



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

July 8, 2008 at 12:00 p.m.

Members Present:

Brenda Barnes
Toni Beasley
James Cornell
Chrissie Eastin

Bill Elkjer
Angie Kalsbeck
Amanda Korte
Cara Mueller

Chris Sims
Karie Rivkin
Peggy Shaw
Diana Stangl

Members Not Attending:

Chris Bhamani
Debbie Roan

Item 1. Reading/Approval of the Minutes:

The June 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 June 30, 2008 is \$5,700.72 and the Money Market account balance is \$55,698.07. Some of the Legal Expo money is still coming in with a net income of approximately \$22,000 through June. There are still a few CLI reimbursements to be processed. The annual audit was performed on May 27, 2008 by Amanda and Cara with a good report.

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 June 30, 2008 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Bar Liaison: (Toni Beasley)

Toni reported that the new Austin Bar leaders took their offices in July. There was no July ABA Board meeting.



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

James reported that there was no final breakdown on income and expenses yet for the recent Legal Expo. They believe that they should come out near budget and made \$30,000.

The committee will be sending evaluations to the business partners who participated in the Legal Expo for feedback. There seems to be early positive feedback on the floor plan for this year's expo that allowed everyone to visit most of the business partner booths.

The committee will begin focusing on how best to work with all of the committees throughout the year to strengthen business partner relations.



Past President Advisory Committee: (Brenda Barnes)

The Past President Advisory Committee is happy to help with any special projects with which anyone needs assistance.



Communications: (Bill Elkjer)

Bill reported that he would be taking pictures at the next monthly luncheon meeting to document The American Cancer Society's award to the chapter for its Relay For Life donation for submission to the paper. He also has pictures from the recent seminar and legal expo.



Community Relations: (Peggy Shaw)

Peggy reported that Amanda, Brenda and Diana attended the Wonders and Worries bat cruise last Monday and Wednesday.

Bonnie and Peggy made a final donation to get the chapter up to the \$5,000 level for Relay For Life and the American Cancer Society will present an award to the chapter at the July luncheon meeting. Chrissie may be able to produce an over size check for the presentation. Amanda suggested that Barringer might be willing to donate production of the check.



Compensation and Benefits Committee: (Chris Sims)

Chris reported that his committee is meeting on Friday and is still on track for a late July or early August kick-off. They have received approval from Headquarters to send the survey.



Program/Education Committee: (Diana Stangl)

The June educational seminar was a success with forty-eight people registered and forty-one people paid to date. The audio/visual was very expensive for the seminar presentation. There was a \$926 loss on the seminar.

Mike and Russell will be speaking at the upcoming Regional meeting in Austin and are very interested in speaking at the annual international meeting.

Mark O'Leary with Frost Insurance will speak at the upcoming July lunch meeting about insurance trends.

The Program/Education Committee will be meeting soon to begin working on the spring seminar.

Many business partners are interested in sponsoring lunches, so Diana will work with Debbie and James to accommodate them.



Membership Committee: (Chrissie Eastin)

Chrissie reported that the new Strasburger administrator, Lisa Woodward, will be joining the chapter. Chrissie continues to work on the membership survey and will distribute it to the Board for review. Sandra Catlett of Gardere Wynne Sewell joined last month.



Newsletter Committee: (Karie D. Rivkin)

Karie reported that the second quarterly newsletter was just distributed and asked that the Board continue sending her story ideas. Amanda commented that she liked the pictures in the recent newsletter.



Website Committee: (Chris Bhamani)

Chris reported that after sending out the latest newsletter link on the website, the committee, with board approval, will move forward in finalizing the newest release of the website to include more interactive and dynamic tools. The committee plans to have the new website ready for delivery mid to late August.

The committee is also looking into an electronic newsletter that may be tied to the website if the board would like to include news articles.



2008 Regional 4 & 6 Conference: (Amanda Korte)

Amanda reported that she was able to take a sneak peak of the regional conference brochure at CLI that will be going out in a few weeks. She said it looked great and represented Austin well. Informative handouts were also distributed at the Region 4 and 6 CLI breakout meetings.

