



**AUSTIN-CENTRAL TEXAS CHAPTER**  
Association of Legal Administrators



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

**June 10, 2008 at 12:00 p.m.**

**Members Present:**

Toni Beasley  
Chris Bhamani  
Angie Kalsbeck

Amanda Korte  
Cara Mueller  
Debbie Roan

Chris Sims  
Diana Stangl

**Members Not Attending:**

Brenda Barnes  
James Cornell

Chrissie Eastin  
Karie Rivkin

Bill Elkjer  
Peggy Shaw

**Item 1. Reading/Approval of the Minutes:**

The May 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 May 31, 2008 is \$813.92 and the Money Market account balance is \$43,690.77. Some of the Legal Expo money has not been accounted for yet. Many scholarship and reimbursement checks were written this past month including the Qwest Award annual conference scholarship, ALA Annual Conference stipends to Board Members, and the CLM testing fee reimbursement scholarship.

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

Chris reviewed the Profit & Loss and Balance Sheet. A \$10,762.86 loss is showing. This loss should be considered a temporary dip due to the many checks written this month as described above.

A Balance Sheet and Income Statement for the period ending May 31, 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 take their offices in July. She met with the new President of the Austin Young Lawyers Association and there seems to be a lot of things with which we can participate. Toni told him that we would like to get more involved. Diana Stangl indicated that the upcoming Austin Bar President-Elect is in her office and is very appreciative of ALA's support.



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

Debbie provided a handout with the latest Legal Expo report which is attached hereto and made a part of these minutes. (Attachment C)

Red lines indicate that the business partner still needs to pay, this includes Fabulous Affairs. The Business Partner Relations Committee met last week and agreed to make calls to past participants to try to increase participation. Their goal is to net \$30,000, but they may be about \$4,000 short of that goal. Overall, they are pleased with the registrations they have received so far. Debbie also reported that the Education Committee will be making calls to members who have not registered for the Educational Seminar to encourage them to attend and will also be reminding those members about the Legal Expo.



Past President Advisory Committee: (Brenda Barnes)

No report at this time.



Communications: (Bill Elkjer)

The ad in the Austin Business Journal about the upcoming educational seminar was not run, but Bill discussed submitting pictures after the Legal Expo.



Community Relations/Bar Activities: (Peggy Shaw)

Peggy reported that the Relay for Life event was a huge success. The total "Team ALA" contribution was \$4,980.00 She pointed out that special recognition will be given to Amanda Korte for raising \$1,500 and Chrissie Eastin for collecting \$1,000. Both members will be recognized at the July 24<sup>th</sup> monthly lunch meeting.

Further, The American Cancer Society awarded Austin-Central Texas chapter a Silver Award for the team contribution and will be making a presentation at our July meeting for that as well.

For the second year in a row, Austin ALA is co-sponsoring Bat Cruises coordinated by Wonders & Worries, a local non-profit organization that helps children and families coping with chronic or life-threatening illnesses. The cruises are scheduled for July 15 and 16 and ALA committee members have been asked to accompany the families on the cruise. The chapter has donated \$1,000 to help with the cost of the event and committee members will also pass out goody bags to the children.

Peggy Shaw and Bonnie Zook plan to meet with representatives from Communities In Schools regarding assisting them for our Community Challenge Weekend event.



Compensation and Benefits Committee: (Chris Sims)

Chris reported that his committee is on target for an end of July rollout of the Compensation and Benefits survey.



Program/Education Committee: (Diana Stangl)

The June Education Seminar is next week and there is a low number of registered attendees at the moment. Russell from Commercial Texas will be following-up with an email to their contacts to get more attendees. The goal is to have forty to fifty attendees. The Program/Education Committee met yesterday on the event's details.

The committee has also started working on the holiday party and April Daniels is looking into possibly using space in her office building the first week in December between 5:30 and 7:00 p.m.

