



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

March 9, 2010 at 12:00 p.m.

Members Present: James Cornell, Chrissie Eastin, Ann Jacobson, Amanda Koplos, Marti Lozano, Cara Mueller and Bonnie Zook

Members Not Attending: Toni Beasley, Chris Bhamani, Bill Elkjer, Chris Sims, Diana Stangl and Tina Terrian

Item 1. Reading/Approval of the Minutes:

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

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

The Chapter checking account balance as of February 28, 2010 is \$16,779.43 and the Money Market account balance is \$67,776.03.

Cara continues to move money to the money market account when appropriate. There's still a few hundred dollars to transfer from the pay pal account. We also owe James Cornell \$2,900 for the remaining balance on the Managing Partner Breakfast.

A Balance Sheet and Income Statement for the period ending February 28, 2010 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Bar Relations Committee Report - Toni Beasley, Committee Chair (not attending)

No report at this time.

Business Partner Relations Committee Report - Tina Terrian, Committee Chair (not attending)

The Committee will begin looking for new venue opportunities for the Expo and Summer Educational Seminar.

Past Presidents Advisory Council - Ann Jacobson, Committee Chair

No report at this time.

Communications Committee Report - Bill Elkjer, Committee Chair

No report at this time.

Community Relations Committee Report - Bonnie Zook, Interim Committee Chair

The Officers have designated Urban Roots as the benefactor for Chapter Community Service Projects in 2010. First workday opportunity will be Saturday, June 5. Business Partners at the Platinum, Diamond, Gold and Silver levels will be offered the opportunity to join Chapter Members at this event.

Compensation and Benefits Committee Report - Chris Sims, Committee Chair (not attending)

No report at this time.



Education/Programs Committee Report - Diana Stangl, Committee Chair

The Committee has finalized a speaker, Tommy Stephens, Excel Guru, for the Spring Educational Seminar on March 25.

We have a CLM Study Group that is going to get started in March. Chrissie Eastin is leading the first session on HR.

Below is a list of upcoming luncheon speakers:

- April 22 - Chuck Herring is confirmed to speak on ethics and code of professional responsibility for lawyers and firms.
- May 27 - Brenda Barnes has agreed to take the lead on coming up with a financial topic and speakers from the chapter.
- June 24 - Tom Carter and Lisa Keckler with Maxwell Locke & Ritter will speak on 401(k) fiduciary liability/responsibilities
- July 22 - Josh will work on getting a speaker on Conflict Resolution
- August - Legal Expo and Seminar - We talked about doing something on Social Media and the effects on the individual, the firm, employees. Toni is working on getting something put together.
- September 23 - Sherry Scott is confirmed to speak on Public Speaking.
- October 28 - Diana is to work on getting someone to speak on Legal Marketing and Technology
- November 16 - no topic yet
- December - no meeting - holiday party.

Diana has been working on scheduling the sponsors for the meetings and has that about wrapped up.

Diana will be relinquishing the chair at the end of March. Josh has tentatively agreed to take it.

Membership Committee Report - Marti Lozano, Committee Chair

The Committee is going to send out 2010 Membership Renewal Notices (as soon as website is up and running).

We have lost three members, Todd Butler with Schurig Jetel Beckett Tackett, Jan Hugonin with Rash Chapman Schreiber & Porter LLP and Shelly Sedillo. Our current membership count is 90.



Question raised as to whether or not Wallace Warrenburg should remain part of our membership count or not.

Newsletter Committee Report - Debbie Roan, Committee Chair

The first quarter newsletter is scheduled to be distributed on March 31, 2010.

Website Committee Report - Chris Bhamani, Committee Chair (not attending)

Chris attempted to restore the website from backup after a virus infected all our files, however, that was not successful. It appears as though we will need to have our website rebuilt from scratch. At this point there is no estimated timeframe for this to happen.

Item 4. Old Business:

- a. **Managing Partner Breakfast:** Despite our last minute speaker change the event was a success. We had about 100 attendees (managing partners, administrators & business partners) and we spent under our \$5,000 budget. Last year the event was \$8,000 because of the \$3,000 speaker fee. The feedback from the business partners was very good - they appreciated being there.
- b. **Service Awards:** Kudos to Ann, Marti and their committees for getting these together for our breakfast. The process went very well and a lot of people commented that they think this is a tradition we should definitely keep. The following awards were announced:

Five Years of Service: Joan McClendon, Rebekah Cantu, Shannon Athey, Gerald Heep, Joshua de Koning, Sandra Kreiger (each was given a framed certificate)

Ten Years of Service: Marilyn Thompson, James Cornell, Edna Diaz (each was given an engraved pen and a framed certificate)



Fifteen Years of Service: Debbie Roan (was given a framed certificate and an engraved pen)

Life Time Member: Wally Warrenburg (was given a framed certificate, an engraved pen and a lucite tombstone). Per our chapter's bylaws the chapter's board of directors may designate some as a Life Member if they have rendered extraordinary service to the chapter and have been a member for 25 years. Life members have all the rights and privileges of regular membership, but are not required to pay dues. Those life members who are no longer employed as a legal administrator (which includes Wally) and do not meet the criteria for regular membership may not hold elective or appointive office but may serve as members of committees.