The Thursday night event theme will be "Dance to the Beat of Your Own Drum". The planning committee has a phone call scheduled Thursday. Speakers are confirmed and many business partners are calling with an interest to participate. The attendance should be around 500 including business partners.

Amanda will discuss some of her ideas for business partner sponsorship opportunities throughout the regional meeting with Debbie and James. She will also get approval from the Region 4 and 6 Directors.



Item 4. Old Business:

1. Chapter gifts were discussed and it was decided that the chapter would not give wedding or baby gifts. The chapter will begin giving service awards at the annual holiday party instead of retirement gifts and the Membership Committee will be in charge of determining members' years of service. If a member is retiring from the industry, he/she will receive recognition at a chapter event and a card. Flowers will be sent for members who have an overnight stay in the hospital. No flowers will be sent for family members in the hospital. Members will receive flowers for an immediate family member death.
2. Angie asked for questions and comments from the Board regarding the recent distribution of the budgets and challenges for committee members. Karie mentioned as a friendly reminder that the purpose of the newsletter is for education and that the Newsletter Committee continuously relies on business partners to provide newsletter material. Karie feels that pushing them for more sponsorship money may stop other types of support that they provide our chapter. Chris S. suggested that having a centralized coordination of sponsorship opportunities for business partners would provide business partners with a big picture of all sponsorship opportunities throughout the year.
3. Toni spoke with Edna Diaz about Clay Singleton's recent departure from the chapter. Edna was not aware of his departure but was also not surprised. Toni will contact Clay to ensure he knows that he was a very valued member and Edna will also follow-up with Clay. Chrissie mentioned that the chapter had continuously reminded members of the wonderful benefits of ALA around the time the increase in dues was announced. Peggy said that Clay seemed to be setting an example for his office in cutting costs to his firm. Toni reminded the board that the Austin chapter's dues are one of the least expensive within ALA.



Item 5. New Business:

1. Judges' comments from the recent chapter awards are posted on the website.
2. An overview of the CLI Conference was provided by Amanda, Angie, Toni and Cara. Amanda told the Board that the conference was very beneficial to attendees in brainstorming new ideas for the Austin Chapter and hearing how other chapters do things well. Some of the main focus areas discussed were chapter awards, writing workshops, and the board retreat. Amanda distributed a document she created "Take-Away Ideas from CLI" which is attached hereto and made a part of these minutes. (Attachment C)



Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, August 12, 2008 at Brown McCarroll.



Balance Sheet

As of June 30, 2008

	<u>Jun 30, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	5,700.72
Frost Money Market	55,698.07
Total Checking/Savi...	<u>61,398.79</u>
Total Current Assets	<u>61,398.79</u>
TOTAL ASSETS	<u>61,398.79</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	25,781.28
Net Income	<u>22,287.98</u>
Total Equity	<u>61,398.79</u>
TOTAL LIABILITIES & EQ...	<u>61,398.79</u>

Profit & Loss

April through June 2008

	<u>Apr - Jun 08</u>
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	136.00
Total Business Partner Fair	<u>39,566.00</u>
Education	
Meeting Receipts	1,400.00
Seminars	1,690.00
Total Education	<u>3,090.00</u>
Membership Dues	11,375.00
Newsletter Ads	200.00
Salary Survey	1,750.00
Total Income	<u>55,981.00</u>
Expense	
Bank Service Charges	530.85
Board Expenses	
Gifts	886.86
Region 4/6 Conference Planning	15.00
Total Board Expenses	<u>901.86</u>
Business Partner Fair Expenses	
Facilities	7,335.00
Other	500.00
Vendor Appreciation Party	1,987.66
Total Business Partner Fair Expen...	<u>9,822.66</u>
Education Costs	
Chapter MeetingLunches	2,014.49
Other-Education Seminar	1,170.07
Total Education Costs	<u>3,184.56</u>
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 Scholar...	<u>13,677.70</u>
New Member Functions	
Promo Gifts	17.34
Total New Member Functions	<u>17.34</u>
Salary Survey Costs	5,340.00
Website	
Designer Fees	245.00
Total Website	<u>245.00</u>
Total Expense	<u>33,719.97</u>
Net Ordinary Income	22,261.03

