Shelter and the April cancer relay race.

Bonnie will compile a list of this year's projects for the newsletter and website.



Ann suggested that we may want to participate in the Austin Lawyer Adoption day next year.

Program/Education Committee: (Pamela Smith-not attending)

No report.

Business Partner Relations Committee: (Angela McEntire & James Cornell)

James reported that Foster with Oce expressed an interest in participating in some way with our group by donating printing. Ann suggested possibly preparing exhibit boards for our Managing Partner Breakfast, the spring seminar, and/or the Chapter retreat.

Angela revisited the broadcast of messages through our listserve issue. The President of the Legal Secretary Association asked that Angela send information regarding an educational seminar to our members. The Board decided promotion of educational opportunities were a good use of the listserve. We will continue to review the guidelines and, in the interim, members should ask the Board to vote on whether certain items should go out on the listserve.

Angela reported that the Business Partner Expo expense reconciliation is still pending due to the lost checks. She will submit replacement check requests to the four companies.

Angela will also submit check requests to Jo Ann for the four companies that paid a late fee.

Angela and James are working on a review of the Business Partner database, the value of sponsorship packages, the spring Business Partner happy hour, Chapter awards submission and an update of the Business Partner opportunities for our website.

Newsletter Committee: (Karie D. Rivkin)

Karie reported that she had quite a few photos planned for the newsletter and asked the Board if four pages of photos was appropriate. The Board approved.

Karie reported that Rainmaker is doing a great job printing the newsletter.

Website Committee: (Elaine Burr)

The Committee met December 2, 2005.

Elaine submitted a draft for our listserve guidelines and asked the Board Members to review and comment at our next meeting.



One of Elaine's Committee Members (Amanda Korte) suggested we prepare a summary of our monthly luncheons and post on the website along with the handouts. The Board approved unanimously.

Amanda also suggested that more photos of Chapter events be posted on the website.

The Committee will also work more closely with the Newsletter Committee to share articles and Committee summaries for posting on the website.

Elaine asked the Board to budget \$2,500 to \$3,000 in the 2006-2007 budget to hire a graphics designer for a website "facelift". A discussion was held regarding the benefits, including recognition from the membership of the added value, improving our awards submissions, a good tool to market Regional Conference when we host, and improved accessibility for members. The Board approved getting bids for the facelift.

Bonnie suggested that the Committee e-mail members with a link when something new is added to the website.

Elaine reported that Business Partner ads are current and the holiday party pictures will be posted soon.

Compensation and Benefits Survey Committee: (Chris Sims)

Chris reported that surveys are still selling and we have a \$1,600 profit so far.

Chris reported the Committee's unsatisfactory relationship with our current CPA and their decision to not use them again.

The Committee will start the on-line survey research project in January.

Item 4. Old Business:

Ann reminded the Board of the January 24, 2006 deadline for award submissions.

Ann has given a verbal agreement to Blane Prescott regarding his expenses for speaking at the Managing Partner Breakfast. Ann asked for comments regarding having sponsors at the breakfast. After discussion it was decided to forego sponsors. Toni will try to get a list of Austin firms that do not have a Chapter Member so Ann can invite the Managing Partners.

The Chapter Retreat has been moved to March 3, 2006.



Ann reported that she has received the Fidelity Bond insurance policy.

Item 5. New Business:

Ann reported that Safesite has offered to store any ALA records for free. The President, President-Elect, and Treasurer will ask members for the records and inventory them. Jo Ann will check Quickbooks to see if there is a good place to keep the inventory index.

Ann reminded everyone to let Angela (President-Elect) know if they intend to continue their current positions as Committee Chairs or Officers and, if not, give suggestions for their replacements. The Nominating Committee consists of the Past President and two members at large.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Thursday, January 19, 2006.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

	<u>Dec 15, '05</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	2,513.15
Frost Money Market	<u>57,058.68</u>
Total Checking/Savings	<u>59,571.83</u>
Total Current Assets	<u>59,571.83</u>
TOTAL ASSETS	<u><u>59,571.83</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>14,408.01</u>
Total Equity	<u>59,571.83</u>
TOTAL LIABILITIES & EQUITY	<u><u>59,571.83</u></u>



ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

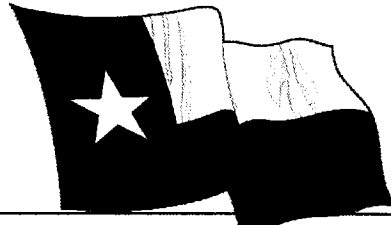
PROFIT & LOSS April 1, 2004 through December 15, 2005

