



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



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

May 13, 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
Karie Rivkin

Debbie Roan
Peggy Shaw
Chris Sims
Diana Stangl

Members Not Attending:

Item 1. Reading/Approval of the Minutes:

The April 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 April 30, 2008 is \$4,452.17 and the Money Market account balance is \$53,671.12. All deposits have been made through April 2008.

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

Chris reviewed the Profit & Loss and Balance Sheet. A \$7,600.00 profit is showing.

A Balance Sheet and Income Statement for the period ending April 30, 2008 are attached hereto and made a part of these minutes. (Attachments A and B)

Chris has received all budgets and Angie, Amanda, Chris S., and Cara will have a meeting on May 22, 2008 to approve Committee and Chapter Budgets. Chris will email the approved budgets to the Board.

Item 3. Committee Reports:

Bar Liaison: (Toni Eason)

Toni was unable to attend the last Austin Bar Association meeting but reviewed the meeting minutes. The Bar is in the process of electing new officers for the 2008-2009 term which begins July 1, 2008. Bob O'Boyle will be the new President of the Austin Bar Association. There will be no bar meeting in June 2008.



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

To date \$18,000 has been raised through the upcoming Business Partner Expo. 29 booths have been sold with a goal of 60 booths being sold. The committee will be sending a reminder to last year's booth participants. Last year they had 59 booth participants with one free booth. The committee's goal is to net \$31,000 for the Chapter after expenses.

Metropolitan Gallery received a free booth and purchased an upgrade. Internet Tech Group paid \$50 for a booth. Do Good Deli was offered a free booth.

The chapter won second place in Vendor Relations at the Annual Conference and will look into what the first place winner did the previous year to earn first place. The committee will be brainstorming creative ideas for the upcoming year.

No free booth was offered to the Stephen F. Austin Hotel this year and they are currently a Bronze Sponsor of the event. The one Platinum sponsor is Riata.

They are still waiting on contracts for decorating the expo area.



Past President Advisory Committee: (Brenda Barnes)

Two tables were full of Austin-Central Texas ALA Chapter attendees at the Chapter awards event. The Chapter won several awards:

Achievements in Diversity - First Place
Bar Relations – First Place
Education Excellence – Honorable Mention
Beast Feature Article – Honorable Mention
Membership Brochure – Honorable Mention
Vendor Partnering – Second Place
Visibility – Community Challenge Weekend – Honorable Mention
Presidents' Awards of Excellence – Gold
Quest Award – Honorable Mention

We will be eligible to make submissions for the Chapter Website and Newsletter awards this next year.

Toni Beasley was designated to keep track of award submissions for which each Board member is responsible. Toni passed around the 2009 award program listing and asked that each Board member highlight his or her responsibilities by May 29, 2008.



Communications: (Bill Elkjer)

The Board discussed running an ad in the Austin Business Journal about the upcoming educational seminar since firms with larger operations departments might be interested. The ad should list that space is limited and there is no CLE credit. It was agreed that non-members should pay a higher fee of \$50 to attend.



Community Relations/Bar Activities: (Peggy Shaw)

Relay For Life on April 24, 2008 had a great turnout. The total number of participants was 955 with 85 teams. Amanda Korte was included on the Top Ten individual donor list and will give Peggy the names of the local business partners who gave her donations.

The Austin-Central Texas ALA Team had the fourth largest team donation with a total of almost \$5,000. Amanda will share her pictures of the event with Bill and it was discussed that the Board should consider submitting a collage of pictures for the various award categories.

The Community Relations Committee will have a meeting in the next week to make plans for the rest of the year.



Compensation and Benefits Committee: (Chris Sims)

No report at this time.



Program/Education Committee: (Diana Stangl)

The June seminar schedule will be:

- 11:30 a.m. to 12:00 p.m. – Lunch
- 12:00 p.m. to 2:45 p.m. – Presentation
- 3:00 p.m. to 5:30 p.m. – Business Partner Expo

There will be no food during the expo, but each attendee will receive two drink tickets for the cash bar. Diana has a meeting soon with Russell regarding the presentation. This year's registration fee will be \$40 per member / member guest.

The May luncheon will be a presentation about ERISA by an attorney from McGinnis Lochridge. There will be no June luncheon meeting due to the seminar. July's luncheon will cover health insurance trends. August and September will be an employment law update and a session on email retention. There will be no meeting in October due to the Regional Conference. November's luncheon will discuss personal security and there will be a holiday party in December.

