



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

August 8, 2006, Noon

Members Present:

Angela McEntire, Ann Jacobson, Jo Ann Welch, Vickie Mitchell, Angie Kalsbeck, Toni Beasley, Karie Rivkin, and Brenda Barnes

Members Not Attending:

Elaine Burr, Chris Sims, Debbie Roan, Bonnie Zook, James Cornell

Item 1. Reading/Approval of the Minutes:

The July 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 August 8, 2006 is \$9,427.30 and the Money Market account balance is \$61,484.05. All checks have been written and deposits made.

Jo Ann has separated the Business Partner Expo income by sponsor type for budget comparison purposes.

Jo Ann reviewed expenses and noted that the website expense is due to having made two payments to Ellie Brady for her work on the new website design.

Jo Ann continues to move money to the money market account when appropriate.

A Balance Sheet and Income Statement for the period ending August 8, 2006 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Chapter Awards Committee: (Brenda Barnes)

Brenda reported that Edna Diaz has agreed to serve on the Committee and she is working on recruiting one other member.

A discussion was held regarding the Committee job description. Angela asked other Chapters for suggestions and shared the results. The goal of the Committee is to assist Board Members and Committee Chairs with their submissions and to review submission categories that are not easily matched with an existing Committee and assign responsibility for the submission. Angela suggested that Brenda review the national website for guidance. Angela will also share the previous judge's comments with Brenda.

Membership Committee: (Toni Beasley)

Toni reported that she has 6 potential members that she has contacted.

Our current membership is 91.

Toni and her Committee will start focusing on bringing in corporate legal administrators. To start, they are looking for contacts at businesses such as Temple Inland, Dell, National Instruments and LCRA. Ann suggested holding an event for a group of contacts when identified and having the Board attend to highlight the benefits of ALA. Jo Ann suggested contacting AHRMA for potential contacts.

Toni reported that our Chapter submitted 24 possible members in the Tic Tac ALA recruitment contest. There are prizes given for each potential member on the list of 24 that becomes a member by October 30. Toni also mentioned that we should qualify for other prizes for recruiting at least 9 members this year. We have 10 new members already.

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

No report.

Angela reminded everyone of the bowling event on September 24-Dart Bowl at 2:00 p.m. Each person is to bring a new toy or stuffed animal to be presented at the Children's Hospital Halloween Carnival on October 26.

Ann suggested including Business Partner invitations to the bowling event in the Expo packets.



Program/Education Committee: (Angie Kalsbeck)

Angie reported that she has 62 RSVPs for the fall seminar and her Committee will start making reminder telephone calls on Friday. Lunch at the seminar will be an Italian buffet.

Angie asked for someone to give our speaker, Bruce Wilkerson, a ride to the seminar and Angela volunteered. Angie is finalizing plans to have a drawing at the seminar during the break and suggested we purchase one of Bruce's books for the drawing. The Board approved. Angie also reported that we do not have a speaker sponsor for the seminar.

The speaker for the September luncheon will be Jennifer Patterson. She will be speaking on the new tax legislation.

Business Partner Relations Committee: (Debbie Roan-not attending and James Cornell-not attending)

Angela reported for Debbie.

The Committee has sold 72 booths (including the free booth to Move Solutions) and have a semi-commitment for one more. To date they have collected \$44,172.50. Debbie expects to collect close to \$48,000 in total.

The Committee met last week and assignments were made for Expo Day. Amanda Korte has done a great job on the brochure.

Debbie will send an e-mail on Monday with parking passes and will send final details to the participating Business Partners on Tuesday.

Newsletter Committee: (Karie D. Rivkin)

Karie reported that all of the newsletter editors are working on assignments for the September issue. They are running into difficulty locating a vendor to author one of the articles but Carol hasn't given up. The Committee recommended an article on event planning and due to positive feedback, will work on that as well.

Website Committee: (Elaine Burr-not attending)

Angela reported for Elaine.

