



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

May 11, 2010 at 12:00 p.m.

Item 1. Members Present: James Cornell, Debbie Roan, Amanda Koplos, Tina Terrian, Marti Lozano, Ann Jacobson, Josh de Koning, Elaine Nielson, Barbara Mullen, Diana Stangl, Chrissie Eastin, Chris Sims

Members Not Attending: Bonnie Zook

Item 2. Reading/Approval of the Minutes:

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

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

The Chapter checking account balance as of April 30, 2010 is \$22,417.77 and the Money Market account balance is \$67,781.70.

TREASURER NOTES: All Treasurer duties have now been transitioned over from Cara Mueller to Chris Sims. Membership dues have been deposited. Chris will soon be getting reimbursement requests from the board members who attended the conference in Boston.

A Balance Sheet and Income Statement for the period ending April 30, 2010 are attached hereto and made a part of these minutes. (Attachment A)

Item 4. Old Business:

a. 2010-2011 Budget Review and Discussion (James Cornell)

James led the board through a review of the draft budget.

Notes on projected income:

- Business Partner Sponsorship Packages are based on the same amounts that were used last year

- Education Receipts are based on average attendance at monthly meetings and seminar last year
- Membership Dues are based on 87 members at \$125 each
- Compensation and Benefits Survey is based on 2009 actual amounts

Notes on Projected Expenses:

- Board & Chapter expenses are based on last year; James would like to schedule a chapter happy hour to honor Tina Terrian for winning the Quest Award
- Chapter Retreat - there is not a chapter retreat planned for this year; suggestion was made to have sponsorship of the chapter retreat be one of the business partner packages for next year
- Chapter Leadership Institute - proposing 4 board members and the chapter president attend at \$1,100 each. Chris, Marti and Tina have already indicated that they would like to attend; Josh and Diana are also interested and will let James know after they check their calendars. It is in Las Vegas on June 25 - 27
- Managing Partner Breakfast - increased the cost from last year in order to pay for a speaker
- Annual Conference - expenses are for the conference that just occurred and include stipends for James Cornell (President) at \$2,000; two Directors at \$2,000 each; 4 Committee Chairs at \$1,500 each; chapter dinner; silent auction donation; scholarship of \$1,500
- Regional Conference - Proposing to pay registration of \$300 and 2 nights hotel (\$350) for 13 board members; registration for all chapter members wanting to attend (estimated at another 15 people); and chartering a bus to provide transportation to all. Discussion held on giving additional hotel scholarships and agreed to do three more.
- Legal Expo - expenses similar to last year but we are hoping the final cost will be lower since we are hoping to change venues
- Education and Programs - increased this budget to provide money for monthly luncheon speakers, seminar speakers, and for chapter to pay for 5 webinars/audio conferences. Agreed to the changes. Josh agreed that the Education Committee would coordinate the webinars, with Debbie's assistance.
- Chapter Membership - expenses in line with last year
- Compensation and Benefits Survey - expenses in line with last year. Agreed to have committee research cost for other chapters to determine if we need to get proposals from other vendors to provide the survey
- Newsletter - Expenses in line with last year. Removed request to purchase a camera for the chapter.



- Website - Estimating \$7,500 for a redesign of our website. Also includes maintenance and update fees. The Committee will be meeting soon to decide what the website should look like and will be sending out an email to the chapter requesting input. Chris will send a sample RFP to Barbara for use in selecting a vendor.

The draft budget has excess expenses over income of approximately \$18,000. However, the board was in agreement that the additional expenditures are warranted and are okay in light of the healthy reserves that we have at present. With the exception of the one-time website redesign cost, the other additional expenditures are in the area of education which is the primary mission of our chapter.

James will revise the budget per the discussion and send out a final version for review by the board.

The draft budget is attached and made a part of these minutes (Attachment B).

Item 5. New Business:

- a. Update on Urban Roots Service Project on Saturday, June 5 (Bonnie Zook) - Bonnie was unable to make the meeting
- b. Education/Programs Committee Report on Upcoming Programs (Josh de Koning) - included in committee reports attached to minutes
- c. New Member Orientation Luncheon and New Committee Members (Marti Lozano) - Marti reminded everyone about the New Member Luncheon on May 19. She also distributed a list of members and their committee preferences that she compiled from the membership renewal forms.
- d. Newsletter Committee Report (Debbie Roan) - included in committee reports attached to minutes
- e. Status of Website Update and Redesign Project (Barbara Mullen) - discussed in budget section above.

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

ALA Members Interested in Joining a Committee report is attached and made a part of these minutes (Attachment D).

Item 6. Open Business: None



Item 7. Announcements (James Cornell) - James is finalizing the schedule of who is hosting the board meetings and will send it out when it is complete.

The meeting was adjourned. The next Board Meeting is scheduled for noon on June 8, 2010 at Bickerstaff.

