



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

January 11, 2011 at 12:00 p.m.

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

Members Not Present: None

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

3. **Treasurer's Report** (Chris Sims) – The Chapter checking account balance as of December 31, 2010 is \$21,327.83 and the Money Market account balance is \$58,301.99 for a total Checking/Savings balance of \$79,629.82.

TREASURER NOTES:

Chris noted that he transferred some money over to the Money Market account last week. He also noted that the reason the budget to actual income looks off is due to the receipt of most of the Business Partner income in a month other than when we budgeted it. But we have received more money than we budgeted so it's all okay. Chris also noted that he is looking into two of the old "uncleared transactions" so that we can get those straightened out.

Included with the financial statements is the budget to actual comparison. (Attachment A)

4. **Old Business**

a. Follow up on interest for a joint retreat with Alamo Chapter (Diana Stangl) – There is some interest from the San Antonio chapter about a joint retreat. Diana has sent an email to the San Antonio chapter president, Mary Radicke, and will let Chrissie know when she hears back from her.

b. Review of 2010 Chapter Awards Submissions (Ann Jacobson) – It was suggested that we check with Kennon Welch to see if she would be able to review the submissions for final editing before they are submitted. The submissions must be received by January 20th. Discussion was held about what category to submit the Career Connections event in. Bonnie will check with the committee to see if someone can write something up to submit it under Visibility as a PLMW event. Marti is working on the new membership brochure to submit.

c. Quest Award nomination – The Board decided not to make a submission this year. Marti will provide a list at the February board meeting of who joined the chapter in 2010 and will be eligible for the Quest award in 2011 (to be nominated in Jan. 2012).

5. **New Business**

a. Bar Relations Committee Report (Amanda Koplos) – The next meeting is scheduled for January 26. There was a write-up in the Texas Bar Journal about the Over the Edge event.

b. Nominating Committee (Amanda Koplos) – Amanda reviewed the process for forming the nominating committee. The Past President conducts the elections. The Nominating Committee is composed of the Past President, someone of the board's choosing, and three other people nominated by the chapter at large. The Board selected Rachelle Cherry. Amanda will contact her. Amanda will ask for volunteers at the January meeting. The Nominating Committee will come up with a list of candidates and the election will be in February.

c. Business Partner Relations Committee Report (Tina Terrian) – Registration has officially closed but we do have a couple of vendors who have asked to be allowed to sign up late. We had decided on a maximum of 60 Business Partners and we are at 56. We have 2 bronze and 2 silver spots remaining. The Board decided not to extend the registration and to keep it closed. The Board also decided that ILTA will only receive a booth (at no charge) at the Expo and none of the other Business Partner benefits. Tina and Josh noted that we still have one month spillover of the luncheon sponsorships from 2010. They will work out a plan to get all of the 2011 sponsors done in 2011 so that moving forward the business partners receive their benefits in the year that they signed up for.



d. Education/Programs Committee – Josh has a call in to Randi Mayes to see if ILTA wants to co-sponsor our Spring Seminar. The seminar will be held at Lloyd Gosselink's offices.

James will make a hotel reservation for Susan French for the night before the February chapter meeting and Josh will work on arranging a dinner with Susan and the board.

Josh will look into doing a round table discussion for the May chapter meeting since it is the week of the ALA Conference.

e. Membership Committee Report (Marti Lozano) – The committee is working on updating the membership roster. Marti distributed anniversary congratulation cards for the board members to sign. The committee is updating the membership brochure. They are also targeting administrators who are not chapter members to attend the Managing Partner Breakfast.

f. Newsletter Committee Report (Debbie Roan) – Debbie noted that Karie Rivkin prepared the December newsletter. She would like the chapter to give her a gift card to thank her for the work she put into getting the newsletter out. Debbie also suggested that we look into other e-newsletter providers because of problems we have had with e-connect. It was suggested that we check with PaperStreet to see if they have any suggestions of companies for us to use.

g. Website Committee (Barbara Mullen) – Barbara distributed copies of Round 2 of the Logo Mood Board. Consensus was reached that number 3 was good if some of the extra items (bicyclist, bats, music notes) were removed. People liked the arch with the guitar handle forming the letter A. The next conference call is on Thursday.

