



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

**January 9, 2007, Noon**

**Members Present:**

Angela McEntire, Vickie Mitchell, Jo Ann Welch, Toni Beasley, Ann Jacobson, Angie Kalsbeck, Brenda Barnes, Debbie Roan, James Cornell, and Elaine Burr

**Members Not Attending:**

Bonnie Zook, Karie Rivkin, and Chris Sims

**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)**

The Chapter checking account balance as of January 9, 2007 is \$360.61 and the Money Market account balance is \$52,984.05.

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

Jo Ann reviewed the Profit & Loss and Balance Sheet.

A Balance Sheet and Income Statement for the period ending January 9, 2007 are attached hereto and made a part of these minutes. (Attachments A and B)

**Item 3. Committee Reports:**

**Chapter Awards Committee: (Brenda Barnes)**

Brenda is working on monitoring submissions. Each Committee Chair will report to Brenda when their packages have been sent.

Brenda reported that she is planning a broader diversity project for next year.

The Board agreed that the previous diversity seminar was very good.

**Membership Committee: (Toni Beasley)**

Toni reported that her Committee will be meeting soon to start the push for our 100<sup>th</sup> member. They have several new prospects and expect to meet their goal soon.

Toni feels that most of the Committee members will continue to serve next year but she may need to find a Chair.

The Committee is working on the draft brochure. Ann reminded Toni that it will need to be approved by International.

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

Angela reported for Bonnie that she received a thank you letter from the Austin Children's Shelter acknowledging our \$100 gift.

Angela also noted and shared the pictures of the 2006 Community Challenge Project participants that were on the cover and insert of the recent ALA News.

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

Our January meeting will feature round table discussions. Angie's Committee is meeting this week to discuss topics. They will also start working on the Spring and Fall educational seminars.

Angie noted that she still needs a sponsor for the February luncheon.

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

Debbie is working on a Happy New Year card with a save the date for our next Legal Expo message to send to Business Partners.



Amanda Korte is working on setting up a Pay Pal account for Business Partners to pay their fees. The Committee feels that this will enable the larger Business Partners to pay the fees earlier.

James is working on updating the Business Partner database. He will send the list to the membership asking for updates and will delete Business Partners that have not participated in the Expo during the last four years.

Another Committee meeting is scheduled in February to discuss, among other things, giving previous Expo participants earlier notice of the Expo so they have a chance to sign up before the event is sold out.

Debbie announced that there is a good chance that Austin will be chosen to host a joint Regional Conference with Region 6 in 2008. She suggested an Austin focus as the theme.

Debbie also announced that she will be on the 2008 International Conference Committee for Seattle.

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

Angela reported for Karie that Carol Arnold and Kelly Barker are working on the newsletter while Karie is out on maternity leave.

Website Committee: (Elaine Burr)

Elaine reported that the website is done. A hearty congratulations was offered by the Board for a job very well done.

Elaine gave a draft awards submission to Ann to review before sending.

Elaine also reported that she added a link on the website for members to enter any contact information changes.

Elaine is working on updating the lending library contact list and will add pictures from our December holiday party.

Compensation and Benefits Committee: (Chris Sims)

Angela reported for Chris that his Committee is still working on online salary survey project.

**Item 4. Old Business:**



Angela received the \$500 AMX gift card from the Tic Tac ALA Campaign and gave it to Jo Ann for safekeeping until it is used for our 100<sup>th</sup> member party.

Debbie will check with Amanda to see if the Pay Pal account can be used for paying association dues.

Angela reported that she is done indexing the materials in her possession that will be sent to Safesite and asked for approval to reimburse members for courier charges to deliver documents to be archived to her office. The Board approved. Elaine will post the archived documents list on the website.

Angela submitted the article for ALA News magazine on January 4, 2007.

The Board asked Toni to thank Lino Mendiola for his diversity presentation.

**Item 5.        New Business:**

Ann will be conducting the January Chapter luncheon in Angela's absence and will recognize the anniversary of our Charter date 1/16/78. Toni will check our membership list and supply Ann with names of members who are Charter members so she can recognize them at the January meeting.

Angela will report the Presidents Award point total at our next Board meeting.

Angela reminded everyone that the deadline for early bird membership renewal is January 31.

Angela noted that the Region 4 Council Meeting minutes have been posted on the website and will be included in the 1<sup>st</sup> Quarter Newsletter.

Long time Chapter member Connie Willis announced her retirement as of January 31, 2007. Angela drafted guidelines for gifts acknowledging events such as retirements, condolences, and new births and submitted it to the Board for approval. A discussion was held, small changes were made and the Board gave approval. It was decided that the President will be in charge of getting the gifts and the Treasurer will keep the budget guidelines.