ATTACHMENT A

8:00 AM
05/11/10
Accrual Basis

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Balance Sheet

As of April 30, 2010

	<u>Apr 30, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	22,417.77
Frost Money Market	67,781.70
Total Checking/Savi...	<u>90,199.47</u>
Total Current Assets	<u>90,199.47</u>
TOTAL ASSETS	<u>90,199.47</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	68,412.70
Net Income	8,457.24
Total Equity	<u>90,199.47</u>
TOTAL LIABILITIES & EQ...	<u>90,199.47</u>

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Profit & Loss
April 2010

	<u>Apr 10</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	605.00
Seminars	<u>1,460.00</u>
Total Education	2,065.00
Membership Dues	<u>9,750.00</u>
Total Income	11,815.00
Expense	
Board Expenses	
Gifts	<u>84.37</u>
Total Board Expenses	84.37
Education Costs	
Speakers-Education Semi...	<u>3,226.18</u>
Total Education Costs	3,226.18
Miscellaneous Expense	
Other	<u>50.00</u>
Total Miscellaneous Expense	<u>50.00</u>
Total Expense	<u>3,360.55</u>
Net Ordinary Income	8,454.45
Other Income/Expense	
Other Income	
Interest Income	<u>2.79</u>
Total Other Income	<u>2.79</u>
Net Other Income	<u>2.79</u>
Net Income	<u><u>8,457.24</u></u>

Check Detail

April 2010

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	1058	4/29/2010	cara Mueller		Frost Bank Ch...		-50.00
					Other	-50.00	50.00
TOTAL						-50.00	50.00
Check	1059	4/29/2010	K2 Enterprises		Frost Bank Ch...		-3,226.18
					Speakers-Educ...	-3,226.18	3,226.18
TOTAL						-3,226.18	3,226.18
Check	1060	4/29/2010	The JPau Com...		Frost Bank Ch...		-84.37
					Gifts	-84.37	84.37
TOTAL						-84.37	84.37

Deposit Detail

April 2010

Type	Num	Date	Name	Account	Amount
Deposit		4/16/2010		Frost Bank Ch...	8,125.00
			Hance Scarboro...	Membership Dues	-125.00
			Brown McCarroll...	Membership Dues	-125.00
			Scott, Douglas ...	Membership Dues	-125.00
			Vinson & Elkins,...	Membership Dues	-125.00
			Hanna & Plaut, ...	Membership Dues	-125.00
			Osborne & Hel...	Membership Dues	-125.00
			King & Spalding	Membership Dues	-125.00
			Segal McCambr...	Membership Dues	-125.00
			Clark Thomas &...	Membership Dues	-125.00
			Schwartz & Eich...	Membership Dues	-125.00
			Larson Newman...	Membership Dues	-250.00
			Winstead PC	Membership Dues	-125.00
			Locke Lord Biss...	Membership Dues	-125.00
			Chamberlain & ...	Membership Dues	-125.00
			George & Broth...	Membership Dues	-125.00
			Sneed, Vine & ...	Membership Dues	-125.00
			Schurig Jetel Be...	Membership Dues	-125.00
			Jackson Walker	Membership Dues	-125.00
			Strasburger & P...	Membership Dues	-125.00
			Richards Rodrig...	Membership Dues	-125.00
			Armbrust & Bro...	Membership Dues	-250.00
			Ewbank & Byro...	Membership Dues	-125.00
			Haynes & Boon...	Membership Dues	-250.00
			Burns Anderson...	Membership Dues	-125.00
			Baker Botts, LLP	Membership Dues	-125.00
			Shannon, Grace...	Membership Dues	-125.00
			McGinnis Lochri...	Membership Dues	-125.00
			Fritz Byrne Hea...	Membership Dues	-125.00
			Fritz Byrne Hea...	Membership Dues	-125.00
			Gjerset & Loren...	Membership Dues	-125.00
			Davis & Wilkers...	Membership Dues	-125.00
			Gjerset & Loren...	Membership Dues	-125.00
			Mitchell, William...	Membership Dues	-125.00
			Richie & Guerin...	Membership Dues	-125.00
			McElroy Sulliva...	Membership Dues	-125.00
			Germer Gertz LLP	Membership Dues	-125.00
			Thompson & Kn...	Membership Dues	-125.00
			Popp, Gray & H...	Membership Dues	-125.00
			Fulbright & Jaw...	Membership Dues	-125.00
			Bickerstaff Heat...	Membership Dues	-125.00
			Pirkey Barber LLP	Membership Dues	-125.00
			Lloyd Gosselink	Membership Dues	-375.00
			Graves Dougher...	Membership Dues	-375.00
			Davidson & Troilo	Membership Dues	-125.00
			Ogletree Deakins	Membership Dues	-125.00
			Bracewell & Giu...	Membership Dues	-125.00
			McKool Smith, PC	Membership Dues	-125.00
			Hohmann, Taub...	Membership Dues	-125.00
			Howry Breen, LLP	Membership Dues	-125.00
			Whitehurst Hark...	Membership Dues	-125.00
			Kelly Hart & Hall...	Membership Dues	-125.00
			McLean & Howa...	Membership Dues	-125.00
			Alexander Dubo...	Membership Dues	-125.00
			Bishop, London ...	Membership Dues	-125.00
			Slack & Davis, L...	Membership Dues	-125.00
			Giordani, Swan...	Membership Dues	-125.00
			Wilson Sonsini ...	Membership Dues	-125.00
			Akin Gump Stra...	Membership Dues	-125.00
TOTAL					-8,125.00

