



**Minutes from the August 2010 Board Meeting of the
Austin Chapter of the
Association of Legal Administrators**

August 10, 2010 at 12:00 p.m.

Item 1. Members Present: James Cornell, Amanda Koplos, Debbie Roan, Tina Terrian, Josh de Koning, Barbara Mullen, Diana Stangl, Chrissie Eastin, Chris Sims, Bonnie Zook

Members Not Attending: Marti Lozano, Ann Jacobson, Elaine Nielson

Item 2. Reading/Approval of the Minutes:

The July Board meeting minutes were approved and submitted to the Board.

Item 3. Treasurer's Report: (Chris Sims)

The Chapter checking account balance as of July 31, 2010 is \$1,569.49 and the Money Market account balance is \$65,290.13 for a total Checking/Savings balance of \$66,859.62.

TREASURER NOTES: Chris looked into trying to get an account or a short term CD with higher interest rates than what we are currently getting but it isn't practical at this time and so he is recommending that we just leave the accounts as they are. Everyone agreed with that assessment. Chris prepared a spreadsheet allowing us to compare budget to actual. In order to do that he had to make some assumptions and break our annual budget figures down into monthly figures. The budget to actual comparison shows that we are under budget right now in our expenses. In the future, we will prepare the budget on a monthly basis in order to make the budget to actual comparison easier to do. Chris will be preparing the tax return for the chapter and will have Amanda review it. We have officially changed our name on the bank accounts and so now our name has been changed on everything.

A Balance Sheet and Income Statement for the period ending May 31, 2010 are attached hereto and made a part of these minutes. Included with the financial statements is the budget to actual comparison. (Attachment A)

Item 4. Old Business:

- a. Review of 2010 Presidents' Awards of Excellence Guidelines (James Cornell)
- James reminded everyone to continue to monitor the guidelines and let him know when items are completed.

Item 5. New Business:

- a. Region 4 Conference and Expo Update (Chrissie Eastin) - The Early Bird deadline for registering is September 1. The bus has been chartered. Emails will be sent to chapter members again about the conference and the bus. The bus will leave Austin around 10:00 a.m. on September 30. The return time has not yet been set as we are waiting on the announcement of the Texas/OU game time.

Discussion was held regarding having a Happy Hour on Thursday evening with the other Texas chapters. It was decided that it would be best not to do that at Regional but to look into doing a Texas Happy Hour at the National Conference in Orlando next year.

- b. Business Partner Relations Committee Update on Legal Expo (Tina Terrian) - James will send out an email to the chapter about the Legal Expo with 3-5 tips on how to enjoy the show. We will hold a drawing for 2 night stay at the Regional Conference (must be present to win). Everyone is encouraged to bring other people from their office.

- c. Education/Programs Committee Update (Josh de Koning) - Brenda Barnes and April Stanaland sent individual emails to chapter members who had not registered for the conference yet. Invitations were also sent to the Houston and San Antonio chapters. Josh will send out an email promoting the seminar as well. Discussion was held about the Holiday Party and possible locations. The Plaza Level of 111 Congress was suggested as a possible location and everyone liked that idea. It was agreed that this year we cannot approach a Business Partner about sponsoring the party or donating to it but that we should consider that as a possible business package for next year. Everyone was reminded that Larry Smith, Executive Director of ALA, will be at the September 23 chapter meeting as a guest. We will announce that at the August seminar.

- d. Membership Committee Update - Marti was absent. We have a new member, Ellen Boydston. She is a long time member of the Dallas chapter. The committee is contacting members who haven't attended an event in the last six months to get a sense of the reasons. We currently have 88 members.



e. Newsletter Committee Update (Debbie Roan) - Debbie is still trying to figure out why some people are unable to receive the electronic version of the newsletter. The next issue will come out at the end of September. We will be promoting the business packages in that issue.

f. Compensation/Benefits Committee Update - Elaine was absent. The survey is out and everyone is encouraged to participate. You do not have to purchase the survey to participate.

g. Community Relations Update (Bonnie Zook) - Our Community Challenge Weekend project will be with Youth Launch, the parent of Urban Roots. We will hold a Career Day at Kelly Barker's offices on a Saturday morning in October. We will serve lunch and have a panel presentation. Business Partners can participate as well. It was suggested that Round Table discussions may work better than a panel format.

h. Website Committee Report on Redesign RFP's (Barbara Mullen) - We have not received many responses to the RFP and will send it out to some more vendors. A chapter member who has also served on the website committee has asked about submitting a proposal. It was decided that would pose a conflict since they had served on the committee. Barbara will notify the member of the decision.

