



AUSTIN-CENTRAL TEXAS CHAPTER
Association of Legal Administrators



**Minutes from the February 2009 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

February 10, 2009 at 12:00 p.m.

Members Present:

Toni Beasley
Chrissie Eastin
Bill Elkjer

Angie Kalsbeck
Amanda Korte
Cara Mueller

Debbie Roan
Peggy Shaw
Chris Sims

Members Not Attending:

Brenda Barnes
Chris Bhamani
James Cornell

Karie Rivkin
Diana Stangl

Item 1. Reading/Approval of the Minutes:

The January 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 January 31, 2009 is \$1,209.42 and the Money Market account balance is \$40,755.29.

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 January 31, 2009 are attached hereto and made a part of these minutes. (Attachments A and B)

Chris also brought the checking account statements from December 2008 that he accidentally left out from January's meeting.

Chris hasn't received any further regional conference reimbursements and the chapter currently has \$2,664 in income to date.

The Officers had a preliminary budget meeting and need to have another meeting in early March. Chris will send an email for the best dates and times. The final budget will need to be submitted to the members and approved by the membership by the April lunch meeting. It is possible that the budget could be worked out during the Board Retreat in early April as well.



Item 3. Committee Reports:

Bar Liaison: (Toni Beasley)

Toni announced the Managing Partner breakfast at the last Bar Association meeting and the information was also included in the ABA's Bar Code email blast.

There were several legislative news updates to the Board that took most of the meeting and Toni will pass along any updates she thinks the chapter would be interested in knowing.

Toni is heading this year's nominating committee and the nominations have officially closed with a good number of nominees. The nominating committee will have its first meeting later this week and the members of the committee are Toni, Karen Sue, Chris B., and Wally. After the committee finishes its due diligence of the nominees, an email with the nominations will be sent prior to the February meeting when there will be a vote. More than 60% of the nominees qualified under the new Bylaws and the committee will need to notify those who were nominated but not eligible.



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

Debbie reported that her committee met last week and is working to lower its budget while increasing the sponsorship value for the business partners. They are also looking at ways to cut costs such as eliminating drapes, not having the business partner happy hour in May and instead allowing sponsoring business partners to attend the seminar luncheon. The committee also came up with the idea of possibly having a speaker at the seminar that would be of interest to both the membership and business partners. One thing the committee will keep in mind is making sure the event is still educational to the membership while also adding value to sponsorships in preparation of anticipated lower sponsorship numbers and money amounts.

Tina Ross will be the upcoming Business Partner Relations Committee Chair for 2009-2010.



Communications: (Bill Elkjer)

No report.



Community Relations: (Peggy Shaw)

The Community Relations committee met on February 5th and decided not to do a Relay 4 Life team again this year. They want to focus on one major event for the Community Challenge Weekend and maybe one other project. Kelly Barker agreed to research opportunities.

The committee has spent only \$2800 of its \$3700 budget this fiscal year and plans to spend another \$200 in the near future to possibly support LBJ's graduation party and confirmed there are ten CIS Seniors benefiting from the donation.

Only one member of the committee has dropped off the team.

They will have another committee meeting in April.



Compensation and Benefits Committee: (Chris Sims)

Chris let his committee know he will be rolling off as chair this year and none of the committee members have stepped up yet. He thought Elaine Nielson might be a good candidate but needs to contact her directly.

There has been a \$1500 profit from the survey to date.

Toni will announce the survey at the next Bar Meeting.



Program/Education Committee: (Diana Stangl)

The Program Committee is working on the March seminar. Amanda secured Insurance Network of America as the sponsor and the fee for lunch and the seminar is \$40/person. Amanda was also able to secure free parking. Invites will go out very soon.

The August seminar will be on employment with Sheila Gladstone as the speaker. Sheila is a partner at Lloyd Gosselink and they are working with her on the exact topics.

They are in the process of scheduling the remainder of this year's programs and Brenda Barnes will be presenting on a financial topic one month. They also want to do grief counseling in the work place and are working on possible speakers.

Brenda Barnes has joined the committee.