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail

April 2010

Type	Num	Date	Name	Account	Amount
Deposit		4/16/2010		Frost Bank Ch...	1,665.00
			Bickerstaff Heat...	Membership Dues	-125.00
			Bickerstaff Heat...	Seminars	-40.00
			Munsch Hardt K...	Membership Dues	-125.00
			Andrews Kurth	Membership Dues	-125.00
			Drenner & Gold...	Membership Dues	-125.00
			Becky Beaver	Membership Dues	-125.00
			Powell & Leon, ...	Membership Dues	-125.00
			Walsh Anderson	Membership Dues	-375.00
			Thompson, Coe...	Membership Dues	-125.00
			Hulsey Intelectu...	Membership Dues	-125.00
			The Fowler Law ...	Membership Dues	-125.00
			Fulbright & Jaw...	Membership Dues	-125.00
TOTAL					-1,665.00
Deposit		4/23/2010		Frost Bank Ch...	1,380.00
			Laura Angle	Seminars	-40.00
			Mary Smith	Seminars	-40.00
			Jeanne Shulte	Seminars	-40.00
			Bonnie Zook	Seminars	-40.00
			April Stanaland	Seminars	-40.00
			Graves Dougher...	Seminars	-230.00
			Toni Beasley	Seminars	-40.00
			Jo Ann McNeil	Seminars	-40.00
			Walsh Anderson	Seminars	-170.00
			Debra Nicklaus	Seminars	-40.00
			Hance Scarboro...	Seminars	-90.00
			Bracewell & Giu...	Seminars	-90.00
			Lloyd Gosselink	Seminars	-270.00
			Andrew Molnau	Seminars	-40.00
			Penny Arnold	Seminars	-40.00
			Sandra Gable	Seminars	-40.00
			CASH	Seminars	-90.00
TOTAL					-1,380.00
Deposit		4/23/2010		Frost Bank Ch...	560.00
			Chrissie Eastin	Meeting Receipts	-20.00
			Jo Ann McNeil	Meeting Receipts	-20.00
			Elizabeth Walker	Meeting Receipts	-20.00
			Leah Walters	Meeting Receipts	-20.00
			Barbara Mullen	Meeting Receipts	-20.00
			Lou O'Hanlon	Meeting Receipts	-20.00
			Mitchell, William...	Meeting Receipts	-60.00
			Toni Beasley	Meeting Receipts	-20.00
			Bickerstaff Heat...	Meeting Receipts	-40.00
			Amanda Koplos	Meeting Receipts	-20.00
			Walsh Anderson	Meeting Receipts	-40.00
			Lloyd Gosselink	Meeting Receipts	-40.00
			Edna Diaz	Meeting Receipts	-20.00
			Graves Dougher...	Meeting Receipts	-60.00
			Pirkey Barber LLP	Meeting Receipts	-40.00
			Debra Nicklaus	Meeting Receipts	-20.00
			Kennon Welch	Meeting Receipts	-20.00
			Bonnie Zook	Meeting Receipts	-20.00
			CASH	Meeting Receipts	-40.00
TOTAL					-560.00

8:01 AM
05/11/10

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

Type	Num	Date	Name	Account	Amount
Deposit		4/28/2010		Frost Bank Ch...	85.00
			Linda Pope	Seminars	-40.00
			Chris Dailey	Meeting Receipts	-20.00
			Karie Rivkin	Meeting Receipts	-25.00
TOTAL					-85.00
Deposit		4/30/2010		Frost Money M...	2.79
				Interest Income	-2.79
TOTAL					-2.79



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

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

STATEMENT ISSUED
04-30-2010

Page 1 of 2

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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Make fewer trips to the bank by depositing
checks right from your desk. Please call 1-888-481-
0336 to find out how Frost can work for you.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
67,778.91	0	2.79	0	.00	67,781.70

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-30	2.79	INTEREST PAID	

----- OTHER WITHDRAWALS/DEBITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-06	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-31	67,778.91	04-06	67,778.91	04-30	67,781.70

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

7:59 AM
05/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Money Market, Period Ending 04/30/2010