July's luncheon will cover health insurance trends. August's meeting will discuss cyber laws and September will be an employment law update. There will be no meeting in October due to the Regional Conference. November's luncheon will be a roundtable discussion on motivating employees and the holiday party will be in December. The committee is working on having a grief counselor speak at January's meeting and in February an ALA Headquarters representative will speak to the chapter. They are still working on a March seminar date and are considering having disaster recovery as the subject.

Diana will give Debbie a date for her IT contact to present. Diana and Debbie will also work together on communicating with business partners regarding their lunch sponsorships. Dahill is still owed a lunch sponsorship. Diana will give Debbie a draft letter for correspondence with the eight business partners who have earned a lunch sponsorship. Platinum sponsors receive exclusivity for lunch meetings. Otherwise sponsorships can be shared across the lunch or a vendor may pay \$200 for lunch sponsorship.





Membership Committee: (Chrissie Eastin)

Sandra Catlett of Gardere Wynne Sewell LLP has joined the Austin Chapter and is Gardere's Administrative Coordinator. We currently have 93 members.

The Membership Committee still needs two more mentors for new members for their Buddy Program. Please volunteer or recommend someone to Chrissie.

The New Member Happy Hour date will be the second week of July and the date should be finalized once mentors have been matched.

The membership survey is still a work in progress.



Newsletter Committee: (Karie D. Rivkin)

Karie is working on the second quarterly issue of the newsletter and hopes to have it finalized by early next week. The committee has secured a quarter page ad from Diamond IT Services for the second and third quarter issues. She will forward the \$200 check to Chris Sims today. The newsletter is trying to meet soon and will continue to focus on education while also working on receiving some revenue to help the chapter meet financial obligations.

Karie reminded the board that the Newsletter Committee does not receive much in income, but they have done much to keep costs low by relying on members and business partners for free information. They have also started emailing the newsletter which has also lowered costs.



Website Committee: (Chris Bhamani)

The Website Committee met last week and they are shooting for an August release of the new/updated website. They're looking for components to make it Blackberry compatible.

Chris is having an issue with the Go Live database for the current website and contacted Pam at Incorporating Design for assistance. Chris does not have Access 2003 and this is the program in which the existing database was created.

The membership list still needs to be updated.

Debbie will get Chris an updated list of business partners who have earned website ads so Chris can update the site.



2008 Regional 4 & 6 Conference: (Amanda Korte)

Amanda reported that there is a planning conference call this Thursday. Dysfunction Junction is playing at the Thursday evening event. Some ideas for the event are to do a "Taste of Austin" type event with food stations and to accessorize with "weird" accessories. Amanda continues to work closely with the marketing contact at Headquarters.



**Item 4.      Old Business:**

1. Debbie Roan is the winner of the CLM scholarship.
2. Clay Singleton recently dropped his membership. Toni said that Clay is valued member and she will call Edna to set up a lunch with Clay and discuss why he dropped.
3. Mary Peikert recently retired. Chris will buy Mary a Tiffany keychain as a retirement gift from the chapter. We will purchase a Tiffany keychain for all ALA members who retire.
4. It was decided that the board needs to set rules on when gifts are sent for retirements, deaths in the family, etc. This discussion was tabled for now.



**Item 5.        New Business:**

The Chapter/Board Budget memo was emailed to the Board of Directors and Committee Chairs and Members on June 9, 2008. The memo is attached hereto and made a part of these minutes. (Attachment D) Chris Sims said that the memo should not be viewed as a mandate on what each committee should do, but that it was meant to be more of a brainstorming tool for the committees to find creative ways to reduce spending and increase income in a difficult budget year. Chris used the Salary Survey Committee as an example. They plan to add advertising space to the survey this coming year as well as increase the price for non-participating buyers. Chris also indicated that the customization of the new chapter website for sponsors will allow us to use technology to raise more money for educational opportunities to chapter members. Chris encouraged people to contact him with any questions. The biggest budget changes occurred in the Education and Community Relations committees. The board hopes to challenge committee members to do different things each year.