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

6. **Open Business** - Amanda asked if the chapter would pay \$25 for the Small Firm Administrator group to rent a conference room for their meeting. The board approved the request.

7. **Announcements/Adjournment** (James Cornell)

The meeting was adjourned at 1:35. The next Board Meeting is scheduled for noon on February 8 at Armbrust & Brown (100 Congress Ave., Suite 1300).



ATTACHMENT A

5:30 PM

01/09/11

Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of December 31, 2010

| | <u>Dec 31, 10</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Frost Bank Checking | 21,327.83 |
| Frost Money Market | 58,301.99 |
| Total Checking/Savings | <u>79,629.82</u> |
| Accounts Receivable | |
| Accounts Receivable | 1,265.00 |
| Total Accounts Receivable | <u>1,265.00</u> |
| Total Current Assets | <u>80,894.82</u> |
| TOTAL ASSETS | <u>80,894.82</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 13,329.53 |
| Retained Earnings | 68,412.70 |
| Net Income | -847.41 |
| Total Equity | <u>80,894.82</u> |
| TOTAL LIABILITIES & EQUITY | <u>80,894.82</u> |

Austin Chapter - Association of Legal Administrators Profit & Loss

01/09/11

April through December 2010

Accrual Basis

| | Apr - Dec 10 |
|---|--------------|
| Ordinary Income/Expense | |
| Income | |
| Annual Sponsorship | |
| Annual Sponsorship - Totebag | 1,000.00 |
| Bronze | 10,120.00 |
| Diamond | 7,425.00 |
| Gold | 8,100.00 |
| Platinum | 3,300.00 |
| Silver | 14,850.00 |
| Annual Sponsorship - Other | 825.05 |
| Total Annual Sponsorship | 45,620.05 |
| Business Partner Fair | |
| Additional Reps | 950.00 |
| Total Business Partner Fair | 950.00 |
| Education | |
| Meeting Receipts | 4,490.00 |
| Seminars | 3,810.00 |
| Total Education | 8,300.00 |
| Membership Dues | 10,950.00 |
| Salary Survey | 5,250.00 |
| Total Income | 71,070.05 |
| Expense | |
| Bank Service Charges | 991.60 |
| Board Expenses | |
| Board Retreat | 82.59 |
| Chapter Awards/Gifts | 153.84 |
| Service Awards | 1,135.47 |
| Total Board Expenses | 1,371.90 |
| Business Partner Fair Expenses | |
| A/V Rental | 521.66 |
| Beverages | 1,637.82 |
| Deposits | 0.00 |
| Facilities | 1,272.00 |
| Other | 75.00 |
| Parking | 231.00 |
| Vendor Appreciation Party | 1,426.14 |
| Total Business Partner Fair Expenses | 5,163.62 |
| 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 Challenge Expenses | 556.41 |
| Community Development | 1,500.00 |
| Education Costs | |
| Chapter MeetingLunches | 4,928.21 |
| Holiday Party | 1,421.50 |
| Lunches-Education Seminar | 3,597.46 |
| Speakers-Education Seminar | 3,982.18 |
| Webinars and Audio Conferences | 343.95 |
| Total Education Costs | 14,273.30 |
| Insurance | |
| Fidelity Bond Premium | 190.00 |
| Total Insurance | 190.00 |

Austin Chapter - Association of Legal Administrators
Profit & Loss
 April through December 2010

| | Apr - Dec 10 |
|--|---------------------|
| 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 - Other | 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 | 339.15 |
| Regional Conference | |
| Board Members | 6,406.85 |
| Door Prize | 184.13 |
| Members At Large | 7,200.00 |
| Other (bus) | 3,258.31 |
| Scholarships | 1,035.00 |
| Total Regional Conference | 18,084.29 |
| Salary Survey Costs | 6,740.00 |
| Website | |
| Design | 5,625.00 |
| Maintenance | 885.00 |
| Monthly Fee | 29.85 |
| Total Website | 6,539.85 |
| Total Expense | 71,940.54 |
| Net Ordinary Income | -870.49 |
| Other Income/Expense | |
| Other Income | |
| Interest Income | 23.08 |
| Total Other Income | 23.08 |
| Net Other Income | 23.08 |
| Net Income | -847.41 |