	<u>Apr 1 - Dec 15, '05</u>
Ordinary Income/Expense	
Income	
Education Seminars	2,649.00
Legal Resource Fair	44,276.70
Meeting Receipts	4,434.00
Membership Dues	
05-'06 Membership Dues	<u>1,575.00</u>
Total Membership Dues	1,575.00
Mtg Vendor Handout Fees	1,600.00
Newsletter Ads	1,850.00
Salary Survey	<u>1,361.88</u>
Total Income	57,746.58
Expense	
Bank Service Charges	2.50
Chapter Meeting	
Lunches	<u>5,026.44</u>
Total Chapter Meeting	5,026.44
Chapter Retreat	2,337.50
Community Challenge Expenses	819.43
Community Development	2,000.00
Continuing Leadership Institute	
President - CLI	932.49
President Elect-CLI	<u>684.64</u>
Total Continuing Leadership Institute	1,617.13
Education Seminar	
Lunches	2,292.84
Speakers	3,777.78
Education Seminar - Other	<u>0.00</u>
Total Education Seminar	6,070.62
Insurance	
Fidelity Bond Premium	<u>125.00</u>
Total Insurance	125.00
Legal Resource Fair Expenses	



Deposits	1,350.00
Facilities	7,262.99
Food	<u>1,230.48</u>
Total Legal Resource Fair Expenses	9,843.47
Miscellaneous Expense	
Other	659.24
Miscellaneous Expense - Other	<u>-0.48</u>
Total Miscellaneous Expense	658.76
National Conference Scholarship	
CLM Scholarship	1,000.00
New Member Regist-Nati Conferen	845.00
President-National Conference	1,750.00
President Elect-National Confer	<u>1,750.00</u>
Total National Conference Scholarship	5,345.00
New Member Functions	168.86
Parties	66.75
Postage and Delivery	126.00
Regional Conference	
Board Members	2,475.00
Members at Large-Reg Conf	2,725.00
T-shirts	813.18
Regional Conference - Other	<u>1,487.96</u>
Total Regional Conference	7,501.14
Vendor Appreciation	
Parties	<u>1,360.50</u>
Total Vendor Appreciation	1,360.50
Website	<u>340.92</u>
Total Expense	<u>43,410.02</u>
Net Ordinary Income	14,336.56
Other Income/Expense	
Other Income	
Interest Income	<u>71.45</u>
Total Other Income	<u>71.45</u>
Net Other Income	<u>71.45</u>
Net Income	<u><u>14,408.01</u></u>





AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators

BOARD MEETING AGENDA

December 15, 2005

1. Approval of the November Minutes
2. Treasurer's Report
3. Committee Reports
 - Membership (Toni Beasley)
 - Community Affairs (Bonnie Zook)
 - Education/Program (Pamela Smith)
 - Vendor (Angela/James)
 - Newsletter (Karie Pilcher)
 - Website (Elaine Burr)
 - Salary Survey (Chris Sims) – No Report
4. New Business
 - Safesite Records Storage
 - ALA Awards Program: Due Date January 24th
 - Managing Partner Breakfast
5. Adjourn

Not Attending: Edna, Debbie

All here but Edna
~~Barbara~~ Pamela

Nov. minutes approved

Treas: Checking 2013.15 > 59,571.83
MMKT 57,058.68

Reviewed P&L nothing unusual -

Reconcil of Vendor Expo - 1st group of
cks didnt get to JAW - Angela called
Raemmaker & theirs didnt clear - she will
ok w others & get new cks

Dont have amt for xmas party yet
Ads & vendor handouts make a great diff.

Toni

— No new members Sharon Rhea does
qualify & will get membership into Toni
Brenda Barnes is re joining

91

Sharon Sample at Temple Inland may join
Diare Deltman } potential members
Wm Pigg } are all ✓

1/11 - new member luncheon at Haynes & Boone
Toni will send reminder to Board + Debbie

Bonnie - Got tk you letter for \$500 garden tool gift

Gave fishes to Gonzalez Family as his w/m gift
Can we give \$500 to Salvation Army?

Children's Shelter

Will do min golf outing later: April Cancer relay race.

Bonnie will put in newsletter - & web site all projects we worked on

Ann suggested Austin Lawyer Adoption day may also be a good project to be involved in next yr.

Pamela - Not attending no report

James - Oce Foster Row wants to participate in some way - Ann suggested exhibit boards for mgmg ptr bkfst - James will e-mail board spring seminar retreat etc.

Angela - broadcast messages - list serve
Legal Sec President asked Angela to send seminar opportunity - ok to send to membership - edu oppor ok we will continue review of guidelines - in interim put out to board to vote on

expense recon pending
4 late fee companies - angela will get to
DAW ck req
review of vendor database & other
vendor committee

Marie
Marie - quarterly issue - 4 pgs photos
ok - yes
Rannmaru doing a great job printing the
newsletter
Ann is working on her column -

Web - Committee met Dec 2
List serve guidelines - draft done &
distrib to board to review
Amanda sugg we make monthly summary
of Chap meetings & post on web site
along w handouts

Ann Sugg more photos
Will work more closely w news/tr comm
Website face lift - \$2500-3000 for graphics
designer (06 budget)
Will improve awards submission
✓ help market regional in Austin
✓ imp access for members
Bonnie sugg the committee e-mail members
w/ link when something new is added

Membership has grown to all time high
& we want to present best image we can.