Chris indicated that we were solid financially through this year since we increased membership dues and the cost for the benefits survey. He suggested we look closely at increasing dues and other costs every two years. The cost of the luncheons also continue to increase.



**Item 6.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, July 8, 2008 at Richards Rodriguez & Skeith.



10:40 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

06/10/08

Balance Sheet

Accrual Basis

As of May 31, 2008

	<u>May 31, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	813.92
Frost Money Market	<u>43,690.77</u>
<b>Total Checking/Savings</b>	44,504.69
<b>Other Current Assets</b>	
Prepaid Expense-2008 Expo	<u>2,700.00</u>
<b>Total Other Current Assets</b>	<u>2,700.00</u>
<b>Total Current Assets</b>	<u>47,204.69</u>
<b>TOTAL ASSETS</b>	<u><u>47,204.69</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Prepaid Income - Legal E...	<u>19,082.50</u>
<b>Total Other Current Liabilities</b>	<u>19,082.50</u>
<b>Total Current Liabilities</b>	<u>19,082.50</u>
<b>Total Liabilities</b>	19,082.50
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	25,555.52
Net Income	<u>-10,762.86</u>
<b>Total Equity</b>	<u>28,122.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>47,204.69</u></u>



## Profit &amp; Loss

April through May 2008

	<u>Apr - May 08</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	1,340.00
Total Education	1,340.00
Membership Dues	10,625.00
Salary Survey	900.00
Total Income	12,865.00
Expense	
Bank Service Charges	225.38
Board Expenses	
Gifts	770.36
Region 4/6 Conference Planning	15.00
Total Board Expenses	785.36
Business Partner Fair Expenses	
Vendor Appreciation Party	1,987.66
Total Business Partner Fair Expen...	1,987.66
Education Costs	
Chapter MeetingLunches	1,369.07
Total Education Costs	1,369.07
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...	13,677.70
New Member Functions	
Promo Gifts	17.34
Total New Member Functions	17.34
Salary Survey Costs	5,340.00
Website	
Designer Fees	245.00
Total Website	245.00
Total Expense	23,647.51
Net Ordinary Income	-10,782.51
Other Income/Expense	
Other Income	
Interest Income	19.65
Total Other Income	19.65
Net Other Income	19.65
Net Income	<u><u>-10,762.86</u></u>

10:41 AM  
06/10/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Check Detail**

May 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	820	5/15/2008	Bickerstaff Hea...		Frost Bank Ch...		-2,000.00
					Board Member ...	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Check	821	5/15/2008	Headliners Club		Frost Bank Ch...		-743.21
					Chapter Meetin...	-743.21	743.21
TOTAL						-743.21	743.21
Check	822	5/15/2008	Amanda Korte		Frost Bank Ch...		-976.78
					Chapter Dinner	-976.78	976.78
TOTAL						-976.78	976.78
Check	823	5/15/2008	Hance Scarbor...		Frost Bank Ch...		-2,722.38
					Board Member ...	-1,999.99	1,999.99
					Board Member ...	-697.39	697.39
					Silent Auction It...	-10.00	10.00
					Region 4/6 Conf...	-15.00	15.00
TOTAL						-2,722.38	2,722.38
Check	824	5/15/2008	Debbie Roan		Frost Bank Ch...		-1,379.79
					Board Member ...	-1,379.79	1,379.79
TOTAL						-1,379.79	1,379.79
Check	825	5/29/2008	Toni Beasley		Frost Bank Ch...		-2,000.00
					Board Member ...	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Check	826	5/29/2008	Capital Chapte...		Frost Bank Ch...		-5,340.00
					Salary Survey C...	-5,340.00	5,340.00
TOTAL						-5,340.00	5,340.00
Check	827	5/29/2008	Richards Rodri...		Frost Bank Ch...		-2,000.00
					Board Member ...	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Check	828	5/29/2008	Chrissie Eastin		Frost Bank Ch...		-34.09
					Promo Gifts	-3.56	3.56
					Promo Gifts	-13.78	13.78
					Board Member ...	-16.75	16.75
TOTAL						-34.09	34.09
Check	829	5/29/2008	Debbie Roan		Frost Bank Ch...		-345.00
					CLM Scholarship	-345.00	345.00
TOTAL						-345.00	345.00

