



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

**May 9, 2006, Noon**

**Members Present:**

Angela McEntire, Toni Beasley, Jo Ann Welch, Vickie Mitchell, Bonnie Zook, Angie Kalsbeck, Debbie Roan, James Cornell, Karie Rivkin, Elaine Burr, Karie Rivkin (via telephone), and Chris Sims

**Members Not Attending:**

Ann Jacobson

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

The April 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 May 9, 2006 is \$5,177.46 and the Money Market account balance is \$46,423.28. All checks have been written and deposits made.

Five members still owe for membership dues.

Jo Ann asked that Board Members submit their National Conference expenses for reimbursement.

Jo Ann reported that most Board Members have submitted their budgets and asked for the remaining submissions.

A Balance Sheet and Income Statement for the period ending May 9, 2006 are attached hereto and made a part of these minutes. (Attachments A and B)

**Item 3. Committee Reports:**

**Membership Committee: (Toni Beasley)**

Toni reported that our newest member is Gloria Turmes of Shannon, Gracey, Ratliff & Miller, L.L.P.

We have five potential members at this time.

Toni asked if anyone knew where Sandra Walker was working since she left her old firm.

We have five members who have not renewed but have indicated that they will. Toni will give them one more week then send a reminder that they will be taken off of the rolls if their checks do not arrive.

Current membership is 87.

Toni has three new members on her Committee. Teri Schock, Elizabeth Walker, and Jackson Seamans.

The new member luncheon will be held in June.

**Community Relations/Bar Activities: (Bonnie Zook)**

Bonnie reported that we had 7 member participants at the Relay for Life event and it was a lot of fun. We will recognize Amanda Korte at the next meeting for raising the most money. The total raised was \$3,000.

Bonnie and her committee will work on getting more member participation for all of the projects. It was suggested that a complete list of events be presented to the members with a request that each member participate in at least one event.

Bonnie will investigate participation in a seat belt usage event in concert with the Sheriffs Department.

**Program/Education Committee: (Angie Kalsbeck)**

Angie has been in negotiations with Bruce Wilkerson regarding speaking at our fall educational seminar. She is waiting to hear back on his fees. It was suggested that we may want to ask Bruce to speak at our spring event and invite ARMA, etc. or possibly at our Chapter Retreat. Angie will report back.

Rosemary Shields from ALA National is confirmed for our October meeting and will speak about the ALA encyclopedia.



We will start using pin on name tags at our next meeting. Jo Ann volunteered to pick them up after the meetings and bring them back each month.

The next Chapter luncheon topic is National Conference highlights.

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

The Committee will meet before the end of this month. The budget is finished. Debbie and James are working on cleaning up the business partner database.

Debbie suggested that we include in the \$3,000 expo sponsor package the opportunity to have a representative at the Managing Partner Breakfast where we will thank them for their support. Debbie and James will propose this at the Committee meeting and report back.

Information packages for the expo are scheduled to go out the first week of June.

Angela will advise the three business partners that expressed interest in sponsoring happy hours that it was fine for them to invite members on their own but it would not be an ALA organized event and no membership list will be provided.

Newsletter Committee: (Karie D. Rivkin)

Karie reported that Rosemary Shields is writing an article for the newsletter.

Angela reported that she and Karie checked with the Austin Business Journal about a press release and were told that the cost would be \$740. The Board decided that the price was too high.

Debbie noted that other Chapters have purchased ads in the state bar newsletter and ran pictures of the Board Members.

Website Committee: (Elaine Burr)

Elaine distributed an updated version of our listserve guidelines and asked the Board Members to review and provide comments. She will post the approved guidelines on the website.

Amanda took notes at the Chapter meeting and they were posted on the website. Elaine noted that she did a very good job. The goal is to continue posting meeting notes each month with a copy of the non-copyrighted handouts.

Elaine updated the website news section and added photos that were taken at the last Chapter meeting.



Elaine reported that the e-mail notification to the membership advising them of the website updates resulted in two members asking for their passwords.

Elaine met with two website design companies and is waiting for their proposals. Our current company gave a quote of \$3,000-\$4,000 with no specifics on what they would do for us.