	<u>Apr 30, 10</u>
Begining Balance	67,778.91
Cleared Transactions	
Deposits and Credits - 1 i...	2.79
Total Cleared Transactions	<u>2.79</u>
Cleared Balance	<u>67,781.70</u>
Register Balance as of 04/30/2010	67,781.70
Ending Balance	67,781.70

7:59 AM
05/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Money Market, Period Ending 04/30/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						67,778.91
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	4/30/2010			X	2.79	2.79
Total Deposits and Credits					2.79	2.79
Total Cleared Transactions					2.79	2.79
Cleared Balance					2.79	67,781.70
Register Balance as of 04/30/2010					2.79	67,781.70
Ending Balance					<u>2.79</u>	<u>67,781.70</u>



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

STATEMENT ISSUED
04-30-2010

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



Page 1 of 1

0

Make fewer trips to the bank by depositing
checks right from your desk. Please call 1-888-481-
0336 to find out how Frost can work for you.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
14,756.14	5	11,815.00	2	772.42	25,798.72

----- DEPOSITS/CREDITS -----					
DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
04-16	DEPOSIT	1,665.00	04-16	DEPOSIT	8,125.00
04-23	DEPOSIT	560.00	04-23	DEPOSIT	1,380.00
04-28	DEPOSIT	85.00			

----- CHECKS PAID -----					
DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
04-09	1056 #	243.56	04-13	1057 #	528.86
# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK					

----- OTHER WITHDRAWALS/DEBITS -----					
DATE	AMOUNT	TRANSACTION	DESCRIPTION		
04-06	.00	INTERNET STMT COPY REQ			
04-06	.00	INTERNET STMT COPY REQ			
04-06	.00	INTERNET CHK COPY REQ			

----- DAILY BALANCE -----					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-31	14,756.14	04-13	13,983.72	04-23	25,713.72
04-06	14,756.14	04-16	23,773.72	04-28	25,798.72
04-09	14,512.58				

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

7:58 AM
05/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Bank Checking, Period Ending 04/30/2010

	<u>Apr 30, 10</u>
Beginning Balance	14,756.14
Cleared Transactions	
Checks and Payments - 2 ite...	-772.42
Deposits and Credits - 5 items	11,815.00
Total Cleared Transactions	<u>11,042.58</u>
Cleared Balance	<u><u>25,798.72</u></u>
Uncleared Transactions	
Checks and Payments - 4 ite...	-3,380.95
Total Uncleared Transactions	<u>-3,380.95</u>
Register Balance as of 04/30/2010	<u><u>22,417.77</u></u>
Ending Balance	22,417.77

7:58 AM
05/11/10

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Detail

Frost Bank Checking, Period Ending 04/30/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,756.14
Cleared Transactions						
Checks and Payments - 2 items						
Check	3/31/2010	1057	Diana Stangl	X	-528.86	-528.86
Check	3/31/2010	1056	Ann Jacobson	X	-243.56	-772.42
Total Checks and Payments					-772.42	-772.42
Deposits and Credits - 5 items						
Deposit	4/16/2010			X	1,665.00	1,665.00
Deposit	4/16/2010			X	8,125.00	9,790.00
Deposit	4/23/2010			X	560.00	10,350.00
Deposit	4/23/2010			X	1,380.00	11,730.00
Deposit	4/28/2010			X	85.00	11,815.00
Total Deposits and Credits					11,815.00	11,815.00
Total Cleared Transactions					11,042.58	11,042.58
Cleared Balance					11,042.58	25,798.72
Uncleared Transactions						
Checks and Payments - 4 items						
General Journal	6/24/2009	81630			-20.40	-20.40
Check	4/29/2010	1059	K2 Enterprises		-3,226.18	-3,246.58
Check	4/29/2010	1060	The JPaul Com...		-84.37	-3,330.95
Check	4/29/2010	1058	cara Mueller		-50.00	-3,380.95
Total Checks and Payments					-3,380.95	-3,380.95
Total Uncleared Transactions					-3,380.95	-3,380.95
Register Balance as of 04/30/2010					7,661.63	22,417.77
Ending Balance					<u>7,661.63</u>	<u>22,417.77</u>