Committee Reports are attached and made a part of these minutes (Attachment B).

Item 6. Open Business: None

Item 7. Announcements (James Cornell) - James noted that Bonnie Zook, Clay Singleton and Diana Stangl are eligible for the Lifetime Designation by the chapter. Presentation will be made at the 2011 Managing Partner Breakfast. James also distributed the Quest Award Guidelines (Attachment C) and noted that the deadline for submission is January 22, 2011. We have 8 people signed up for the next ALA webinar and so the chapter will pay for the cost of the webinar.

The meeting was adjourned at 1:25. The next Board Meeting is scheduled for noon on September 14 at Lloyd Gosselink (816 Congress Ave., Suite 1900).



ATTACHMENT A

Balance Sheet

As of July 31, 2010

	<u>Jul 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	1,569.49
Frost Money Market	65,290.13
Total Checking/Savi...	<u>66,859.62</u>
Total Current Assets	<u>66,859.62</u>
TOTAL ASSETS	<u>66,859.62</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	68,412.70
Net Income	-14,882.61
Total Equity	<u>66,859.62</u>
TOTAL LIABILITIES & EQ...	<u>66,859.62</u>

Profit & Loss

April through July 2010

	Apr - Jul 10
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Gold	1,500.00
Total Annual Sponsorship	1,500.00
Education	
Meeting Receipts	2,605.00
Seminars	1,500.00
Total Education	4,105.00
Membership Dues	10,625.00
Salary Survey	300.00
Total Income	16,530.00
Expense	
Bank Service Charges	7.86
Board Expenses	
Board Retreat	82.59
Chapter Awards/Gifts	153.84
Total Board Expenses	236.43
Business Partner Fair Expenses	
Deposits	1,600.00
Total Business Partner Fair Expenses	1,600.00
Chapter Leadership Institute	
Board Member-CLI	2,477.99
President - CLI	1,209.35
President Elect-CLI	217.15
Total Chapter Leadership Institute	3,904.49
Community Development	500.00
Education Costs	
Chapter MeetingLunches	2,140.69
Speakers-Education Seminar	3,226.18
Total Education Costs	5,366.87
Miscellaneous Expense	
Other	50.00
Post Office Box	100.00
Total Miscellaneous Expense	150.00
National Conference Scholarship	
Board Member Stipend	8,000.00
Chapter Dinner	294.00
President-National Conference	2,000.00
National Conference Scholarship - O...	1,500.00
Total National Conference Scholarship	11,794.00
New Member Functions	
Buddy Happy Hours	181.07
New Member Lunches	160.86
Total New Member Functions	341.93
Newsletter	99.75
Regional Conference	
Other (bus)	260.00
Total Regional Conference	260.00
Salary Survey Costs	6,740.00
Website	
Maintenance	422.50
Total Website	422.50
Total Expense	31,423.83
Net Ordinary Income	-14,893.83
Other Income/Expense	
Other Income	
Interest Income	11.22
Total Other Income	11.22
Net Other Income	11.22
Net Income	<u><u>-14,882.61</u></u>

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Check Detail

July 2010

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	1082	7/13/2010	Headliners Club		Frost Bank Checking		-565.58
				Chapter MeetingLun...		-565.58	565.58
TOTAL						-565.58	565.58
Check	1083	7/13/2010	Amanda Koplos		Frost Bank Checking		-99.75
				Newsletter		-99.75	99.75
TOTAL						-99.75	99.75
Check	1084	7/13/2010	Tina Terrian		Frost Bank Checking		-1,246.30
				Board Member-CLI		-1,246.30	1,246.30
TOTAL						-1,246.30	1,246.30
Check	1085	7/30/2010	Marti Lozano		Frost Bank Checking		-181.07
				Buddy Happy Hours		-181.07	181.07
TOTAL						-181.07	181.07