Ellie Brady is continuing to bring content from the old website to the new one. The plan is to go live by August 17 (the date of the Expo). Debbie and James are working on getting the Business Partner ads to Elaine and Ellie for posting on the new site.



Amanda Korte did a great job taking notes at the last luncheon meeting. They are posted on the website. As a result of Elaine mentioning at the meeting that the notes would be posted, she had several people request their members only passwords.

Elaine plans to investigate a better vehicle for chapter communications (listserve). There have been some frustrations reported regarding the process when new members are added.

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

Angela reported for Chris.

National approved our survey on July 26 and the Board approved the contract on August 3.

The compensation and benefits survey form was e-mailed to members on August 4th. Chris urges each and every Board Member to complete the survey.

The Committee will be making personal calls to all members asking for their responses by September 18th. If we get the responses in time, the survey could be finalized three weeks earlier than in previous years.

Item 4. Old Business:

Our Chapter Awards Chair & Committee was established and announced on July 12.

Our Fidelity Bond Insurance coverage was renewed July 14.

Our Certification compliance was submitted July 19.

The Tic Tac ALA submission was made July 31.

Angela and Jo Ann met with Joan Davis at Safesite to discuss an agreement between Safesite and our Chapter for storage of our records at no cost. The Board approved making our President and Secretary authorized users on the account. Angela will send notice to the Chapter asking for any official ALA records with instructions to contact Joan for pick up. Joan will provide a room for all records to be indexed prior to being placed in permanent storage. We will publish the index on our members only page of the website. Angela will discuss the process at our next Chapter meeting.



Angela was notified by Sam Williams that the San Antonio Chapter wants to have a joint retreat this year. Angela will contact them and coordinate. Angela and Ann are still looking into Lakeway or Lost Pines Hyatt as the venue. They will also contact the Flying L Ranch at Sam's suggestion. Angie has provided 3 retreat speaker possibilities.

Angela reminded everyone of Professional Legal Management Week October 2-6. Ann suggested submitting information to the Austin Lawyer for publication.

Angela reported that November 1 was a good date for an event honoring Michal Bagley's retirement. Jo Ann suggested a possible theme for the event.

Angela reminded everyone that Chapter Awards submissions are due January 16.

Item 5. New Business:

Angela reminded everyone to promote attendance at our Summer Educational Seminar and Legal Expo.

A discussion was held regarding Board Member stipends for the Regional Conference on October 13-14. It was noted that registration stipends were included in our budget. The Board decided to hold a special budget meeting after the Legal Expo to examine our resources for offering travel stipends. Angela will order Chapter shirts for members that need them and are attending Regional.

Angela forwarded ideas gathered from the President's listserve to Bonnie regarding bar relations efforts.

Angie and Angela are working on an information letter to give all speakers to educate them on our Chapter. A discussion was held and the Board approved limiting the number of additional people a speaker can bring to our luncheon meetings to two. (3 total)

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for September 12, 2006 at 12:00 p.m.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet
As of August 8, 2006

	<u>Aug 8, '06</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	9,427.30
Frost Money Market	<u>61,484.05</u>
Total Checking/Savings	<u>70,911.35</u>
Total Current Assets	<u>70,911.35</u>
TOTAL ASSETS	<u><u>70,911.35</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	<u>16,814.42</u>
Total Equity	<u>70,911.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>70,911.35</u></u>



ATTACHMENT B
ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS
CHAPTER

PROFIT & LOSS
April 1, 2006 through August 8, 2006

	<u>Apr 1 - Aug 8, '06</u>
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	14,245.00
Gold Sponsors	8,172.50
Platinum Sponsor	3,000.00
Silver Sponsors	<u>14,215.00</u>
Total Business Partner Fair	39,632.50
Education	
Meeting Receipts	2,430.00
Mtg Vendor Handout Fees	450.00
Education - Other	<u>25.00</u>
Total Education	2,905.00
Membership Dues	
06-'07 Membership Dues	<u>2,400.00</u>
Total Membership Dues	2,400.00
Newsletter Ads	300.00
Salary Survey	<u>200.00</u>
Total Income	45,437.50
Expense	
Bank Service Charges	4.00
Board Expenses	
Gifts	<u>177.19</u>
Total Board Expenses	177.19
Business Partner Fair Expenses	
Facilities	2,700.00
Vendor Appreciation Party	<u>1,543.00</u>
Total Business Partner Fair Expenses	4,243.00
Community Challenge Expenses	401.08
Continuing Leadership Institute	
President - CLI	<u>310.00</u>
Total Continuing Leadership Institute	310.00