ATTACHMENT B



Austin ALA Fiscal Year Budget
April 1, 2010 - March 31, 2011

INCOME

	BUDGET 2009-2010	ACTUAL 2009-2010	VARIATION 2009-2010	BUDGET 2010-2011	NOTES
Business Partner Sponsorship Packages					
Platinum Sponsor	\$ 3,000.00		\$ (3,000.00)	\$ 3,300.00	1 sponsorship available - \$3,300
Diamond Sponsor	\$ 4,500.00	\$ 7,278.00	\$ 2,778.00	\$ 7,425.00	3 sponsorships available - \$2,475
Gold Sponsor	\$ 7,500.00	\$ 11,720.00	\$ 4,220.00	\$ 8,250.00	5 sponsorships available - \$1,650
Silver Sponsor	\$ 15,000.00	\$ 10,987.00	\$ (4,013.00)	\$ 16,500.00	20 sponsorships available - \$825
Bronze Sponsor	\$ 10,000.00	\$ 13,890.00	\$ 3,890.00	\$ 11,000.00	25 sponsorships available - \$440
Extra Booth Reps	\$ 1,000.00		\$ (1,000.00)		
Total Bag Sponsorship	\$ 500.00		\$ (500.00)	\$ 500.00	1 sponsor for tote bags at Expo; does not include cost of tote bags
Other (additional reps. In booths)		\$ 249.00	\$ 249.00		
Total Business Partner Packages Income	\$ 41,500.00	\$ 44,124.00	\$ 2,624.00	\$ 46,975.00	
Chapter Retreat					
Business Partner Sponsorships	\$ 2,250.00		\$ (2,250.00)		Income is factored into 2009 Legal Expo Income
Business Partner Addtl Attendees	\$ 1,000.00		\$ (1,000.00)		No retreat in 2010 so no income to be budgeted
Member Receipts	\$ 1,600.00		\$ (1,600.00)		
Total Retreat Income	\$ 4,850.00		\$ (4,850.00)	\$ -	
Education (JOSH)					
Monthly Meeting Receipts	\$ 6,000.00	\$ 5,265.00	\$ (735.00)	\$ 5,400.00	
Educational Seminars	\$ 3,600.00	\$ 3,385.00	\$ (215.00)	\$ 3,600.00	
Spring Seminar Sponsorships	\$ -		\$ -		Sponsorships Through Business Partner Packages So No Itemized Income
Other					
Total Education Income	\$ 9,600.00	\$ 8,650.00	\$ (950.00)	\$ 9,000.00	
Local Chapter Membership Dues (MARTI)					
Dues	\$ 11,500.00	\$ 11,487.50		\$ 10,875.00	Estimation based on 87 members at \$125 each
Total Chapter Membership Dues Income	\$ 11,500.00	\$ 11,487.50	\$ (12.50)	\$ 10,875.00	
Compensation & Benefits Survey (ELAINE)					
Salary Survey	\$ 7,575.00	\$ 8,900.00		\$ 8,500.00	60 firms at \$125 and 5 firms at \$200
Total Compensation & Benefits Survey Income	\$ 7,575.00	\$ 8,900.00	\$ 1,325.00	\$ 8,500.00	
Newsletter (DEBBIE)					
Ads	\$ -				Ads Run Through Business Partner Packages So No Itemized Income
Total Newsletter Income	\$ -		\$ -	\$ -	
Other Income					
Interest Income	\$ 100.00			\$ 100.00	
Total Other Income	\$ 100.00		\$ (100.00)	\$ 100.00	
TOTAL INCOME	\$ 75,125.00	\$ 73,161.50	\$ (1,963.50)	\$ 75,450.00	