Austin Chapter - Association of Legal Administrators

01/09/11

Profit & Loss Budget vs. Actual

Accrual Basis

April through December 2010

| | Apr - Dec 10 | Budget | \$ Over Budget | % of Budget |
|---|--------------|-----------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Annual Sponsorship | | | | |
| Annual Sponsorship - Totebag | 1,000.00 | 500.00 | 500.00 | 200.0% |
| Bronze | 10,120.00 | | | |
| Diamond | 7,425.00 | | | |
| Gold | 8,100.00 | | | |
| Platinum | 3,300.00 | | | |
| Silver | 14,850.00 | | | |
| Annual Sponsorship - Other | 825.05 | | | |
| Total Annual Sponsorship | 45,620.05 | 500.00 | 45,120.05 | 9,124.0% |
| Business Partner Fair | | | | |
| Additional Reps | 950.00 | | | |
| Total Business Partner Fair | 950.00 | | | |
| Education | | | | |
| Meeting Receipts | 4,490.00 | 3,600.00 | 890.00 | 124.7% |
| Seminars | 3,810.00 | 3,600.00 | 210.00 | 105.8% |
| Total Education | 8,300.00 | 7,200.00 | 1,100.00 | 115.3% |
| Membership Dues | 10,950.00 | 10,875.00 | 75.00 | 100.7% |
| Salary Survey | 5,250.00 | 8,500.00 | -3,250.00 | 61.8% |
| Total Income | 71,070.05 | 27,075.00 | 43,995.05 | 262.5% |
| Expense | | | | |
| Bank Service Charges | 991.60 | 562.50 | 429.10 | 176.3% |
| Board Expenses | | | | |
| Advertising and Promotion | 0.00 | 337.50 | -337.50 | 0.0% |
| Bar Relations | 0.00 | 375.00 | -375.00 | 0.0% |
| Board Meetings | 0.00 | 187.50 | -187.50 | 0.0% |
| Board Retreat | 82.59 | | | |
| Chapter Awards/Gifts | 153.84 | 562.50 | -408.66 | 27.3% |
| PLMW Event | 0.00 | 250.00 | -250.00 | 0.0% |
| Service Awards | 1,135.47 | 500.00 | 635.47 | 227.1% |
| Total Board Expenses | 1,371.90 | 2,212.50 | -840.60 | 62.0% |
| Business Partner Fair Expenses | | | | |
| A/V Rental | 521.66 | | | |
| Beverages | 1,637.82 | | | |
| Deposits | 0.00 | | | |
| Facilities | 1,272.00 | 10,800.00 | -9,528.00 | 11.8% |
| Other | 75.00 | | | |
| Parking | 231.00 | | | |
| Vendor Appreciation Party | 1,426.14 | 500.00 | 926.14 | 285.2% |
| Total Business Partner Fair Expenses | 5,163.62 | 11,300.00 | -6,136.38 | 45.7% |
| 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 Challenge Expenses | 556.41 | 750.00 | -193.59 | 74.2% |
| Community Development | 1,500.00 | 500.00 | 1,000.00 | 300.0% |
| Education Costs | | | | |
| Audio Visual | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Chapter MeetingLunches | 4,928.21 | 3,994.00 | 934.21 | 123.4% |
| Holiday Party | 1,421.50 | 1,500.00 | -78.50 | 94.8% |
| Lunches-Education Seminar | 3,597.46 | 2,375.00 | 1,222.46 | 151.5% |
| Parking | 0.00 | 360.00 | -360.00 | 0.0% |
| Speakers-Education Seminar | 3,982.18 | 3,300.00 | 682.18 | 120.7% |
| Webinars and Audio Conferences | 343.95 | 1,125.00 | -781.05 | 30.6% |
| Total Education Costs | 14,273.30 | 14,154.00 | 119.30 | 100.8% |