Membership Committee: (Chrissie Eastin)

Chrissie reported that Kathryn Bludworth and Todd Butler have recently joined the chapter.

Marti Lozano will take over the Membership Committee this coming year and Debra Nicholas will drop off the committee to focus on Community Relations.

The Membership Survey is almost complete and the current plan is to send the survey out in March in conjunction with chapter membership renewals.



Newsletter Committee: (Karie D. Rivkin)

No report.



Past President Advisory Committee: (Brenda Barnes)

No report.



Website Committee: (Chris Bhamani)

No report.



Item 4. Old Business:

- A. Managing Partner Breakfast on February 12, 2009
- The CLE credit for the breakfast was denied. There are 95 RSVP's to date including 11 non-member attorneys.
- B. Service Awards
- Service awards will be given at the Spring Seminar since they most likely would take up too much time at the Managing Partner Breakfast. Recognition letters will also be sent to Managing Partners of service award recipients.
- C. Austin Chapter Logo
- New logo options were passed around the room and Board Members initialed their favorites.
- D. Tom Ivey's Visit
- Tom will be in town to present at the February 26th luncheon. The Board will have a dinner with Tom on February 25th at Finn & Porter.



Item 5. New Business:

A. Strategic Planning Survey

- Amanda wants to expand the Membership Committee survey for more strategic planning information. She would like to include more questions about the chapter retreat and business partner participation.
- A draft of the survey will go to the Board for questions before it is sent to the membership.
- The Board approved the \$20/month fee with no contract for Survey Monkey.

B. Chapter Retreat

- Angie and Amanda visited Horseshoe Bay as a possible location for the Chapter Retreat. They are willing to cut a really good deal for ALA and are excited at the possibility of the retreat being held there.
- They agreed to a room rate of \$99/night (single or double occupancy) through Saturday night, 50% discount on food and drinks and a 20% discount on spa services, activities, purchase, etc.
- The chapter should be able to find a speaker at a low rate or for free. A roundtable discussion might also be a good option.
- They are looking at dates in September and October and will have to check other ALA Regional and Headquarter calendars to make sure the selected date is not near another ALA event.
- The estimated attendance to the retreat is 20 to 30 people.



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Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, March 10, 2009, noon at Andrews Kurth, 111 Congress Avenue, Suite 1700.



- 20 questions or less
- Add Chapter Retreat question (will you attend?) in Sept. If so, full day, overnight,

The Austin Chapter Membership Survey

2009

- Why don't you attend
- Weekday or weekend
- Have it this year

The purpose of the Membership Survey is to

General Questions

- 1) Did you renew your membership with the Austin Chapter? Yes or No If No, why?
 - a. I am employed outside the legal management profession
 - b. My job responsibilities have changes
 - c. My firm does not support my membership
 - d. I am unemployed
 - e. I am retired
 - f. The Chapter has not meet my needs and could have served me better by:
 - g. Other _____
- 2) How did you find out about ALA initially and why did you join?
- 3) What is the reason you continue your membership in ALA and the Austin Chapter of ALA?
- 4) How many years have you been an ALA member (of any chapter)?
- 5) How satisfied are you with the value of your membership?
 - a. Completely Satisfied
 - b. Mostly Satisfied
 - c. Somewhat dissatisfied

- d. Dissatisfied
- e. Other (please specify)

- 6) What programs or events would you like to see considered for Membership Year 2009-2010?
- 7) What Chapter events did you attend this year?
List them w/ check boxes
- 8) In what areas should the Austin Chapter try to improve? Please be as specific as possible.
- 9) What areas is the Austin Chapter already doing well that we should be sure not to change?

Chapter Meetings, Educational Programs and Conferences

- 10) How many Chapter meetings did you attend this year? If less than 5, why?
- 11) What changes, if any, would you like to see with respect to Chapter Meetings?
- 12) What topics would you be interested in hearing at our Spring and Fall half day seminars or at Chapter Meetings?
- 13) What hot topic would you think your Managing Partner or an attorney would be interested in hearing about at a Managing Partner breakfast?
- 14) Do you plan to attend the Annual Conference in New Orleans in May?
Yes or No If no, why?