	BUDGET 2009-2010	ACTUAL 2009-2010	VARIATION 2009-2010	BUDGET 2010-2011	NOTES
EXPENSES					
Board & Chapter (JAMES, AMANDA & CHRIS)					
Bank Service Charges	\$ 600.00	\$ 1,138.57	\$ (538.57)	\$ 750.00	Paypal and other bank charges
Advertising & Promotion	\$ 450.00	\$ 355.95	\$ 94.05	\$ 450.00	Marketing campaign & membership drive
Bar Relations	\$ 750.00	\$ 250.00	\$ 500.00	\$ 500.00	Ad in ABA for new board, other items as needed
Board Retreat/Meetings/Events	\$ 500.00	\$ 211.25	\$ 288.75	\$ 250.00	Board Entertainment of ALA representatives, off-site board meetings, etc.
Chapter Gifts/Awards	\$ 1,000.00	\$ 719.27	\$ 280.73	\$ 750.00	Flowers, books for raffle, past-president gift, etc.
Fidelity Bond Insurance Premium	\$ 190.00	\$ 190.00	\$ -	\$ 190.00	
Postage & Delivery	\$ 200.00	\$ 19.26	\$ 180.74	\$ 50.00	
Copies	\$ 150.00	\$ 119.70	\$ 30.30	\$ 150.00	
PLMW Event	\$ 200.00	\$ 250.03	\$ (50.03)	\$ 250.00	Budget for PLMW activity/happy hour
Service Awards	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	To be given out at Managing Partner Breakfast - Ann/PPAC
Post Office Box	\$ -	\$ 102.00	\$ -	\$ 102.00	Renews by May 31 each year
Other	\$ 200.00	\$ 66.90	\$ 133.10	\$ 200.00	
Total Board & Chapter Expense	\$ 4,740.00	\$ 3,422.93	\$ 1,317.07	\$ 4,142.00	
Chapter Retreat					
Room Rental	\$ 2,416.65	\$ -	\$ 2,416.65	\$ -	No Chapter Retreat Planned for 2010 So No Expense Allocation Will Be Made
Cocktail Party	\$ 855.00	\$ -	\$ 855.00	\$ -	
Dinner	\$ 2,300.00	\$ -	\$ 2,300.00	\$ -	
Minature Golf	\$ 360.00	\$ -	\$ 360.00	\$ -	
Breakfast	\$ 600.00	\$ -	\$ 600.00	\$ -	
Total Chapter Retreat Expense	\$ 6,531.65	\$ 5,193.37	\$ 1,338.28	\$ -	
Chapter Leadership Institute (JAMES)					
Board Member Stipend	\$ 2,000.00	\$ 1,323.12	\$ 676.88	\$ 3,300.00	3 Board Members attending (TBD) - \$1,100 each
President	\$ 1,000.00	\$ 1,276.29	\$ (276.29)	\$ 1,100.00	James Cornell - \$1,100
President-Elect	\$ 150.00	\$ -	\$ 150.00	\$ 150.00	President-elect (Chrissie Eastin) paid by HQ; Incidental expenses
Total Chapter Leadership Institute Expense	\$ 3,150.00	\$ 2,599.41	\$ 550.59	\$ 4,550.00	
Managing Partner Breakfast (JAMES)					
Space Rental, Speaker Fee and Food Costs	\$ 5,000.00	\$ 4,189.85	\$ 810.15	\$ 6,500.00	SFA venue worked well; need to budget for speaker expense
Total Managing Partner Breakfast Expense	\$ 5,000.00	\$ 4,189.85	\$ 810.15	\$ 6,500.00	
Annual Conference Stipends (JAMES & CHRIS)					
President Stipend	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	James Cornell
President-Elect Stipend	\$ 2,000.00	\$ 1,774.50	\$ 225.50	\$ -	Chrissie Eastin - did not attend
Board/Officers Stipend	\$ 6,500.00	\$ 6,449.63	\$ 50.37	\$ 10,000.00	2 Directors at \$2,000 and 4 Committee Chairs at \$1,500
Quest Award Nominee Stipend	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	Tina Terrian - did not attend
Social Event	\$ 250.00	\$ 431.44	\$ (181.44)	\$ 300.00	Chapter Dinner
Silent Auction	\$ 250.00	\$ 464.38	\$ (214.38)	\$ 250.00	FALA Auction Item - Tiffany & Co. Pendant and Necklace
CLM/Other Scholarship	\$ -	\$ -	\$ -	\$ 1,500.00	Scholarship winner drawn at MP Breakfast - Laura Angle was the winner
Total Annual Conference Stipend Expense	\$ 12,000.00	\$ 12,119.95	\$ (119.95)	\$ 14,050.00	
Regional Conference Stipends (JAMES & CHRIS)					
Board Member Stipend	\$ 2,700.00	\$ 612.28	\$ 2,087.72	\$ 8,450.00	Registration (\$300) plus 2 nights hotel (\$350) for 13 Board Members
Members at Large	\$ 6,000.00	\$ 4,650.00	\$ 1,350.00	\$ 4,500.00	Registration (\$300) for 15 Chapter Members at Large
Door Prize	\$ -	\$ 200.00	\$ (200.00)	\$ 200.00	Donation to Region 4 Council to be given away at Conference
3 Scholarships for 2 nights hotel at Four Seasons	\$ -	\$ -	\$ -	\$ 1,050.00	1 to be given away at Expo, 1 at Monthly Luncheon & 1 at New Member Lunch
Chapter Provided Charter Bus for Transportation	\$ -	\$ 134.63	\$ (134.63)	\$ 2,600.00	Clark Travel estimate
Total Regional Conference Stipend Expense	\$ 8,700.00	\$ 5,596.91	\$ 3,103.09	\$ 16,800.00	