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail

July 2010

Type	Date	Name	Account	Amount
Deposit	7/8/2010		Frost Bank Che...	520.00
		Keith Gard	Meeting Receipts	-20.00
		Chrissie Eastin	Meeting Receipts	-20.00
		Clark Thomas & Winters	Meeting Receipts	-20.00
		Slack & Davis, L.L.P.	Meeting Receipts	-20.00
		Hance Scarborough	Meeting Receipts	-20.00
		McElroy Sullivan & Miller, ...	Meeting Receipts	-20.00
		Drenner & Golden Stuart ...	Meeting Receipts	-20.00
		Lloyd Gosselink	Meeting Receipts	-20.00
		Hohmann, Taube & Sum...	Meeting Receipts	-20.00
		Bracewell & Giuliani, LLP	Meeting Receipts	-20.00
		Kelly Hart & Hallman	Meeting Receipts	-20.00
		Walsh Anderson	Meeting Receipts	-40.00
		Whitehurst Harkness Oz...	Meeting Receipts	-20.00
		McGinnis Lochridge & Kil...	Meeting Receipts	-20.00
		McKool Smith, PC	Meeting Receipts	-20.00
		Graves Dougherty Hearon...	Meeting Receipts	-60.00
		Armbrust & Brown, L.L.P.	Meeting Receipts	-40.00
		Winstead PC	Meeting Receipts	-20.00
		Mitchell, Williams, Selig &...	Meeting Receipts	-20.00
		Scott, Douglas & McConn...	Meeting Receipts	-20.00
		Giordani, Swanger, Ripp ...	Meeting Receipts	-40.00
TOTAL				-520.00
Deposit	7/30/2010		Frost Bank Che...	660.00
		Andrew Molnau	Meeting Receipts	-20.00
		Chrissie Eastin	Meeting Receipts	-20.00
		Melissa Joe	Meeting Receipts	-20.00
		Shary Gonzales	Meeting Receipts	-20.00
		Gjerset & Lorenz, LLP	Meeting Receipts	-20.00
		Hulsey Intellectual Proper...	Meeting Receipts	-20.00
		Lloyd Gosselink	Meeting Receipts	-60.00
		Bickerstaff Heath Delgado...	Meeting Receipts	-20.00
		Graves Dougherty Hearon...	Meeting Receipts	-60.00
		Walsh Anderson	Meeting Receipts	-20.00
		Armbrust & Brown, L.L.P.	Meeting Receipts	-40.00
		Drenner & Golden Stuart ...	Meeting Receipts	-20.00
		Mitchell, Williams, Selig &...	Meeting Receipts	-20.00
		Fulbright & Jaworski LLP	Meeting Receipts	-40.00
		Hance Scarborough	Meeting Receipts	-20.00
		Pirkey Barber LLP	Meeting Receipts	-40.00
		Bracewell & Giuliani, LLP	Meeting Receipts	-20.00
		Scott, Douglas & McConn...	Meeting Receipts	-20.00
		Whitehurst Harkness Oz...	Meeting Receipts	-20.00
		Slack & Davis, L.L.P.	Meeting Receipts	-20.00
		Winstead PC	Meeting Receipts	-40.00
		Brown McCarroll, LLP	Meeting Receipts	-20.00
		Laura Angle	Meeting Receipts	-20.00
		Germer Gertz LLP	Meeting Receipts	-20.00
		Kelly Hart & Hallman	Meeting Receipts	-20.00
TOTAL				-660.00
Deposit	7/31/2010		Frost Money M...	2.77
			Interest Income	-2.77
TOTAL				-2.77

10:56 AM

08/05/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Summary

Frost Bank Checking, Period Ending 07/31/2010

	<u>Jul 31, 10</u>
Beginning Balance	6,843.37
Cleared Transactions	
Checks and Payments - 8 ite...	-6,252.41
Deposits and Credits - 2 items	1,180.00
Total Cleared Transactions	<u>-5,072.41</u>
Cleared Balance	<u><u>1,770.96</u></u>
Uncleared Transactions	
Checks and Payments - 2 ite...	-201.47
Total Uncleared Transactions	<u>-201.47</u>
Register Balance as of 07/31/2010	<u><u>1,569.49</u></u>
Ending Balance	1,569.49

