

AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



**Minutes from the June 05 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

June 16, 2005, 12:00 PM

Members Present:

Ann Jacobson, Angela McEntire, Jo Ann Welch, Vickie Mitchell, Bonnie Zook,
Pamela Smith, Elaine Burr, Chris Sims

Members Not Attending:

Edna Diaz, Toni Beasley, James Cornell, Karie D. Rivkin

Item 1. Reading/Approval of the Minutes:

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

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

The Chapter bank account balance as of June 16, 2005 is \$36,398.24. All deposits have been made and all checks have been written.

A Balance Sheet and Income Statement for the period ending June 16, 2005 are attached hereto and made a part of these minutes. (Attachments A and B)

Items of note: \$900 in newsletter advertisements was deposited. Our 2nd deposit for the Austin Convention Center of \$1,350.00 was paid and a deposit of \$2,337.50 was paid in connection with our Chapter Retreat.

Jo Ann will prepare a budget projection once we estimate expenses for regional so we can address excess revenue use ideas. Bonnie will get an estimate for the cost of the bus charter for regional. Angela will make inquiries about Chapter shirts for regional.

Jo Ann suggested that we explore other revenue generating ideas for the year 2007 if we host regional since we would not have the business partner expo.

Item 3. Committee Reports:

Membership Committee: (Toni Beasley)

No report

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie explained that the increased budget request for her committee will enable them to focus on member participation instead of soliciting donations for our projects. The committee has had several meetings and are investigating several options such as sponsoring lunch for Habitat, donating money for a room for Legal Build, taking the Children's Shelter kids to play putt putt golf, bowling and/or to a pottery making event.

Bonnie brought up the idea of members having a pottery party and donating the finished pieces to one of the families moving in to a Habitat home. Bonnie will also check into making this an event at our Chapter Retreat so more members can participate.

It was suggested that the Board Members help with recruiting member participation. We also agreed that the committee will invite business partner participation.

Bonnie suggested that we also try to participate in something like the relay for cancer in April of next year.

Program/Education Committee: (Pamela Smith)

Pamela received our order of Longhorn stickers and gave them to Ann for safekeeping.

Our next Chapter luncheon will feature information on the San Juan Diego work study program.

At the July Chapter luncheon, Gisela Bradley from the State Bar will speak about file retention. Pamela suggested that we form an ad hoc committee to draft retention guidelines and present them to the State Bar for a formal approval. Pamela will talk to Gisela about this possibility.

Business Partner Relations Committee: (Angela McEntire-Thorpe and James Cornell)

Angela reported that they recruited 4 new members for the committee and now have the 10 members that they need.



The committee agreed to the suggested 75 booth maximum for the event.

The invitations to business partners are going out this week. We received the first commitment from Prescott (gold). Elaine Burr will post the invitation on the website next Monday.

The committee agreed that the deadline for reserving a booth will be July 28th and late fees will be assessed after that date.

Newsletter Committee: (Karie Pilcher Rivkin)

No report

Website Committee: (Elaine Burr)

Elaine is working on updating the membership database and working with Chris on the on-line survey.

Salary Survey Committee: (Chris Sims)

Chris is investigating on-line salary survey options. Our initial set up cost could be expensive but we would not have CPA fees in the future which could pay for the cost of set up in two or three years.

Chris will explore getting his committee to commit to two years so they can have time to gather all options for the on-line survey and ensure the best result.

Item 4. New Business:

Ann Jacobson, Edna Diaz, and Angela McEntire-Thorpe visited Camp Balcones Springs and decided it would be a good venue for our Chapter Retreat. The contract has been signed and mailed. The cost is also about \$100 per person less than last year. We will have an open agenda on Friday afternoon to enjoy all of the activities that the camp offers. We will have a speaker on Saturday morning.

CLI in Denver – Ann and Angela said it was a lot of fun and very educational. They won the “Rocky” award for the most endearing business partner story.

The Regional Council meeting was held to discuss the Association Nominating Committee and Regional Nominating Committee issues.

National is giving prizes and awards to the Chapter that enrolls the 10,000th member.



