



**Minutes from the December 07 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

December 10, 2007

Item 1. Members Present:

Toni Beasley, Debbie Roan, Amanda Korte, Angie Kalsbeck, Chris Sims, Chrissie Eastin, Angela Sanford, James Cornell

Item 2. Members Not Attending:

Brenda Barnes, Karie Rivkin, Bonnie Zook

Item 3. Reading/Approval of the Minutes:

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

Item 4. Treasurer's Report: (Chris Sims)

The Chapter checking account balance as of November 30, 2007 is \$5,010.66 and the Money Market account balance is \$41,573.44.

The expenses for the diversity symposium are all in and should be paid. Brenda reported that she is trying to get a dollar count from the Travis County Women Lawyer's Association for the symposium. Chris said that if we partner with TCWLA again, we should take control of the money as TCWLA doesn't seem to be as good at handling the funds.

Our net income is a little under \$10,000 which include income and expenses from the symposium. He still owes reimbursements to some people and will get that taken care of soon.

A Balance Sheet and Income Statement for the period ending November 30, 2007 are attached hereto and made a part of these minutes. (Attachments A and B).

The Check Detail and Deposit detail for the period ending November 30, 2007 are attached hereto and made a part of these minutes. (Attachments C and D).

Item 5. Message from President (Toni Beasley)

Toni started the meeting by reminding everyone that this meeting was going to focus a lot on budget including how we are going to plan for expenses for next year and then bounceback in 2009. She asked that everyone make their committee reports brief to leave time for that. She also pointed out that we aren't going to make any decisions tonight, just have open discussions. No votes will be cast unless it is obvious that we are all on the same page about an issue.

Item 6. Committee Reports:

Bar Liaison: (Angela Sanford)

She purchased a gift basket from Grapevine Market to donate as an auction item for the Gala. She still owes a bottle of wine but will purchase that and get it to them soon.

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

The 2008 Vendor expo will be Thursday, June 19, 2008. Debbie will be sending "Happy New Year" emails to the vendors to inform them of the date change and to give them information on sponsorship opportunities for this year.

Chapter Awards Committee: (Brenda Barnes, not attending)

Toni said that Brenda is getting started on our Chapter Awards submissions. Each committee member needs to review their submission requirements. Members of the Chapter Awards Committee will start contacting committee chairs in the coming weeks to help them with their submissions.

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

No report.

Compensation and Benefits Committee: (Chris Sims)

Chris has received a preliminary copy of the salary report. He has shared it with his committee and has gotten some feedback to use. He needs to make a couple of corrections and will have the finalized reports available online by Friday at the latest.

Debbie commented that the survey process was very easy this year and that she was happy with it.



Toni commented that it was quick as well and that she had already gotten a lot of good feedback.

Chris reported that he is excited that we got such great participation. He has not had any complaints about the price increase except from the few that didn't participate and had to pay \$300 for the survey.

Toni asked if we should announce that the survey is available on the Bar website. Angela said that she will do this.

Debbie asked, "what happens once you purchase the survey?" Chris explained that he will send an email out to everyone that purchased it announcing that it is available. You will then use the user id and password that you were previously emailed (the same ones you used to take the survey) to access the reports.

James asked if it can be printed and Chris said that it can.

Program/Education Committee: (Angie Kalsbeck)

The Holiday party will be held in the Stephen F Bar at the Intercontinental Stephen F. Austin on Monday, December 17 at 6:00pm.

The January lunch topic will be presented by Joel Ferguson who is going to talk about financial reporting.

The speaker for the February lunch meeting will be Patti Groff, president of ALA. We need to arrange a dinner for the Board for the night before.

Toni has a call into Hildebrandt regarding a speaker for the Managing Partner's Breakfast. She likes the idea of speaking on generational differences in law firms and is looking into that as a potential topic for the breakfast.

Membership Committee: (Chrissie Eastin)

Chrissie sent an email to Board members asking for nominations for member awards that will be presented at the Holiday party. The awards are: Outstanding New Member, Outstanding Committee Member, and Outstanding Member at Large. She asked to receive nominations as soon as possible so her committee could make their decision in time for the party next week.

They are going to be giving out paper awards so there won't be any expense associated with it.

Newsletter Committee: (Karie Rivkin, not attending)



Toni announced that Karie was not attending because she was putting together the newsletter as they are a little behind. She also mentioned that this newsletter would have an article by Susan Koran on her trip to china as part of the ALA Exchange program. Toni is also going to write a blurb about Joan Davis expressing our sympathies and how we all felt about her.