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

Frost Bank Checking, Period Ending 07/31/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,843.37
Cleared Transactions						
Checks and Payments - 8 items						
Check	6/24/2010	1076	Tina Terrian	X	-1,600.00	-1,600.00
Check	6/24/2010	1077	James Cornell	X	-82.59	-1,682.59
Check	6/30/2010	1080	James C. Sims	X	-1,231.69	-2,914.28
Check	6/30/2010	1079	Chrissie Eastin	X	-759.30	-3,673.58
Check	6/30/2010	1081	James Cornell	X	-667.20	-4,340.78
Check	7/13/2010	1084	Tina Terrian	X	-1,246.30	-5,587.08
Check	7/13/2010	1082	Headliners Club	X	-565.58	-6,152.66
Check	7/13/2010	1083	Amanda Koplos	X	-99.75	-6,252.41
Total Checks and Payments					-6,252.41	-6,252.41
Deposits and Credits - 2 items						
Deposit	7/8/2010			X	520.00	520.00
Deposit	7/30/2010			X	660.00	1,180.00
Total Deposits and Credits					1,180.00	1,180.00
Total Cleared Transactions					-5,072.41	-5,072.41
Cleared Balance					-5,072.41	1,770.96
Uncleared Transactions						
Checks and Payments - 2 items						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	7/30/2010	1085	Marti Lozano		-181.07	-201.47
Total Checks and Payments					-201.47	-201.47
Total Uncleared Transactions					-201.47	-201.47
Register Balance as of 07/31/2010					-5,273.88	1,569.49
Ending Balance					-5,273.88	1,569.49



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

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

STATEMENT ISSUED
07-30-2010

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AUSTIN CENTRAL TEXAS CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS
% BICKERSTAFF H D ACOSTA LLP ATTN C SIMS
3711 S MOPAC EXPY BLDG 1 STE 300
AUSTIN TX 78746



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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
65,287.36	0	2.77	0	.00	65,290.13

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-31	2.77	INTEREST PAID	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-30	65,287.36	07-30	65,290.13		

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

10:57 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

08/05/10

Reconciliation Summary

Frost Money Market, Period Ending 07/31/2010

	<u>Jul 31, 10</u>
Beginning Balance	65,287.36
Cleared Transactions	
Deposits and Credits - 1 it...	<u>2.77</u>
Total Cleared Transactions	<u>2.77</u>
Cleared Balance	<u>65,290.13</u>
Register Balance as of 07/31/2010	65,290.13
Ending Balance	65,290.13

Reconciliation Detail

Frost Money Market, Period Ending 07/31/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						65,287.36
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	7/31/2010			X	2.77	2.77
Total Deposits and Credits					2.77	2.77
Total Cleared Transactions					2.77	2.77
Cleared Balance					2.77	65,290.13
Register Balance as of 07/31/2010					2.77	65,290.13
Ending Balance					2.77	65,290.13

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Budget Overview

FY April 2010 through March 2011



TOTAL

	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr '10 - Mar 11
Ordinary Income/Expense													
Income													
Annual Sponsorship													
Annual Sponsorship - Bronze				500.00									500.00
Bronze										5,500.00	5,500.00		11,000.00
Diamond										4,950.00	2,475.00		7,425.00
Gold										4,125.00	4,125.00		8,250.00
Platinum										3,300.00			3,300.00
Silver										8,250.00	8,250.00		16,500.00
Total Annual Sponsorship				500.00						26,125.00	20,350.00		46,975.00
Education													
Meeting Receipts		600.00	600.00	600.00		600.00	600.00	600.00		600.00	600.00	600.00	5,400.00
Seminars	1,800.00				1,800.00								3,600.00
Total Education	1,800.00	600.00	600.00	600.00	1,800.00	600.00	600.00	600.00		600.00	600.00	600.00	9,000.00
Membership Dues	5,437.50	5,437.50											10,875.00
Salary Survey					500.00	3,500.00	3,500.00	500.00	500.00				8,500.00
Total Income	7,237.50	6,037.50	600.00	1,100.00	2,300.00	4,100.00	4,100.00	1,100.00	500.00	26,725.00	20,950.00	600.00	75,350.00
Expense													
Bank Service Charges	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	750.00
Board Expenses													
Advertising and Promotion	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	450.00
Bar Relations	41.67	41.67	41.66	41.67	41.67	41.66	41.67	41.67	41.66	41.67	41.67	41.66	500.00
Board Meetings	20.83	20.83	20.84	20.83	20.83	20.84	20.83	20.83	20.84	20.83	20.83	20.84	250.00
Chapter Awards/Gifts	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	750.00
PLMW Event						250.00							250.00
Service Awards							500.00						500.00
Total Board Expenses	162.50	162.50	162.50	162.50	162.50	412.50	662.50	162.50	162.50	162.50	162.50	162.50	2,700.00
Business Partner Fair Expenses													
Facilities						10,800.00							10,800.00
Vendor Appreciation Party								500.00					500.00
Total Business Partner Fair Expenses						10,800.00		500.00					11,300.00
Chapter Leadership Institute													
Board Member-CLI				2,800.00									2,800.00
President - CLI				1,400.00									1,400.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Budget Overview

