



---

**Minutes from the November 2009 Board Meeting  
of the Austin Chapter  
of the Association of Legal Administrators**

**November 10, 2009 at 12:00 p.m.**

**Members Present:**

Chris Bhamani  
James Cornell  
Chrissie Eastin  
Ann Jacobson

Toni Beasley  
Amanda Koplos  
Cara Mueller  
Debbie Roan

Tina Terrian  
Chris Sims  
Diana Stangl

**Members Not Attending:**

Bill Elkjer

Marti Lozano

Bonnie Zook

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

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

**Item 2. Treasurer's Report: (Cara Mueller)**

The Chapter checking account balance as of October 31, 2009 is \$7,965.11 and the Money Market account balance is \$42,767.72.

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

A Balance Sheet and Income Statement for the period ending October 31, 2009 are attached hereto and made a part of these minutes. (Attachments A and B).

The overpayment of chapter dues checks have all been cut and sent to members. The board decided not to credit next year's dues with the overpayment because we want to keep the books clean.

The board discussed what to do when there is a no show at an event. The board decided that if you no show or do not give the appropriate cancellation notice before an event, you have to pay and it is up to the Committee Chair in charge of the event to collect.

**Item 3. Committee Reports:**

**Bar Relations Committee Report - Toni Beasley, Committee Chair**

I have not had time to set up a meeting with the head of the Solo Practitioners Section but will do so soon. Amanda said that she would be happy to join us.

The purchase information for the salary survey was posted on the ABA Barcode. I am also going to get our meetings on their website calendar.

**Business Partner Relations Committee Report - Tina Terrian, Committee Chair**

The Committee will be meeting later this week to finalize the new packets. We are hoping to roll out the new packages to everyone in December after we send them to the committee chairs for review.

**Past Presidents Advisory Council - Ann Jacobson, Committee Chair**

Service awards to members will be handed out at the holiday party on December 1. Certificates will be given to 5 year members. An ALA pen set will be given at 10 years. There are no 15 or 20 year anniversaries this year. Wally Warrenburg will be honored for his 25 years of service at the Managing Partner Breakfast in February. The anniversary dates of some members are still being researched.

**Communications Committee Report - Bill Elkjer, Committee Chair (not present)**

No report at this time.



### **Community Relations Committee Report - Bonnie Zook, Interim Committee Chair**

There were lots of donations for the Communities in School and the project was considered a success. The CCW report was sent by Peggy Shaw to ALA before the due date. The Committee is accepting small travel size toiletries at the Chapter Holiday Party to be donated to the school. The school is making stockings and stuffing the toiletries in them and handing them out to the homeless before Christmas.

### **Compensation and Benefits Committee Report - Chris Sims, Committee Chair**

We have made about \$1,500 in profit so far from the sales; one survey was sold as a result of the ad in the *Barcode*. \$100 was awarded to an ALA member participant in the survey and that person's name is being kept confidential.

### **Education/Programs Committee Report - Diana Stangl, Committee Chair**

The Holiday Party invitations will be going out today or tomorrow. We are inviting the business partners that were sponsors of the Legal Expo. The November meeting will be on November 19. The speaker will be Merita Terrill from ILTA. The sponsor is Bergstrom-Daywood.

### **Membership Committee Report - Marti Lozano, Committee Chair (not present)**

We gained one new member (Donna Morgan of Schurig Jetel Beckett Tackett) but lost Peggy Shaw. Current membership count is 90.

### **Newsletter Committee Report - Debbie Roan, Committee Chair**

The next issue of the e-Newsletter is coming soon, probably in December.

### **Website Committee Report - Chris Bhamani, Committee Chair**

New logo is being worked on for the website.

#### **Item 4. Old Business:**

- a. CLM Study Group: Diana Stangl will send an e-mail out to the Chapter to gauge interest in a CLM Study Group for the May CLM



exam at the ALA Annual Conference in Boston. Debbie Roan cannot commit to heading this up. Toni Beasley has agreed to mentor the group.