- c. **Elections:** Per the bylaws, our elections were held this month. Even though the nominating committee presented an uncontested slate of officers, we conducted online, anonymous voting through the Chapter website. The following officers will take office on April 1: President: James Cornell, President-Elect: Chrissie Eastin, Treasurer: Chris Sims and Secretary: Diana Stangl. Amanda Koplos will serve as Immediate Past President and make up the 5th position of our Board of Directors.

- d. **Communities in Schools Event:** Cara and Amanda are putting together the first presentation which will be held Friday, March 12th at Crockett High School at 10:15 am. There will be approximately 20-25 kids in attendance. The presentation will last an hour and will include short presentations from our Chapter as well as other local legal organizations such as the Capital Area Paralegal Association, Legal Secretaries of Austin, and the ILTA Austin Chapter. Each organization invited to speak were very excited about this opportunity. 7 law firms and 4 organizations will be represented. The Chapter will serve sandwiches to the kids. The Theme is "What you can do in a law firm without a law degree." The sessions will touch on how important education is as well as experience and lets students know what else is out there. We hope to hold more sessions like this one soon as it also brings visibility to what our organization as a whole can accomplish.



- e. **Board Stipends:** Last month the board agreed to award a \$1,500 scholarship to a member who had never attended an annual conference and who was in attendance at the Managing Partner Breakfast. Laura Angle from the State Bar of Texas was the winner. She has indicated that she will be attending the Annual Conference in Boston.

Item 5. New Business:

- a. **FALA Silent Auction Item:** The Board discussed possible auction items and price. The board agreed to an amount of \$250 to be spent on this gift. Ann Jacobson offered to go shopping at Tiffany's & Company.

- b. **Committee Chairs for 2010:** The Committee Chairs for 2010 are as follows:

Educational Programs Chair: Josh de Koning
Salary Survey: Elaine Neilson
Community Relations: Bonnie Zook
Past-Presidents Advisory Committee: Ann Jacobson
Membership Chair: Marti Lozano
Business Partner Relations: Tina Terrian
Website Chair: Chris Bhamani
Newsletter Chair: Debbie Roan

- c. **Website Problems:** Chris Bhamani has informed us that a virus infected our website and therefore it needed to be taken offline. It was infected because the program it is running on is an open source so that Committee Chairs and Officers can upload their information onto the website without having to ask the website chair to do it. The board discussed whether we should ask Chris to recreate the website, or, if we should pay a vendor to overhaul the system. We need to be cautious of losing ad time that we have promised our Business Partners so getting the website up and running quickly is crucial. Because Chris Bhamani was not in attendance, the board decided to ask Chris to research the situation and tell us what she needs. If she needs an advisory council, we want to provide her with that. Once we have her needs, the board will



agree on an amount that we are comfortable with on this project.

Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, April 20, 2010 at Graves Dougherty.



ATTACHMENT A

5:24 PM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

03/08/10

Balance Sheet

Accrual Basis

As of February 28, 2010

	<u>Feb 28, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	16,779.43
Frost Money Market	<u>67,776.03</u>
Total Checking/Savings	<u>84,555.46</u>
Total Current Assets	<u>84,555.46</u>
TOTAL ASSETS	<u><u>84,555.46</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income - Legal Expo	1,350.00
Total Other Current Liabilities	<u>1,350.00</u>
Total Current Liabilities	<u>1,350.00</u>
Total Liabilities	1,350.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	18,487.73
Net Income	<u>51,388.20</u>
Total Equity	<u>83,205.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>84,555.46</u></u>