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ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

07/08/08

Profit & Loss

Accrual Basis

April through June 2008

	<u>Apr - Jun 08</u>
Other Income/Expense	
Other Income	
Interest Income	26.95
Total Other Income	<u>26.95</u>
Net Other Income	<u>26.95</u>
Net Income	<u><u>22,287.98</u></u>

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ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Check Detail
June 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	833	6/9/2008	Freeman		Frost Bank Ch...		-768.47
					Other-Education...	-768.47	768.47
TOTAL						-768.47	768.47
Check	834	6/9/2008	Headliners Club		Frost Bank Ch...		-645.42
					Chapter Meetin...	-645.42	645.42
TOTAL						-645.42	645.42
Check	835	6/9/2008	Primus Networ...		Frost Bank Ch...		-500.00
					Prepaid Income ...	-500.00	500.00
TOTAL						-500.00	500.00
Check	836	6/9/2008	Austin Convent...		Frost Bank Ch...		-1,665.00
					Facilities	-1,665.00	1,665.00
TOTAL						-1,665.00	1,665.00
Check	837	6/30/2008	Freeman		Frost Bank Ch...		-401.60
					Other-Education...	-401.60	401.60
TOTAL						-401.60	401.60
Check	838	6/30/2008	Allensworth & ...		Frost Bank Ch...		-116.50
					Gifts	-116.50	116.50
TOTAL						-116.50	116.50
Check	839	6/30/2008	HIRECounsel		Frost Bank Ch...		-400.00
					Bronze Sponsors	-400.00	400.00
TOTAL						-400.00	400.00
Check	840	6/30/2008	Debbie Roan		Frost Bank Ch...		-500.00
					Other	-500.00	500.00
TOTAL						-500.00	500.00
Check	841	6/30/2008	CDS		Frost Bank Ch...		-2,970.00
					Facilities	-2,970.00	2,970.00
TOTAL						-2,970.00	2,970.00
Check	842	6/30/2008	Michele Davis		Frost Bank Ch...		-125.00
					Membership Dues	-125.00	125.00
TOTAL						-125.00	125.00

Deposit Detail

June 2008

Type	Num	Date	Name	Account	Amount
Deposit		6/9/2008		Frost Bank Ch...	9,490.36
			Cary & Lippincot...	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
			Copy Sense	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Harris & Harris	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
			Hyatt Regency ...	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Capitol Credit U...	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Kilpatrick Equip...	Prepaid Income ...	-802.50
			PayPal	Bank Service C...	23.57
			Shared Technol...	Prepaid Income ...	-1,252.50
			PayPal	Bank Service C...	36.62
			Art + Artisans C...	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Davis & Wilkers...	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
			Barringer Legal ...	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Gray & Becker, ...	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
			Burnett Staffing ...	Prepaid Income ...	-475.00
			PayPal	Bank Service C...	14.08
			Primus Network...	Prepaid Income ...	-500.00
			PayPal	Bank Service C...	14.80
			MoveCorp	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Black Diamond ...	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Primus Network...	Prepaid Income ...	-1,652.50
			PayPal	Bank Service C...	48.22
			Central Transpo...	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Lockton Compa...	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Clyde Bennett a...	Prepaid Income ...	-545.00
			PayPal	Bank Service C...	16.11
			Accent Food Se...	Prepaid Income ...	-452.50
			PayPal	Bank Service C...	13.42
TOTAL					-9,490.36
Deposit		6/9/2008		Frost Bank Ch...	6,800.00
			Locke Lord Biss...	Meeting Receipts	-20.00
			McElroy Sulliva...	Meeting Receipts	-20.00
			Giordani Schuri...	Meeting Receipts	-20.00
			Gardere Wynne ...	Membership Dues	-125.00
			International Le...	Prepaid Income ...	-50.00
			Hampton Inn & ...	Prepaid Income ...	-400.00
			Southwest Solut...	Prepaid Income ...	-802.50
			Documation of ...	Prepaid Income ...	-802.50
			Hampton Inn & ...	Prepaid Income ...	-52.50
			Flores and Asso...	Prepaid Income ...	-400.00
			Austin Shred	Prepaid Income ...	-850.00
			The Benefits Te...	Prepaid Income ...	-400.00
			HIRECounsel	Prepaid Income ...	-452.50
			Mission IT Servi...	Prepaid Income ...	-802.50
			Ajilon	Prepaid Income ...	-750.00
			Telephone Con...	Prepaid Income ...	-452.50
			Centex Shreddi...	Prepaid Income ...	-400.00
TOTAL					-6,800.00

