



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

March 17, 2005, 12:00 PM

Members Present:

Ann Jacobson, Mary Smith, Edna Diaz, Pamela Smith, Becky Shafer, Karie Pilcher Rivkin, Angela McEntire-Thorpe, and Elaine Burr.

Members Not Attending:

Debra Nicklaus

Item 1. Reading/Approval of the Minutes:

The February 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 March 17, 2005 is \$45,121.37. All deposits have been made and all checks have been written.

Approximately 50% of the membership dues have been collected. A reminder will be emailed early next week.

Mary informed the Board about a change in our banking relationship with Bank One. Chase will soon be taking over Bank One. John Green is our new account representative. Mary spoke with him recently about the concerns the chapter has with its banking relationship with Bank One. Mr. Green asked that we give him six months to turn the relationship around. He has agreed to personally deliver signature cards to the new check signers effective on April 1. He is also interested in supporting the chapter as a business partner. Chase will provide free online banking to the chapter, and he is interested in making a presentation to the chapter on identity theft. Edna asked for his contact information so that the program committee may consider his program for sometime in the fall. Angela will add his

contact information into the vendor database so that he receive an invitation to participate in Legal Expo 2005.

A Balance Sheet and Income Statement for the period ending March 17, 2005 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Debra Nicklaus, not attending)

Ann Jacobson reported for Debra in her absence.

We have two new members:

1. Sharon Edgett, Controller, Popp & Ikard LLP, 1301 S Mopac, Suite 430, Austin, 78746, 512-473-2661, f 512-479-8013, sharon@property-tax.com
2. Amanda Korte, Legal Administrator, Hance Scarborough Wright Woodward & Weisbart, 111 Congress Ave., Suite 500, Austin, 512-487-4010, f 512-482-6891, akorte@hswwww.com.

Debra is waiting for National to approve membership for Chris Dailey of Drenner Stuart Wolff Metcalfe, vonKreisler LLP.

The Membership Committee is working on updating the membership handbook is the current project. They will try to put the handbook on the website so that members can download updates at their convenience.

The next New Member luncheon is being planned for early June.

Toni Beasley will be taking over as chair on April 1, 2005.

Community Relations/Bar Activities: (Ann Jacobson)

The wish recipient is taking her trip to Disney World this week. A welcome home party will be planned after her return.

Program/Education Committee: (Pamela Smith)

The Spring Educational Conference will be held next week. Forty-nine people have signed up to attend.

In April the speaker will be the IT professional from Jackson Walker. In May, the meeting will consist of a review of the National Conference by some of the conference attendees (Ann Jacobson, Michal Bagley, Edna Diaz, Debbie Roan,



Angela McEntire-Thorpe, Kelly Barker, Bill Elkjer, Chris Sims, Joshua deKoning, Cathy Herring, and Debra Nicklaus).

June's meeting will focus on mentoring. Gisela Bradley of the State Bar will speak on records retention in July.

The Headliners Club has been reserved for the monthly chapter meetings for the 2005-2006 year.

Business Partner Relations Committee: (Angela McEntire-Thorpe)

The Expo Appreciation Happy Hour will be held April 14 at Mezzaluna. The lounge at Spaghetti Warehouse will be closed for renovations on that day necessitating a last minute change for our event. The cost will be \$15 per person and we expect no more than 100 people to attend. The invitations will be mailed tomorrow. The Committee is considering broadening the base for this event next year to include business partners who sponsor lunches, provide free newsletter printing and other services for the chapter.

James Cornell has agreed to co-chair the committee with Angela next year.

Newsletter Committee: (Karie Pilcher Rivkin)

The committee is working on producing the newsletter this week. It should be final by early next week.

Ideas and suggestions for the next newsletter are welcome.

Website Committee: (Elaine Burr)

No major changes have been made to the website. The membership section is current and agrees with the Membership Committee's roster.

Elaine will investigate online Salary Survey options for this year's project.

Salary Survey Committee: (Becky Shafer)

No report.

Item 4. New Business:

Committee Chairs for 2005-2006. We are still looking for a Salary Survey Chair. Other Committee Chairs for 2005-2006 are as follows:



Committee	Chair
Community Relations/Bar Activities	Bonnie Zook
Business Partner Relations	James Cornell and Angela McEntire-Thorpe
Membership	Toni Beasley
Salary Survey	Open
Website	Elaine Burr
Education/Programs	Pamela Smith
Newsletter	Karie Pilcher Rivkin

Scholarships. There was a miscommunication with regard to the national conference scholarships we awarded earlier this year. Debra Nicklaus was awarded the first-time attendee scholarship and Linda Smith was awarded the scholarship from regional. The regional scholarship should have been awarded to a first-time attendee, but we did not receive the criteria for the award until after it was awarded to Linda, who has attended a national conference in the past.

Chris Sims decided not to sit for the CLM exam, so his scholarship was passed to Debra Nicklaus. To be fair to Linda who missed the early bird registration, the Board decided to pay for Linda's registration to resolve this issue. It does not increase the cost to the chapter and it provides good will to Linda Smith.

Board Retreat. The annual Board retreat will be held at the Stephen F. Austin Hotel on March 29, 2005.

Receptions at National Conference. OCE is hosting an event for chapter attendees on Monday night. CB Richard Ellis is hosting a wine tasting at the Museum of Modern Art on Tuesday evening.

The Colorado Chapter asked us to participate in an event with them on Monday evening. Since it conflicts with the OCE event, the Board decided to decline the invitation with the Colorado chapter.

Item 5. Old Business:

No old business

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for April 14, 2005.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS – AUSTIN-CENTRAL TEXAS
CHAPTER
Balance Sheet
As of March 17, 2005

	<u>Mar 17, '05</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	45,121.37
Total Checking/Savings	<u>45,121.37</u>
Total Current Assets	<u>45,121.37</u>
TOTAL ASSETS	<u><u>45,121.37</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	6,935.92
Net Income	<u>24,855.92</u>
Total Equity	<u>45,121.37</u>
TOTAL LIABILITIES & EQUITY	<u><u>45,121.37</u></u>



ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2004 through March 17, 2005

	<u>Apr 1, '04 - Mar 17, '05</u>
Ordinary Income/Expense	
Income	
Education Seminars	2,420.00
Joint Chapter Retreat	600.00
Law Firm Leadership Breakfast	2,000.00
Legal Resource Fair	49,260.00
Meeting Receipts	6,264.00
Membership Dues	
04-'05 Membership Dues	1,575.00
05-'06 Membership Dues	3,825.00
Total Membership Dues	5,400.00
Mtg Vendor Handout Fees	950.00
Newsletter Ads	1,000.00
Salary Survey	3,100.00
Sponsorships	
Joint Retreat	500.00
Sponsorships - Other	500.00
Total Sponsorships	1,000.00
Total Income	71,994.00
Expense	
Chapter Meeting	
Lunches	7,005.56
Speakers	631.85
Total Chapter Meeting	7,637.41
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
Law Firm Leadership bkfst exp	2,593.86
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	1,395.99
Total Parties	1,395.99
Postage and Delivery	70.71
Regional Conference	
Board Members	5,098.66
Total Regional Conference	5,098.66
Salary Survey Expense	-484.00
Supplies	38.95
Vendor Appreciation	
Parties	796.47
Total Vendor Appreciation	796.47
Website	454.60
Total Expense	47,204.18
Net Ordinary Income	24,789.82
Other Income/Expense	
Other Income	
Interest Income	66.10
Total Other Income	66.10
Net Other Income	66.10
Net Income	24,855.92

