



**Minutes from the August 2011 Board Meeting of the  
Austin Chapter of the  
Association of Legal Administrators**

**August 9th, 2011 at 12:00 p.m.**

1. **Members Present:** Chrissie Eastin, Barbara Mullen, James Cornell, Tina Terrian, Elaine Nielsen, Chris Sims, Shary Gonzalez, Rose Sullivan

**Members Not Present:** Amanda Koplos, Shannon Athey-Briggs, Brenda Barnes, Diana Stangle

2. **Approval of May Minutes** - The July Board meeting minutes were approved and submitted to the Board.

3. **Treasurer's Report** (given by Chrissie) – The Chapter checking account balance as of July 31, 2011 is \$7,469.40 and the Money Market account balance is \$45,335.91 for a total Checking/Savings balance of \$52,805.31.

**TREASURER NOTES:**

A Balance Sheet and Income Statement for the period ending July 31, 2011 are attached hereto and made a part of these minutes. Included with the financial statements is the budget to actual comparison. (Attachment A)

4. **Old Business**

a. Chrissie reminded everyone that she still needs them to review their Committee descriptions and get updates back to her. She established an August 28<sup>th</sup> deadline for these mark ups.

b. Chrissie reminded everyone that she is still waiting on updates to the President's Award of Excellence spreadsheet indicating completed items for the year. Half of the board member responses are still missing and this information is needed prior to the next board meeting.

c. Chrissie reminded everyone about the Joint Chapter Retreat on September 9<sup>th</sup> and 10<sup>th</sup> at the Marriott at Horseshoe Bay. We've secured Judy Hissong as a speaker and she'll be speaking on Strength in Leadership. Room rates are locked in at \$119 per night and we'll receive a 50% discount on all food and beverages. Invitations are scheduled to go out later in the week.

d. Chrissie reminded everyone about the upcoming Summer Educational Seminar and Expo at the Hilton on August 18<sup>th</sup>. James mentioned that an announcement had been placed in the Austin Bar Association's Bar Code publication on Monday.

e. Chrissie discussed the Region 3 & 4 Conference and reminded everyone that there are stipends for all board members. The stipend includes registration fees, airfare up to \$300 and 2 nights hotel stay. There are currently 6 members registered to attend.

f. We discussed the Super Early Bird Registration for the Annual Conference in Honolulu, HI in 2012. Everyone approved giving away a \$1,500 stipend at the Legal Expo, to our Quest Award Nominee and at the Managing Partners Breakfast. It was decided that the board will go ahead and purchase three stipend's at the discounted rate.

A lot of discussion was also had regarding when to reimburse registration fees to members since they're purchasing registration so far in advance. It was decided that the Chapter would reimburse 1/2 of the fee now and 1/2 next year after the Conference.

g. We discussed the Managing Partners Breakfast on Thursday, February 9<sup>th</sup>. The speaker that we're bringing in is John Michalik and he'll be speaking on the Extraordinary Managing Partner. We'll cover the cost of travel and incidentals and take him to dinner the night before the breakfast. We're hoping to have the breakfast at the Intercontinental Stephen F. Austin and Chrissie is in the process of negotiating the contract with them now. Save the Date letters will go out to all Managing Partners in October.

h. Chrissie reminded everyone that we have a Safesite Account for the storage of historical documents, awards, pictures, etc. We currently have 20 boxes and will be taking a closer look at everything that's stored out there in the near future.

i. It was decided that we should put the Diversity Project on hold but that we'll take a closer look at doing it next year.

## 5. **New Business**

a. Tina spoke about the Business Partner sponsorship packages. The Business Partner Relations Committee took a look at everything to make sure that we are fulfilling our promises this year and everything looks good so far. Discussion was had regarding the importance of the newsletter and all of our advertising commitments for the year.

b. A volunteer was needed to host the next Board Meeting and James volunteered to have it at Graves Dougherty.

## 6. **Committee Reports**

Bar Relations Committee (James Cornell) – James reminded everyone that an advertisement was scheduled in the upcoming Bar Code newsletter for the Summer Educational Seminar and Expo.

Business Partner Relations Committee (Chrissie spoke in Amanda's absence) – One of the Business Partners will be awarded some credit toward their 2012 sponsorship package for winning a Spirit of Aloha contest at the Expo. We also reviewed the 2011 commitments to our Business Partners.