FY April 2010 through March 2011



TOTAL

	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr '10 - Mar 11
President Elect-CLI				150.00									150.00
Total Chapter Leadership Institute				4,350.00									4,350.00
Community Challenge Expenses							750.00						750.00
Community Development		500.00											500.00
Education Costs													
Audio Visual	750.00				750.00								1,500.00
Chapter MeetingLunches		665.67	665.67	665.66		665.67	665.67	665.66		665.67	665.67	665.66	5,991.00
Holiday Party									1,500.00				1,500.00
Lunches-Education Seminar	1,187.50				1,187.50								2,375.00
Parking	180.00				180.00								360.00
Speakers-Education Seminar	1,650.00				1,650.00								3,300.00
Webinars and Audio Conferences	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
Total Education Costs	3,892.50	790.67	790.67	790.66	3,892.50	790.67	790.67	790.66	1,625.00	790.67	790.67	790.66	16,526.00
Insurance													
Fidelity Bond Premium				190.00									190.00
Total Insurance				190.00									190.00
Managing Partner Breakfast							6,500.00						6,500.00
Miscellaneous Expense													
Other	16.67	16.67	16.66	16.67	16.67	16.66	16.67	16.67	16.66	16.67	16.67	16.66	200.00
Post Office Box		102.00											102.00
Total Miscellaneous Expense	16.67	118.67	16.66	16.67	16.67	16.66	16.67	16.67	16.66	16.67	16.67	16.66	302.00
National Conference Scholarship													
Board Member Stipend		10,000.00											10,000.00
First Time Attendee Member		1,500.00											1,500.00
President-National Conference		2,000.00											2,000.00
Silent Auction Items		250.00											250.00
Social Event		300.00											300.00
Total National Conference Scholarship		14,050.00											14,050.00
New Member Functions													
Buddy Happy Hours				200.00									200.00
Miscellaneous	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	100.00
New Member Lunches		300.00											300.00
Promo Gifts	16.67	16.67	16.66	16.67	16.67	16.66	16.67	16.67	16.66	16.67	16.67	16.66	200.00
Total New Member Functions	25.00	325.00	25.00	225.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	800.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Budget Overview

FY April 2010 through March 2011



TOTAL

	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr '10 - Mar 11
Newsletter	94.58	94.58	94.59	94.58	94.58	94.59	94.58	94.58	94.59	94.58	94.58	94.59	1,135.00
Postage and Delivery	4.17	4.17	4.16	4.17	4.17	4.16	4.17	4.17	4.16	4.17	4.17	4.16	50.00
Printing and Reproduction	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	150.00
Regional Conference													
Board Members							8,450.00						8,450.00
Door Prize							200.00						200.00
Members At Large							4,500.00						4,500.00
Other (bus)			260.00				2,340.00						2,600.00
Scholarships							1,050.00						1,050.00
Total Regional Conference			260.00				16,540.00						16,800.00
Salary Survey Costs			6,740.00										6,740.00
Website													
Committee Meetings						50.00							50.00
Designer Fees							3,750.00	3,750.00					7,500.00
Maintenance	195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00	2,340.00
Monthly Fee	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	100.00
Total Website	203.33	203.33	203.34	203.33	203.33	253.34	3,953.33	3,953.33	203.34	203.33	203.33	203.34	9,990.00
Total Expense	4,473.75	16,323.92	8,371.92	6,111.91	4,473.75	12,471.92	29,411.92	5,621.91	2,206.25	1,371.92	1,371.92	1,371.91	93,583.00
Net Ordinary Income	2,763.75	-10,286.42	-7,771.92	-5,011.91	-2,173.75	-8,371.92	-25,311.92	-4,521.91	-1,706.25	25,353.08	19,578.08	-771.91	-18,233.00
Other Income/Expense													
Other Income													
Interest Income	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	100.00
Total Other Income	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	100.00
Net Other Income	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	8.33	8.33	8.34	100.00
	2,772.08	-10,278.09	-7,763.58	-5,003.58	-2,165.42	-8,363.58	-25,303.59	-4,513.58	-1,697.91	25,361.41	19,586.41	-763.57	-18,133.00

