

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

May 19, 2005, 12:00 PM

Members Present:

Ann Jacobson, Edna Diaz, Angela McEntire-Thorpe, Jo Ann Welch, Vickie Mitchell, Pamela Smith, James Cornell, Karie Pilcher Rivkin, Elaine Burr

Members Not Attending:

Toni Beasley, Bonnie Zook, Chris Sims

Item 1. Reading/Approval of the Minutes:

The April 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 May 19, 2005 is \$39,239.03. All deposits have been made and all checks have been written.

Ann Jacobson and Angela McEntire-Thorpe accompanied Jo Ann to close the Bank One checking account and open a new account at Frost Bank. Copies of the closing correspondence, bank check, and deposit slip are attached.

Jo Ann prepared a projection through March, 2008 of our cash flow balances (see attachment C). A discussion was held regarding the best way to use our substantial cash reserves. It was noted that the Community Relations Committee has asked for a \$5,000 increase in their budget, and we expect to spend \$3,000 over last year's budget for speakers which was taken into consideration in Jo Ann's projection. Scholarships and conference stipends for Chapter members was one suggestion as well as further stipends for Board members to attend conferences. Board members were asked to bring suggestions to the next Board meeting.

A Balance Sheet and Income Statement for the period ending April 14, 2005 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Membership Committee: (Toni Beasley, not attending)

Ann Jacobson reported for Toni. Toni has regular conflicts with our 3rd Thursday of the month meeting schedule. A suggestion was made to move our meetings to the 3rd Wednesday of each month. Ann will e-mail the Board members to confirm that there are no conflicts with the change.

We have one new member, Corina Ruiz.

Community Relations/Bar Activities: (Bonnie Zook, not attending)

No report.

Ann Jacobson reminded the Board that Bonnie had asked for a total budget of \$5,000 this year, and our community project will probably be a partnership with Legal Build's Habitat for Humanity project.

Program/Education Committee: (Pamela Smith)

Our next Chapter meeting will feature reports from various members that attended the national conference in San Francisco.

Debbie Roan will also speak at the meeting about the new nominating committee requirements.

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

James reported that they now have 8 committee members and would like 2 more. Angela will ask for volunteers at our next Chapter meeting.

The first committee meeting will be held June 1st.

A discussion was held regarding the number of booths to sell. James and Angela stated that they thought it was important to not oversell the Expo so members have time to visit each booth. We will add 30 minutes to the length of the expo since some members found it hard to get to every booth last year.

One recurring problem has been getting the business partners to pay the fees on time. James and Angela think that there has been enough interest from new



business partners to allow a rule stating that a booth reservation will not be confirmed until we receive payment, and the limited number of booths will be reserved on a first-come first-served basis.

Newsletter Committee: (Karie Pilcher Rivkin)

The committee is working on the June issue. Karie noted that we received some new ads for June, and Barbara Anderson-Carr has purchased a full page ad to run in the next 3 issues.

Karie has had some interest from a home building company in purchasing an ad and asked for guidance on non-legal supplier advertising. It was agreed that non-legal ads were acceptable.

Michael Bagley has joined the committee.

In the June issue, Karie will recognize Kelly Barker and Debra Nicholas for passing the CLM exam.

Website Committee: (Elaine Burr)

Elaine reported that the website membership pages are current. All of the new members have been invited to join the list serve, and they have been given passwords to the Members Only Section.

Elaine requested photos taken at the National conference and any other event that we would like to see on the website.

Elaine will ask Chris Sims if he wants to consider on-line options for our salary survey.

Elaine is working with Toni regarding membership database reconciliation.

Elaine is contemplating a new look for our website.

Salary Survey Committee: (Chris Sims, not attending)

Ann reported that Chris has recruited two committee members so far.

Item 4. New Business:

Chapter retreat:

This year the Chapter retreat will include the Austin-Central Texas Chapter members only.



It was suggested and approved that the planning committee should consist of the President, Past-President, and President-Elect this year and future years. Edna and Ann asked for suggestions for a new venue.

It was suggested and approved that the Longhorn stickers be the official Chapter stickers at conferences instead of the Chapter logo stickers. Pamela Smith will order the Longhorn stickers.