Community Relations Committee (Chrissie spoke in Shannon's absence) – Chrissie reminded everyone about the upcoming Community Challenge event with Urban Roots and the Refugee Coalition on Saturday, September 24<sup>th</sup>. There will be more information distributed soon regarding donations that firms can make to support this cause as well.

Compensation and Benefits Committee (Elaine Nielson) – Elaine let us know that they will have the survey emailed to members soon.

Education Committee (Chrissie spoke in Brenda's absence) – Chrissie mentioned that the Summer Educational session had been approved for 120 minutes of CLM credit.

Newsletter Committee (Rose Sullivan) – Rose let us know that one newsletter had already gone out and another one was in the works for mid-September. We'll be showcasing the Summer Educational Seminar and Expo. She reminded everyone that she'd like a few articles from everyone attending the Regional Conference in September as well.

Website Committee (Barbara Mullen) – Barbara let everyone know that the Website Committee had been working diligently to get the new website.

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

## 7. **Open Business** - none

## 8. **Announcements/Adjournment**

a. Chris let everyone know that he'd negotiated with a photographer for the member photos. He will charge us \$60 per person and we'll need 50 people to participate. He said that more information would be distributed to members soon to see what the interest level is.

The meeting was adjourned at 1:30 p.m.

The September Board Meeting will be held on September 13th at Graves Dougherty Hearon & Moody, 401 Congress Ave., Suite 2200.



ATTACHMENT A

4:47 PM  
07/09/11  
Accrual Basis

**Austin Chapter - Association of Legal Administrators**  
**Balance Sheet**  
As of June 30, 2011

	<u>Jun 30, 11</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checking	9,910.80
Frost Money Market	<u>55,331.32</u>
Total Checking/Savings	<u>65,242.12</u>
Total Current Assets	<u>65,242.12</u>
<b>TOTAL ASSETS</b>	<u><u>65,242.12</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	<u>-11,389.58</u>
Total Equity	<u>65,242.12</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>65,242.12</u></u>

4:48 PM  
 07/09/11  
 Accrual Basis

**Austin Chapter - Association of Legal Administrators  
 Profit & Loss  
 April 2011 through March 2012**

	<u>Apr '11 - Mar 12</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Education</b>	
Meeting Receipts	2,032.00
<b>Total Education</b>	<u>2,032.00</u>
<b>Membership Dues</b>	10,375.00
<b>Total Income</b>	<u>12,407.00</u>
<b>Expense</b>	
<b>Board Expenses</b>	
Advertising and Promotion	2,104.49
Board Retreat	449.37
<b>Total Board Expenses</b>	<u>2,553.86</u>
<b>Business Partner Fair Expenses</b>	
Deposits	1,200.00
Vendor Appreciation Party	948.94
<b>Total Business Partner Fair Expenses</b>	<u>2,148.94</u>
<b>Community Development</b>	500.00
<b>Education Costs</b>	
Chapter MeetingLunches	2,050.67
Lunches-Education Seminar	1,100.92
Webinars and Audio Conferences	278.00
<b>Total Education Costs</b>	<u>3,429.59</u>
<b>Education Seminar</b>	483.00
<b>Miscellaneous Expense</b>	
Other	95.02
Post Office Box	100.00
<b>Total Miscellaneous Expense</b>	<u>195.02</u>
<b>National Conference Scholarship</b>	
Board Member Stipend	13,593.11
Chapter Dinner	749.49
<b>Total National Conference Scholarship</b>	<u>14,342.60</u>
<b>Website</b>	
Designer Fees	150.00
Monthly Fee	9.95
<b>Total Website</b>	<u>159.95</u>
<b>Total Expense</b>	<u>23,812.96</u>
<b>Net Ordinary Income</b>	-11,405.96
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	16.38
<b>Total Other Income</b>	<u>16.38</u>
<b>Net Other Income</b>	<u>16.38</u>
<b>Net Income</b>	<u><u>-11,389.58</u></u>

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07/09/11  
Accrual Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
June 2011

