

AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



August
Minutes from the ~~July~~ 2008 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators

August 12, 2008 at 12:00 p.m.

Members Present:

Brenda Barnes
Toni Beasley
Chris Bhamani
James Cornell
Chrissie Eastin

Bill Elkjer
Angie Kalsbeck
Amanda Korte
Cara Mueller
Debbie Roan

Peggy Shaw
Chris Sims
Diana Stangl

Members Not Attending:

Toni Beasley
Karie Rivkin

Item 1. Reading/Approval of the Minutes:

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

Item 2. Treasurer's Report: (Chris Sims)

The Chapter checking account balance as of July 31, 2008 is \$662.92 and the Money Market account balance is \$55,709.86. Chris has reimbursed everything for CLI and the last check from the Business Partner Expo has cleared. There was one returned check from a vendor that Debbie is handling.

Chris continues to move money to the money market account when appropriate.

Chris reviewed the Profit & Loss and Balance Sheet.

A Balance Sheet and Income Statement for the period ending July 31, 2008 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Bar Liaison: (Toni Beasley)

No report at this time.



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

Debbie sent 108 surveys to the vendors participating in the 2008 Business Partner Expo and also wants to schedule a round table discussion to open dialogue and obtain suggestions for future expos.

A committee meeting will be scheduled soon and they will begin working on a once per year sponsorship packet for business partners.



Communications: (Bill Elkjer)

Bill reported that he would try to get information about the Regional Conference in the Austin Lawyer and Texas Bar Journal.



Community Relations: (Peggy Shaw)

Peggy reported that she and Bonnie picked-up and delivered the school supplies from the school supply drive for Communities in Schools.

Peggy reminded the board that this year's Community Challenge Weekend would be a makeover of the on-site CIS room at LBJ High School.

Members will be notified of the date and asked to sign up to volunteer.



Compensation and Benefits Committee: (Chris Sims)

Chris reported that his committee is close to finishing the invitation to participate in the survey. It was a bit of a struggle to get all members involved with the job descriptions and titles. They hope to get all of the communication on the same page.

It looks like the survey will open at the end of August with two weeks to complete and then another two weeks to follow-up with people.

The committee is shooting for the results to be out by mid-October.



Program/Education Committee: (Diana Stangl)

Nothing new to report. Debbie gave Diana the business sponsorship list for coordinating monthly lunch sponsorships.

Diana will touch base with April on the holiday party plans.



Membership Committee: (Chrissie Eastin)

Chrissie reported that a new member orientation lunch will happen soon and that four new members weren't able to attend the earlier orientation and there are an additional three new members who should attend.

The Membership Committee has 21 new prospects compiled after Debbie Curtis challenged the Membership Committee to come up with law firms not on the standard target list.

Chrissie will send Chris S. the list for the salary survey.

Chrissie plans to use the Buddy Happy Hour funds to have a happy hour for the new prospects as an information session.

The current number of members is 93 which is where we were last year at this time.

The committee is still working on the member survey.

Lisa Woodward still needs to officially join.

Chris S. reminded the board about partial year reduced fees of around \$75 that could entice new members later in the year.

Elizabeth Walker is the new administrator at Chamberland & ~~McKinney~~ ^{McHaney} and would be considered a returning member if/when she joins.



Newsletter Committee: (Karie D. Rivkin)

The Newsletter Committee is working on the September newsletter that will focus on budgeting and finances – looking for ways to save money. They are also working on a piece about staffing – looking at ratios, etc. and when outsourcing makes sense.



Past President Advisory Committee: (Brenda Barnes)

The Past President Advisory Committee got together last week to talk and reviewed the chapter awards. The committee members will pair up and meet with individual committee heads to work on chapter awards.

They also discussed the 2009 Diversity Project that they'd like to continue as a bi-annual project. They plan to do case studies on firms with great minority programs and use the newsletter to communicate what they learn.

The committee also discussed the service awards at the holiday party and would like to do a fifteen minute presentation for the following years of service:

5 years – Certificate

10 years – Certificate and free dues for one year

15 years – Plaque and free dues for one year

20 years – Managing Partner asked to present award and possibly a Tiffany keychain

25 years – Two night stay at a hotel or something similar

It was also suggested that something special could be done for a member's retirement with enough notice. It was suggested that Edna Diaz MC a roast for Wally this year.



Website Committee: (Chris Bhamani)

Chris went through the new website. Committee heads will be able to post their own articles and there are many options for business partner sponsorships. There is a calendar of events that also allows members to register and pay for monthly lunch meetings.

The link to join ALA will be set-up soon. Members can add and edit their own information. There is a list serve function that can be activated. The newsletter would also be able to be posted on the site as well as a blog if we'd like to start one.

Chris will send logins to the board to play around the website and asked that any feedback be sent to her by August 21st.

Debbie would like to list the business partners by services they provide and will give Chris this information.

Blast emails can also be sent from the website if we choose. Different levels of edit access can be given to each member.

Chris S. suggested looking at Atlanta's website as it is very impressive.



2008 Regional 4 & 6 Conference: (Amanda Korte)

Amanda reported that they have a committee meeting scheduled for tomorrow at noon in her office. So far she has twelve members on the committee. The goal of the meeting tomorrow will be to create sub-committees and to divide up the responsibilities among the members. For example, a volunteer coordinator, someone in charge of ordering t-shirts for attendees, a business partner committee, etc.