- b. **Chapter Name Change Update:** There was a similar name issue and the Secretary of State kicked back the filing. Cara Mueller has spoken to the group with the similar name (the Austin Chapter of the Association of Records Managers and Administrators), received the required letter from them allowing us to use it, and has sent it off for resubmission to the SOS.
- c. **Logo and Rebranding:** Chris Bhamani and team are working on some options. In the meantime, Chris Bhamani has submitted our current logo with the addition of the required text (A Chapter of the Association of Legal Administrators) to ALA before the deadline and is waiting on a response before she can publish it on the website. Once it is approved by ALA, we will add it to the board meeting minutes and send it out to the Committee Chairs for immediate use replacing the old logo on all correspondence and materials.
- d. **PLMW:** Amanda Koplos has written a proposal for our PLMW project and is waiting to talk with someone at the Communities in Schools to finish planning. She will review with the Board Members.
- e. **President's Award:** Amanda Koplos sent out an updated report on where we stand with the President's Award. Each Committee Chair needs to finish their portions and return to Amanda by the next Board Meeting on December 8<sup>th</sup>.
- f. **Community Relations Chair:** Peggy Shaw has resigned as Chair effective November 1<sup>st</sup>. Bonnie Zook has agreed to be the interim chair and the board approved.
- g. **Managing Partners Breakfast:** Per Peggy Shaw's recommendation, James Cornell and Amanda Koplos are meeting with Roger Hayes this week as a possible speaker for the Managing Partners Breakfast. He was the Executive Director of Jenkins that dissolved. The board discussed whether this was a good speaker for this event. Other topics



suggested were: Partner Compensation Models, Management Issues, Changing Associate Compensation/Breaking the Lock Step Model, What has changed in Legal Management in 2009, Panel Discussion on Maintaining Integrity of the Law Firm. Amanda and James will think of these topics as they search for an appropriate speaker that will draw the Managing Partners to the event.

**Item 5.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, December 8, 2009 at Haynes & Boone, 600 Congress Avenue, Suite 1300.

**Next Board Meetings:**

January 12, 2010, Noon, Winstead

February 9, 2010, Noon, Hance Scarborough

March 9, 2010, Noon, Graves Dougherty

# **ATTACHMENT A**

**Balance Sheet**

As of October 31, 2009

	<u>Oct 31, 09</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	7,965.11
Frost Money Market	42,767.72
<b>Total Checking/Savings</b>	<u>50,732.83</u>
<b>Total Current Assets</b>	<u>50,732.83</u>
<b>TOTAL ASSETS</b>	<u><b>50,732.83</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Prepaid Income - Legal Expo	1,350.00
<b>Total Other Current Liabilities</b>	<u>1,350.00</u>
<b>Total Current Liabilities</b>	<u>1,350.00</u>
<b>Total Liabilities</b>	1,350.00
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	18,487.73
Net Income	17,565.57
<b>Total Equity</b>	<u>49,382.83</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>50,732.83</b></u>

## Profit &amp; Loss

April through October 2009

	Apr - Oct 09
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Business Partner Fair</b>	
Bronze Sponsors	12,162.00
Diamond Sponsor	2,714.00
Gold Sponsors	10,220.00
Silver Sponsors	8,687.00
Business Partner Fair - Other	9,191.00
<b>Total Business Partner Fair</b>	42,974.00
<b>Education</b>	
Seminars	3,385.00
Education - Other	-320.00
<b>Total Education</b>	3,065.00
<b>Membership Dues</b>	12,887.50
<b>Salary Survey</b>	6,725.00
<b>Total Income</b>	65,651.50
<b>Expense</b>	
Bank Service Charges	586.42
<b>Board Expenses</b>	
Bar Relations	250.00
Board Retreat	211.25
Gifts	113.66
Board Expenses - Other	39.90
<b>Total Board Expenses</b>	614.81
<b>Business Partner Fair Expenses</b>	
Facilities	8,505.52
Food	1,940.65
Other	1,299.31
<b>Total Business Partner Fair Expenses</b>	11,745.48
Chapter Retreat	5,314.21
Community Development	778.49
<b>Continuing Leadership Institute</b>	
Board Member-CLI	1,003.12
President - CLI	1,276.29
<b>Total Continuing Leadership Institute</b>	2,279.41
<b>Education Costs</b>	
Chapter MeetingLunches	324.51
Holiday Party	80.78
Other-Education Seminar	100.00
Speakers-Education Seminar	310.70
<b>Total Education Costs</b>	815.99
<b>Miscellaneous Expense</b>	
Copies	119.70
Other	27.00
Post Office Box	102.00
<b>Total Miscellaneous Expense</b>	248.70
<b>National Conference Scholarship</b>	
Board Member Stipend	10,224.13
Chapter Dinner	431.44
Quest Scholarship	1,000.00
Silent Auction Items	220.82
<b>Total National Conference Scholarship</b>	11,876.39