	<u>Jun 11</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Education</b>	
Meeting Receipts	1,412.00
<b>Total Education</b>	<u>1,412.00</u>
<b>Total Income</b>	1,412.00
<b>Expense</b>	
<b>Board Expenses</b>	
Advertising and Promotion	1,517.45
<b>Total Board Expenses</b>	1,517.45
<b>Community Development</b>	500.00
<b>Education Costs</b>	
Chapter Meeting Lunches	747.38
Lunches-Education Seminar	1,100.92
Webinars and Audio Conferences	149.00
<b>Total Education Costs</b>	1,997.30
<b>Education Seminar</b>	306.00
<b>Miscellaneous Expense</b>	
Other	95.02
Post Office Box	100.00
<b>Total Miscellaneous Expense</b>	195.02
<b>National Conference Scholarship</b>	
Board Member Stipend	13,593.11
Chapter Dinner	749.49
<b>Total National Conference Scholarship</b>	14,342.60
<b>Website</b>	
Designer Fees	150.00
Monthly Fee	9.95
<b>Total Website</b>	<u>159.95</u>
<b>Total Expense</b>	<u>19,018.32</u>
<b>Net Ordinary Income</b>	-17,606.32
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	4.63
<b>Total Other Income</b>	<u>4.63</u>
<b>Net Other Income</b>	<u>4.63</u>
<b>Net Income</b>	<u><u>-17,601.69</u></u>

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**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
**April 2011 through March 2012**

07/09/11

Accrual Basis

	Apr '11 - Mar 12	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Annual Sponsorship</b>			
Annual Sponsorship - Totebag	0.00	500.00	-500.00
Bronze	0.00	10,580.00	-10,580.00
Diamond	0.00	7,425.00	-7,425.00
Gold	0.00	8,250.00	-8,250.00
Platinum	0.00	3,300.00	-3,300.00
Silver	0.00	17,325.00	-17,325.00
<b>Total Annual Sponsorship</b>	<b>0.00</b>	<b>47,360.00</b>	<b>-47,360.00</b>
<b>Business Partner Fair</b>			
Additional Reps	0.00	800.00	-800.00
<b>Total Business Partner Fair</b>	<b>0.00</b>	<b>800.00</b>	<b>-800.00</b>
<b>Education</b>			
Meeting Receipts	2,032.00	6,750.00	-4,718.00
Seminars	0.00	4,000.00	-4,000.00
<b>Total Education</b>	<b>2,032.00</b>	<b>10,750.00</b>	<b>-8,718.00</b>
<b>Membership Dues</b>	10,375.00	11,075.00	-700.00
<b>Salary Survey</b>	0.00	6,740.00	-6,740.00
<b>Total Income</b>	<b>12,407.00</b>	<b>76,725.00</b>	<b>-64,318.00</b>
<b>Expense</b>	0.00	1,350.00	-1,350.00
<b>Bank Service Charges</b>			
<b>Board Expenses</b>			
Advertising and Promotion	2,104.49	2,550.00	-445.51
Bar Relations	0.00	500.00	-500.00
Board Meetings	0.00	300.00	-300.00
Board Retreat	449.37	350.00	99.37
Chapter Awards/Gifts	0.00	150.00	-150.00
PLMW Event	0.00	100.00	-100.00
Service Awards	0.00	1,200.00	-1,200.00
<b>Total Board Expenses</b>	<b>2,553.86</b>	<b>5,150.00</b>	<b>-2,596.14</b>
<b>Business Partner Fair Expenses</b>			
A/V Rental	0.00	525.00	-525.00
Beverages	0.00	3,000.00	-3,000.00
Deposits	1,200.00	0.00	1,200.00
Facilities	0.00	1,800.00	-1,800.00
Other	0.00	100.00	-100.00
Parking	0.00	425.00	-425.00
Vendor Appreciation Party	948.94	3,050.00	-2,101.06
<b>Total Business Partner Fair Expenses</b>	<b>2,148.94</b>	<b>8,900.00</b>	<b>-6,751.06</b>
<b>Chapter Leadership Institute</b>			
Board Member-CLI	0.00	5,000.00	-5,000.00
President - CLI	0.00	1,250.00	-1,250.00
President Elect-CLI	0.00	250.00	-250.00
<b>Total Chapter Leadership Institute</b>	<b>0.00</b>	<b>6,500.00</b>	<b>-6,500.00</b>
<b>Chapter Retreat</b>	0.00	8,500.00	-8,500.00
<b>Community Challenge Expenses</b>	0.00	2,500.00	-2,500.00
<b>Community Development</b>	500.00	1,000.00	-500.00
<b>Education Costs</b>			
Audio Visual	0.00	500.00	-500.00
Chapter MeetingLunches	2,050.67	6,700.00	-4,649.33
Holiday Party	0.00	1,500.00	-1,500.00
Lunches-Education Seminar	1,100.92	2,250.00	-1,149.08
Speakers-Education Seminar	0.00	11,726.18	-11,726.18
Webinars and Audio Conferences	278.00	1,800.00	-1,522.00
<b>Total Education Costs</b>	<b>3,429.59</b>	<b>24,476.18</b>	<b>-21,046.59</b>
<b>Education Seminar</b>	483.00		