As of yesterday Amanda has sent out two emails to the entire chapter. The first gave them information to register and the second focused on the professional certification credits that will be available at the conference (PHR, CLE, CPE, etc). She has received a lot of positive response from both of these emails. Outside of the committee members fourteen other people responded that they were willing to help as either a session manager, volunteer in the hospitality booth, or write a newsletter article. That makes an anticipated attendance of at least 26 people at this point. The original estimate was for 40 people and there is still over a month to go until the Early Bird Registration deadline.

They will be sending out emails frequently up until the conference focusing on different topics like: discussing the "session in series" educational offerings, confirming registration, giving options for the Friday night activities, etc.

Amanda briefly met with Debbie, James & Angie before today's meeting to discuss how we will be communicating with business partners for this event. She has been working with the three of them to develop a packet of sponsorship opportunities to offer local business partners to gain them recognition both at the conference and within our chapter. They have been very mindful that the opportunities offered are unique and do not, in any way, conflict with opportunities that other business partners were given through the Legal Expo. During the meeting today they discussed ways to introduce these opportunities to the business partners, how to collect money, when, etc. It is Amanda's goal to roll out these opportunities as soon as possible. She will be taking these ideas to her committee tomorrow and will have a report next month on the progress. Amanda came up with a matrix for sponsorships that Region 4 and 6 Directors have already approved. This matrix is attached hereto and made a part of these minutes. (Attachment C)



They have a conference call with the Regional Management Team on Thursday and will have to report on the fund-raising efforts as well as volunteer status. They will need more volunteers to work in the hospitality booth and would like to have five (or so) more people as backup session managers. If anyone is interested in volunteering, they should contact Amanda.

She is trying to keep a running headcount of the number of chapter registrants. Please let Amanda know as you register or hear of anyone registering so she can keep the list updated. Amanda also asked that committee heads send her an updated list of their committee members.

Finally, if you hear of any Business Partners who are interested in this event, forward their information to Toni. The priority is to get sponsorships and selling booths for the Conference first, before getting local chapter support.



Item 4. Old Business:

No old business.



Item 5. New Business:

1. An idea from CLI that attendees thought would be helpful to our chapter was starting an E-Bulletin. This would be an email that goes out around the first of every month that would include meeting information, meeting minutes, an ad, and other basic information. The purpose is to keep members updated more than once per month through meetings. It would also be a pre-event to the newsletter. Another goal of the E-Bulletin would be to drive members to the new website. Bill said that the E-Bulletin would only be as good as the information that the committee chairs provide. Chris B. mentioned that the website has a component that would take the top three events or changes and send a blast email. It could be something similar to the "ALA Currents" email. Bill would like to build his committee if it will need to focus on both inside and outside communication. Chris B. will send an email of what the current component can do with a blast email. The E-Bulletin topic was tabled for next month's meeting.
2. Angie is looking for a collaborative effort to come up with something for the upcoming Professional Legal Management Week. Angie provided a fact sheet about PLMW that is attached hereto and made a part of these minutes. (Attachment D) Angie's ideas were to partner with Texas State's Legal Studies graduate program that has an emphasis on legal administration. Bill mentioned that he has a paralegal in the program at Texas State and will get with her on making contact with the appropriate people in the department. Other ideas were to partner with ILTA, ALMA, MPF, etc. on a project or to have a roundtable with managing partners to discuss what legal administrators do and what managing partners expect.
3. Angie asked the board to start thinking about the Smile Train program. The Smile Train provides surgeries to needy children born with cleft lip/palate and ALA has announced a one-time organization-wide fundraising event in honor of the 10th anniversary of CCW. It is a voluntary project separate from the CCW event. Bill thought we should challenge each law firm to donate \$250 (price of one surgery) and Chris S. thought it shouldn't be a problem to donate at least \$250 as a chapter.
4. Deborah Kortan is having overnight surgery. The board will send a \$50 flower arrangement per the new policy.



5. **Item 6.** **Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, September 9, 2008 at Hance Scarborough, LLP.



4:43 PM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

08/11/08

Balance Sheet

Accrual Basis

As of July 31, 2008

	<u>Jul 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	662.92
Frost Money Market	<u>55,709.86</u>
Total Checking/Savi...	<u>56,372.78</u>
 Total Current Assets	 <u>56,372.78</u>
 TOTAL ASSETS	 <u><u>56,372.78</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	25,781.28
Net Income	<u>17,261.97</u>
Total Equity	<u>56,372.78</u>
 TOTAL LIABILITIES & EQ...	 <u><u>56,372.78</u></u>