Austin Chapter - Association of Legal Administrators

01/09/11

Profit & Loss Budget vs. Actual

Accrual Basis

April through December 2010

| | Apr - Dec 10 | Budget | \$ Over Budget | % of Budget |
|--|----------------|-------------------|------------------|-------------|
| Insurance | | | | |
| Fidelity Bond Premium | 190.00 | 190.00 | 0.00 | 100.0% |
| Total Insurance | 190.00 | 190.00 | 0.00 | 100.0% |
| Miscellaneous Expense | | | | |
| Other | 50.00 | 150.00 | -100.00 | 33.3% |
| Post Office Box | 100.00 | 102.00 | -2.00 | 98.0% |
| Total Miscellaneous Expense | 150.00 | 252.00 | -102.00 | 59.5% |
| 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 - Other | 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 | 75.00 | -75.00 | 0.0% |
| New Member Lunches | 160.86 | 300.00 | -139.14 | 53.6% |
| Promo Gifts | 0.00 | 150.00 | -150.00 | 0.0% |
| Total New Member Functions | 341.93 | 725.00 | -383.07 | 47.2% |
| Newsletter | 339.15 | 851.25 | -512.10 | 39.8% |
| Postage and Delivery | 0.00 | 37.50 | -37.50 | 0.0% |
| Printing and Reproduction | 0.00 | 112.50 | -112.50 | 0.0% |
| Regional Conference | | | | |
| Board Members | 6,406.85 | 8,450.00 | -2,043.15 | 75.8% |
| Door Prize | 184.13 | 200.00 | -15.87 | 92.1% |
| Members At Large | 7,200.00 | 4,500.00 | 2,700.00 | 160.0% |
| Other (bus) | 3,258.31 | 2,600.00 | 658.31 | 125.3% |
| Scholarships | 1,035.00 | 1,050.00 | -15.00 | 98.6% |
| Total Regional Conference | 18,084.29 | 16,800.00 | 1,284.29 | 107.6% |
| Salary Survey Costs | 6,740.00 | 6,740.00 | 0.00 | 100.0% |
| Website | | | | |
| Committee Meetings | 0.00 | 50.00 | -50.00 | 0.0% |
| Design | 5,625.00 | | | |
| Designer Fees | 0.00 | 7,500.00 | -7,500.00 | 0.0% |
| Maintenance | 885.00 | 1,755.00 | -870.00 | 50.4% |
| Monthly Fee | 29.85 | 75.00 | -45.15 | 39.8% |
| Total Website | 6,539.85 | 9,380.00 | -2,840.15 | 69.7% |
| Total Expense | 71,940.54 | 82,967.25 | -11,026.71 | 86.7% |
| Net Ordinary Income | -870.49 | -55,892.25 | 55,021.76 | 1.6% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Interest Income | 23.08 | 75.00 | -51.92 | 30.8% |
| Total Other Income | 23.08 | 75.00 | -51.92 | 30.8% |
| Net Other Income | 23.08 | 75.00 | -51.92 | 30.8% |
| Net Income | -847.41 | -55,817.25 | 54,969.84 | 1.5% |

5:32 PM
01/09/11

Austin Chapter - Association of Legal Administrators
Check Detail
December 2010

| <u>Type</u> | <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Item</u> | <u>Account</u> | <u>Paid Amount</u> |
|-------------|------------|-------------|----------------------|------------------------|----------------------------|--------------------|
| Check | 1136 | 12/21/2010 | ING | | Frost Bank Checking | |
| | | | | Gold | | -1,650.00 |
| | | | | Annual Sponsorship | | 825.00 |
| TOTAL | | | | | | <u>-825.00</u> |
| Check | 1137 | 12/21/2010 | Headliners Club | | Frost Bank Checking | |
| | | | | Chapter MeetingLunches | | -525.18 |
| TOTAL | | | | | | <u>-525.18</u> |
| Check | 1138 | 12/21/2010 | Osborne, Helman, ... | | Frost Bank Checking | |
| | | | | Members At Large | | -300.00 |
| TOTAL | | | | | | <u>-300.00</u> |
| Check | 1139 | 12/21/2010 | Winstead PC | | Frost Bank Checking | |
| | | | | Board Members | | -655.00 |
| TOTAL | | | | | | <u>-655.00</u> |
| Check | 1140 | 12/21/2010 | Lisa Grigar | | Frost Bank Checking | |
| | | | | Members At Large | | -300.00 |
| TOTAL | | | | | | <u>-300.00</u> |
| Check | 1141 | 12/21/2010 | Fabulous Affairs | | Frost Bank Checking | |
| | | | | Holiday Party | | -581.50 |
| TOTAL | | | | | | <u>-581.50</u> |