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 07/09/11  
 Accrual Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
 April 2011 through March 2012

	Apr '11 - Mar 12	Budget	\$ Over Budget
<b>Insurance</b>			
Fidelity Bond Premium	0.00	200.00	-200.00
<b>Total Insurance</b>	0.00	200.00	-200.00
<b>Managing Partner Breakfast</b>	0.00	6,000.00	-6,000.00
<b>Miscellaneous Expense</b>			
Other	95.02	400.00	-304.98
Post Office Box	100.00	100.00	0.00
<b>Total Miscellaneous Expense</b>	195.02	500.00	-304.98
<b>National Conference Scholarship</b>			
Board Member Stipend	13,593.11	16,500.00	-2,906.89
Chapter Dinner	749.49		
President-National Conference	0.00	2,000.00	-2,000.00
Silent Auction Items	0.00	206.00	-206.00
<b>Total National Conference Scholarship</b>	14,342.60	18,706.00	-4,363.40
<b>New Member Functions</b>			
Buddy Happy Hours	0.00	200.00	-200.00
Miscellaneous	0.00	80.00	-80.00
New Member Lunches	0.00	300.00	-300.00
Promo Gifts	0.00	200.00	-200.00
<b>Total New Member Functions</b>	0.00	780.00	-780.00
<b>Newsletter</b>	0.00	500.00	-500.00
<b>Regional Conference</b>			
Board Members	0.00	6,000.00	-6,000.00
Door Prize	0.00	200.00	-200.00
Members At Large	0.00	5,000.00	-5,000.00
Scholarships	0.00	1,000.00	-1,000.00
<b>Total Regional Conference</b>	0.00	12,200.00	-12,200.00
<b>Salary Survey Costs</b>	0.00	6,740.00	-6,740.00
<b>Website</b>			
Committee Meetings	0.00	100.00	-100.00
Designer Fees	150.00	1,875.00	-1,725.00
Maintenance	0.00	900.00	-900.00
Monthly Fee	9.95	1,000.00	-990.05
<b>Total Website</b>	159.95	3,875.00	-3,715.05
<b>Total Expense</b>	23,812.96	107,877.18	-84,064.22
<b>Net Ordinary Income</b>	-11,405.96	-31,152.18	19,746.22
<b>Other Income/Expense</b>			
Other Income			
Interest Income	16.38		
Other Income	0.00	24.00	-24.00
<b>Total Other Income</b>	16.38	24.00	-7.62
<b>Net Other Income</b>	16.38	24.00	-7.62
<b>Net Income</b>	-11,389.58	-31,128.18	19,738.60

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**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
 April 2011 through March 2012