10:41 AM

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

06/10/08

**Check Detail**

**May 2008**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amo...</u>
Check	830	5/29/2008	Barbara Mullen		Frost Bank Ch...		-1,000.00
					Quest Scholarship	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Check	832	5/29/2008	Bickerstaff Hea...		Frost Bank Ch...		-1,252.00
					Board Member ...	-1,252.00	1,252.00
TOTAL						-1,252.00	1,252.00

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Deposit Detail**

May 2008

Type	Num	Date	Name	Account	Amount
Deposit		5/15/2008		Frost Bank Ch...	3,852.50
			Various	Salary Survey	-300.00
			Prescott Legal ...	Prepaid Income ...	-1,500.00
			Lakeway Resort...	Prepaid Income ...	-750.00
			Frost Bank	Prepaid Income ...	-902.50
			Blumberg - Exc...	Prepaid Income ...	-400.00
TOTAL					-3,852.50
Deposit		5/29/2008		Frost Bank Ch...	1,702.50
			Whitehurst Hark...	Membership Dues	-125.00
			The Davis Law ...	Membership Dues	-125.00
			Brown McCarroll...	Membership Dues	-125.00
			David Nisbitt	Prepaid Income ...	-400.00
			Rockford	Prepaid Income ...	-400.00
			Metropolitan Gal...	Prepaid Income ...	-402.50
			Fulbright & Jaw...	Membership Dues	-125.00
TOTAL					-1,702.50
Deposit		5/29/2008		Frost Bank Ch...	600.00
			Various	Meeting Receipts	-600.00
TOTAL					-600.00
General Jour...	81619	5/29/2008		Frost Bank Ch...	10,000.00
				Frost Money Ma...	-10,000.00
TOTAL					-10,000.00
Deposit		5/31/2008		Frost Money M...	10.98
				Interest Income	-10.98
TOTAL					-10.98

## 2008 LEGAL EXPO COLLECTION SUMMARY

Accent Food Services			\$400		\$400
Ajilon			\$750		\$750
Art + Artisans			\$400		\$400
Attorney Resource			\$750	\$50	\$800
Austin Shred			\$750	\$100	\$850
Barringer Legal Copies			\$400		\$400
Black Diamond Services			\$400		\$400
Blumberg Excelsior			\$400		\$400
Brand Coffee Service, Inc.			\$750		\$750
Burnett Staffing Specialist			\$400		\$400
Capitol Credit Union			\$400		\$400
Centex Shred			\$400		\$400
Central Transportation			\$400		\$400
Clyde Bennett and Associates			\$470		\$470
Commercial Texas			\$750	\$100	\$850
Convenience Office Supply			\$400	\$50	\$450
Copy Sense			\$400		\$400
Corporate Care			\$400		\$400
DOCUmentation		\$1,500		\$50	\$1,500
Equitrac			\$750		\$750
Fabulous Affairs			\$400		\$400
Flores and Associates			\$400		\$400
Frost Bank			\$750	\$100	\$850
Greater Texas Water			\$400		\$400
Hampton Inn & Suites			\$400		\$400
HIRECounsel			\$400		\$400
Hyatt Regency			\$400		\$400
IKON Office Solutions		\$1,500		\$100	\$1,600
ILTA			\$50		\$50
Insurance Network of Texas		\$1,500		\$50	\$1,550
Intercontinental Stephen F. Austin			\$400		\$400
Iron Mountain			\$400		\$400
JPM Carpet & Upholstery			\$750		\$750
Kilpatrick Equipment			\$750		\$750
Lakeway Resort and Spa			\$750		\$750
Lockton Companies, LLC			\$400		\$400
Metropolitan Gallery**			\$350		\$350
Mission IT Services			\$750		\$750
Move Solutions, Ltd.			\$400		\$400
MoveCorp			\$400		\$400
Océ Business Services			\$400		\$400
Prescott Legal Search		\$1,500			\$1,500
Primus Networks		\$1,500		\$50	\$1,550
Riata Technologies	\$3,000				\$3,000
Ricoh Business Solutions*		\$1,500			\$1,500
Rockford Business Interiors			\$400		\$400
Safesite Inc.			\$750	\$100	\$850
Shared Technologies			\$750	\$50	\$800
Southwest Solutions Group			\$750		\$750
	\$3,000				\$3,000
The Benefits Team			\$400		\$400
The Telephone Connection			\$400		\$400

