



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

March 13, 2007, 4:00 p.m.

Members Present:

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

Members Not Attending:

Ann Jacobson and Brenda Barnes

Item 1. Reading/Approval of the Minutes:

The February 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 March 13, 2007 is \$1,094.98 and the Money Market account balance is \$41,099.51.

All bills have been paid and checks deposited.

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 March 13, 2007 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Chapter Awards Committee: (Brenda Barnes-not attending)

Angela reported for Brenda that her Committee will be meeting March 26th.

Membership Committee: (Toni Beasley)

Toni reported that we have had five members recently retire and have five new members so our membership total is 94.

Toni noted that our online membership application is working very well. Elaine will make the necessary change to direct new members to send their checks to Chrissie Easton. Toni also said that she would like new and existing members to be able to use the new Pay Pal system to pay their dues.

Toni has been sending the new brochure in our welcome packet to new members. Also included in the packet is a coupon for one free membership meeting lunch, information on our Chapter, and an ALA coaster.

Community Relations/Bar Activities: (Bonnie Zook)

Bonnie reminded everyone of our upcoming luncheon sponsorship on March 30th for the Air Force Academy student volunteers at the Austin Habitat for Humanity Annual Collegiate Challenge.

Bonnie reported that 12 people have registered for the April 21st Relay for Life. Our Chapter is donating \$1,000 plus registration for members.

Program/Education Committee: (Angie Kalsbeck)

Angie noted that the \$825 speaker fee was approved for Connie Cornell as our speaker for the spring educational seminar. Fabulous Affairs will cater at \$10.00 per person. Angie has 42 RSVPs and will send a reminder soon. She also noted that we will probably break even for the event.

Our next luncheon topic will be Online Client Development.

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

James reported that their goal for updating the Business Partner database is to be finished by March 15th.



The Committee is working on issues relating to the number of available booths and a possible rearrangement of the booths with Gold and Silver sponsors near the front.

Debbie noted that she will do a trial run with Pay Pal before we put it online for our Business Partners to pay their fees.

Chris will work with Amanda to get Pay Pal set up soon.

Debbie is working on scheduling our Business Partner appreciation Happy Hour.

Newsletter Committee: (Karie D. Rivkin)

Karie reported that she intends to have a draft of the March newsletter done this week.

The Committee is talking about changing to an electronic version of the newsletter or possibly posting the newsletter on the website and sending an e-mail to the membership with the link.

Karie asked the Board for suggestions for themes or articles for future newsletters.

Website Committee: (Elaine Burr)

Elaine reported that she has posted the new members' information and sent them log in and passwords for the website. She also sent information regarding the listserve.

The Board commented on how pleased everyone is with the new look of our website thanks to Elaine and her Committee.

Elaine reminded the Board to keep her informed if they make arrangements with the staff at Incorporating Design to make changes in the membership form or the Legal Expo registration form so she does not inadvertently overwrite their work.

Compensation and Benefits Committee: (Chris Sims)

Chris reported that Angela received and passed on information from National regarding hosting electronic surveys for Chapters. Chris will review the information with his Committee and report back. He will also take advantage of Pay Pal for members to pay their survey fees.

Chris asked for approval to update QuickBooks. The Board approved the approximately \$200 expense.



Item 4. Old Business:

At the February 22nd Chapter luncheon, members voted to approve the slate of Officers for 2007-2008 as follows:

President – Toni Beasley
President Elect – Angie Kalsbeck
Treasurer – Chris Sims
Secretary – Amanda Korte

The Managing Partner Breakfast was held February 27, 2007. Carol Shaffer won the committee member scholarship of \$1,000 to attend National. Clay Singleton's name was drawn as backup. Angela asked for comments on our speaker and/or the venue. Mention was made that the song parody presented by the speaker was offensive to at least one managing partner. Comment was also made that the speaker's timing was off between his words and the visual backup.

Angela submitted our Quest Award Nomination, Amanda Korte, on February 28, 2007. Angela will check with National regarding ways to promote the award.

The Board Retreat will be held at the Stephen F. Austin Hotel on March 27. Chris will bring budget forms to pass out to Committee Chairs.

The spring educational seminar is to be held March 29, 2007.

The Chapter Retreat is scheduled for September 21 and 22, 2007 at the Flying L Ranch. Angela noted that the deposit is due on March 23, 2007. The speaker and location agreements have been signed and the speaker deposit has been paid.

