



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



2005

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

November 15, 2005, 12:00 PM

Members Present:

Ann Jacobson, Angela McEntire, Pamela Smith, Jo Ann Welch, Elaine Burr,
Edna Diaz, Vickie Mitchell, Bonnie Zook, James Cornell.

Members Not Attending:

Chris Sims, Karie Rivkin, Toni Beasley

Item 1. Reading/Approval of the Minutes:

The October 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 November 15, 2005 is \$537.78 and the Money Market account balance is \$59,058.68. All checks have been written and deposits made.

Jo Ann will get the June 23 through October 31, 2005 deposit detail to Angela so she can finish the reconciliation of the Business Partner Expo.

Jo Ann pointed out that the Regional Conference expense (\$6,951.14) was included but she still has a few reimbursements that haven't come in.

We have \$1,161.88 in profit so far from the salary survey.

A Balance Sheet and Income Statement for the period ending November 15, 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 reported for Toni.

Our newest member is Jackson Seamans of Cantey & Hanger, L.L.P.

We have two potential Members: Diane Dettman of Segal McCambridge Singer & Mahoney, Ltd. and William Pigg of Henslee Fowler Hepworth & Schwartz, LLP. Both have recently joined National through 2006 and Toni will contact them about joining the Austin Chapter.

Ann mentioned that she read an article about Beverage & Diamond expanding in Austin and will contact their administrator about joining.

Sharon Rhea, past member, has inquired about joining as an associate member. Toni is working with National to determine whether Sharon qualifies.

Our current membership total is 89.

Ann reported for Toni that the member surveys are slowly coming in.

The ALA Buddy program Happy Hour is scheduled for tomorrow, November 16, 2005. The event is for Buddies and new Members. Toni hopes to make it an annual event.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie reported that the Austin Habitat for Humanity volunteer event was a great success. She had 18 volunteers (only 10 were requested) and instead of a landscaping project, they wound up doing a little bit of everything. Bonnie's group consisted of 11 ALA Members, 4 business partners, one ALA spouse, and 2 ALA member co-workers. In addition to providing volunteers, our Chapter donated \$500 to Habitat to purchase new gardening tools. The check was presented to the executive director who just happened to stop by. The Stephen F Austin hotel generously donated a two night stay at the SFA valued at \$1,200 as a gift for one of the ALA Members who helped on the project. Bonnie will draw a winner from the list of ALA volunteers at the luncheon on Thursday.

This coming Saturday, November 19, is the date for the Austin Habitat for Humanity home dedication. Bonnie and her Committee Members will be attending and will deliver a gift of dishes to the new homeowners.



The Committee is working on projects for the Food Bank and Austin Children's Shelter for later this year.

James suggested a project of gift baskets or something similar for the Food Bank or possibly sponsoring a family for the holidays.

Program/Education Committee: (Pamela Smith)

The invitation has gone out for our December 13 holiday party at Six Lounge. We will have a CD exchange which Pamela remarked has been enjoyed by all in the past years.

Pamela is talking to Dr. Cupp, who spoke at the Regional Conference session on conflict management, about speaking at our spring educational seminar.

Our November topic for the luncheon is fraud prevention and the January topic is identity theft.

Business Partner Relations Committee: (Angela McEntire)

Angela is still working on the reconciliation for the Legal Expo. Jo Ann will provide additional copies of the deposit and check detail to her to help with the reconciliation. Jo Ann will also provide details of the Education Seminar expenses and receipts.

Angela and James reported that several Business Partners paid late fees voluntarily which were not collected from other Business Partners who paid past the deadline. The Board unanimously agreed to refund the late fees.

Angela reviewed the Expo historical information and reported that we made a profit of \$18,614.69 in 2003 and \$33,260.53 in 2004. Angela and James' theory is that the increase in profit was due to changing the venue to allow room for more participation. Angela also reported that our profit will probably be a bit less for 2005 but remarked that we did not have platinum or speaker sponsors this year.

Angela is sending Elaine a CD with the Gold and Silver sponsors' logos/ads for website posting.