07/09/11

Accrual Basis

	% of Budget
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Annual Sponsorship</b>	
Annual Sponsorship - Totebag	0.0%
Bronze	0.0%
Diamond	0.0%
Gold	0.0%
Platinum	0.0%
Silver	0.0%
<b>Total Annual Sponsorship</b>	0.0%
<b>Business Partner Fair</b>	
Additional Reps	0.0%
<b>Total Business Partner Fair</b>	0.0%
<b>Education</b>	
Meeting Recelpts	30.1%
Seminars	0.0%
<b>Total Education</b>	18.9%
<b>Membership Dues</b>	93.7%
<b>Salary Survey</b>	0.0%
<b>Total Income</b>	16.2%
<b>Expense</b>	
<b>Bank Service Charges</b>	0.0%
<b>Board Expenses</b>	
Advertising and Promotion	82.5%
Bar Relations	0.0%
Board Meetings	0.0%
Board Retreat	128.4%
Chapter Awards/Gifts	0.0%
PLMW Event	0.0%
Service Awards	0.0%
<b>Total Board Expenses</b>	49.6%
<b>Business Partner Fair Expenses</b>	
A/V Rental	0.0%
Beverages	0.0%
Deposits	100.0%
Facilities	0.0%
Other	0.0%
Parking	0.0%
Vendor Appreciation Party	31.1%
<b>Total Business Partner Fair Expenses</b>	24.1%
<b>Chapter Leadership Institute</b>	
Board Member-CLI	0.0%
President - CLI	0.0%
President Elect-CLI	0.0%
<b>Total Chapter Leadership Institute</b>	0.0%
<b>Chapter Retreat</b>	0.0%
<b>Community Challenge Expenses</b>	0.0%
<b>Community Development</b>	50.0%
<b>Education Costs</b>	
Audio Visual	0.0%
Chapter MeetingLunches	30.6%
Holiday Party	0.0%
Lunches-Education Seminar	48.9%
Speakers-Education Seminar	0.0%
Webinars and Audio Conferences	15.4%
<b>Total Education Costs</b>	14.0%
<b>Education Seminar</b>	

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07/09/11

Accrual Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
**April 2011 through March 2012**

	<u>% of Budget</u>
<b>Insurance</b>	
Fidelity Bond Premium	0.0%
<b>Total Insurance</b>	0.0%
<b>Managing Partner Breakfast</b>	0.0%
<b>Miscellaneous Expense</b>	
Other	23.8%
Post Office Box	100.0%
<b>Total Miscellaneous Expense</b>	39.0%
<b>National Conference Scholarship</b>	
Board Member Stipend	82.4%
Chapter Dinner	
President-National Conference	0.0%
Silent Auction Items	0.0%
<b>Total National Conference Scholarship</b>	76.7%
<b>New Member Functions</b>	
Buddy Happy Hours	0.0%
Miscellaneous	0.0%
New Member Lunches	0.0%
Promo Gifts	0.0%
<b>Total New Member Functions</b>	0.0%
<b>Newsletter</b>	0.0%
<b>Regional Conference</b>	
Board Members	0.0%
Door Prize	0.0%
Members At Large	0.0%
Scholarships	0.0%
<b>Total Regional Conference</b>	0.0%
<b>Salary Survey Costs</b>	0.0%
<b>Website</b>	
Committee Meetings	0.0%
Designer Fees	8.0%
Maintenance	0.0%
Monthly Fee	1.0%
<b>Total Website</b>	4.1%
<b>Total Expense</b>	22.1%
<b>Net Ordinary Income</b>	36.6%
<b>Other Income/Expense</b>	
Other Income	
Interest Income	0.0%
Other Income	
<b>Total Other Income</b>	68.3%
<b>Net Other Income</b>	68.3%
<b>Net Income</b>	<u>36.6%</u>



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

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

STATEMENT ISSUED  
06-30-2011

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AUSTIN 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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Effective July 21, 2011, the first \$200 of your check deposits will be available on the first Business Day if we decide to delay availability of the funds deposited.

FREE BUSINESS CHECKING ACCOUNT NO. 591209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
13,342.12	5	16,412.00	17	15,258.09	14,496.03

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
06-02	DEPOSIT	517.00	06-29	DEPOSIT	20.00
06-29	DEPOSIT	80.00	06-29	DEPOSIT	795.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-03	15,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378

----- CHECKS PAID -----

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
06-07	1179 #	1,500.00	06-07	1185 #	306.00	06-17	1191 #	500.00
06-06	1180 #	1,621.09	06-15	1186 #	747.38	06-20	1192 #	150.00
06-07	1181 #	1,128.40	06-13	1187 #	1,500.00	06-24	1196 * #	149.00
06-09	1182 #	2,000.00	06-27	1188 #	100.00	06-30	1197 #	320.39
06-07	1183 #	1,500.00	06-16	1189 #	9.95	06-24	1198 #	1,679.61
06-07	1184 #	1,951.25	06-15	1190 #	95.02			