Item 5. Old Business:

Reported above.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is tentatively scheduled for June 16, 2005 pending Ann's poll for changing to June 15.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet As of May 19, 2005

	<u>May 19, '05</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	-13.25
Frost Bank	<u>39,252.28</u>
Total Checking/Savings	<u>39,239.03</u>
Total Current Assets	<u>39,239.03</u>
TOTAL ASSETS	<u><u>39,239.03</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>-5,924.79</u>
Total Equity	<u>39,239.03</u>
TOTAL LIABILITIES & EQUITY	<u><u>39,239.03</u></u>



ATTACHMENT B

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

PROFIT & LOSS

April 1, 2004 through April 14, 2005

	<u>Apr 1 - May 19, '05</u>
Ordinary Income/Expense	
Income	
Education Seminars	24.00
Meeting Receipts	774.00
Membership Dues	
05-'06 Membership Dues	750.00
Total Membership Dues	750.00
Mtg Vendor Handout Fees	100.00
Newsletter Ads	175.00
Total Income	1,823.00
Expense	
Chapter Meeting	
Lunches	841.00
Total Chapter Meeting	841.00
Education Seminar	
Speakers	777.78
Total Education Seminar	777.78
National Conference Scholarship	
CLM Scholarship	1,000.00
President-National Conference	1,750.00
President Elect-National Confer	1,750.00
Total National Conference Scholarship	4,500.00
Parties	
Parties	66.75
Postage and Delivery	126.00
Vendor Appreciation	
Parties	1,360.50
Total Vendor Appreciation	1,360.50
Website	
Website	75.76
Total Expense	7,747.79
Net Ordinary Income	-5,924.79
Net Income	-5,924.79



ATTACHMENT C

Revenue Projection

\$45,163.82 Cash Balance - 3/31/05

\$24,898.37 04/05 Profit

-\$5,000.00 Community Development

-\$3,000.00 Speaker

\$62,062.19 Estimated Cash Balance - 05/06

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\$59,291.55 07/08 Cash Balance

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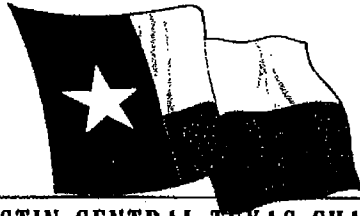
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-\$11,770.64

-\$5,000.00

-\$3,000.00

-\$19,770.64



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators

May 9, 2005

Bank One/Chase Bank
Address
Austin, TX

Re: Austin-Central Texas Chapter of ALA; Account #40106981

To Whom It May Concern:

At this time, the Austin-Central Texas Chapter of ALA would like to move the above referenced account to another banking facility that is more convenient for our current Treasurer, JoAnn Welch, to perform her duties. Two of our current account signers, Angela Thorpe and Ann Jacobson, are present to assist in this transition. Please issue a cashier's check payable to Austin-Central Texas Chapter of ALA, in the amount of \$43,324.91, so that the transfer may be completed.

We appreciate the years of service that Bank One has provided to our Chapter and will certainly consider Chase Bank as an option for banking services in the future at the time a new Treasurer is elected.

Sincerely,

Ann Jacobson
President (2005-2006)
Austin-Central Texas Chapter of ALA

AJ:cd

BANK ONE

FOR YOUR PROTECTION SAVE THIS COPY
OFFICIAL CHECK

Customer Copy

809762920

Texas

05/09/2005

Remitter ALA Austin Central Texas Chapter

Pay To The
Order Of

ALA Austin Central Texas Chapter

\$ *****43,324.91 ***

Drawer: JPMORGAN CHASE BANK, N.A.

NON NEGOTIABLE

TERMS

KEEP THIS COPY FOR YOUR RECORD OF THE TRANSACTION. TO REPORT A LOSS OR FOR ANY OTHER INFORMATION ABOUT THE INSTRUMENT, CONTACT THE INSTITUTION FROM WHICH YOU RECEIVED THE INSTRUMENT.