Website Committee: (Amanda Korte)

Amanda reported that the website is fully-functional as of now.

Debbie said that she had problems logging on today. Amanda is going to look into it, but no one else is reporting problems.

Amanda will be having a website committee meeting in the coming months and will start working on how she can best act as the liason from the other committee members and Elaine Burr and/or Incorporating Design.

2008 Region 4/6 Educational Conference: (Amanda Korte)

Amanda reported that she participated in the 2007 wrap-up conference call that included the planning committee and board members. She learned that the OKC conference had very high feedback scores, especially for the educational sessions.

There is going to be a planning meeting on February 8 – 9 and both Toni and Amanda will attend. We are going to offer that our Board takes the visitors to dinner while they are in town.

We are going to be asked for ideas on a theme in the coming weeks and Amanda will email everyone to solicit their ideas.

Item 6. Old Business:

Item 7. New Business:

Item 8 & 9. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, January 9, 2008 at noon at Bonnie Zook's office.



ATTACHMENT A

4:35 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
12/10/07 **Balance Sheet**
Accrual Basis **As of November 30, 2007**

	Nov 30, ...
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	5,010.66
Frost Money Market	41,573.44
Total Checking/Savings	46,584.10
Other Current Assets	
Prepaid Expense-2008 Expo	1,350.00
Total Other Current Assets	1,350.00
Total Current Assets	47,934.10
Other Assets	
Prepaid Expense-2007 Retreat	6,747.04
Total Other Assets	6,747.04
TOTAL ASSETS	<u>54,681.14</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-2007 E...	-486.00
Total Other Current Liabili...	-486.00
Total Current Liabilities	-486.00
Total Liabilities	-486.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	32,162.07
Net Income	9,675.54
Total Equity	55,167.14
TOTAL LIABILITIES & EQUITY	<u>54,681.14</u>



ATTACHMENT B

4:36 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 12/10/07 **Profit & Loss**
 Accrual Basis **April through November 2007**

	Apr - Nov 07
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	5,027.50
Gold Sponsors	2,452.50
Platinum Sponsor	3,052.50
Silver Sponsors	3,385.00
Business Partner Fair - Other	32,352.97
Total Business Partner Fair	46,270.47
Education	
Meeting Receipts	3,672.00
Seminars	2,220.00
Education - Other	55.53
Total Education	5,947.53
Membership Dues	
'07-'08 Membership Dues	7,125.00
Total Membership Dues	7,125.00
Newsletter Ads	400.00
Salary Survey	5,425.00
Women's Syposium	17,880.00
Total Income	83,048.00
Expense	
Bank Service Charges	520.36
Board Expenses	
Advertising and Promotion	1,188.00
Gifts	712.72
Board Expenses - Other	0.00
Total Board Expenses	1,900.72
Business Partner Fair Expenses	
Facilities	7,710.57
Food	2,760.00
Other	1,896.18
Vendor Appreciation Party	2,097.21
Business Partner Fair Expenses - Ot...	96.49
Total Business Partner Fair Expenses	14,560.45
Chapter Retreat	2,437.65
Community Development	4,032.85
Continuing Leadership Institute	
Board Member-CLI	1,149.72
President - CLI	725.46
Total Continuing Leadership Institute	1,875.18
Diversity Project	13,696.64
Education Costs	
Chapter MeetingLunches	1,114.82
Lunches-Education Seminar	3,811.06
Total Education Costs	4,925.88
Education Seminar	6,409.62
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00



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 12/10/07 **Profit & Loss**
 Accrual Basis **April through November 2007**

	<u>Apr - Nov 07</u>
National Conference Scholarship	
Board Member Stipend	3,867.21
Chapter Dinner	450.00
First Time Attendee Member	1,000.00
President-National Conference	2,000.00
President Elect-National Confer	1,418.49
Silent Auction Items	312.14
National Conference Scholarship - O...	1,000.00
Total National Conference Scholarship	<u>10,047.84</u>
New Member Functions	
Buddy Happy Hours	189.38
New Member Lunches	419.63
Promo Gifts	50.00
Total New Member Functions	<u>659.01</u>
Newsletter	282.40
Postage and Delivery	32.80
Regional Conference	
Board Members	2,038.53
Members at Large-Reg Conf	2,075.00
Other (bus)	450.26
Total Regional Conference	<u>4,563.79</u>
Salary Survey Costs	6,880.00
Website	
Designer Fees	151.55
Monthly Fee	482.59
Total Website	<u>634.14</u>
Total Expense	<u>73,649.33</u>
Net Ordinary Income	9,398.67
Other Income/Expense	
Other Income	
Interest Income	276.87
Total Other Income	<u>276.87</u>
Net Other Income	276.87
Net Income	<u><u>9,675.54</u></u>



