



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

January 19, 2006, 12:00 PM

Members Present:

Ann Jacobson, Vickie Mitchell, Bonnie Zook, Chris Sims, Pamela Smith, Edna Diaz

Members Not Attending:

Jo Ann Welch, Angela McEntire, James Cornell, Karie Rivkin, Toni Beasley, Sam Williams

Item 1. Reading/Approval of the Minutes:

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

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

Vickie reported for Jo Ann:

The Chapter checking account balance as of January 19, 2006 is \$3,085.20 and the Money Market account balance is \$57,058.68. All checks have been written and deposits made.

The replacements for the lost Business Partner Expo checks have been received and are included in the attached financial reports.

As a follow-up to our October meeting discussion regarding pro rata dues for members who join mid-year, Ann reported that National pro rates dues and a discussion was held about how to apply to our local Chapter dues. As of today, the Board decided to charge full dues (\$75) for anyone joining between April 1 and September 30 each year. New members joining between October 1 and December 31 will be charged \$50, and new members joining between January 1 and March 31 will be charged \$25.

A Balance Sheet and Income Statement for the period ending January 19, 2006 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 that we have two new members and three pending members bringing our current membership to 91. Sharon Rea's membership is still pending due to some confusion regarding her eligibility. Toni is working with National.

The new member luncheon is scheduled for January 20 at Haynes & Boone.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie and her committee are working on their next event, the American Cancer Society Austin Relay for Life. The walk will be held April 22 and 23 at Westlake High School from 7:00 p.m. to 7:00 a.m. The Board voted to sponsor each ALA member that participates. Bonnie suggested that our members wear our ALA shirts and will check with Angela to see how many shirts are in stock and coordinate possibly ordering more.

Program/Education Committee: (Pamela Smith)

Pamela reported that Dr. Cupp has confirmed his engagement for speaking at our spring educational seminar. Bakerman's Bakery has agreed to sponsor dessert at the seminar.

Wendy Slagle from Frost Bank will speak at our January meeting on identity theft.

Pamela reminded the Board that our April meeting has been moved to the 20th to accommodate our President's travel schedule.

Business Partner Relations Committee: (Angela McEntire & James Cornell - not attending)

Angela reported via e-mail.

Toni Beasley has agreed to serve as President-Elect 2006-2007.

Foster Rowe with Imagistics (a division of Océ) has volunteered to help with any upcoming printing or other related needs that we may have in the near future (Managing Partner Breakfast, Spring Educational Seminar, etc.)



Angela and James are working on the Vendor Partnering Award submission and will get it to National, Ann, and Debbie by January 24.

Angela and James will set a date soon for the Expo 2005 Appreciation Happy Hour and send notification to save the date.

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

No report.

Website Committee: (Sam Williams – not attending)

Ann announced that Sam will be taking over as Committee Chair and plans to meet with Elaine Burr to discuss ongoing issues and the possible website facelift.

Compensation and Benefits Survey Committee: (Chris Sims)

Chris reported that his Committee will be meeting soon to work on the online survey issues and the plan for delivering the survey earlier. A discussion was held regarding the various mechanics of providing the survey online and security. Chris mentioned that the online survey might be perceived as more value and we could therefore charge more to cover the cost. Several members commented that they were very pleased with the content and look of the survey as it is now. A suggestion was made that the real need for change regarding the survey was possibly driven by our dissatisfaction with the CPA and in the interest of keeping the survey affordable for our smaller firms, we might just simply change CPAs. Chris will discuss the issues with his Committee and report back.

Item 4. Old Business:

Award submissions are due January 24. Ann will e-mail Committee Chairs regarding submission forms.

The Chapter Retreat has been moved to March 3, 2006.

The Managing Partner Breakfast invitations were mailed yesterday. Ann successfully negotiated the contract for our speaker.

Item 5. New Business:

The Board voted to award one member scholarship for \$1,500 to National in Montreal. Ann will e-mail all members and ask them to submit their names if they



are interested in going to National. We will draw the winner at the Managing Partner Breakfast.

The Board also voted to increase the Board stipend for the 2006 National Conference to \$1,500 in light of travel and registration costs.

Ann asked for the Board's consideration of the Pin and Sticker contest to be held at National and the Board voted to decline participation.

The Board approved purchase an item to be donated to the National Silent Auction. Ann will select an item with a value of up to \$250.

Edna will Chair the Nominating Committee as Past President and Vickie was approved as the other Board Nominating Committee member. Edna will send an e-mail to the membership for nominations for the three member-at-large Nominating Committee members. The Committee will present their nominations at the February meeting.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Thursday, February 16, 2006.



ATTACHMENT A

ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet
As of January 19, 2006

	<u>Jan 19, '06</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	3,085.20
Frost Money Market	<u>57,058.68</u>
Total Checking/Savings	<u>60,143.88</u>
Total Current Assets	<u>60,143.88</u>
TOTAL ASSETS	<u><u>60,143.88</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>14,980.06</u>
Total Equity	<u>60,143.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>60,143.88</u></u>



ATTACHMENT B
ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS
CHAPTER

PROFIT & LOSS
April 1, 2004 through January 19, 2006

	<u>Apr 1, '05 - Jan 19, '06</u>
Ordinary Income/Expense	
Income	
Education Seminars	2,649.00
Legal Resource Fair	46,676.70
Meeting Receipts	4,452.00
Membership Dues	
05-'06 Membership Dues	<u>1,575.00</u>
Total Membership Dues	1,575.00
Mtg Vendor Handout Fees	1,600.00
Newsletter Ads	1,850.00
Salary Survey	<u>1,761.88</u>
Total Income	60,564.58
Expense	
Bank Service Charges	2.50
Chapter Meeting	
Lunches	<u>5,026.44</u>
Total Chapter Meeting	5,026.44
Chapter Retreat	2,337.50
Community Challenge Expenses	819.43
Community Development	3,000.00
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	380.93
Parties	
Holiday Party	721.00
Parties - Other	<u>66.75</u>
Total Parties	787.75
Postage and Delivery	126.00
Regional Conference	
Board Members	2,750.00
Members at Large-Reg Conf	2,725.00
T-shirts	813.18
Regional Conference - Other	<u>1,487.96</u>
Total Regional Conference	7,776.14
Uncategorized Expenses	0.00
Vendor Appreciation	
Parties	<u>1,360.50</u>
Total Vendor Appreciation	1,360.50
Website	<u>378.80</u>
Total Expense	<u>45,655.97</u>
Net Ordinary Income	14,908.61
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>14,980.06</u></u>

