



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

January 20, 2005, 12:00 PM

Members Present:

Ann Jacobson, Mary Smith, Becky Shafer, Karie Pilcher, Pamela Smith, Debra Nicklaus, Angela McEntire-Thorpe and Elaine Burr.

Members Not Attending:

Edna Diaz

Item 1. Reading/Approval of the Minutes:

The December 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 January 20, 2005 is \$41,123.43.

All checks have been deposited and all expenses have been paid to date.

A Balance Sheet and Income Statement for the period ending January 20, 2005 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Debra Nicklaus)

After reconciling our membership roster as of year end by removing members who have left the legal field, we find that our membership totals 85. While we lost Barbara Anderson-Carr, Mary Bertin, Elaine Bradbee, Terri Burleson, Melissa Joe, Gina Jorgenson, Zoe King, Brett Lipsey, Becky Longmore and Lori Martin, we managed to recruit three new members.

Our new members are Ellen Carpenter of Germer Gertz Beaman & Brown LLP, Liz Greeker and Kenneth Ledano of Piper Rudnick Gray Cary.

The membership committee will meet in the next few weeks to work on updating the membership handbook. The plan is to produce a copy of the handbook in pdf format for inclusion on the website.

Keeping the membership roster updated was discussed. There is concern that e-mail addresses in particular are not current and that chapter news and events may not be addressed properly to all of the membership. At the next luncheon, mention will be made that we are about to start a campaign to update our mailing and email addresses. Elaine Burr will generate a mass mailing requesting updated information and she will keep track of the messages that are undeliverable.

Debra completed the committee's award submission project.

Community Relations/Bar Activities: (Ann Jacobson)

Kelly Barker submitted the committee's project for the award consideration.

The Committee received a certificate from National for having participated in the Community Challenge weekend.

Program/Education Committee: (Pamela Smith)

John Michalik is scheduled to speak at the January chapter meeting next week.

Dr. Jill Kohn is scheduled to speak at the Educational Conference on March 24, 2005 which is tentatively scheduled to be held at the conference center at One Congress Plaza. She will speak on improving communication between attorneys and staff. The chapter will be responsible for her travel expenses, however the Stephen F. Austin Hotel has agreed to provide her lodging at no charge.

The committee is still considering alternate locations for the monthly chapter meetings. The consensus is that the location must remain in the downtown area because it is felt that traveling to a more remote location would cause a drop in attendance. A suggestion was made to have the vendor luncheon sponsorship money make up the difference in the price increase.

The Program/Education Committee submitted an entry for the awards program.

Business Partner Relations Committee: (Angela McEntire-Thorpe)

The deposit has been made with the Palmer Events Center for Legal Expo 2005. The date is August 18, 2005.



The Committee is planning an Expo Appreciation Happy Hour in April at the lounge at Spaghetti Warehouse.

Angela mentioned that she is trying to recruit a new chair for the 2005 Business Partner Relations Committee. Her committee has lost 4 members during 2004. She will call James Cornell to ask him to step up this year.

Newsletter Committee: (Karie Pilcher)

The Newsletter Committee submitted its December 2004 edition for award consideration. In addition, they submitted Kelly Barker's article on financial matters for consideration of the Best Feature Article.

The March edition is in progress. The theme will be focused on training and educating staff. Karie is looking for articles on reducing stress, and different perspectives on training and education in the workplace. She also would like someone to submit a book report.

Website Committee: (Elaine Burr)

The website was updated at the end of December in anticipation of the awards consideration. The December newsletter was added to the site. Care was taken to make the membership roster on the website agree with the Membership Committee's records. No changes will be made to the website until the judging period has ended.

Salary Survey Committee: (Becky Shafer)

Requests to purchase surveys continue to trickle in. Two surveys were sold this week. No other news to report.

Item 4. New Business:

Chapter Award Submissions were due January 12; Chapter Submitted for a Platinum Award. Each Committee submitted their entries for award consideration by the deadline. Ann submitted our chapter for consideration of a Platinum Award.

CLM Study Class. There remain four more CLM study classes. Since Barbara Anderson-Carr has left the legal administrator field and pursued an opportunity with a recruiting firm, there was a question as to whether or not she should continue to coordinate the rest of the classes. While the Board realizes that a vendor cannot participate in Chapter activities at a par with members, we understand that Barbara's situation is unique. The Board agreed to allow her to finish the project.



Chris Sims is now the CLM Exam Scholarship winner and Debra Nicklaus is the alternate.