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-06	.00	INTERNET STMT COPY REQ	
06-06	.00	INTERNET CHK COPY REQ	
06-06	.00	INTERNET CHK COPY REQ	
06-06	.00	INTERNET CHK COPY REQ	
06-06	.00	INTERNET CHK COPY REQ	
06-13	.00	INTERNET CHK COPY REQ	
06-13	.00	INTERNET CHK COPY REQ	
06-13	.00	INTERNET CHK COPY REQ	
06-13	.00	INTERNET CHK COPY REQ	
06-13	.00	INTERNET CHK COPY REQ	
06-13	.00	INTERNET CHK COPY REQ	
06-13	.00	INTERNET CHK COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-31	13,342.12	06-09	18,852.38	06-20	15,850.03
06-02	13,859.12	06-13	17,352.38	06-24	14,021.42
06-03	28,859.12	06-15	16,509.98	06-27	13,921.42
06-06	27,238.03	06-16	16,500.03	06-29	14,816.42
06-07	20,852.38	06-17	16,000.03	06-30	14,496.03

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

4:42 PM

07/09/11

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 06/30/2011**

	<u>Jun 30, 11</u>
<b>Beginning Balance</b>	13,342.12
<b>Cleared Transactions</b>	
Checks and Payments - 17 Items	-15,258.09
Deposits and Credits - 5 items	16,412.00
<b>Total Cleared Transactions</b>	<u>1,153.91</u>
<b>Cleared Balance</b>	<u>14,496.03</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 5 items	-4,585.23
<b>Total Uncleared Transactions</b>	<u>-4,585.23</u>
<b>Register Balance as of 06/30/2011</b>	<u>9,910.80</u>
<b>Ending Balance</b>	<u>9,910.80</u>

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Bank Checking, Period Ending 06/30/2011**

Type	Date	Num	Name	Cir	Amount	Balance
<b>Beginning Balance</b>						13,342.12
<b>Cleared Transactions</b>						
<b>Checks and Payments - 17 Items</b>						
Check	6/1/2011	1182	Walsh, Anderson, B...	X	-2,000.00	-2,000.00
Check	6/1/2011	1180	Chrissie Eastin	X	-1,621.09	-3,621.09
Check	6/1/2011	1179	Tina Terrian	X	-1,500.00	-5,121.09
Check	6/1/2011	1181	Bickerstaff Heath D...	X	-1,128.40	-6,249.49
Check	6/3/2011	1184	Amanda Koplos	X	-1,951.25	-8,200.74
Check	6/3/2011	1183	Debbie Roan	X	-1,500.00	-9,700.74
Check	6/3/2011	1185	James Cornell	X	-306.00	-10,006.74
Check	6/10/2011	1187	Marti Lozano	X	-1,500.00	-11,506.74
Check	6/10/2011	1186	Hance Scarborough	X	-747.38	-12,254.12
Check	6/10/2011	1191	Capital Area Food ...	X	-500.00	-12,754.12
Check	6/10/2011	1192	PaperStreet Web D...	X	-150.00	-12,904.12
Check	6/10/2011	1188	Chrissie Eastin	X	-100.00	-13,004.12
Check	6/10/2011	1190	Brenda Barnes	X	-95.02	-13,099.14
Check	6/10/2011	1189	Barbara Mullen	X	-9.95	-13,109.09
Check	6/23/2011	1198	Bickerstaff Heath D...	X	-1,679.61	-14,788.70
Check	6/23/2011	1197	James C. Sims	X	-320.39	-15,109.09
Check	6/23/2011	1196	Debbie Roan	X	-149.00	-15,258.09
<b>Total Checks and Payments</b>					-15,258.09	-15,258.09
<b>Deposits and Credits - 5 Items</b>						
Deposit	6/1/2011			X	517.00	517.00
Deposit	6/3/2011			X	15,000.00	15,517.00
Deposit	6/28/2011			X	20.00	15,537.00
Deposit	6/28/2011			X	80.00	15,617.00
Deposit	6/28/2011			X	795.00	16,412.00
<b>Total Deposits and Credits</b>					16,412.00	16,412.00
<b>Total Cleared Transactions</b>					1,153.91	1,153.91
<b>Cleared Balance</b>					1,153.91	14,496.03
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 Items</b>						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	6/23/2011	1195	Special Tees		-1,517.45	-2,342.45
Check	6/23/2011	1194	Winstead PC		-989.76	-3,332.21
Check	6/23/2011	1193	Ann Jacobson		-152.10	-3,484.31
Check	6/30/2011	1199	Hance Scarborough		-1,100.92	-4,585.23
<b>Total Checks and Payments</b>					-4,585.23	-4,585.23
<b>Total Uncleared Transactions</b>					-4,585.23	-4,585.23
<b>Register Balance as of 06/30/2011</b>					-3,431.32	9,910.80
<b>Ending Balance</b>					-3,431.32	9,910.80