Angela announced that all Committee goals have been met this year except the 100<sup>th</sup> member and the highest President's award. Elaine will post on the website.

Angela will recognize the service of all Committee members in the 1<sup>st</sup> quarter Newsletter.



Our Managing Partner Breakfast speaker has asked for topics to personalize his presentation on meeting client expectations. The Board Members will ask their managing partners for topics they wish to explore and report back with ideas.

Angela and Ann suggested that we hold the Chapter Retreat this fall instead of this spring. They have been exploring different venues and looked at downtown hotels. The Flying L Ranch is still the favorite but does not have dates available until the fall. Angela also noted that the cost is rising and we might want to consider holding the event every other year and hold a Chapter dinner in non-retreat years. The Board approved moving this years retreat to the fall and the Chapter dinner one year and retreat the next year proposal.

**Item 6.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for February 12, 2007 at 12:00 p.m.



## ATTACHMENT A

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

Balance Sheet  
As of January 9, 2007

|                                       | <u>Jan 9, '07</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| Checking/Savings                      |                         |
| Frost Bank Checking                   | 360.61                  |
| Frost Money Market                    | <u>52,984.05</u>        |
| <b>Total Checking/Savings</b>         | <u>53,344.66</u>        |
| <b>Total Current Assets</b>           | 53,344.66               |
| <b>Other Assets</b>                   |                         |
| Prepaid Expense-2007 BusPtr Sho       | <u>1,350.00</u>         |
| <b>Total Other Assets</b>             | <u>1,350.00</u>         |
| <b>TOTAL ASSETS</b>                   | <u><b>54,694.66</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| <b>Equity</b>                         |                         |
| Opening Bal Equity                    | 13,329.53               |
| Retained Earnings                     | 40,767.40               |
| Net Income                            | <u>597.73</u>           |
| <b>Total Equity</b>                   | <u>54,694.66</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><b>54,694.66</b></u> |



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

**PROFIT & LOSS**  
April 1, 2006 through January 12, 2007

|   | <u>Apr 1, '06 - Jan 9, '07</u> |
|---|--------------------------------|
| <b>Ordinary Income/Expense</b>              |                                |
| <b>Income</b>                               |                                |
| <b>Business Partner Fair</b>                |                                |
| Bronze Sponsors                             | 21,262.00                      |
| Gold Sponsors                               | 9,052.50                       |
| Platinum Sponsor                            | 3,000.00                       |
| Silver Sponsors                             | 15,065.00                      |
| Business Partner Fair - Other               | <u>-140.00</u>                 |
| <b>Total Business Partner Fair</b>          | 48,239.50                      |
| <b>Education</b>                            |                                |
| Meeting Receipts                            | 4,644.00                       |
| Mtg Vendor Handout Fees                     | 750.00                         |
| Seminars                                    | 3,261.00                       |
| Education - Other                           | <u>25.00</u>                   |
| <b>Total Education</b>                      | 8,680.00                       |
| <b>Membership Dues</b>                      |                                |
| 06-'07 Membership Dues                      | <u>2,550.00</u>                |
| <b>Total Membership Dues</b>                | 2,550.00                       |
| <b>Newsletter Ads</b>                       | 650.00                         |
| <b>Salary Survey</b>                        | <u>5,825.00</u>                |
| <b>Total Income</b>                         | 65,944.50                      |
| <b>Expense</b>                              |                                |
| <b>Bank Service Charges</b>                 | 4.00                           |
| <b>Board Expenses</b>                       |                                |
| Gifts                                       | <u>177.19</u>                  |
| <b>Total Board Expenses</b>                 | 177.19                         |
| <b>Business Partner Fair Expenses</b>       |                                |
| Facilities                                  | 9,355.51                       |
| Food  | 1,862.18                       |
| Other                                       | 286.46                         |
| Vendor Appreciation Party                   | <u>1,543.00</u>                |
| <b>Total Business Partner Fair Expenses</b> | 13,047.15                      |