Education Costs	
Chapter MeetingLunches	1,880.70
Speakers-Education Seminar	2,948.95
Education Costs - Other	<u>12.39</u>
Total Education Costs	4,842.04
Managing Partner Breakfast	2,323.39
Miscellaneous Expense	
Other	<u>103.64</u>
Total Miscellaneous Expense	103.64
National Conference Scholarship	
Board Member Stipend	12,000.00
President-National Conference	1,500.00
Social Event	<u>500.00</u>
Total National Conference Scholarship	14,000.00
New Member Functions	
New Member Lunches	<u>134.45</u>
Total New Member Functions	134.45
Uncategorized Expenses	
Website	
Design	1,780.71
Monthly Fee	75.76
Website - Other	<u>213.59</u>
Total Website	<u>2,070.06</u>
Total Expense	<u>28,608.85</u>
Net Ordinary Income	16,828.65
Other Income/Expense	
Other Income	
Interest Income	<u>60.77</u>
Total Other Income	60.77
Other Expense	
Other Expenses	<u>75.00</u>
Total Other Expense	<u>75.00</u>
Net Other Income	<u>-14.23</u>
Net Income	<u><u>16,814.42</u></u>







Board Meeting Agenda August 8, 2006

Members Present:

Angela McEntire, Ann Jacobson, Vickie Mitchell, Jo Ann Welch, Bonnie Zook, Angie Kalsbeck

Members Absent:

Elaine Burr, James Cornell, Debbie Roan, Chris Sims

1. Approval of the July Minutes

2. Treasurer's Report

3. Committee Reports

- a. Business Partner Relations – James Cornell & Debbie Roan
- b. Chapter Awards – Brenda Barnes
- c. Community/Bar Liaison – Bonnie Zook
- d. Education/Program – Angie Kalsbeck
- e. Membership – Toni Beasley
- f. Newsletter – Karie Rivkin
- g. Salary Survey – Chris Sims
- h. Website – Elaine Burr

4. Old Business

- a. Chapter Awards Chair & Committee, established & announced July 12
- b. Fidelity Bond Insurance Coverage, renewed July 14
- c. Certification Compliance, submitted July 19
- d. Tic Tac ALA Campaign Efforts, submitted July 31
- e. Safesite Agreement
- f. Chapter Retreat – date, location, speaker, San Antonio Chapter
- g. Professional Legal Management Week, October 2-6
- h. Michal Bagley's retirement reception – date, location, gift
- i. Chapter Awards Submissions, due January 16

j. Presidents' Award – 2,525 points earned as of August 7

5. New Business

- a. Summer Educational Seminar & Legal Expo, attendance efforts
- b. Regional Conference, October 13-14
 - i. Board member attendance efforts
 - ii. Chapter member attendance efforts
 - iii. Shirt order
 - iv. Longhorn stickers order
- c. Bar Relations Efforts, provided President list serve ideas to Bonnie Zook
- d. Speaking Engagement letters, provided samples to Angie Kalsbeck
- e. Open Discussion



Membership Committee Report—August 8, 2006

New Members:

No new members

Potential Members:

Mary Kay Booth – Booth, Ahrens & Werkenthin

Jennifer Greene – Tindall & Foster, P.C.

Barbara Mullen - Kelly, Hart & Hallman, PC

Beth Niyogi – Meyertons, Hood, Kivlin, Kowert & Goetzl, P.C.

Teresa Tipton – Fish & Richardson, P.C.