# MEMORANDUM

DATE: June 9, 2008

TO: Board of Directors, Committee Chairs and Members

FROM: Angie Kalsbeck, Amanda Korte, Cara Mueller and Chris Sims

RE: 2008-2009 Budget

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As you are probably aware, this fiscal year is full of opportunity for our Chapter. The Chapter will hold our annual Summer Educational Conference and Legal Expo this month, several Chapter leaders will attend the Chapter Leadership Institute, our fair City will host the Region 4 & 6 Conference in October, and many of our members will participate in a number of community-based activities, not the least of which is the ALA-wide Community Challenge Weekend coming up in the Fall, and have our annual Managing Partner Breakfast next year. These events alone are extraordinary for our Chapter keeping us involved and busy. The Board encourages your participation in these and other activities of our Chapter to further advance the role of administrators in the legal field and our presence in the community.

We are thankful for the service of our Board and Committee Chairs, past, present and future. Their leadership, time and undying commitment to serve continues to drive the Chapter forward, reach our goals and overcome our sometimes daunting challenges.

The 2007-2008 Board and Committee Chairs were challenged with a difficult financial year and with much thought and consideration worked through many of the issues involving membership dues, educational scholarships, monthly luncheon costs and the compensation and benefits survey costs. Each has a particular benefit to the Chapter and members as a whole and individually.

With that being said, this year also presents a challenge in terms of the Chapter's finances. The Board and Committee Chairs have an overarching goal to benefit the members in all ways possible. So, each Committee Chair was asked to present a budget to the Board of Directors for consideration knowing the extraordinary costs we will incur this year. After doing so, the Board examined the budgets closely and, in general, approved them as submitted. We expect to have a loss this year in excess of \$11,000.00 in total.

The Board of Directors would like to challenge each Committee Chair and their members to mitigate this expected loss as much as possible. Below are some expectations or suggestions for the committees:

- The Compensation and Benefits Survey Committee is challenged to market the survey to more law firms, the State and local bars and Chapters outside of Austin. Also, consider increasing the cost of the survey for non-participating members and firms.
- The Communications Committee is asked to help arrange low- or no-cost advertising for the Chapter and assist each Committee to meet their goals and challenges.
- The Education Committee is challenged to find a speaker sponsor for the Spring 2009 Educational Seminar to offset the cost of production. Also, consider a way to minimize the cost of the Chapter Holiday Party – perhaps a wine exchange with catered cheese and crudite.
- The Membership Committee is asked to meet a goal of an additional five new members, create a more attractive membership brochure, offer student memberships to local college students in Texas State and UT legal studies programs and cross-sell memberships to paralegal, IT or other associated legal organizations.
- The Newsletter Committee is challenged to work with the Business Partner Relations Committee to sell additional ads and create a revenue stream.
- The Community Relations Committee is asked to partner creatively with the State and local bars on community-based projects and return to low- or no-cost opportunities to involve our membership like cell phone donations to Safeplace, working with the Austin Children’s Musuem, Capitol Area reach out and read program, and dress-for-success charities.
- The Website Committee is challenged with re-working the website with a planned roll-out prior to the Region 4 & 6 Conference, create a mobile web-site for conference attendees and create a revenue stream by selling ads on the website for the Fall and Winter months.