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

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

STATEMENT ISSUED  
06-30-2011

Page 1 of 1

AUSTIN 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



0

Effective July 21, 2011, the first \$200 of your check deposits will be available on the first Business Day if we decide to delay availability of the funds deposited.

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

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
70,326.69	0	4.63	1	15,000.00	55,331.32

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-30	4.63	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-03	15,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000
06-06	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-31	70,326.69	06-06	55,326.69	06-30	55,331.32
06-03	55,326.69				

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

4:43 PM  
07/09/11

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Money Market, Period Ending 06/30/2011**

	<u>Jun 30, 11</u>
<b>Beginning Balance</b>	70,326.69
<b>Cleared Transactions</b>	
Checks and Payments - 1 Item	-15,000.00
Deposits and Credits - 1 Item	4.63
<b>Total Cleared Transactions</b>	<u>-14,995.37</u>
<b>Cleared Balance</b>	<u><b>55,331.32</b></u>
<b>Register Balance as of 06/30/2011</b>	55,331.32
<b>Ending Balance</b>	55,331.32

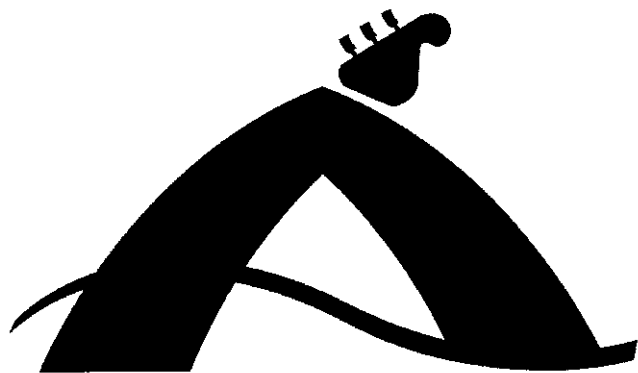


4:43 PM  
07/09/11

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 06/30/2011**

Type	Date	Num	Name	Cir	Amount	Balance
<b>Beginning Balance</b>						70,326.69
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Deposit	6/3/2011			X	-15,000.00	-15,000.00
<b>Total Checks and Payments</b>					-15,000.00	-15,000.00
<b>Deposits and Credits - 1 Item</b>						
Deposit	6/30/2011			X	4.63	4.63
<b>Total Deposits and Credits</b>					4.63	4.63
<b>Total Cleared Transactions</b>					-14,995.37	-14,995.37
<b>Cleared Balance</b>					-14,995.37	55,331.32
<b>Register Balance as of 06/30/2011</b>					-14,995.37	55,331.32
<b>Ending Balance</b>					-14,995.37	55,331.32

**ATTACHMENT B**



## **AUSTIN CHAPTER**

*A Chapter of the Association of Legal Administrators*

### **Austin ALA Committee Reports to the Board August 9, 2011**

#### **Bar Relations Committee Report – James Cornell, Committee Chair**

There is no report from the Bar Relations Committee. The Austin Bar Association Board will begin meeting again at the end of August so I will have a report then.

However, a question to ask the Board is should we ask the ABA to advertise our Summer Educational Seminar and Expo on August 18 in one of the upcoming Bar Code Newsletters? Seems like a great place for us to appear and I bet they will be happy to include the info. James has also asked Tina and Amanda on this as representatives of the Business Partner Relations Committee so they can weigh in on this idea from their perspective.