Jackie Walker – Dechert LLP

Membership:

Current membership is 91.

Expanding Membership:

As everyone knows the mission of the Membership Committee is to bring in new members. With that in mind – our committee focus this year in on corporate legal administrators. We are sorely lacking in our membership for administratora that are part of our corporate legal community, such as Temple Inland, Dell, National Instruments, and LCRA. We need names of contacts within these organizations. We all know from experience that trying to get into the corporation is difficult without a direct contact.

TIC-TAC-TOE:

Our chapter gained 150 points by submitting 24 possible members. We can then win prized for each member on the list that becomes a member by October 30. All but one of the above potential members are on our list.

Vickie Mitchell

From: McEntire, Angela [Angela.mcentire@strasburger.com]
Sent: Monday, August 07, 2006 4:52 PM
To: Vickie Mitchell
Subject: FW: Board Meeting on Tuesday, August 8

Ditto

From: McEntire, Angela
Sent: Monday, July 31, 2006 11:41 AM
To: 'Chris Sims'
Subject: RE: Board Meeting on Tuesday, August 8

Thank you. I will include for you.

From: Chris Sims [mailto:csims@bickerstaff.com]
Sent: Friday, July 28, 2006 4:40 PM
To: McEntire, Angela
Subject: Board Meeting on Tuesday, August 8

Angela,

I will not be in town for this meeting, but wanted to make certain a couple of things were addressed at this meeting. First, we should have already published to the membership the annual compensation and benefits survey to complete. I would be failing in my duties if each and every member of the Board did not complete a survey. Please mention just how important this is and that our salaries depend on this too. Also, our Committee will be making personal calls to all members so that we can have their responses in no later than September 18. This is a key date which could ultimately delay the publication date of the survey to those who purchase a copy. If all goes well, the survey could be published three weeks prior the date we published last year. By the way, once we work out the engagement with Wheeler & Co., I will need board approval to enter into the contract pretty quickly. I will scan and e-mail the engagement letter as soon as I receive it.

Second, I would like to propose a stipend for the Board to attend the regional conference in Denver. In addition to picking up the registration cost of \$275, I would ask for a motion to also provide \$500-750 for travel expenses. At most, this would total approximately \$14,000 assuming EVERY board member is able to attend. It is more likely that half of the Board would be able to go, so the expense would be no more than \$7,000 or so. Also, we should offer to pay the registration for any general member although I don't believe many will take this opportunity because of the other associated costs to travel. I forget, isn't there some scholarship too? Maybe that is only for National.

Well, that is all that's on my mind this fair Friday afternoon. I will be in the office all next week if you would like to talk. I hope you are enjoying your time with your family!

Take care and I'll talk with you later!
Chris

Chris Sims
Administrator

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Pollan & Caroom, L.L.P.
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8/8/2006

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Vickie Mitchell

From: McEntire, Angela [Angela.mcentire@strasburger.com]
Sent: Tuesday, August 08, 2006 9:33 AM
To: Vickie Mitchell
Subject: FW: Reminder - Austin ALA Board Meeting Tomorrow

Another one for you:

From: Roan, Debbie [mailto:Debbie.Roan@bracewellgiuliani.com]
Sent: Monday, August 07, 2006 5:33 PM
To: McEntire, Angela
Subject: RE: Reminder - Austin ALA Board Meeting Tomorrow

I am very sorry, but I am unable to attend the Board meeting tomorrow. I have a video conference meeting at noon. For my report - We have sold 72 booths (including the free booth to Move Solutions) and have a semi-commitment for one more. I am kind of bummed that we have not sold out, but maybe we will by Expo time. To date, we have collected \$44,172.50. Our committee met last week, and we made assignments for Expo Day. Angela Korte has done a great job on the brochure. I am pleased with the amount of money collected so far and hope to end up close to \$48,000 in collections. I will be sending an e-mail to the membership with parking passes next Monday, and a final detail to Expo businesses on Tuesday.