- The Past-Presidents Advisory Council is asked to create an awards sub-committee to further the visibility of the Chapter in that arena, assist all other Committees in meeting their goals and planning events to minimize costs and produce a small diversity event perhaps tied to the 2009 Spring Educational Seminar.
- The Business Partner Relations Committee is challenged with creating Fall and Winter opportunity packages and re-working other business partner advertising or support opportunities aligning those with the goals of all other Committees.

In summary, Committee Chairs are being asked to rethink and revitalize processes in an attempt to make each committee as self-sufficient as possible. Each committee member is encouraged to think outside of the box and take a fresh look at all your events and activities to make sure that they are as efficient as possible.



### BUDGET

SUMMARY	Actual 2007-2008		Budgeted 2008-2009
<b>BUDGET SUMMARY</b>			
INCOME	\$ 95,794.55		\$ 76,900.00
EXPENSE	102,401.10		88,343.66
NET INCOME / (LOSS)	<u>\$ (6,606.55)</u>		<u>\$ (11,443.66)</u>

**BUDGET**

BOARD AND CHAPTER	Actual 2007-2008		Budgeted 2008-2009
<b>INCOME</b>			
Other Income			
Interest	374.55		350.00
<b>TOTAL INCOME</b>	<b>374.55</b>		<b>350.00</b>
<b>EXPENSES</b>			
Bank Service Charge	561.64		600.00
Board Expenses			
Advertising and Promotion	1,438.00		450.00
Bar Relations	154.13		750.00
Board Meetings/Events	986.96		1,000.00
Region 4/6 Conference Plannin	947.57		3,850.00
Chapter Gifts/Awards	1,219.91		1,000.00
Chapter Retreat	9,184.69		-
Chapter Leadership Institute			
Board Member	1,149.72		2,000.00
President	725.46		1,000.00
Insurance			
Fidelity Bond Premium	190.00		190.00
Managing Partner Breakfast	6,223.12		7,500.00
Conference Scholarship	1,000.00		1,000.00
Miscellaneous Expense			
Gifts			-
Other	177.49		500.00
National Conference			
Board Member Stipend	3,867.21		12,000.00
First-time Attendee	1,000.00		-
President	2,000.00		-
President-Elect	1,418.49		2,000.00
Social Event	450.00		1,000.00
Silent Auction	312.14		250.00
Parties			600.00
Postage and Delivery			200.00
Regional Conference			

**BUDGET**

BOARD AND CHAPTER	Actual 2007-2008		Budgeted 2008-2009
Board Member Stipend	2,038.53		4,200.00
First-time Attendee			-
Members at large	2,075.00		7,800.00
T-shirts			800.00
Other Expense	450.26		-
	37,570.32		48,690.00
NET INCOME / (LOSS)	\$ (37,195.77)		\$ (48,340.00)

**BUDGET**

BUSINESS PARTNER RELATIONS	Actual 2007-2008		Budgeted 2008-2009
<b>INCOME</b>			
Business Partner Expo			
Platinum Sponsors	3,052.50	2	6,000.00
Gold Sponsors	10,612.50	5	7,500.00
Silver Sponsors	13,855.00	20	15,000.00
Bronze Sponsors	13,895.00	33	13,200.00
Electricity for Booths		30	1,575.00
Extra Booth Reps		20	1,000.00
Speaker Sponsor	3,000.00		
Other	1,369.47		
<b>TOTAL INCOME</b>	<b>45,784.47</b>		<b>44,275.00</b>
<b>EXPENSES</b>			
Facilities	7,710.57		
Deposits			2,700.00
Security			160.00
Parking			560.00
Booths			3,500.00
Electricity			1,575.00
Food	2,760.00		
Beverage Service			1,600.00
Other	2,060.12		
Awards			
Scholarship			
Cash Prize			500.00
Booth Award			400.00
Vendor Appreciation Party	2,097.21		1,987.66
BP Round Table - Fall 2008			500.00
<b>TOTAL EXPENSES</b>	<b>14,627.90</b>		<b>13,482.66</b>
<b>NET INCOME / (LOSS)</b>	<b>\$ 31,156.57</b>		<b>\$ 30,792.34</b>