Deposit Detail

June 2008

Type	Num	Date	Name	Account	Amount
Deposit		6/30/2008		Frost Bank Ch...	509.17
			Fabulous Affairs	Bronze Sponsors	-400.00
			PayPal	Bank Service C...	11.90
			Michele Davis	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
TOTAL					-509.17
Deposit		6/30/2008		Frost Bank Ch...	520.00
			Fritz Byrne Hea...	Seminars	-40.00
			Hance Scarboro...	Seminars	-40.00
			Burns Anderson...	Seminars	-40.00
			Winston Williams	Seminars	-40.00
			Armbrust & Bro...	Seminars	-80.00
			Bracewell & Giu...	Seminars	-40.00
			Shelly Sedillo	Seminars	-80.00
			Allensworth & P...	Seminars	-40.00
			Toni Beasley	Seminars	-40.00
			Bickerstaff Heat...	Seminars	-80.00
TOTAL					-520.00
Deposit		6/30/2008		Frost Bank Ch...	850.00
			McLean & Howa...	Seminars	-40.00
			Strasburger & P...	Seminars	-40.00
			McGinnis Lochri...	Seminars	-240.00
			Slack & Davis, L...	Seminars	-40.00
			Locke Lord Biss...	Seminars	-40.00
			McElroy Sulliva...	Seminars	-40.00
			Becky Beaver	Seminars	-40.00
			Lloyd Gosselink	Seminars	-130.00
			Kelly Hart & Hall...	Seminars	-40.00
			cara Mueller	Seminars	-40.00
			Peggy Shaw	Seminars	-40.00
			Giordani Schuri...	Seminars	-40.00
			Marti Lozano	Seminars	-40.00
			Davis & Wilkers...	Seminars	-40.00
TOTAL					-850.00
Deposit		6/30/2008		Frost Bank Ch...	6,583.50
			Various	Salary Survey	-850.00
			Iron Mountain R...	Bronze Sponsors	-400.00
			RICOH	Business Partne...	-86.00
			Dechert LLP	Membership Dues	-125.00
			Diamond IT Ser...	Newsletter Ads	-200.00
			Dahill Industries	Gold Sponsors	-1,602.50
			State Bar of Tex...	Platinum Sponsor	-3,000.00
			Walsh Anderson	Seminars	-120.00
			Richards Rodrig...	Seminars	-40.00
			Whitehurst Hark...	Seminars	-40.00
			Osborne & Hel...	Seminars	-80.00
			Drenner & Gold...	Seminars	-40.00
TOTAL					-6,583.50
Deposit		6/30/2008		Frost Money M...	7.30
				Interest Income	-7.30
TOTAL					-7.30

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Deposit Detail

June 2008

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
General Jour...	81620	6/30/2008		Frost Money M...	12,000.00
				Frost Bank Che...	-12,000.00
TOTAL					-12,000.00