10:40 AM

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

11/06/09

**Profit & Loss**

Accrual Basis

April through October 2009

	<u>Apr - Oct 09</u>
<b>New Member Functions</b>	
Buddy Happy Hours	168.14
Miscellaneous	137.58
New Member Lunches	151.17
Promo Gifts	11.49
<b>Total New Member Functions</b>	<u>468.38</u>
<b>Newsletter</b>	410.25
<b>Postage and Delivery</b>	19.26
<b>Prepaid Expense-2009 Expo</b>	1,350.00
<b>Regional Conference</b>	
Board Members	612.28
Chapter Dinner	134.63
Door Prize	200.00
Members At Large	3,225.00
<b>Total Regional Conference</b>	<u>4,171.91</u>
<b>Salary Survey Costs</b>	6,800.00
<b>Website</b>	
Designer Fees	50.00
Monthly Fee	107.40
<b>Total Website</b>	<u>157.40</u>
<b>Total Expense</b>	<u>47,637.10</u>
<b>Net Ordinary Income</b>	18,014.40
<b>Other Income/Expense</b>	
Other Income	
Interest Income	9.37
<b>Total Other Income</b>	<u>9.37</u>
Other Expense	
Other Expenses	458.20
<b>Total Other Expense</b>	<u>458.20</u>
<b>Net Other Income</b>	<u>-448.83</u>
<b>Net Income</b>	<u><u>17,565.57</u></u>

10:41 AM  
11/06/09

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

Type	Num	Date	Name	Account	Amount
Deposit		10/21/2009		Frost Bank Checki...	6,300.00
			Various	Salary Survey	-6,300.00
TOTAL					-6,300.00
Deposit		10/21/2009		Frost Bank Checki...	360.00
			Penny Arnold	Chapter MeetingLu...	-20.00
			Graves Dougherty ...	Chapter MeetingLu...	-40.00
			Lloyd Gosselink	Chapter MeetingLu...	-40.00
			McGinnis Lochridge...	Chapter MeetingLu...	-40.00
			Sandra Moxley	Chapter MeetingLu...	-20.00
			Barbara Mullen	Chapter MeetingLu...	-20.00
			Debra Nicklaus	Chapter MeetingLu...	-20.00
			Mary Smith	Chapter MeetingLu...	-40.00
			Walsh Anderson	Chapter MeetingLu...	-40.00
			Teresa Tipton	Chapter MeetingLu...	-20.00
			Bonnie Zook	Chapter MeetingLu...	-20.00
			Melissa Joe	Chapter MeetingLu...	-20.00
			Amanda Koplos	Chapter MeetingLu...	-20.00
TOTAL					-360.00
Deposit		10/31/2009		Frost Money Market	1.82
				Interest Income	-1.82
TOTAL					-1.82

10:41 AM  
11/06/09

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Check Detail**  
October 2009

Type	Num	Date	Name	Item	Account	Paid Amount
Check	958	10/1/2009	Amanda Koplos		Frost Bank Checki...	
					Chapter Retreat	-7,825.55
TOTAL						-7,825.55
Check	959	10/6/2009	Lisa Grigar		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	960	10/12/2009	Headliners Club		Frost Bank Checki...	
					Chapter MeetingLu...	-444.39
TOTAL						-444.39
Check	961	10/12/2009	Austin Convention...		Frost Bank Checki...	
					Facilities	-2,903.00
TOTAL						-2,903.00
Check	962	10/16/2009	Hance Scarborough		Frost Bank Checki...	
					Board Members	-150.00
TOTAL						-150.00
Check	963	10/16/2009	Amanda Koplos		Frost Bank Checki...	
					Board Members	-300.00
					Chapter Dinner	-134.63
					Chapter Retreat	-135.00
					Newsletter	-39.90
TOTAL						-609.53
Check	964	10/16/2009	cara Mueller		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	965	10/20/2009	James Cornell		Frost Bank Checki...	
					Chapter Retreat	-73.66
					Board Members	-162.28
TOTAL						-235.94
Check	966	10/20/2009	Bonnie Zook		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	967	10/20/2009	Katherine Herring		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00