|  |               |
|--|---------------|
| <b>Community Challenge Expenses</b>          | 401.08        |
| <b>Community Development</b>                 | 1,984.27      |
| <b>Continuing Leadership Institute</b>       |               |
| <b>President - CLI</b>                       | <u>310.00</u> |
| <b>Total Continuing Leadership Institute</b> | 310.00        |
| <b>Education Costs</b>                       |               |
| <b>Chapter MeetingLunches</b>                | 5,362.05      |
| <b>Holiday Party</b>                         | 1,122.00      |
| <b>Lunches-Education Seminar</b>             | 2,884.75      |
| <b>Other-Education Seminar</b>               | 396.19        |
| <b>Speakers-Education Seminar</b>            | 6,275.16      |
| <b>Education Costs - Other</b>               | <u>12.39</u>  |
| <b>Total Education Costs</b>                 | 16,052.54     |
| <b>Insurance</b>                             |               |
| <b>Fidelity Bond Premium</b>                 | <u>125.00</u> |
| <b>Total Insurance</b>                       | 125.00        |
| <b>Managing Partner Breakfast</b>            | 2,923.39      |
| <b>Miscellaneous Expense</b>                 |               |
| <b>Gifts</b>                                 | 139.88        |
| <b>Other</b>                                 | 103.64        |
| <b>Miscellaneous Expense - Other</b>         | <u>0.00</u>   |
| <b>Total Miscellaneous Expense</b>           | 243.52        |
| <b>National Conference Scholarship</b>       |               |
| <b>Board Member Stipend</b>                  | 12,000.00     |
| <b>President-National Conference</b>         | 1,500.00      |
| <b>Social Event</b>                          | <u>500.00</u> |
| <b>Total National Conference Scholarship</b> | 14,000.00     |
| <b>New Member Functions</b>                  |               |
| <b>New Member Lunches</b>                    | 134.45        |
| <b>Promo Gifts</b>                           | <u>270.11</u> |
| <b>Total New Member Functions</b>            | 404.56        |
| <b>Newsletter</b>                            | 318.16        |
| <b>Parties</b>                               | 426.55        |
| <b>Regional Conference</b>                   |               |
| <b>Board Members</b>                         | 1,875.00      |
| <b>First-Time Attendee</b>                   | 250.00        |
| <b>Members at Large-Reg Conf</b>             | 4,500.00      |
| <b>T-shirts</b>                              | <u>343.98</u> |
| <b>Total Regional Conference</b>             | 6,968.98      |





|                               |                      |
|-------------------------------|----------------------|
| <b>Salary Survey Expense</b>  | 4,214.00             |
| <b>Uncategorized Expenses</b> | 0.00                 |
| <b>Website</b>                |                      |
| <b>Design</b>                 | 3,215.52             |
| <b>Monthly Fee</b>            | 416.68               |
| <b>Website - Other</b>        | <u>99.95</u>         |
| <b>Total Website</b>          | <u>3,732.15</u>      |
| <br>                          |                      |
| <b>Total Expense</b>          | <u>65,332.54</u>     |
| <br>                          |                      |
| <b>Net Ordinary Income</b>    | 611.96               |
| <br>                          |                      |
| <b>Other Income/Expense</b>   |                      |
| <b>Other Income</b>           |                      |
| <b>Interest Income</b>        | <u>60.77</u>         |
| <b>Total Other Income</b>     | 60.77                |
| <br>                          |                      |
| <b>Other Expense</b>          |                      |
| <b>Other Expenses</b>         | <u>75.00</u>         |
| <b>Total Other Expense</b>    | <u>75.00</u>         |
| <br>                          |                      |
| <b>Net Other Income</b>       | <u>-14.23</u>        |
| <br>                          |                      |
| <b>Net Income</b>             | <u><u>597.73</u></u> |





## Board Meeting Agenda January 9, 2007

### Members Present:

Angela McEntire, Toni Beasley, Ann Jacobson, Vickie Mitchell, Jo Ann Welch, James Cornell, Debbie Roan, Brenda Barnes, Angie Kalsbeck, Karie Rivkin, Elaine Burr

### Members Absent:

Bonnie Zook, Chris Sims

#### 1. Photo of Board of Directors

#### 2. Approval of December Minutes

#### 3. Treasurer's Report

#### 4. Committee Reports

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

#### 5. Old Business

- a. \$500 American Express Card for Tic Tac ALA Campaign
- b. Payment by credit card
- c. Archiving Chapter files
- d. Article for ALA News magazine *sub 1/4*
- e. Diversity efforts

#### 6. New Business

- a. Recognize Charter Date, 1/9/92
- b. Monthly Meeting, 1/25/06, Ann Jacobson to host

- c. Award Submissions, due 1/16/07 ✓
- d. Presidents Award
- e. ALA membership renewal, early bird deadline 1/31/07
- f. Region 4 Council Meeting Minutes, post on website and 1<sup>st</sup> Quarter Newsletter
- g. Retirement announced, Connie Willis, 1/31/07
- h. Budget Item – Gift Giving Guidelines for Chapter members
- i. Review Chapter & Committee Goals
- j. Managing Partner Breakfast, 2/27/07
- k. Chapter Retreat
- l. Board Retreat
- m. Spring Educational Seminar – *nothing*

**7. Open Discussion**

**Vickie Mitchell**

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**From:** McEntire, Angela [Angela.mcentire@strasburger.com]  
**Sent:** Wednesday, January 10, 2007 4:51 PM  
**To:** Elaine Burr; Angie Kalsbeck; Toni Beasley (E-mail); Chris Sims; Debbie Roan; Karie Rivkin; bbarnes@hbrfirm.com; James Cornell; Jo Ann Welch; Vickie Mitchell; Bonnie Zook (E-mail); Ann Jacobson  
**Subject:** RE: Charter date

OK - to prove to myself that I have not totally lost my mind, please see attached.