Elaine will be exploring new ideas for the website during the redesign as follows:

- Develop an electronic newsletter in addition to the paper letter in conjunction with Karie's Committee.

- Create a search engine to search the entire website for articles or features.

- Develop an alternative to the listserve which would be managed locally rather than through Yahoo.

- Develop a way to have luncheon meeting, business partner expo, etc. registrations via the website.

- Provide Member information change forms.

#### Compensation and Benefits Survey Committee: (Chris Sims)

Chris reported that the budget is done and the survey forms should be sent out on time and in the same format as last year. The Committee will continue to work on on-line survey solutions.

#### **Item 4. Old Business:**

Angela suggested that we post all Committee Member names on the website and in the newsletter as recognition for their service. The Board approved.

Angela requested that Committee goals be submitted to her and reminded everyone to get their budgets to Jo Ann.

Angela reported that Angie sent a thank you letter to David Constantine for speaking at our last meeting.

Toni and Vickie are meeting with Jo Ann on Monday to perform the Chapter Audit.

Angela reminded everyone that the deadline to participate in the National survey was May 15.

Debbie will bring the camera to the luncheons to take Member photos for the website and will send photos from National to Elaine.



**Item 5.        New Business:**

The Board approved (via e-mail) sending a \$50 floral arrangement to Peggy Shaw.

Angela reported that Tom Nesbit and Helen Kocurez were confirmed as speakers for the Fall Educational Seminar and their \$1,500 fee was approved by the Board via e-mail. We may need to reschedule if Bruce Wilkerson can speak.

Angela reported that the Chapter Awards event at National was a huge event. She noted that the awards are a good tool for lending credibility to what we do. Angela will try to get copies of the first place submissions. Debbie noted that Angela should be getting the submission evaluations soon. A suggestion was made that we should have a Board position for award submissions. Angela will check the by-laws to see if we need Chapter approval. Debbie will ask other Chapters that have the position for their job description.

The Board approved \$500 for the Chapter dinner at National.

Angela will send an e-mail with news from the Region 4 Council meeting.

The Board voted to hold the Chapter Retreat in the spring this year.

**Item 6.        Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for June 13, 2006 at 12:00 p.m.



## ATTACHMENT A

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

Balance Sheet  
As of May 9, 2006

	<u>May 9, '06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	5,177.46
Frost Money Market	<u>46,423.28</u>
<b>Total Checking/Savings</b>	<u>51,600.74</u>
<b>Total Current Assets</b>	<u>51,600.74</u>
<b>TOTAL ASSETS</b>	<u><u>51,600.74</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	<u>-2,496.19</u>
<b>Total Equity</b>	<u>51,600.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>51,600.74</u></u>



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

**PROFIT & LOSS**  
April 1, 2006 through May 9, 2006

	<u>Apr 1 - May 9, '06</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Education Seminars</b>	25.00
<b>Meeting Receipts</b>	648.00
<b>Membership Dues</b>	
<b>06-'07 Membership Dues</b>	<u>1,650.00</u>
<b>Total Membership Dues</b>	1,650.00
<b>Mtg Vendor Handout Fees</b>	<u>150.00</u>
<b>Total Income</b>	2,473.00
<b>Expense</b>	
<b>Board Expenses</b>	
<b>Gifts</b>	<u>177.19</u>
<b>Total Board Expenses</b>	177.19
<b>Chapter Meeting</b>	
<b>Lunches</b>	<u>785.44</u>
<b>Total Chapter Meeting</b>	785.44
<b>Managing Partner Breakfast</b>	2,323.39
<b>Miscellaneous Expense</b>	
<b>Other</b>	<u>64.41</u>
<b>Total Miscellaneous Expense</b>	64.41
<b>Vendor Appreciation</b>	
<b>Parties</b>	<u>1,543.00</u>
<b>Total Vendor Appreciation</b>	1,543.00
<b>Website</b>	<u>75.76</u>
<b>Total Expense</b>	<u>4,969.19</u>
<b>Net Ordinary Income</b>	<u>-2,496.19</u>
<b>Net Income</b>	<u><u>-2,496.19</u></u>