Item 5. Old Business:

Ann will e-mail regarding interest in the CLM study group.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for July 21, 2005.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet
As of June 16, 2005

	<u>Jun 16, '05</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank	36,398.24
Total Checking/Savings	<u>36,398.24</u>
Total Current Assets	<u>36,398.24</u>
TOTAL ASSETS	<u><u>36,398.24</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>-8,765.58</u>
Total Equity	<u>36,398.24</u>
TOTAL LIABILITIES & EQUITY	<u><u>36,398.24</u></u>



ATTACHMENT B
ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS
CHAPTER

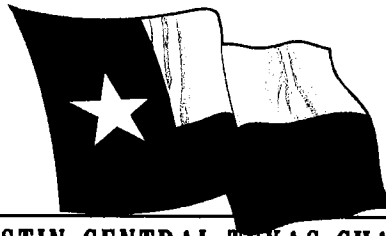
PROFIT & LOSS
April 1, 2004 through June 16, 2005

	<u>Apr 1 - Jun 16, '05</u>
Ordinary Income/Expense	
Income	
Education Seminars	49.00
Meeting Receipts	1,350.00
Membership Dues	
05-'06 Membership Dues	<u>1,125.00</u>
Total Membership Dues	1,125.00
Mtg Vendor Handout Fees	400.00
Newsletter Ads	<u>1,075.00</u>
Total Income	3,999.00
Expense	
Chapter Meeting	
Lunches	<u>1,486.42</u>
Total Chapter Meeting	1,486.42
Chapter Retreat	2,337.50
Education Seminar	
Speakers	<u>777.78</u>
Total Education Seminar	777.78
Legal Resource Fair Expenses	
Deposits	<u>1,350.00</u>
Total Legal Resource Fair Expenses	1,350.00
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
President-National Conference	1,750.00
President Elect-National Confer	<u>1,750.00</u>
Total National Conference Scholarship	4,500.00



Parties	66.75
Postage and Delivery	126.00
Vendor Appreciation	
Parties	<u>1,360.50</u>
Total Vendor Appreciation	1,360.50
Website	<u>113.64</u>
Total Expense	<u>12,777.35</u>
Net Ordinary Income	-8,778.35
Other Income/Expense	
Other Income	
Interest Income	<u>12.77</u>
Total Other Income	<u>12.77</u>
Net Other Income	<u>12.77</u>
Net Income	<u><u>-8,765.58</u></u>





AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators

BOARD MEETING AGENDA

June 16, 2005

1. Approval of the May 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)
4. New Business
 - Chapter Retreat Update
 - CLI Report
 - Regional Council Report
5. Old Business
 - Calendar Review
6. Adjourn

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Balance Sheet

As of June 16, 2005

06/16/05

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ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Profit & Loss

April 1 through June 16, 2005

06/16/05

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Net Other Income	<u>12.77</u>
Net Income	<u><u>-8,765.58</u></u>

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail

May 20 through June 16, 2005

06/16/05

Type	Date	Num	Name	Account	Amount
Deposit	5/26/2005			Frost Bank	300.00
			C. Anderson	'05-'06 Membership...	-75.00
			C. Ruiz	'05-'06 Membership...	-75.00
			M. Thompson	'05-'06 Membership...	-75.00
			G. Bradley	'05-'06 Membership...	-75.00
TOTAL					-300.00
Deposit	5/26/2005			Frost Bank	468.00
				Meeting Receipts	-468.00
TOTAL					-468.00
General Jo...	5/26/2005			Checking Account	0.48
				Miscellaneous Expe...	-0.48
TOTAL					-0.48
Deposit	6/9/2005			Frost Bank	1,408.00
			Ellen Gross	Meeting Receipts	-18.00
			Rebekah Santa Cruz	Meeting Receipts	-18.00
			Clay Singleton	Meeting Receipts	-18.00
			Jo Ann McNeil	Meeting Receipts	-18.00
			Pamela Smith	Meeting Receipts	-18.00
			Patrick Cullitan	Meeting Receipts	-18.00
			Patrick Cullitan	Education Seminars	-25.00
			Associated Counsel...	Newsletter Ads	-900.00
			Diamond Associates	Mtg Vendor Handou...	-150.00
			Denitech Corporation	Mtg Vendor Handou...	-150.00
			Sandra Gable	'05-'06 Membership...	-75.00
TOTAL					-1,408.00

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Check Detail

June 1 - 16, 2005

06/16/05

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>It...</u>	<u>Account</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Check	6/9/2005	508	Special Tees		Frost Bank	-659.24	
					Other	659.24	-659.24
TOTAL						659.24	-659.24
Check	6/9/2005	509	Headliners Club		Frost Bank	-645.42	
					Lunches	645.42	-645.42
TOTAL						645.42	-645.42
Check	6/9/2005	510	Austin Convention...		Frost Bank	-1,350.00	
					Deposits	1,350.00	-1,350.00
TOTAL						1,350.00	-1,350.00
Check	6/9/2005	511	Internet Media Wo...		Frost Bank	-37.88	
					Website	37.88	-37.88
TOTAL						37.88	-37.88
Check	6/13/2005	512	Edna Diaz		Frost Bank	-2,337.50	
					Chapter Retreat	2,337.50	-2,337.50
TOTAL						2,337.50	-2,337.50