	BUDGET 2009-2010	ACTUAL 2009-2010	VARIATION 2009-2010	BUDGET 2010-2011	NOTES
Legal Expo (TINA)					
Facilities, parking, food/beverage	\$ 10,095.00	\$ 9,096.17	\$ 998.83	\$ 9,000.00	Alternative venue and format (table top) should allow this event to cost less. Business Partner Roundtable Lunch or Meeting Discussion
Lunch for Business Partner Reps	\$ 500.00		\$ 500.00	\$ 500.00	
Pre-Paid Deposit		\$ 1,350.00	\$ (1,350.00)	\$ -	Thank you event for Business Partners (drinks and light hors d'oeuvres) Estimation based on last year's number
Business Partner Appreciation HH			\$ -	\$ 500.00	
Other (Beer & Wine)		\$ 1,299.31		\$ 1,300.00	
Total Legal Expo Expense	\$ 10,595.00	\$ 11,745.48	\$ (1,150.48)	\$ 11,300.00	
Education and Programs (JOSH)					
Chapter Meeting Lunches	\$ 6,291.76	\$ 5,755.43		\$ 5,540.00	Increased amount from 2009 as more focus is desired on this event.
Business Partner Sponsor Lunch Cost	\$ 60.60			\$ 451.00	
Holiday Party	\$ 1,000.00	\$ 1,245.78		\$ 1,500.00	\$1,800 Honorarium for Luncheon Speakers \$250 for 5 Webinars/Audio Conferences plus CD for each
Educational Seminar - Lunches	\$ 2,375.00	\$ 528.86		\$ 2,375.00	
Educational Seminar & Monthly Luncheon Speakers	\$ -	\$ 310.70		\$ 3,300.00	
Webinars and Audio Conferences				\$ 1,500.00	
A/V for seminars	\$ 1,500.00	\$ 100.00		\$ 1,500.00	
Parking	\$ 360.00			\$ 360.00	
Total Education and Program Expense	\$ 11,587.36	\$ 7,940.77	\$ 3,646.59	\$ 16,526.00	
Chapter Membership (MARTI)					
New Member Lunches	\$ 300.00	\$ 151.17	\$ 148.83	\$ 300.00	Recruiting/Increase member involvement
Promotional Gifts	\$ 150.00	\$ 11.49	\$ 138.51	\$ 200.00	
Buddy Happy Hours	\$ 200.00	\$ 168.14	\$ 31.86	\$ 200.00	
Materials (binders, Name tags, etc.)	\$ -		\$ -		
Other		\$ 137.58	\$ (137.58)	\$ 100.00	
Total Chapter Membership Expense	\$ 650.00	\$ 468.38	\$ 181.62	\$ 800.00	
Compensation & Benefits Survey (ELAINE)					
Survey licensing from CD	\$ 5,350.00	\$ 6,800.00	\$ (1,450.00)	\$ 6,740.00	Licensing Fee for Survey Use - \$5,000 for the fee and \$20 per member (87)
Total Compensation & Benefits Survey Expense	\$ 5,350.00	\$ 6,800.00	\$ (1,450.00)	\$ 6,740.00	
Newsletter (DEBBIE)					
E-newsletter Setup/Design Assistance Fee	\$ 595.00			\$ 195.00	\$65 x 3 hours for design assistance
Membership Survey Costs				\$ 50.00	
Monthly Charges to Newsletter Services	\$ 219.45			\$ 240.00	\$20 x 12 months
Photo Reprint	\$ 100.00			\$ 100.00	If any charges are incurred
Article Reprint Permission	\$ 400.00			\$ 500.00	If any charges are incurred
Gift Card for Drawing for Member Submitted Articles				\$ 50.00	
Total Newsletter Expense	\$ 1,314.45	\$ 470.10	\$ 844.35	\$ 1,135.00	
Community Relations (BONNIE)					
Community Challenge	\$ 2,000.00			\$ 750.00	Operating expenses including prizes or goodies for UR Halloween Fundraiser Urban Roots Work Day Donation
Community Development	\$ 500.00			\$ 500.00	
Total Community Relations Expense	\$ 2,500.00	\$ 1,235.13	\$ 1,264.87	\$ 1,250.00	
Website (BARBARA)					
Design Fees	\$ 150.00	\$ 50.00	\$ 100.00	\$ 7,500.00	Estimation for redesign of existing website Estimated cost based on previous year's expense
Hosting Fees	\$ 84.00	\$ 107.40	\$ (23.40)	\$ 100.00	
Maintenance Fees		\$ 120.00	\$ (120.00)	\$ 2,340.00	3 hours a month at \$65 per month for 12 months; maintenance and update
Committee Meetings	\$ 50.00		\$ 50.00	\$ 50.00	
Joomla Components (Add-Ins)	\$ 100.00		\$ 100.00	\$ -	No Longer Using Joomla
Total Website Expense	\$ 384.00	\$ 277.40	\$ 106.60	\$ 9,990.00	

	BUDGET 2009-2010	ACTUAL 2009-2010	VARIATION 2009-2010	BUDGET 2010-2011	NOTES
Other Net Income		\$ 31.85	\$ (31.85)	\$ -	No Other Net Income Expected
TOTAL EXPENSES	\$ 72,502.46	\$ 62,091.53	\$ 10,410.93	\$ 93,783.00	
NET INCOME/(LOSS) BEFORE EXTRAORDINARY	\$ 2,622.54	\$ 11,069.97		\$(18,333.00)	
2010 Business Partner Sponsorships (TINA)					
Platinum Sponsor (1 @ 3,300)		\$ 3,300.00			
Diamond Sponsor (3 @ 2,475)		\$ 6,975.00			
Gold Sponsor (5 @ 1,650)		\$ 6,000.00			
Silver Sponsor (20 @ 825)		\$ 13,100.00			
Bronze Sponsor (25 @ 440)		\$ 9,480.00			
Extra Booth Reps					
Total Bag Sponsorship					
Total Business Partner Income		\$ 38,855.00	\$ 38,855.00		
EXTRAORDINARY INCOME		\$ 38,855.00			
NET INCOME/(LOSS)	\$ 2,622.54	\$ 49,924.97			

ATTACHMENT C



Austin ALA Committee Reports to the Board May 11, 2010

Bar Relations Committee Report - Amanda Koplos, Committee Chair

No report at this time.