Profit & Loss

April through July 2008

	Apr - Jul 08
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	11,732.50
Gold Sponsors	9,527.50
Platinum Sponsor	3,000.00
Silver Sponsors	12,170.00
Speaker Sponsor	3,000.00
Business Partner Fair - Other	50.00
Total Business Partner Fair	39,480.00
Education	
Meeting Receipts	1,400.00
Seminars	1,102.00
Total Education	2,502.00
Membership Dues	11,375.00
Newsletter Ads	200.00
Salary Survey	1,750.00
Total Income	55,307.00
Expense	
Bank Service Charges	533.85
Board Expenses	
Gifts	886.86
Region 4/6 Conference Planning	15.00
Total Board Expenses	901.86
Business Partner Fair Expenses	
Facilities	7,756.00
Other	500.00
Vendor Appreciation Party	1,987.66
Total Business Partner Fair Expenses	10,243.66
Community Development	1,000.00
Continuing Leadership Institute	
Board Member-CLI	944.58
President - CLI	996.64
Continuing Leadership Institute - ...	998.58
Total Continuing Leadership Institute	2,939.80
Education Costs	
Chapter MeetingLunches	2,014.49
Other-Education Seminar	1,170.07
Total Education Costs	3,184.56
National Conference Scholarship	
Board Member Stipend	11,345.92
Chapter Dinner	976.78
CLM Scholarship	345.00
Quest Scholarship	1,000.00
Silent Auction Items	10.00
Total National Conference Scholarship	13,677.70
New Member Functions	
Promo Gifts	17.34
Total New Member Functions	17.34
Salary Survey Costs	5,340.00

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ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

08/11/08

Profit & Loss

Accrual Basis

April through July 2008

	<u>Apr - Jul 08</u>
Website	
Designer Fees	245.00
Total Website	<u>245.00</u>
Total Expense	<u>38,083.77</u>
Net Ordinary Income	17,223.23
Other Income/Expense	
Other Income	
Interest Income	38.74
Total Other Income	<u>38.74</u>
Net Other Income	<u>38.74</u>
Net Income	<u><u>17,261.97</u></u>

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
General Ledger
As of July 31, 2008

Type	Date	Num	Name	Memo	Split	Amount	Balance
Checking Account							0.00
Total Checking Account							0.00
Frost Bank Checking							5,700.72
Check	7/3/2008	843	Christine Bhamani		Continuing ...	-998.58	4,702.14
Check	7/8/2008	844	Austin Conventi...		-SPLIT-	-1,009.00	3,693.14
Check	7/8/2008	845	Allensworth & P...		President - ...	-300.00	3,393.14
Check	7/8/2008	846	Angie Kalsbeck		President - ...	-696.64	2,696.50
Check	7/15/2008	847	cara Mueller		Board Mem...	-944.58	1,751.92
Check	7/15/2008	848	Wonders & Wor...		Community ...	-1,000.00	751.92
General Journal	7/16/2008	81624		NSF Retur...	Business P...	-86.00	665.92
Check	7/16/2008			Service Ch...	Bank Servic...	-3.00	662.92
Total Frost Bank Checking						-5,037.80	662.92
Frost Money Market							55,698.07
Deposit	7/31/2008			Interest	Interest Inc...	11.79	55,709.86
Total Frost Money Market						11.79	55,709.86
Accounts Receivable							0.00
Total Accounts Receivable							0.00
Prepaid Expense-2008 Expo							0.00
Total Prepaid Expense-2008 Expo							0.00
Undeposited Funds							0.00
Total Undeposited Funds							0.00
PPD Expense - Diversity Seminar							0.00
Total PPD Expense - Diversity Seminar							0.00
Prepaid Expense-2007 BusPtr Sho							0.00
Total Prepaid Expense-2007 BusPtr Sho							0.00
Prepaid Expense-2007 Retreat							0.00
Total Prepaid Expense-2007 Retreat							0.00
Accounts Payable							0.00
Total Accounts Payable							0.00
Prepaid Income-Member Dues							0.00
Total Prepaid Income-Member Dues							0.00
Prepaid Income - Legal Expo							0.00
Total Prepaid Income - Legal Expo							0.00
Opening Bal Equity							-13,329.53
Total Opening Bal Equity							-13,329.53

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
General Ledger
As of July 31, 2008

Type	Date	Num	Name	Memo	Split	Amount	Balance
Retained Earnings							-25,781.28
Total Retained Earnings							-25,781.28
Business Partner Fair							-39,566.00
Bronze Sponsors							-11,732.50
Total Bronze Sponsors							-11,732.50
Gold Sponsors							-9,527.50
Total Gold Sponsors							-9,527.50
Platinum Sponsor							-3,000.00
Total Platinum Sponsor							-3,000.00
Silver Sponsors							-12,170.00
Total Silver Sponsors							-12,170.00
Speaker Sponsor							-3,000.00
Total Speaker Sponsor							-3,000.00
Business Partner Fair - Other							-136.00
General Journal	7/16/2008	81624		NSF Retur...	Frost Bank ...	86.00	-50.00
Total Business Partner Fair - Other						86.00	-50.00
Total Business Partner Fair						86.00	-39,480.00
Education							-3,090.00
Meeting Receipts							-1,400.00
Total Meeting Receipts							-1,400.00
Mtg Vendor Handout Fees							0.00
Total Mtg Vendor Handout Fees							0.00
Seminars							-1,690.00
Check	7/8/2008	844	Austin Conventi...		Frost Bank ...	588.00	-1,102.00
Total Seminars						588.00	-1,102.00
Education - Other							0.00
Total Education - Other							0.00
Total Education						588.00	-2,502.00
Joint Chapter Retreat							0.00
Total Joint Chapter Retreat							0.00
Law Firm Leadership Breakfast							0.00
Total Law Firm Leadership Breakfast							0.00