Our treasurer documents must have 1/9/92 on file, our board retreat manual says 1975, and to confirm Elaine's correct answer, I found an original ALA document that confirms our charter date of **1/16/78**. I will send an email to the Chapter on the 16th, and celebrating a little early was fun! :)

Also, on Page 2 attached, you will see the list of presidents we have on file & include in our board retreat manual. We have past president history documented from about 1985 - 2006.

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**From:** Elaine Burr [mailto:eburr@wabsa.com]  
**Sent:** Wednesday, January 10, 2007 4:17 PM  
**To:** Angie Kalsbeck; Toni Beasley (E-mail); Chris Sims; Debbie Roan; Karie Rivkin; bbarnes@hbrfirm.com; James Cornell; Jo Ann Welch; Vickie Mitchell; Bonnie Zook (E-mail); McEntire, Angela; Ann Jacobson  
**Subject:** Charter date

The website says we were chartered in 1978. Please let me know if that is incorrect.

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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**McEntire, Angela**

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**From:** Jo Ann Welch [JAWelch@ohkdllaw.com]  
**Sent:** Tuesday, July 11, 2006 2:32 PM  
**To:** McEntire, Angela; Angie Kalsbeck (E-mail); Ann Jacobson (E-mail); Bonnie Zook (E-mail); Chris Sims (E-mail); Elaine Burr (E-mail); James Cornell (E-mail); Karie Rivkin (E-mail); Toni Beasley (E-mail); Vickie Mitchell  
**Subject:** ALA

The charter date is January 9, 1992.

The Secretary of State classifies it as a "domestic nonprofit corporation." We are not exempt from state taxes but from federal taxes, including franchise taxes.

I thought it would help everyone to know this because most of us cannot remember this info.

Great meeting today--BBs in a tin can and all

Jo Ann Welch  
Administrator  
Osborne, Helman, Knebel & Deleery, L.L.P.  
301 Congress Ave., Suite 1910  
Austin, Texas 78701  
(512)542-2020  
(512)542-2011 fax

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7/12/2006

## **Historical Data**

The Association of Legal Administrators was formed in 1971 to provide support to professionals involved in the management of law firms.

The Austin-Central Texas Chapter was chartered with its first nine members in 1975.

### **Austin Chapter Past Presidents**

Wally Warrenberg

Janis Davis

Eugenia James

Mary Bertin

Clay Singleton

Mary Smith

Bill Elkjer

Robert Viduarri

Gisela Bradley

Steve McElroy

Melissa Joe

JoAnn McNeil

Elma Ferrari

Deborah Roan

Brenda Barnes

Jo Ann Welch

Sammie Williams

Bill Elkjer

Edna Diaz

Barbara Anderson-Carr

Ann Jacobson



### CHAPTER PROFILE FORM

|  |           |             |
|--|-----------|-------------|
| Chapter 045      AUSTIN-CENTRAL TEXAS                                  |           |             |
| Web Site URL: <a href="http://www.austinala.org">www.austinala.org</a> |           |             |
| REGION: 4  | STATE: TX | COUNTRY: US |

CHARTER DATE: 01/16/78      BYLAWS: 2002  
 INCORPORATED: Yes      MEETING FREQ: Monthly  
 FIDELITY BOND: Yes      ELECTION MONTH: Feb  
 INSTALLATION MONTH: April

DUES AMT: \$ 75 # OF MEMBERS: 78

CHAPTER NEWSLETTER: Yes      NEWSLETTER FREQ: 4  
 TITLE: ALA Central

**CHAPTER SERVICES:** (Note: Blank fields indicate information is not on file at ALA.)

|                               |     |
|-------------------------------|-----|
| BAR RELATIONS:                | Yes |
| BENEFITS SURVEY:              | Yes |
| CHAPTER BROCHURE:             | No  |
| COMPENSATION/ECONOMIC SURVEY: | Yes |
| DIRECTORY OR HANDBOOK:        | Yes |
| EQUIPMENT SURVEY:             | No  |
| JOB BANK:                     | No  |
| VENDOR FAIR/SEMINAR/OTHER:    | Yes |

*Please update form and fax ALA Headquarters at (847) 267-1329.*

*Questions regarding chapter records should be directed to Nicole Larson at (847) 267-1361.*