Toni will meet with Dinana about the President's Award. Toni also suggested that the Program/Education Committee consider having a seminar regarding grief in the workplace. Many of the other Board members thought it was a good idea and had dealt with grief recently in their offices.

Debbie mentioned that her IT Director would be happy to speak about disaster planning if they needed other ideas.



Membership Committee: (Chrissie Eastin)

New member orientation will be held this Thursday, May 15th. All committee chairs in attendance will talk briefly about their ALA experience and their committees. Qwest nominees will also be considered for this year.

Chrissie is still in need of five "Buddy" mentors for the new members. Debbie and Amanda both volunteered.

The five new members this year are:

1. April Daniels of Cary & Lippincott, PLLC
2. Pete Gomez of Harris and Harris (joined ALA two years ago and is just now joining local chapter)
3. Chris Gibson of Popp Gray & Hutcheson, LLP
4. Orlando Lopez of the State Bar of Texas
5. Tina Ross of Armbrust & Brown

The membership committee has been working on a survey to send to the membership for thoughts on the chapter. Chrissie will send the survey to the Board for feedback before sending it to the membership.



Newsletter Committee: (Karie D. Rivkin)

Karie is excited for the upcoming "Going Green" newsletter. Please continue sending her any story ideas. Karie announced that Shawn Cosstar has joined the Newsletter committee. This month's newsletter stories are due by May 31st.



Website Committee: (Chris Bhamani)

There will be a Website Committee meeting on May 20th. Chris asked if it was okay for her to pay the one-time \$57 fee to download Community Builder that will allow online registration for meetings. The Board approved this expense.



2008 Regional 4 & 6 Conference: (Amanda Korte)

The hospitality booth in Seattle went well. People were already asking where to buy the "Keep Austin Weird" t-shirts. The next Regional Conference phone meeting is next Thursday.

Amanda will give the Region 4 Counsel Meeting report at the next Chapter meeting and will also send it to Karie for the newsletter.



Item 4. Old Business:

1. The Regional Conference meeting stipends were approved via email with the stipulation that stipend attendees must be actively participating on a committee, volunteer at the conference, or write a newsletter article per the Newsletter Committee's preference. If attendees are on a committee, that does not exclude them from service at the Conference as all will be encouraged to help. The stipend "rules" will be announced at the May luncheon.
2. The Board will gift Danelle and her staff with a \$200 Edible Arrangement, and offer to keep her banner on the website through the June expo.
3. CLI – Chrissie is unable to attend so Chris B. and Cara will represent the Chapter, along with Angie and Amanda. Headquarters pays for Amanda's attendance, and the Chapter is budgeting \$1000/ea for the others. Attendees should present a report of the conference at a special board meeting or happy hour, with ideas they would like to bring to our Chapter.
4. Board Meeting hosts are as follows:

May – Chris / Chrissie
June – Debbie
July – Brenda
Aug. – Chris B.
Sept. – Amanda
Oct. – James

Nov. - Bill
Dec. - Diana
Jan. - Cara
Feb. - Peggy
Mar. - Toni

5. CLM Scholarship will be determine by a draw.
6. Angie thanked the Committee Chairs for their goals and budgets.



Item 5. New Business:

1. Angie, Chris S., Amanda, and Cara will meet on May 22nd to approve Committee and Chapter budgets. They will then be distributed via email for Board Approval.
2. Angie met with James and Debbie regarding the Business Partner Relations Committee working with Committee Chairs to centralize vendor relations and they were happy to do so.
3. Annual Conference Report:
 - a. Amanda attended a focus group regarding online forums participation. She will pass around a handout from this session at the chapter meeting as a reminder of all the benefits ALA provides. The group also discussed how ALA can reach out to new members. She mentioned that the meditation segment was good.
 - b. Bill attended a presentation about the ALA website. He thought it might be helpful to have a presentation on the ALA website every once in a while as a reminder of all the wonderful resources ALA provides.
 - c. Debbie mentioned that there were great speakers and that she specifically enjoyed the session about integrity. Debbie also attended a roundtable discussion on roles and how every section of a firm needs to be involved in bringing in new attorneys.



4.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for Tuesday, June 10, 2008.