Angela reminded Committee Chairs to include expenses for Pay Pal in their budgets.

Angela also noted that we need to budget gifts for CLM recipients

Debbie reported that the Travis County Bar is voting on the Ex Officio position in May.

Angela will soon be shipping off the first boxes of ALA archives to Safesite.

Item 5. New Business:

Angela presented information on ALA Bucks and noted that we may want to budget for some as they would be good to give as gifts. The Bucks could be used to pay membership fees, buy books and videos, etc.



The Board approved via e-mail on January 26, 2007 the purchase of Angie Kalsbeck's marathon photo for the newsletter and website.

Angela asked for ideas for an auction item to raise money for FALA at the Annual Conference Silent Auction. The form is due on April 2nd.

The budget will be discussed at the Board Retreat. Chris will get the previous budgets to the Committee Chairs and compile the master budget once all forms have been turned in.

Jo Ann noted that the tax return is due on September 15th. She will give the 2006 form to Chris.

Angie, as President-Elect, and Amanda Korte, as Secretary, will perform the audit. Angela will check the due date.

Debbie noted that it looks positive that the 2008 Regional Conference will be held in Austin. She suggested that we submit some ideas for a theme before the Planning Committee meeting in January.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for April 10, 2007 at 12:00 p.m.



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03/12/07

Accrual Basis

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Balance Sheet

As of March 13, 2007

	<u>Mar 13, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	1,094.98
Frost Money Market	41,099.51
Total Checking/Savings	<u>42,194.49</u>
Total Current Assets	42,194.49
Other Assets	
Prepaid Expense-2007 BusPtr Sho	1,350.00
Prepaid Expense-2007 Retreat	3,500.00
Total Other Assets	<u>4,850.00</u>
TOTAL ASSETS	<u><u>47,044.49</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	40,767.40
Net Income	-7,052.44
Total Equity	<u>47,044.49</u>
TOTAL LIABILITIES & EQUITY	<u><u>47,044.49</u></u>

ATTACHMENT A

6:45 PM

03/12/07

Accrual Basis

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Profit & Loss

April 1, 2006 through March 12, 2007

Apr 1, '06 - Mar 12, 07

Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	21,262.50
Gold Sponsors	9,052.50
Platinum Sponsor	3,000.00
Silver Sponsors	15,065.00
Business Partner Fair - Other	-140.00
Total Business Partner Fair	<u>48,240.00</u>
Education	
Meeting Receipts	5,053.23
Mtg Vendor Handout Fees	900.00
Seminars	3,261.00
Education - Other	25.00
Total Education	<u>9,239.23</u>
Membership Dues	
'06-'07 Membership Dues	2,550.00
Total Membership Dues	<u>2,550.00</u>
Newsletter Ads	650.00
Salary Survey	6,025.00
Total Income	<u>66,704.23</u>
Expense	
Bank Service Charges	9.00
Board Expenses	
Gifts	177.19
Total Board Expenses	<u>177.19</u>
Business Partner Fair Expenses	
Facilities	9,355.51
Food	1,862.18
Other	166.46
Vendor Appreciation Party	1,543.00
Total Business Partner Fair Expenses	<u>12,927.15</u>
Community Challenge Expenses	401.08
Community Development	1,984.27
Continuing Leadership Institute	
President - CLI	310.00
Total Continuing Leadership Institute	<u>310.00</u>

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03/12/07

Accrual Basis

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Profit & Loss

April 1, 2006 through March 12, 2007

Apr 1, '06 - Mar 12, 07

Education Costs	
Chapter MeetingLunches	5,929.24
Holiday Party	1,122.00
Lunches-Education Seminar	2,884.75
Other-Education Seminar	396.19
Speakers-Education Seminar	6,275.16
Education Costs - Other	12.39
Total Education Costs	<u>16,619.73</u>
Insurance	
Fidelity Bond Premium	125.00
Total Insurance	<u>125.00</u>
Managing Partner Breakfast	8,611.95
Miscellaneous Expense	
Gifts	239.07
Other	323.84
Miscellaneous Expense - Other	0.00
Total Miscellaneous Expense	<u>562.91</u>
National Conference Scholarship	
Board Member Stipend	12,000.00
President-National Conference	1,500.00
Social Event	500.00
Total National Conference Scholarship	<u>14,000.00</u>
New Member Functions	
New Member Lunches	134.45
Promo Gifts	270.11
Total New Member Functions	<u>404.56</u>
Newsletter	424.88
Parties	587.65
Postage and Delivery	177.26
Regional Conference	
Board Members	1,875.00
First-Time Attendee	250.00
Members at Large-Reg Conf	4,500.00
T-shirts	343.98
Total Regional Conference	<u>6,968.98</u>
Salary Survey Expense	4,214.00
Uncategorized Expenses	0.00