Take-Away Ideas from CLI
June 27-29, 2008
Amanda Korte

Introduction/Announcement

The theme of this year's event was "We're All in This Together" and it focused on the idea that, as both administrators and chapter leaders, we have an invaluable network of peers that are available to help us perform our jobs better. Association President Wendy-Rice Issacs, explained the idea of "We're All in This Together" using an article written by Doris A. Alexander, CLM, of the San Diego Chapter. The article basically explained that "We're All in This Together" can be summarized using the acronym WATT! WATT, the article explained is actually a unit of power. It said that "combined units of power create energy and that this energy, or WATTage, that powers our day-to-day working lives, comes from networking, programs and an abundance of resources through ALA-THE "sustainable" and "renewable" source for legal information and knowledge. It summarized by saying that ALA has a WATTage of over 10,000 members and encouraged us to use all the WATTs we've got. It was definitely a powerful message and made us think about all the resources that ALA can provide us, both as members and chapter leaders

1st Keynote Session – "It's Not Magic – It's Method: Outstanding Skills for Leading Terrific Teams."

"Nine Fine Ones for Team Building – Credible Actions to Motivate and Increase Trust"

- 1) Get back to them
- 2) Assign deadlines in a positive way
- 3) Provide more specific help in prioritizing tasks
- 4) Give them More work to do! – of a type that is motivating and satisfying to them
- 5) Identify the tasks that individuals least like or enjoy and use this knowledge whenever possible
- 6) Assign tasks from a higher level and increase their visibility
- 7) Ask for their opinion
- 8) Expedite important communication: Provide the equivalent of a "hot line"
- 9) Provide Evidence of listening

As effective leaders, the single most important concept is "talk is cheap." What matters *least* is "what we say." What matters *most* is "what we do." We must be credibly and provide evidence that we care about a person and their work. We have to give them P.O.S. – Proof of Support. Ideas in our chapter to give evidence of support or respect:

- Recognize for years of service
- Activate seasoned, yet uninvolved members
- Send letters to managing partners recognizing the efforts of individual volunteers – and personalize the letters
- Written recognition in chapter publications
- Give personal attention

- Implement their suggestions
- One-on-one contact.
- Remember that “all volunteers are paid” and find a way to pay them
- Broaden the definition of “pay” and think about what we provide them – what do volunteers value, what is important to them, how do we know if what is of value to one person is of equal value to another. The only way to know is to interview them to find out

Region 4 Breakout Session

Introduction to Region Management Team

Discussion about Regional Conference – Education Sessions, Conference information on web site, business partners and special event

Round Table Discussions – I attended “Involving New and Seasoned Members in Chapter Activities.” Some ideas that came out of this round table

- Activate your Past Presidents Advisory Committee/Council for input
- Board members have lunch with Past Presidents
- Have a Past Presidents luncheon to recognize their service, or have a roundtable where you generate ideas
- To activate and keep members involved consider starting a monthly short e-bulletin that fills in between Chapter newsletters
- Buddy Programs
- Require new members to join a committee
- Invite “disengaged” members to a happy hour
- Ask people to join committees

Keynote #2 – Public Speaking: “How to Give Superb Presentations So People Stay Awake and Do Not Hate You.”

General Ideas

- Serve donuts or food but take the food away before the meeting actually starts
 - Start your presentation with a question
 - Start with THE most important thing
 - Never post a blank sign up sheet – always fill in the first name so people are “joining the crowd.”
 - Utilize the “buddy system” of bringing people to presentations
 - Schedule 3 meetings in advance with the knowledge that you’re going to cancel one – cancel with a compliment (i.e. we’ve done such a great job and accomplished so much during the last 2 meetings that we aren’t going to need a 3rd meeting)
 - Give people a goal for the meeting
 - Five questions must be answered in a presentation
- 1) The Target Question – What specific thing or things do I want the audience members to have at the completion of the presentation that they didn’t already have when they walked in?

- 2) The Motivation Question – Why should the audience care about the target?
- 3) The Attention Question – What do we do to get and hold attention throughout the presentation
- 4) The Grand Opening Question – First is last – People form impressions very quickly about the credibility of the speaker. The first 90 seconds of a presentation are the most important of all
- 5) The Feed The Eyes Question – What can I hold up as a prop or act out or write down that will create visual interest.