10:41 AM  
11/06/09

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Check Detail**  
**October 2009**

Type	Num	Date	Name	Item	Account	Paid Amount
Check	968	10/20/2009	Debra Nicklaus		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	969	10/20/2009	Joan Cunningham		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	970	10/20/2009	Bill Elkjer		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	971	10/20/2009	Kennon Welch		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	972	10/20/2009	Graves Dougherty ...		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	973	10/20/2009	Andrew Molnau		Frost Bank Checki...	
					Members At Large	-300.00
TOTAL						-300.00
Check	974	10/30/2009	Marti Lozano		Frost Bank Checki...	
					Members At Large	-225.00
TOTAL						-225.00

10:38 AM  
11/06/09

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

**Reconciliation Summary**

**Frost Money Market, Period Ending 10/31/2009**

	<u>Oct 31, 09</u>
<b>Beginning Balance</b>	42,765.90
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>1.82</u>
<b>Total Cleared Transactions</b>	<u>1.82</u>
<b>Cleared Balance</b>	<u><u>42,767.72</u></u>
<b>Register Balance as of 10/31/2009</b>	42,767.72
<b>Ending Balance</b>	42,767.72

10:38 AM

11/06/09

# ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

## Reconciliation Detail

Frost Money Market, Period Ending 10/31/2009

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						42,765.90
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2009			X	1.82	1.82
Total Deposits and Credits					1.82	1.82
Total Cleared Transactions					1.82	1.82
Cleared Balance					1.82	42,767.72
Register Balance as of 10/31/2009					1.82	42,767.72
Ending Balance					<u>1.82</u>	<u>42,767.72</u>

# **ATTACHMENT B**



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

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

STATEMENT ISSUED  
10-30-2009

Page 1 of 2

AUSTIN CENTRAL TEXAS CHAPTER OF THE  
ASSOCIATION OF LEGAL ADMINISTRATORS  
CARA MUELLER HAYNES AND BOONE  
600 CONGRESS AVE STE 1300  
AUSTIN TX 78701



0

My Frost Transfer Funds offers you the convenience of making Frost loan payments online as well as viewing updated loan information. Log in to My Frost to learn more.

**BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
42,765.90	0	1.82	0	.00	42,767.72

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-31	1.82	INTEREST PAID	

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

DATE	BALANCE	DATE	BALANCE
09-30	42,765.90	10-30	42,767.72

Please examine your bank statement upon receipt and report any differences or irregularities as specified in the Deposit Account Agreement and Other Disclosures.



10:35 AM  
11/06/09

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 10/31/2009**

	<u>Oct 31, 09</u>
<b>Beginning Balance</b>	17,098.92
<b>Cleared Transactions</b>	
Checks and Payments - 17 items	-15,368.41
Deposits and Credits - 2 items	6,660.00
<b>Total Cleared Transactions</b>	<u>-8,708.41</u>
<b>Cleared Balance</b>	<u><b>8,390.51</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 3 items	-425.40
<b>Total Uncleared Transactions</b>	<u>-425.40</u>
<b>Register Balance as of 10/31/2009</b>	<u><b>7,965.11</b></u>
<b>New Transactions</b>	
Checks and Payments - 56 items	-3,089.20
<b>Total New Transactions</b>	<u>-3,089.20</u>
<b>Ending Balance</b>	<u><b>4,875.91</b></u>

# ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

## Reconciliation Detail

Frost Bank Checking, Period Ending 10/31/2009

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						17,098.92
<b>Cleared Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Check	10/1/2009	958	Amanda Koplos	X	-7,825.55	-7,825.55
General Journal	10/1/2009	81633		X	-200.00	-8,025.55
Check	10/6/2009	959	Lisa Grigar	X	-300.00	-8,325.55
Check	10/12/2009	961	Austin Convention ...	X	-2,903.00	-11,228.55
Check	10/12/2009	960	Headliners Club	X	-444.39	-11,672.94
Check	10/16/2009	963	Amanda Koplos	X	-609.53	-12,282.47
Check	10/16/2009	964	cara Mueller	X	-300.00	-12,582.47
Check	10/16/2009	962	Hance Scarborough	X	-150.00	-12,732.47
Check	10/20/2009	966	Bonnie Zook	X	-300.00	-13,032.47
Check	10/20/2009	967	Katherine Herring	X	-300.00	-13,332.47
Check	10/20/2009	968	Debra Nicklaus	X	-300.00	-13,632.47
Check	10/20/2009	970	Bill Elkjer	X	-300.00	-13,932.47
Check	10/20/2009	971	Kennon Welch	X	-300.00	-14,232.47
Check	10/20/2009	972	Graves Dougherty ...	X	-300.00	-14,532.47
Check	10/20/2009	973	Andrew Molnau	X	-300.00	-14,832.47
Check	10/20/2009	969	Joan Cunningham	X	-300.00	-15,132.47
Check	10/20/2009	965	James Cornell	X	-235.94	-15,368.41
<b>Total Checks and Payments</b>					-15,368.41	-15,368.41
<b>Deposits and Credits - 2 items</b>						
Deposit	10/21/2009			X	360.00	360.00
Deposit	10/21/2009			X	6,300.00	6,660.00
<b>Total Deposits and Credits</b>					6,660.00	6,660.00
<b>Total Cleared Transactions</b>					-8,708.41	-8,708.41
<b>Cleared Balance</b>					-8,708.41	8,390.51
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	9/30/2009	957	Josh de Koning		-180.00	-200.40
Check	10/30/2009	974	Marti Lozano		-225.00	-425.40
<b>Total Checks and Payments</b>					-425.40	-425.40
<b>Total Uncleared Transactions</b>					-425.40	-425.40
<b>Register Balance as of 10/31/2009</b>					-9,133.81	7,965.11
<b>New Transactions</b>						
<b>Checks and Payments - 56 items</b>						
Check	11/3/2009	975	Linda Pope		-300.00	-300.00
Check	11/3/2009	976	Barbara Mullen		-300.00	-600.00
Check	11/3/2009	1001	Walsh Anderson		-75.00	-675.00
Check	11/3/2009	1024	Graves Dougherty ...		-50.00	-725.00
Check	11/3/2009	1003	Lloyd Gosselink		-50.00	-775.00
Check	11/3/2009	987	McGinnis Lochridge...		-50.00	-825.00
Check	11/3/2009	1014	Haynes & Boone, L...		-50.00	-875.00
Check	11/3/2009	1009	Meyertons Hood Ki...		-25.00	-900.00
Check	11/3/2009	1010	Hohmann, Taube &...		-25.00	-925.00
Check	11/3/2009	1011	Naman, Howell, Sm...		-25.00	-950.00
Check	11/3/2009	1012	Mitchell, Williams, ...		-25.00	-975.00
Check	11/3/2009	1013	Sheets & Crossfield...		-25.00	-1,000.00
Check	11/3/2009	1015	Burns Anderson Jur...		-25.00	-1,025.00
Check	11/3/2009	1016	Fulbright & Jaworsk...		-25.00	-1,050.00
Check	11/3/2009	1017	George & Brothers, ...		-25.00	-1,075.00
Check	11/3/2009	1018	Bracewell & Giuliani...		-25.00	-1,100.00
Check	11/3/2009	1019	Kelly Hart & Hallman		-25.00	-1,125.00
Check	11/3/2009	1020	Fish & Richardson		-25.00	-1,150.00
Check	11/3/2009	1021	Armbrust & Brown, ...		-25.00	-1,175.00
Check	11/3/2009	1022	Bickerstaff Heath D...		-25.00	-1,200.00
Check	11/3/2009	1023	Scott, Douglas & M...		-25.00	-1,225.00
Check	11/3/2009	1008	Davidson & Troilo		-25.00	-1,250.00
Check	11/3/2009	1007	Howry Breen, LLP		-25.00	-1,275.00
Check	11/3/2009	1006	Whitehurst Harknes...		-25.00	-1,300.00