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08/11/08

Accrual Basis

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
General Ledger
As of July 31, 2008

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
Membership Dues							-11,375.00
'02-'03 Membership Dues							0.00
Total '02-'03 Membership Dues							0.00
'03-'04 Membership Dues							0.00
Total '03-'04 Membership Dues							0.00
'04-'05 Membership Dues							0.00
Total '04-'05 Membership Dues							0.00
'05-'06 Membership Dues							0.00
Total '05-'06 Membership Dues							0.00
'06-'07 Membership Dues							0.00
Total '06-'07 Membership Dues							0.00
'07-'08 Membership Dues							0.00
Total '07-'08 Membership Dues							0.00
Membership Dues - Other							-11,375.00
Total Membership Dues - Other							-11,375.00
Total Membership Dues							-11,375.00
Miscellaneous Income							0.00
Total Miscellaneous Income							0.00
Newsletter Ads							-200.00
Total Newsletter Ads							-200.00
Salary Survey							-1,750.00
Total Salary Survey							-1,750.00
Sponsorships							0.00
Joint Retreat							0.00
Total Joint Retreat							0.00
Sponsorships - Other							0.00
Total Sponsorships - Other							0.00
Total Sponsorships							0.00
Women's Syposium							0.00
Total Women's Syposium							0.00

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
General Ledger
As of July 31, 2008

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bank Service Charges							530.85
Check	7/16/2008			Service Ch...	Frost Bank ...	3.00	533.85
Total Bank Service Charges						3.00	533.85
Board Expenses							901.86
Advertising and Promotion							0.00
Total Advertising and Promotion							0.00
Bar Relations							0.00
Total Bar Relations							0.00
Board Meetings							0.00
Total Board Meetings							0.00
Board Retreat							0.00
Total Board Retreat							0.00
Gifts							886.86
Total Gifts							886.86
Region 4/6 Conference Planning							15.00
Total Region 4/6 Conference Planning							15.00
Board Expenses - Other							0.00
Total Board Expenses - Other							0.00
Total Board Expenses							901.86
Business Partner Fair Expenses							9,822.66
Deposits							0.00
Total Deposits							0.00
Facilities							7,335.00
Check	7/8/2008	844	Austin Conventi...		Frost Bank ...	421.00	7,756.00
Total Facilities						421.00	7,756.00
Food							0.00
Total Food							0.00
Insurance Premium							0.00
Total Insurance Premium							0.00
Membership Scholarship							0.00
Total Membership Scholarship							0.00
Musician							0.00
Total Musician							0.00

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

General Ledger

As of July 31, 2008

08/11/08

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
Other							500.00
Total Other							500.00
Photographs							0.00
Total Photographs							0.00
Vendor Appreciation Party Parties							1,987.66
Total Parties							0.00
Vendor Appreciation Party - Other							1,987.66
Total Vendor Appreciation Party - Other							1,987.66
Total Vendor Appreciation Party							1,987.66
Business Partner Fair Expenses - Other							0.00
Total Business Partner Fair Expenses - Other							0.00
Total Business Partner Fair Expenses						421.00	10,243.66
Chapter Meeting Speakers							0.00
Total Speakers							0.00
Chapter Meeting - Other							0.00
Total Chapter Meeting - Other							0.00
Total Chapter Meeting							0.00
Chapter Retreat							0.00
Total Chapter Retreat							0.00
Community Challenge Expenses							0.00
Total Community Challenge Expenses							0.00
Community Development							0.00
Check	7/15/2008	848	Wonders & Wor...	Charitable ...	Frost Bank ...	1,000.00	1,000.00
Total Community Development						1,000.00	1,000.00
Continuing Leadership Institute Board Member-CLI							0.00
Check	7/15/2008	847	cara Mueller		Frost Bank ...	944.58	944.58
Total Board Member-CLI						944.58	944.58

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

General Ledger

As of July 31, 2008

08/11/08

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
President - CLI							0.00
Check	7/8/2008	845	Allensworth & P...	Registratio...	Frost Bank ...	300.00	300.00
Check	7/8/2008	846	Angie Kalsbeck	Travel exp...	Frost Bank ...	696.64	996.64
Total President - CLI						996.64	996.64
President Elect-CLI							0.00
Total President Elect-CLI							0.00
Continuing Leadership Institute - Other							0.00
Check	7/3/2008	843	Christine Bhamani		Frost Bank ...	998.58	998.58
Total Continuing Leadership Institute - Other						998.58	998.58
Total Continuing Leadership Institute						2,939.80	2,939.80
Diversity Project							0.00
Total Diversity Project							0.00
Dues and Subscriptions							0.00
Total Dues and Subscriptions							0.00
Education Costs							3,184.56
Chapter MeetingLunches							2,014.49
Total Chapter MeetingLunches							2,014.49
Holiday Party							0.00
Total Holiday Party							0.00
Lunches-Education Seminar							0.00
Total Lunches-Education Seminar							0.00
Other-Education Seminar							1,170.07
Total Other-Education Seminar							1,170.07
Speakers-Education Seminar							0.00
Total Speakers-Education Seminar							0.00
Education Costs - Other							0.00
Total Education Costs - Other							0.00
Total Education Costs							3,184.56
Education Seminar							0.00
Total Education Seminar							0.00
Insurance							0.00
Fidelity Bond Premium							0.00
Total Fidelity Bond Premium							0.00