From: McEntire, Angela [mailto:Angela.mcentire@strasburger.com]
Sent: Monday, August 07, 2006 4:03 PM
To: Toni Beasley; Ann Jacobson; Vickie Mitchell; Jo Ann Welch; James Cornell; Roan, Debbie; Bonnie Zook; Angie Kalsbeck; Karie P. Rivkin; Chris Sims; Elaine Burr; Brenda Barnes
Subject: Reminder - Austin ALA Board Meeting Tomorrow

Tuesday, August 8, 12:00 p.m., my office

I'm happy to validate your parking and will provide drinks & dessert.

If you are NOT able to join, please let me know, and please also advise of anything that I may report on your behalf. I am reporting for Elaine and Chris as they will not be able to join.

Otherwise, I'll see the rest of you tomorrow!



Angela McEntire, Office Manager • Strasburger & Price, LLP
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Vickie Mitchell

From: McEntire, Angela [Angela.mcentire@strasburger.com]
Sent: Monday, August 07, 2006 4:49 PM
To: Vickie Mitchell
Subject: FW: Board meeting

*LV Fri
Back 22nd*

A copy for you to help with meeting minutes tomorrow:

From: Elaine Burr [mailto:eburr@wabsa.com]
Sent: Friday, August 04, 2006 5:05 PM
To: McEntire, Angela
Subject: Board meeting

I will be out of town next week and I will be missing the Tuesday Board meeting.

Website Committee update:

Ellie Brady is continuing to bring over the content to our new site and we are still planning to go live by the date of the Expo. She has asked for the Business Partner ads so that they can be live, and James and Debbie are working on getting those to me. With me having to be out this week on a family issue, I don't think this part will happen unless someone else gets the ads to her fairly quickly. If someone volunteers to that this at the Board meeting, her email address is : eburdy@incorporatingdesign.com

Amanda did a great job taking notes at the last chapter meeting and those notes are on the website. When I announced this to the membership, it prompted several members to ask for their members only passwords. More traffic to the website - hooray!

The listserve is the causing frustration for a lot of members. The only way that is working for adding members is for the member to go to the Yahoo site (the link is on our website) and follow the prompts. I cannot invite people from the administrative end anymore because apparently the email that invites them is being caught in spam traps. One of these days, I will investigate a better vehicle for our chapter communications, but I can't right now.

I think that's it! See you all at the Expo!!!

Elaine M. Burr
 Billing and Training Manager

Walsh, Anderson, Brown, Schulze, & Aldridge P.C.
 Phone: (512) 454-6864
 Fax: (512) 467-9318
 Email: eburr@wabsa.com

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Vickie Mitchell

From: Karie D. Rivkin [KDR@edlaw.com]
Sent: Wednesday, August 09, 2006 2:15 PM
To: Vickie Mitchell
Subject: RE: Minutes
Follow Up Flag: Follow up
Due By: Thursday, August 10, 2006 7:30 AM
Flag Status: Flagged

I am so glad you reminded me, thank you! This is what I'd like to have reflected in the minutes. All newsletter editors are working on assignments for the September newsletter. We are running into difficulty locating a vendor to author one of our articles but Carol hasn't given up. The committee recommended an event planning article and due to positive feedback, we will work on that as well.

GOSH, thanks! You don't know how much your kind words help, especially now. I truly wasn't prepared to do this again and will save your email for the days that I need a boost! I am, as always, looking forward to seeing you soon!

Karie Rivkin
 Firm Administrator



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From: Vickie Mitchell [mailto:VEMitchell@ohkdllaw.com]
Sent: Wednesday, August 09, 2006 9:49 AM
To: Karie D. Rivkin (E-mail)
Subject: Minutes

Hi Karie,

Just a reminder that you were going to e-mail your Board Meeting notes so I can get details for the minutes.

I also wanted to say congratulations. I remember when I was first getting to know you, you were pregnant with your daughter, and I thought then that you were one of the cutest pregnant women I have ever seen. I'm really glad your early scare is over and your baby is doing well.

Vickie