



**Minutes from the April 06 Board Meeting of the  
Austin – Central Texas Chapter  
Association of Legal Administrators**

**April 11, 2006, 12:00 PM**

**Members Present:**

Angela McEntire, Toni Beasley, Jo Ann Welch, James Cornell, Debbie Roan, Angie Kalsbeck, Karie Rivkin, Chris Sims, and Elaine Burr

**Members Not Attending:** Ann Jacobson, Vickie Mitchell, and Bonnie Zook.

**Item 1. Reading/Approval of the Minutes:**

The March 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 April 11, 2006 is \$1,092.77 and the Money market account balance is \$51,362.19. This is the beginning of our fiscal year. We have written two checks this month for website maintenance and for the Business Partner Appreciation Event. We expect to have some income in the next few weeks as several members have not yet paid their membership renewal dues.

Jo Ann distributed budget worksheets to most of the committee chairs to aid in the development of a budget for the coming year.

Toni Beasley will need to be added as an authorized check signer on the chapter's accounts.

**Item 3. Committee Reports:**

**Business Partner Relations: (Debbie Roan and James Cornell)**

All of the committee members from last year have signed up again for another year and they are gearing up for another successful Legal Expo.

The Appreciation Happy Hour was a success, the venue was the right size for the crowd, and everyone seemed to have a good time.

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

No report.

Program/Education Committee: (Angie Kalsbeck)

The committee met last week. They have lost two members and Angie will ask for volunteers at the next member luncheon. Angie sent out an email last week advising the membership of program dates.

Angela will give the plastic name tag sleeves to Angie, and a new list of members will be printed on card stock. We are planning to use these name tags this year for all of our chapter functions.

Membership Committee (Toni Beasley)

Twenty-seven members have not renewed yet this year. Toni feels that in most cases, this is an oversight, and that most of them will renew in the next week or so.

There are four potential members who are in the process of joining.

The committee is planning a new member luncheon which will be held in the middle of May.

Toni will send an e-mail to the membership asking for committee members to fill vacancies. Angela suggested having sign-up sheets at the April 20 luncheon so people can see what committees need new members and who is already on the committee.

Newsletter Committee: (Karie Rivkin)

The March newsletter just went out and it was a success. The committee is planning to meet on Friday to discuss topics for the June newsletter. The Board made the following suggestions: Retreat and Event planning; Roth 401K option; the potential Partnership tax. Angie mentioned that there are plans for programs on these topics as well.

The Board also suggested that attendees of the National Conference in Montreal collaborate on an article recapping their experiences. Debbie also mentioned that



other chapters ask first time attendees to write an article outlining their impressions. Toni Beasley volunteered to write the first time attendee article.

#### Salary Survey Committee: (Chris Sims)

The Committee met via email over the past week. They plan to revisit the option to generate an online survey this year as opposed to a paper survey. They will look at the feasibility with regard to costs and ease of use and report back to the Board with their findings.

There is a plan to get the survey out in mid-July which is six weeks earlier than last year. This is in response to chapter member requests for an earlier survey so that it can be used as a valuable tool during the budgeting process.

The committee will be looking at other accounting firms this year because of continued issues with Wheeler & Company.

#### Website Committee: (Elaine Burr)

The website has been updated with the new information on officers and committee chairs. Elaine will be polling committee chairs for committee membership lists and other information for the website.

Elaine sent a list to Toni Beasley listing all of the members who do not have photos on the website. Debbie Roan offered to bring her digital camera to the next chapter meeting to snap a few photos. Angie will ask Clay to add this information to the meeting notice email.

Each year, Elaine reviews the listserv member list and removes people who are no longer members. It becomes difficult when some members sign up for the listserve using their personal email accounts (e.g. [fancyface@yahoo.com](mailto:fancyface@yahoo.com)). Yahoo Groups does not reveal the identity of such accounts. Elaine asked if she could require members to use business email accounts only. The Board approved.

#### **Item 4. New Business:**

**Board members** – Angela distributed a Board member contact information sheet and asked the Board to review their information for accuracy.



**Board goals** – The Board reviewed the goals that were distributed in the retreat notebooks and confirmed their commitment to meeting them.

**Committee members** – Angela asked each chairperson to provide her with a list of committee members by April 18, 2006 so we can announce and/or recruit members at the April 20 chapter meeting and post their names on the website.

**Committee goals** – Angela asked the chairpersons to provide her with a list of committee goals by May 9, 2006 for discussion at the May board meeting. Debbie Roan mentioned that she will work to get a Platinum sponsor for this year's Legal Expo, and to encourage a stronger tie between the Business Partner Relations Committee and the Community Relations Committee.

**Committee budgets** – Angela reminded the Board to complete their budget forms and to turn them in to Jo Ann Welch by April 28, 2006.

**National president** – David Constantine will be speaking at our chapter meeting next week. Debbie Roan offered to contact him and to coordinate his schedule with the Board. He may want to meet with the Board at some point during his visit.