15) Do you plan to attend the Region 4 Conference in San Antonio in October? Yes or No If no, why?

Communication & Website

16) How do you stay connected with others in the Chapter? Choose as many as applicable:

- a. Regular attendance at Meetings and Events
- b. Attend evening events
- c. Attend Conferences
- d. Read The Connection
- e. Member of Chapter List Serve
- f. Personal contact with members
- g. Other

17) In the past year, how many times have you checked out reference material from the Austin Chapter reference Library?

18) Please comment on the Austin Chapter reference library

19) How often do you visit the Chapter Website?

20) *How can the chapter better publicize the new website?*
Has the Chapter done a good job publicizing instructions about using the new Website?

21) Please comment on the Austin Chapter's website and list any suggestions or changes that would increase your interest.

22) The Chapter Newsletter, "the Connection," is intended to provide education and inform members of Chapter activities. How often do you read the newsletter?

- a. Often
- b. Sometimes
- c. Rarely

23) The Connection is published on a quarterly basis. Would you like to see more or less publications throughout the year?

24) What topics would you like to see covered in future editions of the Connection? ^{or submitting} Would you be interested in writing an article? ↴

25) Please comment on the Connection and list any suggestions or changes that would increase your interest.

Business Partner Relations

26) Did you attend the Legal Expo in 2008? Yes or No If no, why?

27) What are some ways we can increase our incorporation of our Business Partners?

28) Would you like to see our sponsored business partners attend our Chapter Meetings? Yes or No If no, why?

29) What days and times are best for you to attend Chapter Meetings and Educational Seminars?

Your Involvement

30) Are you a member of a committee? Yes or No If no, why?

31) What committee would you like to participate on?

32) Would you like a leadership role in the Chapter? If so, in what way?

33) Would you like someone to contact you regarding volunteer opportunities?

Thank you for your participation in the Austin Chapter Membership Survey. Your feedback is very important in creating a successful Chapter that best serves the needs of all members. Two respondents will receive \$50 cash just for participating. If you have any questions or concerns about this survey, please contact Cara.

4:30 PM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

02/09/09

Balance Sheet

Accrual Basis

As of January 31, 2009

	<u>Jan 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	1,209.42
Frost Money Market	<u>40,755.29</u>
Total Checking/Savi...	<u>41,964.71</u>
Total Current Assets	<u>41,964.71</u>
TOTAL ASSETS	<u><u>41,964.71</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	25,970.72
Net Income	<u>2,664.46</u>
Total Equity	<u>41,964.71</u>
TOTAL LIABILITIES & EQ...	<u><u>41,964.71</u></u>

Profit & Loss

April 2008 through January 2009

	<u>Apr '08 - Jan 09</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	4,300.00
Seminars	1,102.00
Total Education	<u>5,402.00</u>
Membership Dues	11,775.00
Newsletter Ads	200.00
Salary Survey	7,225.00
Total Income	<u>64,168.00</u>
Expense	
Bank Service Charges	537.78
Board Expenses	
Gifts	886.86
Region 4/6 Conference Planning	3,765.69
Total Board Expenses	<u>4,652.55</u>
Business Partner Fair Expenses	
Facilities	7,756.00
Food	1,558.20
Other	560.32
Vendor Appreciation Party	1,987.66
Total Business Partner Fair Expen...	<u>11,862.18</u>
Community Challenge Expenses	589.35
Community Development	2,210.82
Continuing Leadership Institute	
Board Member-CLI	1,943.16
President - CLI	996.64
President Elect-CLI	135.32
Total Continuing Leadership Instit...	<u>3,075.12</u>
Education Costs	
Chapter MeetingLunches	4,424.96
Holiday Party	880.00
Lunches-Education Seminar	1,394.15
Other-Education Seminar	1,170.07
Total Education Costs	<u>7,869.18</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>
Miscellaneous Expense	
Copies	226.50
Other	25.45
Total Miscellaneous Expense	<u>251.95</u>

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ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