ATTACHMENT C

4:36 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 12/10/07 **Check Detail**
 November 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	770	11/6/2007	Hilton Hotels		Frost Bank Ch...		-8,811.73
					Diversity Project	-8,811.73	8,811.73
TOTAL						-8,811.73	8,811.73
Check	771	11/7/2007	Toni Beasley		Frost Bank Ch...		-762.06
					Board Members	-729.26	729.26
					Postage and De...	-32.80	32.80
TOTAL						-762.06	762.06
Check	772	11/7/2007	State Bar of Te...		Frost Bank Ch...		-400.00
					Members at Lar...	-400.00	400.00
TOTAL						-400.00	400.00
Check	773	11/8/2007	State Bar of Te...		Frost Bank Ch...		-75.00
					Members at Lar...	-75.00	75.00
TOTAL						-75.00	75.00
Check	774	11/8/2007	Internet Media ...		Frost Bank Ch...		-37.88
					Monthly Fee	-37.88	37.88
TOTAL						-37.88	37.88
Check	775	11/8/2007	Headliners Club		Frost Bank Ch...		-586.74
					Lunches-Educat...	-586.74	586.74
TOTAL						-586.74	586.74
Check	776	11/26/2007	Angela Sanford		Frost Bank Ch...		-40.00
					Board Expenses	-40.00	40.00
TOTAL						-40.00	40.00
Check	778	11/26/2007	Winstead PC		Frost Bank Ch...		-162.38
					Diversity Project	-162.38	162.38
TOTAL						-162.38	162.38
Check	779	11/26/2007	Elaine Burr		Frost Bank Ch...		-179.55
					Monthly Fee	-179.55	179.55
TOTAL						-179.55	179.55
Check	780	11/26/2007	Angela Sanford		Frost Bank Ch...		-134.85
					Community Dev...	-134.85	134.85
TOTAL						-134.85	134.85
Check	781	11/26/2007	Debbie Roan		Frost Bank Ch...		-795.12
					Diversity Project	-795.12	795.12
TOTAL						-795.12	795.12



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 12/10/07 **Check Detail**
 November 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	782	11/26/2007	Ida Abbott Con...		Frost Bank Ch...		0.00
TOTAL						0.00	0.00
Check	783	11/26/2007	Ida Abbott Con...		Frost Bank Ch...		-2,762.70
					Diversity Project	-2,762.70	2,762.70
TOTAL						-2,762.70	2,762.70



ATTACHMENT D

4:36 PM **ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**
 12/10/07 **Deposit Detail**
 November 2007

Type	Num	Date	Name	Account	Amount
General Jour...	81610	11/6/2007		Frost Bank Ch...	8,500.00
				Frost Money Ma...	-8,500.00
TOTAL					-8,500.00
Deposit		11/7/2007		Frost Bank Ch...	3,680.00
			Various	Women's Sypos...	-3,680.00
TOTAL					-3,680.00
General Jour...	81611	11/7/2007		Frost Money M...	5,000.00
				Frost Bank Che...	-5,000.00
TOTAL					-5,000.00
Deposit		11/26/2007		Frost Bank Ch...	1,103.20
			Thomson West	Women's Sypos...	-500.00
			Bickerstaff Heat...	Women's Sypos...	-45.00
			Locke Lord Biss...	Women's Sypos...	-45.00
			Hilton Hotels	Diversity Project	-513.20
TOTAL					-1,103.20
Deposit		11/26/2007		Frost Bank Ch...	40.00
			barbara Byrd	Board Expenses	-20.00
			Vera Patton	Board Expenses	-20.00
TOTAL					-40.00
Deposit		11/26/2007		Frost Bank Ch...	504.00
			Various	Meeting Receipts	-504.00
TOTAL					-504.00
Deposit		11/26/2007		Frost Bank Ch...	4,225.00
			Various	Salary Survey	-4,225.00
TOTAL					-4,225.00