5:26 PM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

03/08/10

Profit & Loss

Accrual Basis

April 2009 through February 2010

	<u>Apr '09 - Feb 10</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	9,465.00
Diamond	6,975.00
Gold	6,000.00
Platinum	3,300.00
Silver	11,850.00
Total Annual Sponsorship	<u>37,590.00</u>
Business Partner Fair	
Bronze Sponsors	12,562.00
Diamond Sponsor	2,714.00
Gold Sponsors	10,220.00
Silver Sponsors	9,437.00
Business Partner Fair - Other	9,191.00
Total Business Partner Fair	<u>44,124.00</u>
Education	
Seminars	3,385.00
Education - Other	-320.00
Total Education	<u>3,065.00</u>
Membership Dues	11,612.50
Salary Survey	8,900.00
Total Income	<u>105,291.50</u>
Expense	
Bank Service Charges	1,097.35
Board Expenses	
Advertising and Promotion	355.95
Bar Relations	250.00
Board Retreat	211.25
Gifts	294.85
Board Expenses - Other	39.90
Total Board Expenses	<u>1,151.95</u>
Business Partner Fair Expenses	
Facilities	8,505.52
Food	1,940.65
Other	1,299.31
Total Business Partner Fair Expenses	<u>11,745.48</u>
Chapter Retreat	5,193.37
Community Development	1,235.13
Continuing Leadership Institute	
Board Member-CLI	1,003.12
President - CLI	1,276.29
Total Continuing Leadership Institute	<u>2,279.41</u>
Education Costs	
Chapter Meeting Lunches	902.26
Holiday Party	1,245.78
Lunches-Education Seminar	-20.00
Other-Education Seminar	100.00
Speakers-Education Seminar	310.70
Total Education Costs	<u>2,538.74</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>
Managing Partner Breakfast	1,200.00

5:26 PM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

03/08/10

Profit & Loss

Accrual Basis

April 2009 through February 2010

	<u>Apr '09 - Feb 10</u>
Miscellaneous Expense	
Copies	119.70
Other	27.00
Post Office Box	102.00
Total Miscellaneous Expense	<u>248.70</u>
National Conference Scholarship	
Board Member Stipend	10,224.13
Chapter Dinner	431.44
Quest Scholarship	1,000.00
Silent Auction Items	220.82
Total National Conference Scholarship	<u>11,876.39</u>
New Member Functions	
Buddy Happy Hours	168.14
Miscellaneous	137.58
New Member Lunches	151.17
Promo Gifts	11.49
Total New Member Functions	<u>468.38</u>
Newsletter	470.10
Postage and Delivery	19.26
Prepaid Expense-2009 Expo	1,350.00
Regional Conference	
Board Members	612.28
Chapter Dinner	134.63
Door Prize	200.00
Members At Large	4,650.00
Total Regional Conference	<u>5,596.91</u>
Salary Survey Costs	6,800.00
Website	
Designer Fees	50.00
Monthly Fee	107.40
Total Website	<u>157.40</u>
Total Expense	<u>53,618.57</u>
Net Ordinary Income	51,672.93
Other Income/Expense	
Other Income	
Interest Income	17.68
Total Other Income	<u>17.68</u>
Other Expense	
Other Expenses	302.41
Total Other Expense	<u>302.41</u>
Net Other Income	<u>-284.73</u>
Net Income	<u><u>51,388.20</u></u>

5:26 PM
03/08/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Deposit Detail
 February 2010

Type	Num	Date	Name	Account	Amount
Deposit		2/25/2010		Frost Bank Checki...	10,305.00
			Rick Whiteley	Bronze	-412.50
			Greg Johnston	Bronze	-412.50
			Gensler	Bronze	-440.00
			RainMaker	Bronze	-400.00
			Shred Document D...	Bronze	-400.00
			Dahill Industries	Gold	-1,500.00
			Kilpatrick Equipmen...	Silver	-750.00
			Office Furniture Now	Bronze	-440.00
			Rockford	Silver	-750.00
			Move Solutions	Bronze	-400.00
			Telephone Connecti...	Bronze	-400.00
			Documation of Aust...	Silver	-750.00
			Kathryn Watson	Bronze	-400.00
			Gallagher Benefit S...	Silver	-825.00
			DBA Hampton Inn ...	Silver	-825.00
			Frost Bank	Silver	-800.00
			Horseshoe Bay Res...	Silver	-400.00
TOTAL					-10,305.00
Deposit		2/28/2010		Frost Money Market	2.60
				Interest Income	-2.60
TOTAL					-2.60

5:26 PM
03/08/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Check Detail
February 2010

Type	Num	Date	Name	Item	Account	Paid Amount
Check	1047	2/4/2010	Headliners Club		Frost Bank Checki...	
					Chapter MeetingLu...	-585.78
TOTAL						-585.78
Check	1048	2/8/2010	Amanda Koplos		Frost Bank Checki...	
					Advertising and Pro...	-250.00
					Gifts	-81.19
					Newsletter	-59.85
TOTAL						-391.04
Check	1049	2/12/2010	James Cornell		Frost Bank Checki...	
					Managing Partner B...	-1,200.00
TOTAL						-1,200.00