02/09/09

Profit & Loss

Accrual Basis

April 2008 through January 2009

	<u>Apr '08 - Jan 09</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	
Buddy Happy Hours	164.07
Promo Gifts	17.34
Total New Member Functions	<u>181.41</u>
Postage and Delivery	180.20
Regional Conference	
Board Members	3,375.00
Members At Large	5,900.00
Total Regional Conference	<u>9,275.00</u>
Salary Survey Costs	5,340.00
Salary Survey Expense	654.07
Website	
Designer Fees	1,040.40
Total Website	<u>1,040.40</u>
Total Expense	<u>61,587.71</u>
Net Ordinary Income	2,580.29
Other Income/Expense	
Other Income	
Interest Income	84.17
Total Other Income	<u>84.17</u>
Net Other Income	<u>84.17</u>
Net Income	<u><u>2,664.46</u></u>

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02/09/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Deposit Detail
January 2009

Type	Num	Date	Name	Account	Amount
Deposit		1/22/2009		Frost Bank Ch...	595.00
			Giordani Schuri...	Membership Dues	-75.00
			Various	Meeting Receipts	-520.00
TOTAL					-595.00
Deposit		1/31/2009		Frost Money M...	1.73
				Interest Income	-1.73
TOTAL					-1.73

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02/09/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Bank Checking, Period Ending 01/31/2009

	<u>Jan 31, 09</u>
Beginning Balance	764.42
Cleared Transactions	
Deposits and Credits - 2 ite...	<u>595.00</u>
Total Cleared Transactions	<u>595.00</u>
Cleared Balance	<u><u>1,359.42</u></u>
Uncleared Transactions	
Checks and Payments - 1 it...	<u>-150.00</u>
Total Uncleared Transactions	<u>-150.00</u>
Register Balance as of 01/31/2009	<u><u>1,209.42</u></u>
Ending Balance	1,209.42

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02/09/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Bank Checking, Period Ending 01/31/2009

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						764.42
Cleared Transactions						
Deposits and Credits - 2 items						
Check	3/20/2008	809	Incorporating D...	X	0.00	0.00
Deposit	1/22/2009			X	595.00	595.00
Total Deposits and Credits					595.00	595.00
Total Cleared Transactions					595.00	595.00
Cleared Balance					595.00	1,359.42
Uncleared Transactions						
Checks and Payments - 1 item						
Check	11/26/2008	898	Bracewell & Giul...		-150.00	-150.00
Total Checks and Payments					-150.00	-150.00
Total Uncleared Transactions					-150.00	-150.00
Register Balance as of 01/31/2009					445.00	1,209.42
Ending Balance					445.00	1,209.42



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 P.O. Box 1727 Austin, Texas 78767 Member FDIC

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

STATEMENT ISSUED
 01-30-2009

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

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FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
764.42	1	595.00	0	00	1,359.42

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
01-23	DEPOSIT	595.00			

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

DATE	BALANCE	DATE	BALANCE
12-31	764.42	01-23	1,359.42

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

4:23 PM
02/09/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Money Market, Period Ending 01/31/2009

	<u>Jan 31, 09</u>
Beginning Balance	40,753.56
Cleared Transactions	
Deposits and Credits - 1 i...	<u>1.73</u>
Total Cleared Transactions	<u>1.73</u>
Cleared Balance	<u><u>40,755.29</u></u>
Register Balance as of 01/31/2009	40,755.29
Ending Balance	40,755.29

4:23 PM
02/09/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Money Market, Period Ending 01/31/2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40,753.56
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	1/31/2009			X	1.73	1.73
Total Deposits and Credits					1.73	1.73
Total Cleared Transactions					1.73	1.73
Cleared Balance					1.73	40,755.29
Register Balance as of 01/31/2009					1.73	40,755.29
Ending Balance					1.73	40,755.29



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01-30-2009

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ASSOCIATION OF LEGAL ADMINISTRATORS
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816 CONGRESS AVE STE 1700
AUSTIN TX 78701

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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
40,753.56	0	1.73	0	.00	40,755.29

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-31	1.73	INTEREST PAID	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12-31	40,753.56	01-30	40,755.29		