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

General Ledger

As of July 31, 2008

08/11/08

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
Insurance - Other							0.00
Total Insurance - Other							0.00
Total Insurance							0.00
Law Firm Leadership bkfst exp							0.00
Total Law Firm Leadership bkfst exp							0.00
Managing Partner Breakfast							0.00
Total Managing Partner Breakfast							0.00
Miscellaneous Expense							0.00
Copies							0.00
Total Copies							0.00
Film							0.00
Total Film							0.00
Gifts							0.00
Total Gifts							0.00
Giftwrap							0.00
Total Giftwrap							0.00
Other							0.00
Total Other							0.00
Post Office Box							0.00
Total Post Office Box							0.00
Miscellaneous Expense - Other							0.00
Total Miscellaneous Expense - Other							0.00
Total Miscellaneous Expense							0.00
National Conference Scholarship							13,677.70
Board Member Stipend							11,345.92
Total Board Member Stipend							11,345.92
Chapter Dinner							976.78
Total Chapter Dinner							976.78
CLM Scholarship							345.00
Total CLM Scholarship							345.00
First Time Attendee Member							0.00
Total First Time Attendee Member							0.00

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08/11/08

Accrual Basis

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

General Ledger

As of July 31, 2008

Type	Date	Num	Name	Memo	Split	Amount	Balance
Member of Yr-National Conf							0.00
Total Member of Yr-National Conf							0.00
President-National Conference							0.00
Total President-National Conference							0.00
President Elect-National Confer							0.00
Total President Elect-National Confer							0.00
Quest Scholarship							1,000.00
Total Quest Scholarship							1,000.00
Silent Auction Items							10.00
Total Silent Auction Items							10.00
Social Event							0.00
Total Social Event							0.00
National Conference Scholarship - Other							0.00
Total National Conference Scholarship - Other							0.00
Total National Conference Scholarship							13,677.70
New Member Functions							17.34
Buddy Happy Hours							0.00
Total Buddy Happy Hours							0.00
Miscellaneous							0.00
Total Miscellaneous							0.00
New Member Lunches							0.00
Total New Member Lunches							0.00
Promo Gifts							17.34
Total Promo Gifts							17.34
New Member Functions - Other							0.00
Total New Member Functions - Other							0.00
Total New Member Functions							17.34
Newsletter							0.00
Total Newsletter							0.00
Parties							0.00
Total Parties							0.00

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

General Ledger

As of July 31, 2008

08/11/08

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
Photographs							0.00
Total Photographs							0.00
Postage and Delivery							0.00
Total Postage and Delivery							0.00
Printing and Reproduction							0.00
Total Printing and Reproduction							0.00
Regional Conference							0.00
Board Members							0.00
Total Board Members							0.00
Chapter Dinner							0.00
Total Chapter Dinner							0.00
First-Time Attendee							0.00
Total First-Time Attendee							0.00
Members At Large							0.00
Total Members At Large							0.00
Members at Large-Reg Conf							0.00
Total Members at Large-Reg Conf							0.00
Other (bus)							0.00
Total Other (bus)							0.00
T-shirts							0.00
Total T-shirts							0.00
Regional Conference - Other							0.00
Total Regional Conference - Other							0.00
Total Regional Conference							0.00
Salary Survey Costs							5,340.00
CPA							0.00
Total CPA							0.00
Salary Survey Costs - Other							5,340.00
Total Salary Survey Costs - Other							5,340.00
Total Salary Survey Costs							5,340.00
Salary Survey Expense							0.00
Total Salary Survey Expense							0.00

4:48 PM

08/11/08

Accrual Basis

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
General Ledger
 As of July 31, 2008

Type	Date	Num	Name	Memo	Split	Amount	Balance
Supplies							0.00
Total Supplies							0.00
Uncategorized Expenses							0.00
Total Uncategorized Expenses							0.00
Void							0.00
Total Void							0.00
Website							245.00
Design							0.00
Total Design							0.00
Designer Fees							245.00
Total Designer Fees							245.00
Monthly Fee							0.00
Total Monthly Fee							0.00
Website - Other							0.00
Total Website - Other							0.00
Total Website							245.00
Interest Income							-26.95
Deposit	7/31/2008			Interest	Frost Mone...	-11.79	-38.74
Total Interest Income						-11.79	-38.74
Other Income							0.00
Total Other Income							0.00
Other Expenses							0.00
Total Other Expenses							0.00
No acct							0.00
Total no acct							0.00
TOTAL						<u>0.00</u>	<u>0.00</u>