The thing I found most interesting about this presentation was his adamant opinion that we should not use PowerPoint when giving speeches or that it should be used very sparingly. He reiterated that, if a speaker *does* decide to use Power Point they should never pass the slides out to their audience ahead of time, nor should they let them know that they'll get a copy afterwards. Doing this, he argued, actually reduces the attention a speaker is given since the audience is either spending their time "looking forward" on the printed slides or is not paying as close attention because they feel that they can just read it all later. Instead, he gave us an example of good handouts to give and included examples incorporated into his speech. The handouts included his major points, but would have key words missing. Then the audience filled in the key words as he was talking. This kept the audience captivated since they were listening for their key words and then filling them in as they went. Then, at end of the presentation, the audience had something to take with them that was valuable because the key words were now filled in.

Elective Session 1: Chapter Visibility: Marketing, Promoting & Publicizing Chapter and Association Activities & Projects

Most of this session focused around e-newsletters and e-bulletins

Some recommendations and takeaways from this session were:

- Use a broadcast email program like "Emma" to communicate with members, business partners, or other community contacts. You can track who opened the email, who clicked on what, etc. The program is relatively cheap and gives you a way to keep in constant contact.
- Don't send out any emails or marketing material on Mondays or Fridays
- E-bulletins sent monthly could include items like:
 - Upcoming Calendar
 - One article about a recent event
 - One or two pictures
 - Links to Board minutes and chapter meeting minutes
 - One ad from a vendor
- Think of ways to constantly remind your vendors about the LMRC, ALA Reference Desk, ALA Management Connections, ALA Currents
- Encourage attendance at Webinars
- CLM Study Programs
- Advertise Community Challenge weekend across managing partners, business partners, employees for firms

- Start thinking about PLMW in advance

Elective Session 2: Vendor Relations Workshop

Some key takeaways from this session were:

- Consider letting your vendors attend luncheons but coach them on the expected decorum (most attending chapters already do this).
- Consider letting vendors attend the managing partners event (about half do this).
- Let vendors sponsor a lunch and briefly talk about their product
- Have vendors do one hour or panel discussions
- Have business partners present educational programs – How do we make sure they don't turn into a sales pitch
 - Educate them as to the rules
 - Program/Education chair or president sends letter to the Vendor with the guidelines that must be signed and returned prior to the presentation
 - Follow up with the vendor – if they don't follow the rules let them know that they will not be invited back
- Ask vendors to write columns for your newsletter
- Do “feature” articles in your newsletter for vendors (much like we do for chapter members) where they are invited to send items on a more personal level
- Do a vendor meet & greet that gives a personal touch.
- Consider Vendor Sponsorship packages (New York City and Houston have good packages available on their website)
- Advertise to chapter members how much their dues would have to be to maintain the chapter if we didn't have business partner support
- Invite key vendors to social events
- Let vendors send email blasts but you don't necessarily have to give them the member list
- One chapter had a Vendor Olympics before their Legal Expo where vendors participated in a fun event to get to know each other before chapter members came to the show
- Give Gifts to Vendors!
- Remind chapter members at every monthly meeting and in every newsletter what how important the vendors are
- Create a two-sided laminated “Business Partner Directory” that is sent to members that lists contact information for all business partners.
- Provide signage at chapter meetings
- Have a “Business Partner Bistro” or roundtable conversation (Business Partner Advisory Committee) where they are interviewed about how they would like to participate in your chapter
- Consider communicating with the International Vendor Advisory Panel for ideas

Breakouts by Chapter Size – Chapters with 77- 100 Members

Topic 1: Keeping members involved and succession planning

Some ideas generated were:

- Have Past presidents serve as mentors
- Invite your past presidents to your board retreat for a strategic planning session
- Use Seasoned Administrators as Speakers
- Ask people to do things
- Give volunteers/members “bite-sized opportunities”
- Invite “disengaged members” to a lunch or happy hour
- Send personalized thank you letters to volunteers for their service – consider even sending it to their home address if you have it
- Ask people to join a committee
- For succession planning, make sure committees have formalized goals and review them to make sure they were achieved
- Invite a Region 4 director or other facilitator to your board retreat to help keep everyone on task – they can also give an update on ALA and their goals
- Make sure your agenda for the board retreat includes goals for the chapter that can be examined and reviewed at the end of each year

Topic 2: Bar & Community Relations

Some ideas generated were:

- Host a booth at the State Bar or Local Bar Shows
- Promote our profession and involve other legal organizations – consider sponsoring booths at other trade shows
- Go to the community college or legal administrator program and talk about our profession

Topic 3: PLMW

Some ideas generated were:

- Remember that although PLMW is called a week, it can be done at any time
- Start thinking about it in advance
- There is a toolkit at PLMW.ORG
- Involve other legal organizations in PLMW
- Get sponsors
- Find personalized ways to communicate with managing partners.

DEMOGRAPHIC PROFILE

Austin-Central Texas Chapter

of Primary Mbrs. as of 05/22/08 91

Category	# of Mbrs	% of Mbrs
Education-Related		
<u>Level of Education:</u>		
Associate's degree (2 yr.)	3	3.30%
Bachelor's degree	44	48.35%
CPA	5	5.49%
CPA, Bachelor's degree	2	2.20%
CPA, Master's degree	0	0.00%
CPA, MBA	1	1.10%
High school graduate	0	0.00%
JD/LLB	0	0.00%
Master's degree	4	4.40%
MBA	5	5.49%
Some college/no degree	26	28.57%
Blank	1	1.10%
CLM	3	3.30%
Interest re CLE	0	0.00%
Interest re CPE	4	4.40%
Job-Related		
Multi-Office Firms	52	57.14%
Principal Administrator	19	20.88%
Principal Administrator of Single/Branch Office	21	23.08%
LFA Caucus Participants (based on firm size & PA of all offices)	1	1.10%
<u>Affinity Groups:</u>		
Corporate/Government	8	8.79%
Intellectual Property	12	13.19%
Multi-Office Management	24	26.37%
Personal Injury, Defense	3	3.30%
Personal Injury, Plaintiff	2	2.20%
<u>Employer Type:</u>		
Bar Association	2	2.20%
Corporate/Government	1	1.10%
Nonprofit	0	0.00%
Other	0	0.00%
Private Law Firm	87	95.60%
Unemployed	1	1.10%
<u>Firm Size:</u>		
1-14	40	43.96%
15-29	23	25.27%
30-74	19	20.88%
75-149	8	8.79%
150+	0	0.00%
Blank/0	1	1.10%
<u>Job Responsibilities:</u>		
Overall Management	64	70.33%
Facilities Management	3	3.30%
Financial Management	10	10.99%
Human Resource Management	11	12.09%
Marketing Management	0	0.00%
Systems Management	2	2.20%
Blank	1	1.10%

DEMOGRAPHIC PROFILE

Category	# of Mbrs	% of Mbrs
Personal		
Join Date:		
1984	1	1.10%
1985	2	2.20%
1986	1	1.10%
1987	1	1.10%
1989	3	3.30%
1992	1	1.10%
1993	1	1.10%
1994	1	1.10%
1995	2	2.20%
1996	3	3.30%
1997	4	4.40%
1998	5	5.49%
1999	3	3.30%
2000	6	6.59%
2001	5	5.49%
2002	2	2.20%
2003	6	6.59%
2004	11	12.09%
2005	9	9.89%
2006	15	16.48%
2007	6	6.59%
2008	3	3.30%
Age Range:		
Between 27 and 36	13	14.29%
Between 37 and 46	18	19.78%
Between 47 and 56	29	31.87%
Between 57 and 66	15	16.48%
Between 67 and 76	2	2.20%
Blank	14	15.38%
Gender:		
Female	73	80.22%
Male	18	19.78%