Profit & Loss Budget vs. Actual

April through July 2010

	Apr - Jul 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Annual Sponsorship - Totebag	0.00	500.00	-500.00	0.0%
Gold	1,500.00			
Total Annual Sponsorship	1,500.00	500.00	1,000.00	300.0%
Education				
Meeting Receipts	2,605.00	1,800.00	805.00	144.7%
Seminars	1,500.00	1,800.00	-300.00	83.3%
Total Education	4,105.00	3,600.00	505.00	114.0%
Membership Dues	10,625.00	10,875.00	-250.00	97.7%
Salary Survey	300.00			
Total Income	16,530.00	14,975.00	1,555.00	110.4%
Expense				
Bank Service Charges	7.86	250.00	-242.14	3.1%
Board Expenses				
Advertising and Promotion	0.00	150.00	-150.00	0.0%
Bar Relations	0.00	166.67	-166.67	0.0%
Board Meetings	0.00	83.33	-83.33	0.0%
Board Retreat	82.59			
Chapter Awards/Gifts	153.84	250.00	-96.16	61.5%
Total Board Expenses	236.43	650.00	-413.57	36.4%
Business Partner Fair Expenses				
Deposits	1,600.00			
Total Business Partner Fair Expenses	1,600.00			
Chapter Leadership Institute				
Board Member-CLI	2,477.99	2,800.00	-322.01	88.5%
President - CLI	1,209.35	1,400.00	-190.65	86.4%
President Elect-CLI	217.15	150.00	67.15	144.8%
Total Chapter Leadership Institute	3,904.49	4,350.00	-445.51	89.8%
Community Development	500.00	500.00	0.00	100.0%
Education Costs				
Audio Visual	0.00	750.00	-750.00	0.0%
Chapter MeetingLunches	2,140.69	1,997.00	143.69	107.2%
Lunches-Education Seminar	0.00	1,187.50	-1,187.50	0.0%
Parking	0.00	180.00	-180.00	0.0%
Speakers-Education Seminar	3,226.18	1,650.00	1,576.18	195.5%
Webinars and Audio Conferences	0.00	500.00	-500.00	0.0%
Total Education Costs	5,366.87	6,264.50	-897.63	85.7%
Insurance				
Fidelity Bond Premium	0.00	190.00	-190.00	0.0%
Total Insurance	0.00	190.00	-190.00	0.0%
Miscellaneous Expense				
Other	50.00	66.67	-16.67	75.0%
Post Office Box	100.00	102.00	-2.00	98.0%
Total Miscellaneous Expense	150.00	168.67	-18.67	88.9%
National Conference Scholarship				
Board Member Stipend	8,000.00	10,000.00	-2,000.00	80.0%
Chapter Dinner	294.00			
First Time Attendee Member	0.00	1,500.00	-1,500.00	0.0%
President-National Conference	2,000.00	2,000.00	0.00	100.0%
Silent Auction Items	0.00	250.00	-250.00	0.0%
Social Event	0.00	300.00	-300.00	0.0%
National Conference Scholarship - O...	1,500.00			
Total National Conference Scholarship	11,794.00	14,050.00	-2,256.00	83.9%
New Member Functions				
Buddy Happy Hours	181.07	200.00	-18.93	90.5%
Miscellaneous	0.00	33.33	-33.33	0.0%
New Member Lunches	160.86	300.00	-139.14	53.6%
Promo Gifts	0.00	66.67	-66.67	0.0%
Total New Member Functions	341.93	600.00	-258.07	57.0%
Newsletter	99.75	378.33	-278.58	26.4%
Postage and Delivery	0.00	16.67	-16.67	0.0%
Printing and Reproduction	0.00	50.00	-50.00	0.0%
Regional Conference				
Other (bus)	260.00	260.00	0.00	100.0%
Total Regional Conference	260.00	260.00	0.00	100.0%
Salary Survey Costs	6,740.00	6,740.00	0.00	100.0%
Website				
Maintenance	422.50	780.00	-357.50	54.2%
Monthly Fee	0.00	33.33	-33.33	0.0%
Total Website	422.50	813.33	-390.83	51.9%
Total Expense	31,423.83	35,281.50	-3,857.67	89.1%
Net Ordinary Income	-14,893.83	-20,306.50	5,412.67	73.3%
Other Income/Expense				