#### **Business Partner Relations Committee Report – Amanda Koplos, Committee Chair**

Everything should be in place for the Expo next week. We are finishing up with registrations and have been working with the hotel to make sure everything is in place. The committee is working on gathering items so that we can also portray the "Spirit of Aloha" in our registration booth. We have received positive feedback from business partners about the theme and we'll probably be seeing a lot of grass skirts and coconut bras. At the Expo, we will be giving a \$1,500 stipend to use toward the conference in Honolulu. The drawing will be held at 5:00pm and members must be present to win.

One item that needs to go on the agenda is making sure that the committee chairs are honoring the Chapter's commitments to Business Partners for this year (2011). Here are some important items that must be done this year. Each committee chair needs to make sure the Business Partners are being included.

As a board we also need to talk about setting up a Meet and Greet, perhaps with the membership committee as part of a New Member social event.

#### **Community Service Committee**

Platinum Sponsor – 3 representatives will be invited to participate in our community service event

Diamond Sponsors (3 companies) – 3 representatives will be invited to participate in our community service event  
Gold Sponsors (5 companies) – 2 representatives will be invited to participate in our community service event

### Board Meet & Greet

Platinum Sponsor – 3 representatives will be invited to attend an Austin ALA Board Meet and Greet event (the packages says Spring but we didn't do it).

Diamond Sponsors (3 companies) – 3 representatives will be invited to attend an Austin ALA Board Meet and Greet event (the packages says Spring but we didn't do it).

Gold Sponsors (5 companies) – 2 representatives will be invited to attend an Austin ALA Board Meet and Greet event (the packages says Spring but we didn't do it).

### Retreat

Platinum - 2 representatives will be invited to attend our Chapter Retreat

Diamond (3 companies) – 1 representative will be invited to attend the Chapter Retreat

### Education

Platinum – 3 representatives will be invited to attend our Holiday party in December and will receive Oral Recognition

Diamond (3 companies) – 2 representatives will be invited to attend our Holiday party in December and will receive Oral Recognition

### **Past Presidents Advisory Council – Brenda Barnes, Committee Chair**

No report at this time.

### **Community Relations Committee Report – Shannon Athey-Briggs, Committee Chair**

Current Community Relations Committee membership is: Shannon Athey-Briggs (Chair)  
Kelly Barker, Sandy Gable, Joan McClendon, Rebekah Murphy, Debra Nicklaus, Becky Shafer, Diana Stangl.

Monthly meeting was rescheduled from August 2<sup>nd</sup> to Monday, August 8<sup>th</sup>. In the meeting we will finalize key details and plan to email the chapter members and business partners no later than next week.

To recap: This year the committee has decided to work with the Multicultural Refugee Center for Community Challenge weekend on Saturday, September 24<sup>th</sup> from Noon to 4:00 p.m.

Our goal is to have various stations of activities for both the adults and children at the center. Since it is close to Halloween we thought it would be fun to have Halloween themed activities for the kids (pumpkin carving, costume/masks, baking/decorating cookies). The adults need assistance in the computer lab applying for jobs, creating resumes and studying for their driver's license test. There are also opportunities to assist with sewing.

The MRC is also in need of various donations. The committee agreed we should involve our law firms by asking for donations of soccer/basketballs, cotton fabric or a financial donation. Kelly has volunteered to put together a flyer that we will email to the chapter members to post within their offices to hopefully generate these items.

**Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair**

The Compensation and Benefits committee is working on the 2011 survey. It should be open for data within the next 2 weeks.

**Education/Programs Committee Report – Brenda Barnes, Committee Chair**

The Education Committee has put preliminary steps in place to qualify our monthly lunch and learns for CLM credit. Karie Rivkin has been leading this effort. We have also begun working on the 2012 calendar and plan to meet in the next few weeks to discuss further.

**Membership Committee Report – Shary Gonzalez, Committee Chair**

No report at this time.

**Newsletter Committee Report – Rose Sullivan, Committee Chair**

No report at this time.

**Website Committee Report – Barbara Mullen, Committee Chair**

The Website Committee is currently reviewing the concept pages for the new website design, which should be completed soon. The next step is to receive an "active" web site for our review and approval. There does seem to be some light at the end of the tunnel, and we should have a new web site shortly!