4:44 PM
08/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Check Detail

July 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check		7/16/2008			Frost Bank Ch...		-3.00
					Bank Service C...	-3.00	3.00
TOTAL						-3.00	3.00
Check	843	7/3/2008	Christine Bha...		Frost Bank Ch...		-998.58
					Continuing Lead...	-998.58	998.58
TOTAL						-998.58	998.58
Check	844	7/8/2008	Austin Convent...		Frost Bank Ch...		-1,009.00
					Facilities	-421.00	421.00
					Seminars	-588.00	588.00
TOTAL						-1,009.00	1,009.00
Check	845	7/8/2008	Allensworth & ...		Frost Bank Ch...		-300.00
					President - CLI	-300.00	300.00
TOTAL						-300.00	300.00
Check	846	7/8/2008	Angie Kalsbeck		Frost Bank Ch...		-696.64
					President - CLI	-696.64	696.64
TOTAL						-696.64	696.64
Check	847	7/15/2008	cara Mueller		Frost Bank Ch...		-944.58
					Board Member-...	-944.58	944.58
TOTAL						-944.58	944.58
Check	848	7/15/2008	Wonders & Wo...		Frost Bank Ch...		-1,000.00
					Community Dev...	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00

4:44 PM

08/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail

July 2008

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit		7/31/2008		Frost Money M...	11.79
				Interest Income	-11.79
TOTAL					-11.79



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FOR INFORMATION CALL
512-473-4500 OR 1-800-513-7678

STATEMENT ISSUED
07-31-2008

AUSTIN CENTRAL TEXAS CHAPTER
OF THE ASSOC OF LEGAL ADMINISTRATORS
% CHRIS SIMS BICKERSTAFF HEATH
816 CONGRESS AVE STE 1700
AUSTIN TX 78701



Page 1 of 1

0

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FREE BUSINESS CHECKING		ACCOUNT NO		59 1209000	
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
15,234.09	1	509.17	14	14,490.90	1,252.36

----- DEPOSITS/CREDITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-02	509.17	ACH DEPOSIT	PAYPAL TRANSFER 4UEJ23B47RX6J

----- CHECKS PAID -----

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
07-14	826 #	5,340.00	07-11	841 #	2,970.00	07-10	845 #	300.00
07-10	837 * #	401.60	07-07	842 #	125.00	07-09	846 #	696.64
07-10	838 #	116.50	07-09	843 #	998.58	07-23	847 #	944.58
07-11	840 * #	500.00	07-14	844 #	1,009.00	07-18	848 #	1,000.00

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

----- OTHER WITHDRAWALS/DEBITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-09	.00	INTERNET STMT COPY REQ	
07-16	86.00	RETURN ITEM	
07-16	3.00	RETURN ITEM CHARGE	

----- DAILY BALANCE -----

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-30	15,234.09	07-10	13,104.94	07-16	3,196.94
07-02	15,743.26	07-11	9,634.94	07-18	2,196.94
07-07	15,618.26	07-14	3,285.94	07-23	1,252.36
07-09	13,923.04				

Please examine at once and report any difference within 60 days from statement date.

4:41 PM

08/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Summary

Frost Bank Checking, Period Ending 07/31/2008

	<u>Jul 31, 08</u>
Beginning Balance	15,234.09
Cleared Transactions	
Checks and Payments - 14 ite...	-14,490.90
Deposits and Credits - 5 items	509.17
Total Cleared Transactions	<u>-13,981.73</u>
Cleared Balance	<u><u>1,252.36</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-589.44
Total Uncleared Transactions	<u>-589.44</u>
Register Balance as of 07/31/2008	<u><u>662.92</u></u>
New Transactions	
Checks and Payments - 4 items	-3,595.62
Deposits and Credits - 2 items	5,460.00
Total New Transactions	<u>1,864.38</u>
Ending Balance	<u><u>2,527.30</u></u>

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Detail

Frost Bank Checking, Period Ending 07/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,234.09
Cleared Transactions						
Checks and Payments - 14 items						
Check	5/29/2008	826	Capital Chapter ...	X	-5,340.00	-5,340.00
Check	6/30/2008	841	CDS	X	-2,970.00	-8,310.00
Check	6/30/2008	840	Debbie Roan	X	-500.00	-8,810.00
Check	6/30/2008	837	Freeman	X	-401.60	-9,211.60
Check	6/30/2008	842	Michele Davis	X	-125.00	-9,336.60
Check	6/30/2008	838	Allensworth & P...	X	-116.50	-9,453.10
Check	7/3/2008	843	Christine Bhamani	X	-998.58	-10,451.68
Check	7/8/2008	844	Austin Conventi...	X	-1,009.00	-11,460.68
Check	7/8/2008	846	Angie Kalsbeck	X	-696.64	-12,157.32
Check	7/8/2008	845	Allensworth & P...	X	-300.00	-12,457.32
Check	7/15/2008	848	Wonders & Wor...	X	-1,000.00	-13,457.32
Check	7/15/2008	847	cara Mueller	X	-944.58	-14,401.90
General Journal	7/16/2008	81624		X	-86.00	-14,487.90
Check	7/16/2008			X	-3.00	-14,490.90
Total Checks and Payments					-14,490.90	-14,490.90
Deposits and Credits - 5 items						
Check	8/29/2006	621	Copy Sense	X	0.00	0.00
Check	9/11/2006	200...	Internet Media ...	X	0.00	0.00
Check	8/15/2007	732	Central Transpo...	X	0.00	0.00
Check	11/8/2007	774	Internet Media ...	X	0.00	0.00
Deposit	6/30/2008			X	509.17	509.17
Total Deposits and Credits					509.17	509.17
Total Cleared Transactions					-13,981.73	-13,981.73
Cleared Balance					-13,981.73	1,252.36
Uncleared Transactions						
Checks and Payments - 2 items						
Check	3/20/2008	809	Incorporating D...		-189.44	-189.44
Check	6/30/2008	839	HIRECounsel		-400.00	-589.44
Total Checks and Payments					-589.44	-589.44
Total Uncleared Transactions					-589.44	-589.44
Register Balance as of 07/31/2008					-14,571.17	662.92
New Transactions						
Checks and Payments - 4 items						
Check	8/11/2008	851	Diana Stangl		-2,952.35	-2,952.35
Check	8/11/2008	852	Headliners Club		-448.88	-3,401.23
Check	8/11/2008	850	Amanda Korte		-135.32	-3,536.55
Check	8/11/2008	849	James C. Sims		-59.07	-3,595.62
Total Checks and Payments					-3,595.62	-3,595.62
Deposits and Credits - 2 items						
Deposit	8/11/2008				460.00	460.00
General Journal	8/11/2008	81623			5,000.00	5,460.00
Total Deposits and Credits					5,460.00	5,460.00
Total New Transactions					1,864.38	1,864.38
Ending Balance					-12,706.79	2,527.30