Business Partner Relations Committee Report - Tina Terrian, Committee Chair

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.

Community Relations Committee Report - Bonnie Zook, Committee Chair

No report at this time.

Compensation and Benefits Committee Report - Elaine Nielson, Committee Chair

Elaine met with Chris Sims and they started the process of preparing the 2010 Survey.

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

Overview The Education Committee is currently comprised of Karen Sue Doughty, April Stanaland, Diana Stangl, Corina Rodriguez, Winston Williams, and Josh de Koning - and is actively recruiting additional members. A draft budget for Education related income and expenses has been submitted to the Chapter President. We expect to have a great year!

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

Upcoming schedule

- MAY 27 **Topic:** Budgeting
Competency Category: Financial Management
Speaker: Brenda Barnes
Sponsor: Bergstrom-Daywood (Katy Mozeley, contact)
- JUNE 24 **Topic:** 401(k) Fiduciary Responsibilities
Competency Category: Financial Management
Speakers: Tom Carter and Lisa Keckler
Sponsor: Riata (Tommy Ward, contact)
- JULY 22 **Topic:** Conflict Resolution (tentative)
Competency Category: Communications and General
Management
Speaker: TBD
Sponsor: Insurance Network of American (Tahnee Johnson, contact)
- AUGUST - LEGAL EXPO & SEMINAR
Topic: Social Networking Media (tentative)
Competency Category: Office Operations Management
Speaker: TBD
Sponsor: Our Platinum Sponsor?
- SEPTEMBER 23 **Topic:** Public Speaking
Competency Category: Communications and General
Management
Speaker: Sherry Scott
Sponsor: IKON (Matt Elkjer, contact)
- OCTOBER 28 **Topic:** Legal Marketing and Technology
Competency Category: Legal Industry
Speaker: TBD
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

CLM Exam A study group for the CLM exam has started. It currently includes Diana Stangl, Amanda Koplos and Josh de Koning.

Membership Committee Report - Marti Lozano, Committee Chair

- ✚ Coordinate New Member Orientation Luncheon.
- ✚ Work with Membership Committee to establish Committee goals.
- ✚ For discussion: Members who have indicated they would like to join a committee (Based on 2010 Membership Dues form).
- ✚ Members who have not paid dues have been contacted. All but two have indicated they will submit payment. Current membership count is 87 (Including outstanding members and Wally Warrenburg).

Newsletter Committee Report - Debbie Roan, Committee Chair

The Newsletter Committee will have a conference call on Friday, April 30, 2010, to plan the 2nd quarter newsletter. Committee members have been asked to review the 56 competencies divided into five subject areas pulled from ALA's website and to identify at least three competencies from each subject area that interest them. Our goal is to select topics for articles based on our interests. We hope to have articles from three of the five subject areas (Communications & Organizational Management, Legal Industry/Business Management, Operations Management, Financial Management, and Human Resources) in each newsletter and to highlight all of the subject areas every two newsletters.

Website Committee Report - Barbara Mullen, Committee Chair

The Committee is beginning the process of contacting website developers to assist us in managing and updating our current setup while we develop our new site.

ATTACHMENT D

ALA Members Interested in Joining a Committee

1. Shannon Athey - Community/Bar Liaison
2. Kelly Barker - Community/Bar Liaison, Newsletter
3. Rachel Chery - Business Partner Relations, Community/Bar Liaison, Education/Programs, Newsletter, Public Relations, Compensation & Benefits Survey
4. Joan Cunningham - Compensation and Benefits Survey
6. Diane Dettmann - Membership
7. Karen Sue Doughty - Education/Programs
8. Bill Elkjer - Business Partner Relations
9. Sandy Gable - Community/Bar Liaison
10. Shary Gonzalez - Membership
11. Sandra Moxley - Education/Programs, Newsletter
14. Linda Pope - Business Partner Relations
15. Debbie Roan - Membership
16. Becky Shafer - Community/Bar Liaison
17. Chris Sims - Compensation and Benefits Survey
18. April P. Stanaland - Compensation and Benefits Survey
19. Diana Stangl - Community/Bar Liaison, Education/Programs
20. Kerry Stigler - Compensation and Benefits Survey
21. Tina Terrian - Compensation and Benefits Survey