



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



2005
**Minutes from the September 05 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

September 15, 2005, 12:00 PM

Members Present:

Ann Jacobson, Vickie Mitchell, Bonnie Zook, Elaine Burr, Angela McEntire; James Cornell, Chris Sims, Pamela Smith, Karie D. Rivkin

Members Not Attending:

Jo Ann Welch, Edna Diaz, Toni Beasley,

Item 1. Reading/Approval of the Minutes:

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

Item 2. Treasurer's Report: (Jo Ann Welch-not attending)

Ann reported for Jo Ann. The Chapter bank account balance as of September 15, 2005 is \$66,887.10. Jo Ann has some checks to be deposited for the educational seminar, advertising, and the retreat.

A Balance Sheet and Income Statement for the period ending September 15, 2005 are attached hereto and made a part of these minutes. (Attachments A and B)

Jo Ann opened a money market account at Frost Bank with an initial deposit of \$60,000 as reflected on the balance sheet.

Item 3. Committee Reports:

Membership Committee: (Toni Beasley-not attending)

Elaine Burr volunteered to report for the committee in the future since Toni has a conflict with the Board meeting dates.

We have a new member, Elizabeth Walker and a possible new member, Fran Vincent

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie reported that she offered the Austin Children's Shelter the Gatti cards that were left over from the recent Gatti Town trip with the kids and they were gratefully accepted.

The Committee is discussing possibly taking the children from the Austin Children's Shelter to make pottery.

November 12 is the scheduled landscaping event with Habitat for Humanity. The newsletter will carry a notice for anyone wanting to volunteer.

Program/Education Committee: (Pamela Smith)

Pamela reported that all monthly meeting speakers are planned except the holiday party and the March seminar.

Pamela asked the Board members to e-mail her with venue suggestions for the holiday party.

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

Angela and James have submitted an article for the newsletter recognizing the Business Partner Relations Committee, all Expo participants, and business partners that have participated in the Expo for 5 years or more. The three business partners that did not get in the Expo brochure due to late or incorrect submissions will have an ad in the next newsletter at no cost.

The business partner surveys will be e-mailed the week of September 19 with a due date of September 30.

The committee will meet in October to discuss suggestions for the 2006 Expo.

Angela and James are sending thank you notes to the business partners who supplied various items (tote bags, etc.) at the Expo.

Angela will get pictures from the Expo to Karie for the newsletter and Elaine for the website.

Angela and James are working on the reconciliation. Two business partners owe for extras. \$3,025 is due to the event site and will be paid soon.



Angela and James will review our business partner database and distribute to the membership before the 2006 Expo for additions, changes, and deletions.

Newsletter Committee: (Karie D. Rivkin)

The committee is working on the next publication. Karie thanked everyone for contributing their articles.

Website Committee: (Elaine Burr)

Elaine will work with Angela on business partner ads for our website.

Compensation and Benefits Survey Committee: (Chris Sims)

Chris reported that the committee decided to extend the deadline to September 6 for submitting surveys which delays distribution but increased participation. The CPA received quite a few late surveys. 64% of member firms participated.

The goal for the 2006 survey is to have the results in the hands of the membership around mid-year instead of Fall as has been the case in the recent past.

Item 4. New Business:

A request was made to allow spouses to accompany the membership on the bus to Regional Conference. A discussion was held and it was decided that Ann would first determine the availability of seats and report back to the Board.

Elaine will work with Toni on a development and recruitment document describing the benefits of membership.

Elaine will do a website posting of the promotion for the Robert Half 10,000th member contest with the logo.

Pamela will forward information regarding the Juan Diego School member luncheon in connection with the Community Enrichment submission.

Item 5. Old Business:

Angela presented a selection of shirts for the membership attending Regional Conference. The Board agreed that Angela should select a shirt.

Professional Legal Management Week information will be posted on the website and in the newsletter.



Angela and Ann will work on the diversity submission.

The Board discussed creating a Board position to be responsible for the CLM study group each year. Chris suggested asking Kelly Barker and Debra Nicklaus to volunteer as recent CLMs noting that they would be a good resource and could possibly count the sessions toward their continuing education (CE) requirements. It was noted that National will not count educational sessions toward CE requirements if a meal is involved. Chris will work with Pamela's committee to address the meal issue.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for October 18, 2005.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet As of September 15, 2005

	<u>Sep 15, '05</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	6,887.10
Frost Money Market	<u>60,000.00</u>
Total Checking/Savings	<u>66,887.10</u>
Total Current Assets	<u>66,887.10</u>
TOTAL ASSETS	<u><u>66,887.10</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>21,723.28</u>
Total Equity	<u>66,887.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>66,887.10</u></u>



ATTACHMENT B
ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS
CHAPTER

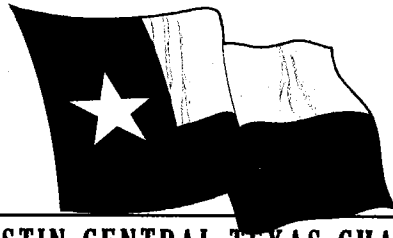
PROFIT & LOSS
April 1, 2004 through September 15, 2005

	<u>Apr 1 - Sep 15, '05</u>
Ordinary Income/Expense	
Income	
Education Seminars	2,409.00
Legal Resource Fair	43,986.70
Meeting Receipts	2,742.00
Membership Dues	
05-'06 Membership Dues	<u>1,350.00</u>
Total Membership Dues	1,350.00
Mtg Vendor Handout Fees	850.00
Newsletter Ads	<u>1,175.00</u>
Total Income	52,512.70
Expense	
Bank Service Charges	1.00
Chapter Meeting	
Lunches	<u>3,033.07</u>
Total Chapter Meeting	3,033.07
Chapter Retreat	2,337.50
Community Challenge Expenses	122.43
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	4,237.99
Food	<u>1,923.16</u>
Total Legal Resource Fair Expenses	7,511.15
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
Parties	
Parties	66.75
Postage and Delivery	
Postage and Delivery	126.00
Regional Conference	
Regional Conference	200.00
Vendor Appreciation	
Parties	<u>1,360.50</u>
Total Vendor Appreciation	1,360.50
Website	
Website	<u>227.28</u>
Total Expense	<u>30,802.19</u>
Net Ordinary Income	21,710.51
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>21,723.28</u></u>





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Association of Legal Administrators

BOARD MEETING AGENDA
September 15, 2005

1. Approval of the August 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
 - Legal Management Week (Oct. '05)
 - Regional Conference – Travel Budget
 - Hurricane Katrina Relief Effort
 - President's Awards List
5. Adjourn