Balance Sheet

As of April 30, 2008

	<u>Apr 30, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	4,452.17
Frost Money Market	<u>53,671.12</u>
Total Checking/Savings	58,123.29
Other Current Assets	
Prepaid Expense-2008 Expo	<u>2,700.00</u>
Total Other Current Assets	<u>2,700.00</u>
Total Current Assets	<u>60,823.29</u>
TOTAL ASSETS	<u>60,823.29</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income - Legal E...	<u>14,327.50</u>
Total Other Current Liabilities	<u>14,327.50</u>
Total Current Liabilities	<u>14,327.50</u>
Total Liabilities	14,327.50
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	25,555.52
Net Income	<u>7,610.74</u>
Total Equity	<u>46,495.79</u>
TOTAL LIABILITIES & EQUITY	<u>60,823.29</u>

11:49 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

05/13/08

Profit & Loss

Accrual Basis

April 2008

	<u>Apr 08</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	740.00
Total Education	740.00
Membership Dues	10,125.00
Salary Survey	600.00
Total Income	11,465.00
Expense	
Bank Service Charges	225.38
Board Expenses	
Gifts	770.36
Total Board Expenses	770.36
Business Partner Fair Expenses	
Vendor Appreciation Party	1,987.66
Total Business Partner Fair Expen...	1,987.66
Education Costs	
Chapter MeetingLunches	625.86
Total Education Costs	625.86
Website	
Designer Fees	245.00
Total Website	245.00
Total Expense	3,854.26
Net Ordinary Income	7,610.74
Net Income	<u>7,610.74</u>

11:50 AM
05/13/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Check Detail

April 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	812	4/8/2008	Chris Sims		Frost Bank Ch...		-146.14
				Gifts		-146.14	146.14
TOTAL						-146.14	146.14
Check	813	4/10/2008	Austin Convent...		Frost Bank Ch...		-1,350.00
				Prepaid Expens...		-1,350.00	1,350.00
TOTAL						-1,350.00	1,350.00
Check	814	4/10/2008	Headliners Club		Frost Bank Ch...		-625.86
				Chapter Meetin...		-625.86	625.86
TOTAL						-625.86	625.86
Check	815	4/10/2008	Chrissie Eastin		Frost Bank Ch...		-272.42
				Gifts		-272.42	272.42
TOTAL						-272.42	272.42
Check	816	4/14/2008	Allensworth & ...		Frost Bank Ch...		-214.50
				Gifts		-214.50	214.50
TOTAL						-214.50	214.50
Check	817	4/22/2008	Debbie Roan		Frost Bank Ch...		-1,987.66
				Vendor Appreci...		-1,987.66	1,987.66
TOTAL						-1,987.66	1,987.66
Check	818	4/22/2008	Allensworth & ...		Frost Bank Ch...		-137.30
				Gifts		-137.30	137.30
TOTAL						-137.30	137.30
Check	819	4/30/2008	Incorporating ...		Frost Bank Ch...		-245.00
				Designer Fees		-175.00	175.00
				Designer Fees		-70.00	70.00
TOTAL						-245.00	245.00

11:50 AM
05/13/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail
April 2008