National Conference Scholarship to be announced at Managing Partner Breakfast. To ensure that the winner of the \$1,250 scholarship may register without incurring a late registration penalty, the drawing will be held at the January Chapter meeting and the winner will be announced at the Managing Partner Breakfast. All members who have not attended a National Conference will be eligible for the drawing.

There is another scholarship that we earned from Regional. The winner will receive the cost of the registration fee and a stipend of \$400 to defray expenses. All new members will be eligible for this scholarship. Members must be present to win either drawing.

Update from National. Ann reminded the Board that the list of new officers must be reported to Debbie Curtis at the National office.

Any member who plans to attend the National conference and who may want to volunteer to be a session manager needs to contact Ann Jacobson for more information.

Chapter Tax Return. Mary informed the Board that the Chapter's tax return is due five months after the end of the fiscal year, i.e. September 1, 2005.

Item 5. Old Business:

Audit: Secretary & President Elect: Angela McEntire-Thorpe (President-Elect) and Elaine Burr (Secretary) audited the April 1, 2003 through March 31, 2004 books with Mary Smith, Treasurer on January 20, 2005 at the offices of Winstead & Sechrest. All checks written were documented with invoices and all deposits received agreed with the bank records. The bank balance is greater than the book balance by \$5.63 which is attributable to interest received.

Change Authorized Check Signers on Chapter Bank Account. Angela, Mary and Ann will co-ordinate their schedules to visit the bank next week in order to sign a new signature card.

Managing Partner Breakfast, February 8, 2005 Invitations for this event will be mailed this week. Ann is negotiating with the Four Seasons Hotel on parking. We have four sponsors – Move Solutions, Commercial Texas, Ajilon, and Bowne. Angela agreed to print an Exhibit Board to display sponsor information.

Our speaker, Marci Krufka, will speak on Enhancing Client Relationships.



Thank You Cards. The order for the chapter Thank you cards are still in progress. There has been a price increase.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for February 17, 2005.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS
CHAPTER
Balance Sheet
As of January 20, 2005

	<u>Jan 20, '05</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	
Account	<u>41,123.43</u>
Total	
Checking/Savings	<u>41,123.43</u>
Total Current Assets	<u>41,123.43</u>
TOTAL ASSETS	<u>41,123.43</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	<u>20,857.98</u>
Total Equity	<u>41,123.43</u>
TOTAL LIABILITIES & EQUITY	<u>41,123.43</u>



ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2004 through January 20, 2005

	Apr 1, '04 - Jan 20, '05
Ordinary Income/Expense	
Income	
Education Seminars	2,420.00
Joint Chapter Retreat	600.00
Legal Resource Fair	49,260.00
Meeting Receipts	4,824.00
Membership Dues	
04-'05 Membership Dues	1,575.00
Total Membership Dues	1,575.00
Mtg Vendor Handout Fees	800.00
Newsletter Ads	825.00
Salary Survey	2,700.00
Sponsorships	
Joint Retreat	500.00
Total Sponsorships	500.00
Total Income	63,504.00
Expense	
Chapter Meeting	
Lunches	5,440.91
Speakers	408.75
Total Chapter Meeting	5,849.66
Chapter Retreat	9,297.71
Community Challenge Expenses	244.78
Continuing Leadership Institute	
President Elect-CLI	162.75
Total Continuing Leadership Institute	162.75
Education Seminar	
Lunches	1,265.60
Other	1,513.88
Speakers	800.00
Total Education Seminar	3,579.48
Insurance	
Fidelity Bond Premium	125.00
Total Insurance	125.00
Legal Resource Fair Expenses	
Facilities	5,423.50
Food	2,528.97
Other	4,638.52
Total Legal Resource Fair Expenses	12,590.99
Miscellaneous Expense	
Copies	50.00
Gifts	200.00
Other	805.87
Total Miscellaneous Expense	1,055.87
National Conference Scholarship	
President-National Conference	1,750.00
Silent Auction Items	360.98
Total National Conference Scholarship	2,110.98



New Member Functions	433.97
Parties	
Holiday Party	1,393.99
Total Parties	<u>1,393.99</u>
Postage and Delivery	16.48
Regional Conference	
Board Members	5,098.66
Total Regional Conference	<u>5,098.66</u>
Salary Survey Expense	-484.00
Supplies	38.95
Vendor Appreciation	
Parties	796.47
Total Vendor Appreciation	<u>796.47</u>
Website	378.84
Total Expense	<u>42,690.58</u>
Net Ordinary Income	20,813.42
Other Income/Expense	
Other Income	
Interest Income	44.56
Total Other Income	<u>44.56</u>
Net Other Income	<u>44.56</u>
Net Income	<u><u>20,857.98</u></u>