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STATEMENT ISSUED
07-31-2008

Page 1 of 2

AUSTIN CENTRAL TEXAS CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS
% CHRIS SIMS BICKERSTAFF HEATH
816 CONGRESS AVE STE 1700
AUSTIN TX 78701



0

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anytime with Frost's online banking service - Cash
Manager. Visit frostbank.com to learn more.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
55,698.07	0	11.79	0	.00	55,709.86

----- DEPOSITS/CREDITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-31	11.79	INTEREST PAID	

----- DAILY BALANCE -----

DATE	BALANCE	DATE	BALANCE
06-30	55,698.07	07-31	55,709.86

4:42 PM

08/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Summary

Frost Money Market, Period Ending 07/31/2008

	<u>Jul 31, 08</u>
Beginning Balance	55,698.07
Cleared Transactions	
Deposits and Credits - 1 item	11.79
Total Cleared Transactions	<u>11.79</u>
Cleared Balance	<u>55,709.86</u>
Register Balance as of 07/31/2008	55,709.86
New Transactions	
Checks and Payments - 1 it...	<u>-5,000.00</u>
Total New Transactions	<u>-5,000.00</u>
Ending Balance	<u><u>50,709.86</u></u>

4:42 PM

08/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Money Market, Period Ending 07/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55,698.07
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	7/31/2008			X	11.79	11.79
Total Deposits and Credits					<u>11.79</u>	<u>11.79</u>
Total Cleared Transactions					<u>11.79</u>	<u>11.79</u>
Cleared Balance					<u>11.79</u>	<u>55,709.86</u>
Register Balance as of 07/31/2008					11.79	55,709.86
New Transactions						
Checks and Payments - 1 item						
General Journal	8/11/2008	81623			-5,000.00	-5,000.00
Total Checks and Payments					<u>-5,000.00</u>	<u>-5,000.00</u>
Total New Transactions					<u>-5,000.00</u>	<u>-5,000.00</u>
Ending Balance					<u><u>-4,988.21</u></u>	<u><u>50,709.86</u></u>

**Sponsorship Opportunitites Exclusively
with Austin-Central Texas Chapter for
Region 4/6 Conference, Austin, Texas -
October 25-27, 2008 3rd Draft**

	Conference Diamond Donate Door Prize worth at least \$500 <i>Limit 2</i>	Conference Platinum \$450 <i>Unlimited</i>	Conference Gold \$250 <i>Unlimited</i>	Conference Silver Donate Door Prize worth at least \$125 <i>Limit 5</i>	Conference Bronze \$100 <i>Unlimited</i>
Oral Recognition at Conference	<input checked="" type="checkbox"/> at major social event				
Invitation to Post-Conference Appreciation Happy Hour	<input checked="" type="checkbox"/> 2 tickets	<input checked="" type="checkbox"/> 2 tickets			
Recognition signage at Post-Conference Appreciation Happy Hour	<input checked="" type="checkbox"/> w/ logo	<input checked="" type="checkbox"/> w/ logo	<input checked="" type="checkbox"/>		
Listing on invitation to Post-Conference Appreciation Happy Hour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Recognition signage at Conference	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Oral Recognition at Chapter Luncheon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ad in "Special Edition Conference Newsletter" distributed to Austin Chapter members	<input checked="" type="checkbox"/> 1/2 page	<input checked="" type="checkbox"/> 1/2 page	<input checked="" type="checkbox"/> 1/4 page	<input checked="" type="checkbox"/> Biz Card Size	<input checked="" type="checkbox"/> Biz Card Size
Listing on Austin Chapter's Regional Conference web page	<input checked="" type="checkbox"/> w/ logo	<input checked="" type="checkbox"/> w/ logo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Listing in pre and post conference emails sent to Chapter emails	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Detailed Description of Sponsorship Benefits

Oral Recognition at Conference - Door prizes will be drawn at major social event in front of all attendees in a "must be present to win" format. Sponsor will be recognized by name at the appropriate drawing.