Type	Num	Date	Name	Account	Amount
Deposit		4/10/2008		Frost Bank Ch...	320.00
			Winstead PC	Meeting Receipts	-20.00
			Various	Salary Survey	-300.00
TOTAL					-320.00
Deposit		4/10/2008		Frost Bank Ch...	2,625.00
			April Stanaland	Membership Dues	-125.00
			Ann Carter	Membership Dues	-125.00
			Kenneth Ledano	Membership Dues	-125.00
			Robert Matta	Membership Dues	-125.00
			Christopher Gib...	Membership Dues	-125.00
			Diane Dettmann	Membership Dues	-125.00
			Sheila Kusch	Membership Dues	-125.00
			Sam Williams	Membership Dues	-125.00
			Diana Stangl	Membership Dues	-125.00
			Elaine Burr	Membership Dues	-125.00
			Deb Krutsinger	Membership Dues	-125.00
			Joan McClendon	Membership Dues	-125.00
			Deborah Kortan	Membership Dues	-125.00
			Mary Peikert	Membership Dues	-125.00
			Rosa Jones	Membership Dues	-125.00
			Joan Cunningham	Membership Dues	-125.00
			Rebekah Brown	Membership Dues	-125.00
			Diane Daniel	Membership Dues	-125.00
			Toni Beasley	Membership Dues	-125.00
			Brenda Barnes	Membership Dues	-125.00
			Wally Warrenburg	Membership Dues	-125.00
TOTAL					-2,625.00
Deposit		4/22/2008		Frost Bank Ch...	3,275.00
			Orlando Lopez	Membership Dues	-125.00
			Kelly Barker	Membership Dues	-125.00
			Beth Niyogi	Membership Dues	-125.00
			Attorney Resour...	Prepaid Income ...	-800.00
			JPM Enterprises...	Prepaid Income ...	-750.00
			Commercial Tex...	Prepaid Income ...	-850.00
			Tina Ross	Membership Dues	-125.00
			Karen Sue Dou...	Membership Dues	-125.00
			Gerald Heep	Membership Dues	-125.00
			Tammy Sullivan	Membership Dues	-125.00
TOTAL					-3,275.00
Deposit		4/22/2008		Frost Bank Ch...	7,432.12
			Rebekah Brown	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
			Teresa Tipton	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
			Shelly Sedillo	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
			Amu Lane	Membership Dues	-125.00
			PayPal	Bank Service C...	3.93
			Oce' Business S...	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Move Solutions	Prepaid Income ...	-400.00
			PayPal	Bank Service C...	11.90
			Brand Coffee S...	Prepaid Income ...	-802.50
			PayPal	Bank Service C...	23.57
			Riata Technolog...	Prepaid Income ...	-3,000.00
			PayPal	Bank Service C...	87.30
			Stephen F. Aust...	Prepaid Income ...	-400.00

11:50 AM
05/13/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail

April 2008

Type	Num	Date	Name	Account	Amount
			PayPal	Bank Service C...	11.90
			Ikon Office Solu...	Prepaid Income ...	-1,652.50
			PayPal	Bank Service C...	48.22
			Convenience Of...	Prepaid Income ...	-502.50
			PayPal	Bank Service C...	14.87
TOTAL					-7,432.12
Deposit		4/24/2008		Frost Bank Ch...	3,520.00
			Corporate Care	Prepaid Income ...	-400.00
			Insurance Netw...	Prepaid Income ...	-1,550.00
			RICOH	Prepaid Income ...	-1,570.00
TOTAL					-3,520.00
Deposit		4/30/2008		Frost Bank Ch...	2,050.00
			Josh de Koning	Membership Dues	-125.00
			Ann Jacobson	Membership Dues	-125.00
			Peggy Shaw	Membership Dues	-125.00
			Faith Cantrell	Membership Dues	-125.00
			Equitrac-Diamo...	Prepaid Income ...	-400.00
			Safesite, Inc.	Prepaid Income ...	-850.00
			Various	Salary Survey	-300.00
TOTAL					-2,050.00
Deposit		4/30/2008		Frost Bank Ch...	720.00
			Various	Meeting Receipts	-720.00
TOTAL					-720.00

CHANGES AND REMINDERS FOR THE AWARDS PROGRAM (HELD AT 2009 ANNUAL CONFERENCE)

GENERAL

- Don't be caught off guard! We will strictly enforce the entry deadline for this year's contest, which is Tuesday, January 13, 2009.
- Chapters receiving first place honors in a given category in 2008 will not be allowed to compete in that same category for this year's contest.

PRESIDENTS' AWARDS OF EXCELLENCE

- Be aware! Points and activities in the President's Awards of Excellence category are adjusted each year.
- Remember that chapters will be allowed a grace period for the Presidents' Award of Excellence Only. See the guidelines for complete details.

ALL CATEGORIES

(except Presidents' Awards of Excellence & Education Excellence)

- All entries will be judged and awards will be given by chapter size groupings. Chapters will compete in the following groupings based on chapter size, according to ALA's records, as of January 1, 2008:

1-45 members
46-100 members
101+ members

A first place winner will be awarded within each chapter size grouping (instead of first, second and third place awards from among all entries). Second and third place certificates and honorable mention certificates will also be awarded.

(As before: one Education Excellence award will be given in each of the five "subject areas of knowledge." Chapter size is irrelevant in the Education Excellence category.)