5:22 PM
03/08/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Money Market, Period Ending 02/28/2010

	<u>Feb 28, 10</u>
Beginning Balance	67,773.43
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.60</u>
Total Cleared Transactions	<u>2.60</u>
Cleared Balance	<u>67,776.03</u>
Register Balance as of 02/28/2010	<u>67,776.03</u>
Ending Balance	67,776.03

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03/08/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Money Market, Period Ending 02/28/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						67,773.43
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	2/28/2010			X	2.60	2.60
Total Deposits and Credits					2.60	2.60
Total Cleared Transactions					2.60	2.60
Cleared Balance					2.60	67,776.03
Register Balance as of 02/28/2010					2.60	67,776.03
Ending Balance					2.60	67,776.03

ATTACHMENT B



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

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

STATEMENT ISSUED
02-26-2010

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AUSTIN CENTRAL TEXAS CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS
CARA MUELLER HAYNES AND BOONE
600 CONGRESS AVE STE 1300
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	
67,773.43	0	2.60	0	.00	67,776.03

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-28	2.60	INTEREST PAID	

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

DATE	BALANCE	DATE	BALANCE
01-29	67,773.43	02-26	67,776.03

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

5:21 PM
03/08/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Bank Checking, Period Ending 02/28/2010

	<u>Feb 28, 10</u>
Beginning Balance	9,471.65
Cleared Transactions	
Checks and Payments - 8 Items	-2,976.82
Deposits and Credits - 1 item	10,305.00
Total Cleared Transactions	<u>7,328.18</u>
Cleared Balance	<u>16,799.83</u>
Uncleared Transactions	
Checks and Payments - 1 Item	-20.40
Total Uncleared Transactions	<u>-20.40</u>
Register Balance as of 02/28/2010	<u>16,779.43</u>
Ending Balance	<u>16,779.43</u>

5:22 PM
03/08/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
 Frost Bank Checking, Period Ending 02/28/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,471.65
Cleared Transactions						
Checks and Payments - 8 Items						
Check	11/3/2009	982	Akin Gump Strauss ...	X	-25.00	-25.00
Check	1/26/2010	1044	Marilynn C. Thomps...	X	-225.00	-250.00
Check	1/26/2010	1043	SpawMaxwell	X	-75.00	-325.00
Check	1/29/2010	1045	Brian Jeffrey	X	-400.00	-725.00
Check	1/29/2010	1046	Hampton Inn & Suites	X	-75.00	-800.00
Check	2/4/2010	1047	Headliners Club	X	-585.78	-1,385.78
Check	2/8/2010	1048	Amanda Koplos	X	-391.04	-1,776.82
Check	2/12/2010	1049	James Cornell	X	-1,200.00	-2,976.82
Total Checks and Payments					<u>-2,976.82</u>	<u>-2,976.82</u>
Deposits and Credits - 1 item						
Deposit	2/25/2010			X	10,305.00	10,305.00
Total Deposits and Credits					<u>10,305.00</u>	<u>10,305.00</u>
Total Cleared Transactions					<u>7,328.18</u>	<u>7,328.18</u>
Cleared Balance					7,328.18	16,799.83
Uncleared Transactions						
Checks and Payments - 1 item						
General Journal	6/24/2009	81630			-20.40	-20.40
Total Checks and Payments					<u>-20.40</u>	<u>-20.40</u>
Total Uncleared Transactions					<u>-20.40</u>	<u>-20.40</u>
Register Balance as of 02/28/2010					<u>7,307.78</u>	<u>16,779.43</u>
Ending Balance					<u>7,307.78</u>	<u>16,779.43</u>



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02-26-2010

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AUSTIN CENTRAL TEXAS CHAPTER
OF THE ASSOC OF LEGAL ADMINISTRATORS
CARA MUELLER HAYNES AND BOONE
600 CONGRESS AVE STE 1300
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	
9,471.65	1	10,305.00	8	2,976.82	16,799.83

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
02-25	DEPOSIT	10,305.00			

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
02-17	982 #	25.00	02-04	1045 #	400.00	02-09	1048 #	391.04
02-04	1043 #	75.00	02-04	1046 #	75.00	02-18	1049 #	1,200.00
02-17	1044 #	225.00	02-09	1047 #	585.78			

* A BREAK IN CHECK NUMBER SEQUENCE
RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-09	.00	INTERNET STMT COPY REQ	
02-09	.00	INTERNET STMT COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
01-29	9,471.65	02-09	7,944.83	02-18	6,494.83
02-04	8,921.65	02-17	7,694.83	02-25	16,799.83

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