Angela and James are working on a dollar value for the Business Partner Levels of Sponsorship packages for Legal Expo 2006.

Angela and James will get a list of Business Partners who have not had the opportunity to sponsor a luncheon (from their Expo package) to Edna and Pamela so they can schedule the sponsorship.

Newsletter Committee: (Karie D. Rivkin-not attending)



No report.

Website Committee: (Elaine Burr)

Elaine has three new Committee Members: Chris Sims, Amanda Korte, and Becky Shafer.

Elaine and her Committee Members are working on updating the news section on the Austin Habitat for Humanity event. They are also working on updates for sponsorship opportunities and keeping the Member information current.

Compensation and Benefits Survey Committee: (Chris Sims-not attending)

No report.

Item 4. New Business:

Ann and Jo Ann attended the Region 4 Council meeting in Houston. Elaine will post the minutes on the website in the Members Only section.

Ann will not be able to attend the Thursday luncheon and has asked Jo Ann to lead the meeting.

Edna reported that the Chapter Retreat has been re-scheduled to March 3, 2006. Camp Balcones Springs only has 11 cabins available that date so the Board decided that we cannot offer single rooms. Our contract is for 33 attendees and our previous deposit will be applied to the charges. They may ask for an additional deposit this month which will also be applied to the charges. A discussion was held regarding permanently moving the Retreat to the spring with positive remarks being made by all. The Board then decided that it would be a decision for the next Board to make and the discussion was tabled.

Ann reminded everyone that award entries are due January 24, 2005 and passed out guidelines.

Ann asked for discussion regarding listserv access. We have had requests in the post to post meeting or presentation information for other groups. We have also had requests from Members to give access to others in their firms. The Board agreed unanimously that the listserv is for Members only. Elaine will review the guidelines that are posted on our website regarding content of messages and whether we need to refine the guidelines to include other entity meetings/presentations. Angela suggested that we have a standard response prepared for people that ask us to post messages for their group. Edna suggested that we simply say that it is against our Chapter policy and we will not be able to post for them. Elaine will also check to see



if we can add an automatic "please do not forward outside this group" message to our listserve e-mails.

The Managing Partner Breakfast is scheduled for February 9, 2006. Blane Prescott with Hildebrandt will be our speaker and has agreed to charge for travel expenses only. The Membership Committee will provide Ann with a list of Managing Partners. Ann's firm will provide the invitations.

Item 5. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Thursday, December 15, 2005.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

	<u>Nov 15, '05</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	537.78
Frost Money Market	<u>59,058.68</u>
Total Checking/Savings	<u>59,596.46</u>
Total Current Assets	<u>59,596.46</u>
TOTAL ASSETS	<u><u>59,596.46</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>14,432.64</u>
Total Equity	<u>59,596.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>59,596.46</u></u>



ATTACHMENT B
ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS
CHAPTER

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

	<u>Apr 1 - Nov 15, '05</u>
Ordinary Income/Expense	
Income	
Education Seminars	2,649.00
Legal Resource Fair	44,276.70
Meeting Receipts	3,984.00
Membership Dues	
05-'06 Membership Dues	<u>1,575.00</u>
Total Membership Dues	1,575.00
Mtg Vendor Handout Fees	1,300.00
Newsletter Ads	1,650.00
Salary Survey	<u>1,161.88</u>
Total Income	56,596.58
Expense	
Bank Service Charges	2.00
Chapter Meeting	
Lunches	<u>4,517.93</u>
Total Chapter Meeting	4,517.93
Chapter Retreat	2,337.50
Community Challenge Expenses	741.69
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-Natl 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	275.00
Members at Large-Reg Conf	4,375.00
T-shirts	813.18
Regional Conference - Other	<u>1,487.96</u>
Total Regional Conference	6,951.14
Vendor Appreciation	
Parties	<u>1,360.50</u>
Total Vendor Appreciation	1,360.50
Website	<u>303.04</u>
Total Expense	<u>42,235.39</u>
Net Ordinary Income	14,361.19
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>14,432.64</u></u>