ACCOUNT NUMBER * 59 1209000

Date | 5/9/05
Name | Austin-Central TX Chapter

Address

Sign here for less cash

Cash	▶	\$	
Check	▶	43324.91	
Check	▶		
Total From	▶		
Other Side	▶		

Deposit

0000 0205 1200 5/9/2005 14:33

Less Cash ▶

ACCT XXXXX0000 AM AMT \$ 43,321.91

\$

43324.91

CR

for

Deposit

Vickie Mitchell

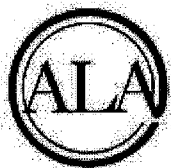
From: Vickie Mitchell
Sent: Monday, May 23, 2005 1:05 PM
To: Angela Thorpe (E-mail); Ann Jacobson (E-mail); Bonnie Zook (E-mail); Chris Sims (E-mail); Edna P. Diaz (E-mail); Elaine Burr (E-mail); James Cornell (E-mail); Jo Ann Welch; Karie Pilcher (E-mail); Pamela Smith (E-mail); Toni Beasley (E-mail)
Subject: May 19 Board Meeting Minutes
Follow Up Follow up
Flag:
Due By: Wednesday, May 25, 2005 7:30 AM
Flag Flagged
Status:

Hi All,

Last Thursday's Board Meeting Minutes are attached. Please review and let me know by tomorrow afternoon if you have any changes. I'll send the final out on Wednesday morning.

Vickie

Vickie Mitchell, HR Director
Osborne & Helman, L.L.P.
301 Congress Avenue, Suite 1910
Austin, Texas 78701
512-542-2016
512-542-2011 facsimile



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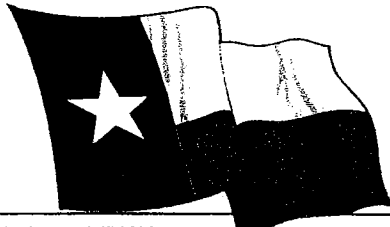
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Sign here for less cash

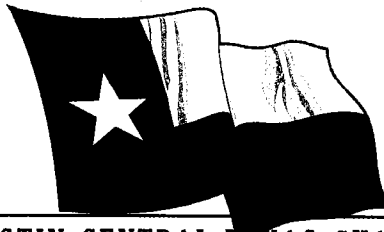
Cash ▶ ~~4~~
Check ▶ 43324.91
Check ▶
Total From ▶
Other Side ▶

Deposit
0000 0205 1200 5/9/2005 14:00 Less Cash ▶

ACCT XXXXX0000 AM AMT \$ 43,321.01
CR \$ 43324.91

for

Deposit



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators

BOARD MEETING AGENDA

May 19, 2005

1. Approval of the March 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
 - 2005-2006 Budget
 - ALA National Conference
 - Board Meetintgs: Third Thursdays
 - Chapter Decals
5. Old Business
 - Bank One/Chase Transition (JoAnn)
 - Calendar Review
6. Adjourn

Website Committee

Website membership pages include the new members. All of the new members have been invited to join the list serve and they have been given passwords to the Members Only Section.

We need photos from National, and member photos as well.

I'm waiting to hear from Chris if he wants me to look into online salary survey options this year.

I'm working with Toni to get the latest membership database so I can reconcile it with my copy for the website. I suspect that I still have a number of people on my list who have not renewed. I need to get non members off the Members Only list and delete them from the list serve.

I'll be on vacation next week, so I will print out the name tags for the chapter meeting to include the entire membership rather than just the people who RSVP's.

Starting to think it's time to change the look of the site again.

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Balance Sheet

As of May 19, 2005

05/18/05

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ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**Profit & Loss**

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-19,770.64



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators

Membership Committee Report—May 19, 2005

After confirming renewals previously not indicated on committee's list, we had 83 members. Some members did not renew or respond to my communication. Those same members were not on our ALA National list for the Austin Chapter. They are:

Vickie Daniel of Cantey & Hanger, L.L.P. (past president of Ft. Worth Chapter)
Sandra Gable of Whitehurst, Harkness, Ozmun & Brees
Laura Harrington of Gray & Becker, P.C.
Linda Neault of Smith & Carlson, PC

We have two new members: Corina Ruiz from Toler Larson & Abel
Sandra Walker of the Law Office of Becky Beaver

Makes our current membership 85.

Pending Members: Jayshri Bhakta of Lawrence, Arenella, Staija, L.L.P. We are waiting for Jayshri to join National, which she promises to do, but has been busy.

New Member Luncheon will be in June as soon as we can settle on a date, most likely toward the end of June.

*Rec'd 5/24/05 after
final minutes sent*