*Return to Toni Beasley
by 5/29/08*

Toni

PRESIDENTS' AWARDS OF EXCELLENCE

This award, named in honor of ALA's Past Presidents, recognizes chapters for their efforts in effective chapter management. Awards will be presented to chapters in good standing that attain the required number of points as outlined below:

Category	Minimum Points Required
Platinum	6,250
Gold	5,550
Silver	4,750
Bronze	4,050
Honorable Mention	3,050
Certificate of Achievement	Up to 3,049

SPECIFICATIONS

Use the checklist below for assistance in completing your entry. Be sure to carefully read the Terms and Conditions of Participation.

Specifications Checklist	<input checked="" type="checkbox"/>
1. Be sure to <i>verify</i> your calculations. Changes are not permitted after receipt by Headquarters.	<input type="checkbox"/>
2. Submit <i>one</i> copy of the entry.	<input type="checkbox"/>
3. The Chapter President should sign and submit the Affirmation Statement.	<input type="checkbox"/>
4. Copies of supporting materials must be provided where requested or the points will be disallowed.	<input type="checkbox"/>

Terms and Conditions of Participation:

Do not submit this entry in a binder.

Unless otherwise noted, activities must occur between January 1, 2008 and December 31, 2008.

Unless otherwise stated, partial points are **not** permitted.

Entries become the property of ALA and will **not** be returned to the chapter.

All submissions are final. Additions or changes are **not** permitted after receipt by Headquarters.

This is *not* a *judged category* in the ALA Awards Program. ALA reserves and exercises the right to verify the accuracy of the entry. Inaccurate information will lead to a deduction of points or disqualification.

Verification of the award level will be provided to the current Chapter President prior to the Annual Conference.

EFFECTIVE CHAPTER MANAGEMENT		Points Allowed	Points Achieved
A.	The chapter has, or secured, tax-exempt status from the IRS (or comparable tax status if outside the U.S.).	A. 100	A.
B.	The chapter performed (on its own or through a third party) an annual audit or detailed review of its finances.	B. 100	B.
C.	The chapter received or retained incorporation status.	C. 100	C.
D.	The chapter created awareness among its members of the Performance Objectives for Chapters <i>and</i> the Performance Objectives for Members.	D. 100	D.
E.	The chapter's Regional Council Representative provided a detailed report of each council meeting to all chapter members.	E. 150	E.
F.	The chapter actively promoted participation in ALA's Compensation and Benefits Survey (enclose substantiation with this entry). If the chapter offered its own compensation survey, the questionnaire was reviewed by ALA Headquarters prior to dissemination.	F. 150	F.
G.	The chapter submitted its list of officers for the 2008/09 term on or before 3/31/08.	G. 150	G. 150
H.	The chapter president's photo was submitted to <i>nlarson@alanel.org</i> on or before 3/31/08 for upload to the ALA Web site. Digital photographs, and those in jpg, tif, gif or eps format, are preferred. If an electronic photograph cannot be submitted, prints may be mailed to Nicole at ALA Headquarters. Carefully label the back of the photo with your name and your chapter name. Regardless of format, photographs should be recent and of high quality (sharp, not too dark). <i>Photographs will not be returned.</i>	H. 75	H. 75
I.	The chapter submitted all requested information for chapter compliance by the deadline of 7/18/08.	I. 175	I.
J.	The current Chapter President <i>and</i> Chapter President-Elect or Vice President are subscribed to ALA's Chapter Presidents' Listserve. Subscriptions will be randomly verified between 8/1/08 and 12/31/08. <i>Angie - yes, Amanda -</i>	J. 200	J. 200
K.	The chapter was represented at the Chapter Leadership Institute (6/27-29/08 in Chicago, Illinois).	K. 300	K.
EFFECTIVE CHAPTER MANAGEMENT SUBTOTAL:		1,600	