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

11/06/09

## Reconciliation Detail

Frost Bank Checking, Period Ending 10/31/2009

Type	Date	Num	Name	Clr	Amount	Balance
Check	11/3/2009	1005	Bishop, London & D...		-25.00	-1,325.00
Check	11/3/2009	1004	Rash Chapman Sc...		-25.00	-1,350.00
Check	11/3/2009	1002	Graves Dougherty ...		-25.00	-1,375.00
Check	11/3/2009	1000	Hance Scarborough		-25.00	-1,400.00
Check	11/3/2009	999	Thompson, Coe, C...		-25.00	-1,425.00
Check	11/3/2009	998	Bickerstaff Heath D...		-25.00	-1,450.00
Check	11/3/2009	997	Baker Botts, LLP		-25.00	-1,475.00
Check	11/3/2009	996	Ewbank & Byrom, PC		-25.00	-1,500.00
Check	11/3/2009	995	McKool Smith, PC		-25.00	-1,525.00
Check	11/3/2009	994	Vinson & Elkins, LLP		-25.00	-1,550.00
Check	11/3/2009	993	Thompson & Knight		-25.00	-1,575.00
Check	11/3/2009	991	Slack & Davis, L.L.P.		-25.00	-1,600.00
Check	11/3/2009	990	Drenner & Golden ...		-25.00	-1,625.00
Check	11/3/2009	989	Segal McCambridg...		-25.00	-1,650.00
Check	11/3/2009	988	Brown McCarroll, LLP		-25.00	-1,675.00
Check	11/3/2009	986	Maggie Powell		-25.00	-1,700.00
Check	11/3/2009	985	State Bar of Texas		-25.00	-1,725.00
Check	11/3/2009	984	Osborne, Helman, ...		-25.00	-1,750.00
Check	11/3/2009	983	Hanna & Plaut, LLP		-25.00	-1,775.00
Check	11/3/2009	982	Akin Gump Strauss ...		-25.00	-1,800.00
Check	11/3/2009	981	Gjerset & Lorenz, L...		-25.00	-1,825.00
Check	11/3/2009	980	Christopher Gibson		-25.00	-1,850.00
Check	11/3/2009	979	Giordani, Swanger, ...		-25.00	-1,875.00
Check	11/3/2009	978	Winstead PC		-25.00	-1,900.00
Check	11/3/2009	977	Alexander Dubose ...		-25.00	-1,925.00
Check	11/3/2009	992	Hunton & Williams		-25.00	-1,950.00
Check	11/4/2009	1029	Headliners Club		-807.98	-2,757.98
Check	11/4/2009	1030	Bonnie Zook		-231.22	-2,989.20
Check	11/4/2009	1027	Wright & Greenhill		-25.00	-3,014.20
Check	11/4/2009	1028	Linda Pope		-25.00	-3,039.20
Check	11/4/2009	1026	Law Office of Becky...		-25.00	-3,064.20
Check	11/4/2009	1025	Shannon, Gracey, ...		-25.00	-3,089.20
Total Checks and Payments					-3,089.20	-3,089.20
Total New Transactions					-3,089.20	-3,089.20
<b>Ending Balance</b>					<b>-12,223.01</b>	<b>4,875.91</b>



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

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

STATEMENT ISSUED  
10-30-2009

AUSTIN CENTRAL TEXAS CHAPTER  
OF THE ASSOC OF LEGAL ADMINISTRATORS  
CARA MUELLER HAYNES AND BOONE  
600 CONGRESS AVE STE 1300  
AUSTIN TX 78701



Page 1 of 1

0

My Frost Transfer Funds offers you the convenience of making Frost loan payments online as well as viewing updated loan information. Log in to My Frost to learn more.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
17,098.92	2	6,660.00	17	15,368.41	8,390.51

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
10-21	DEPOSIT	360.00	10-21	DEPOSIT	6,300.00

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
10-05	958	7,825.55	10-20	964 #	300.00	10-29	969 #	300.00
10-13	959 #	300.00	10-23	965	235.94	10-22	970 #	300.00
10-16	960 #	444.39	10-23	966	300.00	10-27	971 #	300.00
10-19	961 #	2,903.00	10-23	967	300.00	10-23	972 #	300.00
10-23	962 #	150.00	10-27	968 #	300.00	10-28	973 #	300.00
10-16	963	609.53						

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-01	200.00	COUNTER CHECK	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-30	17,098.92	10-19	4,816.45	10-23	9,590.51
10-01	16,898.92	10-20	4,516.45	10-27	8,990.51
10-05	9,073.37	10-21	11,176.45	10-28	8,690.51
10-13	8,773.37	10-22	10,876.45	10-29	8,390.51
10-16	7,719.45				

Please examine your bank statement upon receipt and report any differences or irregularities as specified in the Deposit Account Agreement and Other Disclosures.