**Former President Appreciation Gift** – On March 27, 2006, the Board approved the purchase of a gift for Ann Jacobson in the amount of \$200. A plaque and a Coach gift card were presented to Ann at the Board retreat on March 28, 2006.

**Board Retreat Appreciation Gift** – On March 31, 2006, the Board approved the purchase of a \$200 gift for Danelle Awtry of the SFA Intercontinental Hotel in appreciation for her efforts in providing complimentary appetizers, beverages, parking and a meeting room for the Board retreat.

**Legal Expo Appreciation Event** – The total cost of the Legal Expo Appreciation Event was \$1,543 and the attendance was about 100. Ajilon Legal won 3 months advertising on our website; Safesite won a full page newsletter ad, and Move Solutions won a Bronze booth or a \$400 credit toward a booth upgrade for the upcoming Expo. Ajilon and Safesite have been asked to provide ad materials.

**CLM** – The Cyber Chapter has developed an online study guide to help members who are planning to sit for the exam. The cost is \$150 which includes a membership to the Cyber Chapter. The study materials will be available at the member's convenience. Angela will contact Debra Nicklaus and Kelly Barker to ask if they are still interested in organizing a classroom CLM program. While the majority of the Board was enthusiastic about the online study program, others felt that face to face classes are valuable as well.



**National Conference** – Debbie is making plans for a chapter dinner on Monday, May 1 at the National conference. Bonnie is organizing a shirt order.

**Chapter Audit** – Vickie Mitchell as Secretary and Toni Beasley as President-Elect need to schedule a time within the next two weeks for a chapter audit.

**CLI** – Angela and Toni will be attending the CLI conference in Dallas from June 23-25.

**National Compensation and Benefits Survey** – The deadline for the national compensation and benefits survey is May 15.

**Press Release** – Angela asked for a volunteer to write a press release announcement of new officers to be published with the Austin Bar, the Austin Lawyer, Austin Business Journal and the Austin American-Statesman. Karie Rivkin volunteered and she will try to get it written and submitted by the end of April.

**Website Photos** - Photos will be taken at the next several chapter meetings.

**Chapter Retreat** - Angela asked for the Board to think about ideas for our next Board retreat. Discussion was postponed until the next Board meeting.

**Regional Nominating Committee** – Debbie Roan asked for volunteers to participate on the Regional Nominating Committee. Toni Beasley volunteered.

**Item 5. Old Business:**

No old business

**Item 6. Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for May 9, 2006.



## ATTACHMENT A

### ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

#### Balance Sheet As of April 11, 2006

	<u>Apr 11, '06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	1,092.77
Frost Money Market	<u>51,362.19</u>
<b>Total Checking/Savings</b>	<u>52,454.96</u>
<b>Total Current Assets</b>	<u>52,454.96</u>
<b>TOTAL ASSETS</b>	<u><u>52,454.96</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	40,706.31
Net Income	<u>-1,580.88</u>
<b>Total Equity</b>	<u>52,454.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>52,454.96</u></u>



**ATTACHMENT B**  
**ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS**  
**CHAPTER**

**PROFIT & LOSS**  
April 1, 2006 through April 11, 2006

	<u>Apr 1 - 11, '06</u>
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
<b>Vendor Appreciation</b>	
<b>Parties</b>	<u>1,543.00</u>
<b>Total Vendor Appreciation</b>	1,543.00
<b>Website</b>	<u>37.88</u>
<b>Total Expense</b>	<u>1,580.88</u>
<b>Net Ordinary Income</b>	<u>-1,580.88</u>
<b>Net Income</b>	<u><u>-1,580.88</u></u>



**Vickie Mitchell**

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**From:** McEntire, Angela [Angela.mcentire@strasburger.com]  
**Sent:** Monday, March 13, 2006 2:20 PM  
**To:** Ann Jacobson; Karie P. Rivkin  
**Cc:** Toni Beasley; Jo Ann Welch; Vickie Mitchell; Bonnie Zook; Angie Kalsbeck; Chris Sims; Elaine Burr; Roan, Debbie  
**Subject:** Austin ALA Board 2006 - 2007

Ann - so you can report to National, and  
Karie - so you can include in an upcoming newsletter,

following is a list of our Board members effective April 1:

President - Angela McEntire  
President-Elect - Toni Beasley  
Past President - Ann Jacobson  
Treasurer - Jo Ann Welch  
Secretary - Vickie Mitchell  
Region 4 Officer - Debbie Roan  
Business Partner Relations Committee Chair - Debbie Roan  
Community Relations/Bar Activities Committee Chair - Bonnie Zook  
Education/Program Committee Chair - Angie Kalsbeck  
Membership Committee Chair - Toni Beasley  
Newsletter Committee Chair - Karie Rivkin  
Salary Survey Committee Chair - Chris Sims  
Website Committee Chair - Elaine Burr

Looking forward to it! Thanks!



**Angela McEntire**, Office Manager • Strasburger & Price, LLP  
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