COMMUNICATIONS		Points Allowed	Points Achieved
A.	Minutes of all meetings were provided to all members of the chapter <i>and</i> to the chapter's Regional Director and Communications Officer <u>in a timely fashion</u> , at least quarterly. (This could have been achieved by publishing summaries in chapter newsletters <i>or</i> posting the minutes on the chapter Web site.)	A. 100	A.
B.	A regularly scheduled newsletter (or other communiqué) was sent <u>in a timely fashion</u> to all chapter members, the chapter's Regional Director, Communications Officer, and Headquarters.	B. 100	B.
C.	A calendar of major chapter and Association events was provided to all chapter members and to the chapter's Regional Director and Communications Officer. (This could have been achieved by publishing the calendar in chapter newsletters <i>or</i> posting on the chapter Web site.)	C. 100	C. 100
D.	The chapter increased member awareness of ALA Management Solutions SM , an information and reference desk service provided through ALA Headquarters.	D. 100	D.
E.	The chapter increased member awareness of ALA's Antitrust Guidelines, Mission Statement and Goals <i>and</i> Code of Professional Ethics.	E. 100	E.
F.	The chapter increased member awareness of the <i>ALA Management Encyclopedia</i> SM .	F. 150	F.
G.	The chapter increased member awareness of the Legal Management Resource Center (LMRC).	G. 150	G.
H.	The chapter developed a plan to increase attendance at meetings and events and documented that plan in its chapter minutes.	H. 150	H.
I.	The chapter published an article in its newsletter to educate members about the importance and value of business partner relationships <i>and</i> to enhance awareness of the "Find a Legal Vendor" and "VIP Program" sections of ALA's Web site. (Chapters <u>without</u> printed newsletters may add this information to their Web site or distribute information at a chapter meeting. <i>(To earn these points, regardless of the method of communication used, you must enclose documentation with this entry.)</i>)	I. 200	I.
J.	The chapter launched an ALA-approved Web site or updated their existing site. (Such updates to be randomly verified between 8/1/08 and 12/31/08.)	J. 150	J. 150
COMMUNICATIONS SUBTOTAL:		1,300	

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PROFESSIONAL DEVELOPMENT						Points Allowed	Points Achieved																								
A. The chapter presented programs from the five educational areas of knowledge as identified by ALA's Knowledge, Skills and Abilities Survey. These include: (1) Communications and General Management, (2) Financial Management, (3) Human Resources Management, (4) Legal Industry and (5) Office Operations Management. (View the entire list of competencies in each subject area on the ALA Web site at www.alanet.org/education/analysis.aspx) Score 100 points per area presented; maximum score = 500 points.						A. 100 to 500	A.																								
B. At least 75% of the evaluations (from A. above) received overall ratings of five or above on a seven-point scale, and represent educational opportunities beyond routine networking and social events.						B. 100	B.																								
C. On a regular basis (<i>at least quarterly</i>), the chapter submitted to the Regional Education Officer a Chapter Education Summary of its educational programs and presenters. (Available online at www.alanet.org/members/chapters/evaluation_form.htm .)						C. 200	C.																								
D. The chapter actively promoted, educated members about and encouraged attendance at the Annual Educational Conference, Regional Conference and Fall Specialty Retreats.						D. 200	D.																								
E. The chapter actively promoted and educated members about ALA's specialized educational offerings. These include Webinars, Law Firm Profitability Enhancement, Essential Competencies for Legal Administrators (ECLA), the Law Firm Financial Management Conference <i>and</i> The Extraordinary Law Firm Conference.						E. 200	E.																								
F. The chapter actively promoted and educated members about ALA's Certified Legal Manager (CLM) SM program.						F. 200	F.																								
G. The chapter formed, or provided demonstrable support for, a local study group for ALA's Certified Legal Manager (CLM) SM program. Please explain: _____						G. 100	G. 100																								
PROFESSIONAL DEVELOPMENT SUBTOTAL:						1,100 to 1,500																									
RECRUITMENT AND RETENTION						Points Allowed	Points Achieved																								
A. The chapter had an orientation or mentoring program, or other systems and procedures in place to assist members who are new to ALA, new to the profession or in need of direction.						A. 100	A.																								
B. The chapter had programs that kept Past Presidents and seasoned administrators involved in chapter activities.						B. 100	B.																								
C. The chapter was successful in activating members who were not previously involved in leadership roles.						C. 100	C.																								
D. The chapter conducted a formal retention campaign that included activities geared toward members who did not attend meetings, <i>and</i> conducted follow-up activities (such as telephone calls, member needs surveys, etc.) in an effort to activate the member.						D. 100	D.																								
E. The chapter's 12/31/2008 membership total, according to ALA's records, was greater than or equal to its membership total on 12/31/2007.						E. 200	E.																								
F. By 7/15/08 the chapter e-mailed to membership@alanet.org names and mailing addresses of eligible non-member prospects, e.g., administrators, MPs or other attorneys, etc. Number of prospects required: Category A, 7-8; Category B, 15-18; Category C, 40-49. (See chart located at the end of this document for category definitions. HQ will launch a campaign to recruit these prospects. Chapter Presidents will receive further details in May 2008.)						F. 250	F.																								
G. The chapter added, according to ALA's records, new members with 2008 join dates. (To achieve these points, members must be <i>new to ALA</i> , not just new to the chapter.)						G. Up to 250	G.																								
<table border="1"> <thead> <tr> <th>Category</th> <th>50 points</th> <th>100 points</th> <th>150 points</th> <th>200 points</th> <th>250 points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>1-2 mbrs.</td> <td>3-4 mbrs.</td> <td>5-6 mbrs.</td> <td>7-8 mbrs.</td> <td>9+ mbrs.</td> </tr> <tr> <td>B</td> <td>3-6 mbrs.</td> <td>7-10 mbrs.</td> <td>11-14 mbrs.</td> <td>15-18 mbrs.</td> <td>19+ mbrs.</td> </tr> <tr> <td>C</td> <td>10-19 mbrs.</td> <td>20-29 mbrs.</td> <td>30-39 mbrs.</td> <td>40-49mbrs.</td> <td>50+ mbrs.</td> </tr> </tbody> </table>						Category	50 points	100 points	150 points	200 points	250 points	A	1-2 mbrs.	3-4 mbrs.	5-6 mbrs.	7-8 mbrs.	9+ mbrs.	B	3-6 mbrs.	7-10 mbrs.	11-14 mbrs.	15-18 mbrs.	19+ mbrs.	C	10-19 mbrs.	20-29 mbrs.	30-39 mbrs.	40-49mbrs.	50+ mbrs.		
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RECRUITMENT AND RETENTION SUBTOTAL:						1,100																									