Profit & Loss Budget vs. Actual

April through July 2010

	<u>Apr - Jul 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income				
Interest Income	11.22	33.33	-22.11	33.7%
Total Other Income	11.22	33.33	-22.11	33.7%
Net Other Income	11.22	33.33	-22.11	33.7%
Net Income	<u>-14,882.61</u>	<u>-20,273.17</u>	<u>5,390.56</u>	<u>73.4%</u>

ATTACHMENT B



Austin ALA Committee Reports to the Board August 10, 2010

Bar Relations Committee Report – Amanda Koplos, Committee Chair

No report at this time.

Business Partner Relations Committee Report – Tina Terrian, Committee Chair

Our Educational Conference & Expo is August 19th at the Hilton Austin. We are working with the Business Partners and the Hotel for final details.

Past Presidents Advisory Council – Ann Jacobson, Committee Chair

No report at this time.

Community Relations Committee Report – Bonnie Zook, Committee Chair

No report at this time.

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

The survey will be going out at the beginning of August. Elaine will not be attending the board meeting in August.

Education/Programs Committee Report – Josh de Koning, Committee Chair

Overview The Education Committee is now comprised of Karen Sue Doughty, April Stanaland, Diana Stangl, Corina Rodriguez, Winston Williams, Brenda Barnes, Chrissie

Eastin and Josh de Koning. The Committee is focused on the upcoming August seminar.

Monthly Luncheons (generally the 4th Thursday of the month)

AUGUST – LEGAL EXPO & SEMINAR

Topic: Giving AND Receiving Feedback Effectively
Competency Category: Human Resource Management
Speaker: Valerie Savage

SEPTEMBER 23
Management

Topic: Public Speaking
Competency Category: Communications and General
Speaker: Sherry Scott
Sponsor: IKON (Matt Elkjer, contact)

OCTOBER 28

Topic: Legal Marketing and Technology
Competency Category: Legal Industry
Speaker: Brian Dare (tentative)
Sponsor: Jones Lang LaSalle (Russell Young, contact)

NOVEMBER 16 (being held on a Tuesday and one week early due to Thanksgiving)

Topic: TBD
Competency Category:
Speaker:
Sponsor: Dahill (Campbell Edwards, contact)

DECEMBER – no meeting – Holiday Party

Membership Committee Report – Marti Lozano, Committee Chair

Continue recruiting and retention efforts

- ✚ Committee called members who had not attended Chapter meetings in the last six month
 - ❖ Majority indicated schedule conflicts, work related issues and other commitments
 - ❖ At least one indicated topics were sometimes not relevant
 - ❖ One also mentioned it was somewhat intimidating to go by herself especially when she hadn't attended in awhile and didn't know everyone
 - ❖ Out of 20 non-active members (4 from out of town), one attended July meeting

- ✚ Committee will continue to keep in touch with non-active members to encourage them to attend Chapter functions

- ✚ Upcoming Committee projects
 - ❖ Implement anniversary card distribution
 - ❖ Contact firm administrators who are not already members, provide ALA info and inviting them to Legal Expo

- ✚ New member
 - ❖ Ellen Boydston with HowryBreen, LLP - effective 7/28/10

- ✚ Membership Count is **88** (including Wally Warrenburg and new member)

Newsletter Committee Report – Debbie Roan, Committee Chair

The Newsletter Committee will meet prior to the Educational Seminar and Legal Expo to plan our strategy for cover both events. We will also formulate a list of what we would like to see relating to the newsletter on the new and improved website. The 3rd Quarter newsletter is scheduled for the last week in September.