Vendor ads are current
Rec'd holiday pics & will post shortly
Board approved getting proposal
for face lift

Chris — Surveys are still selling. Had
issue w Eric Walker - concerned re
price - Chris explained re non participation
Eric did buy a copy
\$1600 profit as of now
Chris had some prob w/ Wheeler & Co.
& the committee decided not to use
Wheeler again
Ann suggested possibly mentioning
the acct ^{of} in newsletter as preparer - James
thought it might mean we endorse the firm.

Comm will start the on line survey process
in Jan

Ann

Safe site has offered to store any records for free - Pres, Pres elect & Treasurer
= will ask for the records & ^{inventory} index
JAW will check quickbooks to see if there is a good place to keep the index

Award submission ^{due} 1/24 - Ann has copies of last yr

May Ptr Bkfst - ^{Ann has given} Verbal ok on Blaine Prescott's expenses - Prob do 4 Seasons
Should we have sponsors? James - if covering cost is not an issue we shld
Discussion ensued

Do we invite many ptrs of firms that dont have a member? Discussion ok
Toni will try to come up w/ a list.

Nominating Comm - let Ann/Angela know if you will continue yr post & give suggestions for replacement if not -

Past Pres + 2 members at large on Committee

Mount^{ed} Retreat to March³ - good time

CLM Scholarship - we want to continue

Ann recd the Fidelity Bond Insurance
policy



**ALA Chapter Board Meeting
Agenda
December 15, 2005**

- 1) **Broadcast Messages / What is appropriate to send via the list serve v. Chapter membership list**
- 2) **Expense Reconciliation**
 - a) Net proceeds pending
 - b) Uncleared checks – 4 companies
 - c) Submit refund check requests – 4 companies
- 3) **Pending Projects**
 - a) Thorough review of vendor database
 - b) Review value of sponsorship packages
 - c) Appreciation happy hour in Spring
 - d) Chapter awards submission due January 24
 - e) Update business partner opportunities for website

Website Committee Report December, 2005

The website Committee met on Friday, December 2, 2005.

Members Present: Amanda Korte, Becky Shafer, Chris Sims, and Elaine Burr.

The Committee members were given a copy of the current Listserve guidelines and were asked to make suggestions for revisions.

Amanda suggested that a monthly summary of the Chapter meetings along with a copy of the handouts could be made available on the website. She volunteered to take notes and write a brief summary after each monthly meeting.

Amanda also inquired about adding more photos from chapter events to the site.

Chris suggested that we work with the Newsletter Committee to share articles and Committee summaries for posting on the website.

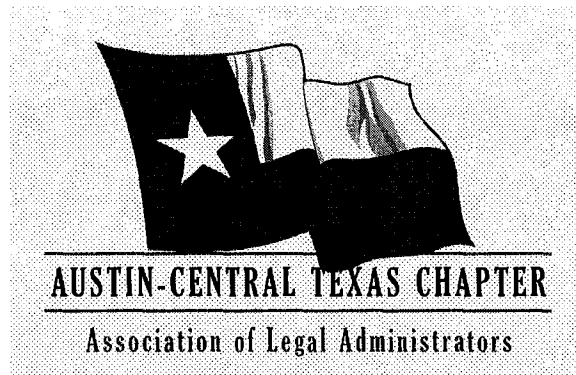
The Committee decided to ask the Board to budget \$2,500 to \$3,000 in the 2006 budget for a website facelift.

Benefits:

- Recognition from the membership – added value.
- Improve award submissions – President's Award as well as the Chapter Website award.
- Create a tool to market the Regional Conference when we host it
- Improve accessibility

*Vendor ads are current
Holiday Party pics to do*

*let people know
when there is an
update*



Membership Committee Report—December 15, 2005

New Members:

No new members

Potential Members:

Sharon Rhea – Associate Member

Brenda Barnes - Meyertons, Hood, Kivlin, Kowert & Goetzl, P.C.

Sharon Sample – Temple Inland (already a National Member, moved here from Houston)

Diane Dettman, Segal McCambridge Singer & Mahoney, Ltd.

William Pigg, Henslee Fowler Hepworth & Schwartz, LLP

Diane and William have recently joined National through 2006, I am contacting (traded voice-mails) them to join the Austin Chapter.

Makes our current membership 89. Sharon and Brenda should be joining this week or next, which would make out membership 91.

New Membership Luncheon – January 11.