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03/12/07

Accrual Basis

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Profit & Loss

April 1, 2006 through March 12, 2007

	<u>Apr 1, '06 - Mar 12, 07</u>
Website	
Design	3,215.52
Designer Fees	1,894.38
Monthly Fee	492.44
Website - Other	99.95
Total Website	<u>5,702.29</u>
Total Expense	<u>74,207.90</u>
Net Ordinary Income	-7,503.67
Other Income/Expense	
Other Income	
Interest Income	676.23
Total Other Income	<u>676.23</u>
Other Expense	
Other Expenses	225.00
Total Other Expense	<u>225.00</u>
Net Other Income	<u>451.23</u>
Net Income	<u><u>-7,052.44</u></u>

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP 3/12/2007 7:05 PM

Register: Frost Bank Checking

From 02/14/2007 through 03/12/2007

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
02/14/2007	Debit	Manuels	Parties		276.10			2,868.80
02/14/2007	674	Postmaster	Postage and Delivery		132.00			2,736.80
02/15/2007	675	Vickie Mitchell	Miscellaneous Expense...		99.19			2,637.61
02/22/2007	676	MPS, Inc.	Prepaid Expense-2007 ...		3,500.00			-862.39
02/23/2007			Frost Money Market	Transfer			2,000.00	1,137.61
02/25/2007	677	Edward Poll & Assoc...	Managing Partner Brea...		829.80			307.81
02/25/2007	678	Angela McEntire	Managing Partner Brea...		109.03			198.78
02/28/2007			-split-	Deposit			751.00	949.78
03/06/2007	679	Headliners Club	Education Costs:Chapt...		567.19			382.59
03/06/2007	680	Ed Poll	Managing Partner Brea...		52.45			330.14
03/06/2007	5466936	Internet Media Works	Website:Monthly Fee		37.88			292.26
03/06/2007			Frost Money Market	Transfer			1,000.00	1,292.26
03/11/2007	681	Four Seasons Hotel	Managing Partner Brea...		4,697.28			-3,405.02
03/12/2007			Frost Money Market				4,500.00	1,094.98



Board Meeting Agenda March 13, 2007

Members Present:

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

Members Absent:

Brenda Barnes, Ann Jacobson

1. Approval of February 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. Compensation & Benefits Survey – Chris Sims
- e. Education/Program – Angie Kalsbeck
- f. Membership – Toni Beasley
- g. Newsletter – Karie Rivkin
- h. Website – Elaine Burr

4. Old Business

- a. Chapter members voted on 2007-2008 Officers, 2/22/07
- b. Managing Partner Breakfast, 2/27/07, recap, final bill paid (\$4,697.28), committee member \$1,000 scholarship Carol Shaffer, Clay Singleton back up
- c. Quest Award Nomination, 2/28/07, Amanda Korte
- d. Board Retreat, 3/27/07 – SFA
- e. Spring Educational Seminar, 3/29/07
- f. Chapter Retreat, 9/21-9/22/07, speaker & location agreements, speaker deposit paid, Flying L deposit due 3/23/07
- g. Pay Pal, evaluate cost, committees may need to include in budget
- h. CLM Study Program, budget for gifts
- i. Liaison for Travis County Bar Ex Officio position - *vote in May*
- j. Archiving Chapter files

5. New Business

- a. ALA's Chapter Compensation & Benefits Survey Service - *Chris will review & report back*
- b. ALA Bucks
- c. Board approved via email, purchase of Angie Kalsbeck's marathon photo for newsletter, 1/26/07, \$35
- d. Annual Conference Silent Auction, form due 4/2/07, discuss auction item purchase
- e. Budget 2007-2008
- f. Income Tax Return
- g. Audit

6. Open Discussion