Website Committee Report – Barbara Mullen, Committee Chair

Chris Bhamani is finishing up the Business Partner portion of the website. We have received responses to our RFP and we are reviewing them as they come in. More to report on the website at the board meeting.

ATTACHMENT C

Your connection
to knowledge, resources and networking



2010 QUEST AWARD GUIDELINES

The dictionary defines quest as “a seeking or inquiring search” or “an adventurous pursuit.” When embarking on a quest, one is likely to demonstrate traits such as care, risk, dream, achieve and excel. The late John F. Kennedy stated:

Our achievements are shaped by the terrain of our lives and the strength of the foundations we set. In building the organization we've imagined, we must be true to our beliefs, dare to be ethical and strive to be honorable. For integrity is the highest ground to which we can aspire.

The Quest Award recognizes a *new* member who is involved in a number of Association activities and demonstrates conviction, dedication and relentless pursuit of personal and professional excellence. *By way of example only*, the member's participation may include things such as: attending the Annual Conference, a Regional or Specialty Conference/Retreat; participating in ALA's Webinars; joining a chapter committee; serving as a chapter officer; recruiting new members; participating in ALA's Community Challenge Weekend or Professional Legal Management Week, etc. The award recipient will also demonstrate traits from a successful quest (care, risk, dream, achieve and excel) and the Association's performance objectives for members.

PERFORMANCE OBJECTIVES

Members *are* the Association. Through the combined efforts of chapter leaders, Regional Councils and a Board-appointed task force, “Performance Objectives for Members of ALA” were created and approved by the ALA Board of Directors. Further, it was determined members should aspire to meet or exceed these objectives. **The judging panel will use these objectives when evaluating contest entries.** The performance objectives are included at the end of this document.

ELIGIBLE CANDIDATES

To be considered for the Quest Award, a candidate must:

- be an ALA Regular Member in good standing;
- be a first-time member of ALA (not someone who has rejoined);
- be a primary member of your chapter; and
- have been a member for more than one, but less than two years. (We'll use the calendar year for measuring this element, so a 2008 ALA join date [not a chapter join date] is required.)

CELEBRATE THE QUEST!

ESSAY

Chapter Presidents can help ALA “*Celebrate the Quest*” by exercising their opportunity to nominate **one** eligible candidate from their chapter for this award. (ALA provides lists of eligible candidates Chapter Presidents for consideration.) In **1,000 words or less***, describe the:

- traits of your candidate’s successful quest (see page 1);
- how your candidate has met or exceeded the performance objectives for members; and
- local events or projects your candidate has participated in since s/he joined.

Remember—the judges only know what you tell them, so a thorough essay is in your candidate’s best interests. You do not, however, need to address regional or national events in your narrative; the HQ staff will provide that information to the judging panel.

* Text exceeding the 1,000 word count will be deleted by the HQ staff before the entries are given to the judges for review.

FORMAT AND DEADLINE

The Essay should be sent in **Word format** to **membership@alanet.org**. Essays must be **received** on or before **January 22, 2010**. Include a **cover page** (not a part of the 1,000 word limit) with the following identifying information:

- Essay title: Quest Award Nomination for _____ (nominee’s name).
- For names not as common as “John Doe,” please include the phonetic (e.g., fə nēt ĭk) spelling of the nominee’s name so our volunteer leaders can correctly pronounce the finalists’ names when they present the awards.
- Chapter name
- Name, telephone number and e-mail address of the essay’s author **and** the chapter’s President

The Essay itself should “make the case” for your nominee. Do *not* provide or attach any additional documentation regarding your nominee’s participation in various activities.

PHOTOGRAPH REQUIRED

As an attachment to your e-mail, include a high resolution photo of your nominee. This image should be a standalone file; it should *not* be incorporated into the Word document.

NOMINEE NOTIFICATION

Once essays have been forwarded to the judges, each nominee will receive an acknowledgement letter from ALA indicating that (s)he is a finalist in the Quest Award competition.

QUESTIONS

If you have questions about the Quest Award, please contact Debbie Curtis at 847.267.1388 or dcurtis@alanet.org. (Note: Entries should be sent to membership@alanet.org.)

CELEBRATE THE QUEST!