MISCELLANEOUS CHAPTER ACTIVITIES		Points Allowed	Points Achieved
A.	The chapter submitted documentation by the 11/03/08 deadline of its participation in ALA's October Community Challenge Weekend (CCW) initiative.	A. 100	A.
B.	The chapter made a monetary donation to ALA's Foundation (FALA) <i>or</i> donated an item to the Silent Auction for the 2008 Annual Conference.	B. 100	B.
C.	The chapter actively promoted and/or communicated the Professional Legal Management Week initiative.	C. 100	C.
D.	The chapter (or its members) provided educational enrichment within the community through activities such as career fairs, internship programs, advisory panels, curriculum development efforts, the Chapter Cooperative Associate Training Program, or teaching. (<i>Enclose documentation with this entry.</i>)	D. 150	D.
E.	The chapter took specific action to advance and support ALA's diversity goal of increasing diversity in the Association, in the legal management community and in all legal service organizations.	E. 100	E.
F.	The chapter submitted at least two qualified entries in the following categories in the ALA Awards Program for the current award period: Achievements in Diversity; Chapter Web Sites; Education Excellence; Membership Brochure; Newsletter Excellence (Print Based or Electronic); Recruitment and Retention; Vendor Partnering; and Visibility.	F. 200	F.
G.	The chapter increased members' awareness of and encouraged them to subscribe to <i>ALA Currents</i> .	G. 150	G.
H.	The chapter encouraged members to enlist their managing partners in a subscription to <i>Legal Management</i> .	H. 100	H.
I.	The chapter created awareness among its members of ALA's Quest Award.	I. 100	I.
MISCELLANEOUS CHAPTER ACTIVITIES SUBTOTAL:		1,100	

PRESENTATION OF AWARDS

Awards will be presented at the Annual Conference in New Orleans, Louisiana, May 18 – May 21, 2009. All members who attend the Conference are welcome and encouraged to attend this special event.

CLOSING DATE AND QUESTIONS

All entries must be received by ALA on or before the close of business on **Tuesday, January 13, 2009**. Incomplete entries may lead to disqualification. Send entries to:

Association of Legal Administrators
Attn: Nicole Larson
75 Tri-State International, Suite 222
Lincolnshire, Illinois 60069-4435

Questions should be directed to Nicole Larson at (847) 267-1361 or nlarson@alanet.org.