Invitation to Conference Appreciation Happy Hour - After the conference a Happy Hour will be held as recognition for all volunteers and business partners who contributed at the upper levels

Recognition Signage at Post-Conference Appreciation Happy Hour - See above. Signage may include logo (as appropriate) and will be in a list format grouped by sponsorship level as appropriate

Listing on invitation to Post-Conference Appreciation Happy Hour. We will list all sponsors for the conference on the invitation that is sent to member volunteers and sponsoring business partners.

Recognition Signage at Conference - Signage will be in a list format grouped by sponsorship level as appropriate

Oral Recognition at Chapter Luncheon - Sponsorships will be announced by Chapter president at a Chapter luncheon

Ad in Special Edition Conference Newsletter - A newsletter will be published post-conference that includes articles, pictures, etc. Sponsoring vendors will get appropriate ads in this newsletter

Listing on Austin Chapter's Regional Conference web page - A page is being designed that will include pre and post conference information. Sponsors will get either a clickable logo or will appear in a list format by sponsorship level as appropriate.

Listing in Pre and Post Conference emails sent to Chapter members - Emails will be sent out to Chapter members encouraging attendance, soliciting volunteers, and giving conference information. Sponsors will be listed in list form at the bottom of each email.

Fact Sheet

Professional Legal Management WeekSM

What:

Professional Legal Management WeekSM (PLMW) provides a forum for recognizing those in legal management for what they do and the role they play in the success of the organization, and in its service to its clients and those who work in the organization.

When:

October 6-10, 2008

Professional Legal Management Week is held the first week of October every year.


Who:

Professional Legal Management Week is spearheaded by Association of Legal Administrators (ALA) and is cosponsored by ABA Law Practice Management Section, American Association of Law Libraries, Australian Legal Practice Management Association, International Legal Technology Association, International Paralegal Management Association, Legal Marketing Association, Managing Partners' Forum (MPF) and NALP-The Association for Legal Career Professionals.

Why:

The objectives of Professional Legal Management Week are:

- To provide awareness, understanding and education about the legal management profession, and
- To increase knowledge of the diverse roles within the profession.




October 6-10, 2008

International
**Professional Legal
Management WeekSM**

**PLMW Magazine — 2nd Edition
Coming in August 2008**

The 2nd Edition of *Professional Legal Management Week Magazine*, which debuted in 2007, will be published in August 2008, two months before Professional Legal Management Week in October. It will address topics, issues and trends related to not only legal administrators, but to all people on legal management teams who contribute to their organizations' successes. Did you miss the premiere issue of *PLMW Magazine*? You can read all of the articles from the 2007 issue and a variety of exclusive online content on the official Professional Legal Management Week Web site: www.plmw.org.



Association of
Legal Administrators
ALA

American Bar Association
Law Practice Management Section

American Association
of Law Clinicians

Australian Legal Practice
Management Association

Brazilian Corporate Legal Management
Association

Centro de Estudios de Administración
de Esfuerzos de ABO (CEAE)

International Legal
Technology Association

International Paralegal Management
Association

Legal Marketing Association

Managing Partners Forum

NALP — The Association for Legal
Career Professionals

The Law Office Management
Association (LOMA)

www.plmw.org

For more information, visit www.alanet.org/plmw

Suggestions for Events

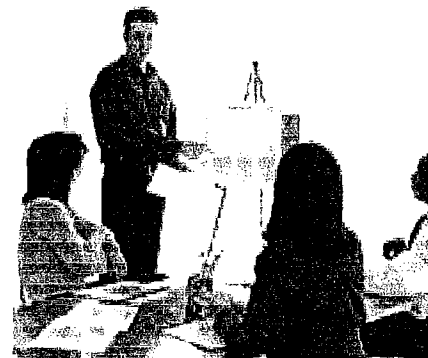


Network!

Host a series of informal after-hours networking events. Use these events to inform coworkers of the role each legal management professional brings to the organization.

Try "Tell Me What You Do" Days

- Develop and coordinate informal inter-departmental informational meetings, such as lunches, to facilitate a better understanding of "professional legal management" within the firm.
- Use an intranet to highlight on a rotating basis the role that each professional functional area plays in helping achieve overall enterprise goals.



Engage!

Encourage local idea exchanges between other legal management professionals. Involve the membership of cosponsoring associations.

Educate!

Get involved with local bar associations and offer to speak at meetings to promote the function of, and services provided by, legal management professionals.



Ways to Promote the Profession



Brainstorm!

Have a "brown bag brainstorm" with the other members of the professional legal management team to problem-solve and set goals.

Leverage the Power of Education

- Visit with students to inform them about the opportunities available as a legal management professional, so they aspire to a career in the profession
- Make arrangements to have and staff a booth at college and university "career days"
- Meet with college and university administrators to inform them of the professional nature of law firm management
- Work with local colleges and universities to explore the establishment of a curriculum path related to the legal management profession



Create Continuity

- Create a template for a sample "desk manual" that enterprises could use to outline the responsibilities of specific law firm management professionals.
- Create a template for a formal "orientation program" that legal management teams might use to inform organization employees of the diverse roles within the professional management structure.