BUDGET			
EDUCATION	Actual 2007-2008		Budgeted 2008-2009
INCOME			
Meeting Receipts	5,690.00		7,200.00
Meeting Vendor Handout Fees			
Seminars	2,220.00		5,125.00
Other	55.53		
Seminar Speaker **			
TOTAL INCOME	7,965.53		12,325.00
EXPENSES			
Chapter Meeting Lunches	7,112.98		7,252.00
Holiday Party	692.96		1,000.00
Educational Seminar	6,409.62		
Lunches			2,250.00
Speakers			1,500.00
Other	350.00		450.00
Parking			360.00
TOTAL EXPENSES	14,565.56		12,812.00
NET INCOME / (LOSS)	\$ (6,600.03)		\$ (487.00)

\*\* - Seminar speaker is also budgeted for \$3,000 in Business Partner Relations budget as requested. The amount showing has been reduced accordingly.

BUDGET			
MEMBERSHIP	Actual 2007-2008		Budgeted 2008-2009
INCOME			
2006-2007 Dues			
2007-2008 Dues	7,175.00		
2008-2009 Dues			11,875.00
TOTAL INCOME	7,175.00		11,875.00
EXPENSES			
New Member Functions			
New Member Lunches	419.63		420.00
Promo Gifts	50.00		100.00
ALA Buddy Happy Hour	189.38		200.00
Materials	134.00		
Binders			-
Name Tags			80.00
Brochures			25.00
Postage			-
TOTAL EXPENSES	793.01		825.00
NET INCOME / (LOSS)	\$ 6,381.99		\$ 11,050.00

BUDGET			
COMPENSATION & BENEFITS	Actual 2007-2008		Budgeted 2008-2009
INCOME			
Survey	8,175.00		7,575.00
Website Advertising			500.00
TOTAL INCOME	8,175.00		8,075.00
EXPENSES			
Survey	6,880.00		5,340.00
Customization			1,500.00
TOTAL EXPENSES	6,880.00		6,840.00
NET INCOME / (LOSS)	\$ 1,295.00		\$ 1,235.00

BUDGET			
NEWSLETTER	Actual 2007-2008		Budgeted 2008-2009
INCOME			
Newsletter Ads	400.00		
TOTAL INCOME	400.00		-
EXPENSES			
Newsletter Printing Postage Photos Software Licensing Reprint Permission	466.70		100.00 500.00
TOTAL EXPENSES	466.70		600.00
NET INCOME / (LOSS)	\$ (66.70)		\$ (600.00)



BUDGET			
COMMUNITY DEVELOPMENT	Actual 2007-2008		Budgeted 2008-2009
INCOME			
TOTAL INCOME	-		-
EXPENSES			
Community Challenge Community Development	5,032.85		3,700.00
TOTAL EXPENSES	5,032.85		3,700.00
NET INCOME / (LOSS)	\$ (5,032.85)		\$ (3,700.00)

BUDGET			
WEBSITE	Actual 2007-2008		Budgeted 2008-2009
INCOME			
TOTAL INCOME	-		-
EXPENSES			
Design			
Design Fees	492.54		710.00
Hosting Fees	482.59		84.00
Other			
Joomla design work			350.00
Committee Meetings			50.00
Joomla Components			200.00
* Community Builder			
* Fireboard			
* Jevents			
* Expose4			
* DT Register			
* Joomsuite			
* pollXT			
TOTAL EXPENSES	975.13		1,394.00
NET INCOME / (LOSS)	\$ (975.13)		\$ (1,394.00)

BUDGET			
Past-Presidents Advisory Council	Actual 2007-2008		Budgeted 2008-2009
INCOME			
Women's Symposium	25,920.00		
TOTAL INCOME	25,920.00		-
EXPENSES			
Diversity Project	21,489.63		
TOTAL EXPENSES	21,489.63		-
NET INCOME / (LOSS)	\$ 4,430.37		\$ -