Please note: A grace period will be allowed for late entries in the Presidents' Award of Excellence category only. Submitting entries between January 14, 2009 and January 31, 2009 will result in the award category being reduced by one level (e.g., platinum to gold). Entries received after January 31, 2009 will be disqualified.

AFFIRMATION STATEMENT
(Presidents' Awards of Excellence)

As the Chapter President, I affirm the information below and on the accompanying worksheets is true and accurate to the best of my knowledge. I understand ALA reserves the right to verify the accuracy of the information submitted and supplying inaccurate information will lead to those points being forfeited and possibly disqualification in this category. Additions or changes may not be made after receipt by Headquarters.

Chapter Name	Chapter President Name (please print)
Chapter President Signature	E-mail Address
Telephone Number	Date

CATEGORY	TOTAL POINTS ALLOWED	TOTAL POINTS ACHIEVED
Effective Chapter Management Subtotal	1,600	
Communications Subtotal	1,300	
Professional Development Subtotal	1,100-1,500	
Recruitment and Retention Subtotal	1,100	
Miscellaneous Chapter Activities Subtotal	950-1,100	
GRAND TOTAL	6,050-6,600	

Please check the appropriate award category from the list below:

- | | |
|--|---|
| <input type="checkbox"/> Platinum (score 6,250 or more points)
<input type="checkbox"/> Gold (score 5,550 or more points)
<input type="checkbox"/> Silver (score 4,750 or more points) | <input type="checkbox"/> Bronze (score 4,050 or more points)
<input type="checkbox"/> Honorable Mention (score 3,050 or more points)
<input type="checkbox"/> Certificate of Achievement (Up to 3,049 points) |
|--|---|

Chapter Size Chart

Chapter Name	Chapter Size as of 1/1/2008 ¹
Region 1	
Boston	201
Buffalo	33
Central Pennsylvania	27
Cyber	129
Down East	38
First State	48
Granite State	35
Hudson Highlands	11
Hudson Valley	46
Independence	81
Long Island	30
New Jersey	169
New York City	498
Nutmeg	126
Ottawa	39
Philadelphia	231
Pittsburgh	117
Quebec	58
Rochester	36
Westchester County	13

Chapter Name	Chapter Size as of 1/1/2008 ¹
Region 2	
Atlanta	267
Birmingham	52
Capital	398
Central Florida	81
Charlotte	69
Chattanooga	11
Florida Capital	25
Hampton Roads	34
Jacksonville	49
Kentucky	48
Knoxville	32
Maryland	81
Memphis	23
Middle Tennessee	41
Mississippi	36
Mobile	22
Northern Virginia	58
Palm Beach County	91
Panhandle	12
Puerto Rico	16
Raleigh/Durham	66
Richmond	36
Sarasota*Manatee	28
South Carolina	61
South Florida	166
Southwest Florida	26
Suncoast	109
Triad	29
Western Virginia	8

Chapter Name	Chapter Size as of 1/1/2008 ¹
Region 3	
Cleveland	86
Columbus	64
Dayton Area	18
Gateway	105
Greater Chicago	315
Greater Cincinnati	49
Greater Kansas City	88
Indiana	74
Iowa	39
Metropolitan Detroit	112
Mid-Michigan	20
Minnesota	241
Nebraska	37
Northern Indiana	13
Northwest Ohio	20
West Michigan	28
Wichita Area	20
Wisconsin	89

Chapter Name	Chapter Size as of 1/1/2008 ¹
Region 4	
Alamo	35
Arkansas	21
Austin-Central Texas	92
Dallas	182
Fort Worth	33
Houston	200
Mile High	224
New Mexico	25
New Orleans	124
OKC	38
South Texas	14
Tulsa	29
Utah-Beehive	36

Chapter Name	Chapter Size as of 1/1/2008 ¹
Region 5	
Alaska	38
Big Sky	13
Calgary	69
Edmonton	41
Hawaii	38
Idaho	21
Oregon	128
Puget Sound	213

Region 6	
Central Valley	12
East Bay	54
Golden Gate	222
Greater Los Angeles	379
Las Vegas	43
New Zealand	26
Orange County	148
Sacramento Valley	81
San Diego	145
Silicon Valley	108
Tucson-Old Pueblo	22
Valley of the Sun	85

Number of Members according to this chart	Category
1 - 45	A
46 - 100	B
101 +	C

¹Counts according to ALA's records as of 1/1/08.