Austin Chapter - Association of Legal Administrators

Deposit Detail

December 2010

| Type | Date | Name | Account | Amount |
|----------------|-------------------|-----------------------------------|-----------------------------|-----------------|
| Deposit | 12/8/2010 | | Frost Bank Checki... | 8,652.84 |
| | | Norris Conference Center | Bronze | -440.00 |
| | | Norris Conference Center | Bank Service Charg... | 13.06 |
| | | Frost Bank | Silver | -825.00 |
| | | Frost Bank | Annual Sponsorship... | -500.00 |
| | | Frost Bank | Bank Service Charg... | 38.73 |
| | | Stephen F. Austin Hotel | Silver | -825.00 |
| | | Stephen F. Austin Hotel | Bank Service Charg... | 24.23 |
| | | Attorney Resource | Bronze | -440.00 |
| | | Attorney Resource | Bank Service Charg... | 13.06 |
| | | Lockton Companies | Bronze | -440.00 |
| | | Lockton Companies | Bank Service Charg... | 13.06 |
| | | Kilpatrick Equipment Company | Silver | -825.00 |
| | | Kilpatrick Equipment Company | Bank Service Charg... | 24.23 |
| | | Move Solutions | Silver | -825.00 |
| | | Move Solutions | Bank Service Charg... | 24.23 |
| | | Central Transportation | Silver | -825.00 |
| | | Central Transportation | Bank Service Charg... | 24.23 |
| | | ABA Retirement | Gold | -1,650.00 |
| | | ABA Retirement | Bank Service Charg... | 48.15 |
| | | Aramark | Bronze | -440.00 |
| | | Aramark | Bank Service Charg... | 13.06 |
| | | Corporate Care | Bronze | -440.00 |
| | | Corporate Care | Bank Service Charg... | 13.06 |
| | | Janice Acevedo | Bronze | -440.00 |
| | | Janice Acevedo | Bank Service Charg... | 13.06 |
| TOTAL | | | | -8,652.84 |
| Deposit | 12/17/2010 | | Frost Bank Checki... | 2,134.70 |
| | | Burnett Staffing Specialists | Bronze | -440.00 |
| | | Burnett Staffing Specialists | Bank Service Charg... | 13.06 |
| | | Maritta Terrell | Annual Sponsorship | -0.05 |
| | | Maritta Terrell | Bank Service Charg... | 0.05 |
| | | Greater Texas Water Company... | Bronze | -440.00 |
| | | Greater Texas Water Company... | Bank Service Charg... | 13.06 |
| | | Austin Business Furniture | Bronze | -440.00 |
| | | Austin Business Furniture | Bank Service Charg... | 13.06 |
| | | Thomson Reuters | Bronze | -440.00 |
| | | Thomson Reuters | Bank Service Charg... | 13.06 |
| | | Primus Networks, Inc. | Bronze | -440.00 |
| | | Primus Networks, Inc. | Bank Service Charg... | 13.06 |
| TOTAL | | | | -2,134.70 |
| Deposit | 12/21/2010 | | Frost Bank Checki... | 500.00 |
| | | Lloyd Gosselink Rochelle & To... | Meeting Receipts | -20.00 |
| | | Armbrust & Brown, L.L.P. | Meeting Receipts | -20.00 |
| | | Howry Breen & Herman, LLP | Meeting Receipts | -20.00 |
| | | Locke Liddell & Sapp | Meeting Receipts | -20.00 |
| | | Richards Rodriguez & Skeith | Meeting Receipts | -20.00 |
| | | Lloyd Gosselink Rochelle & To... | Meeting Receipts | -60.00 |
| | | Walsh, Anderson, Brown, Galle... | Meeting Receipts | -20.00 |
| | | Burns Anderson Jury & Brenner... | Meeting Receipts | -20.00 |
| | | Hance Scarborough | Meeting Receipts | -60.00 |
| | | Jackson Walker | Meeting Receipts | -40.00 |
| | | Drenner & Golden Stuart Wolff ... | Meeting Receipts | -20.00 |
| | | Germer Gertz LLP | Meeting Receipts | -20.00 |
| | | Germer Gertz LLP | Meeting Receipts | -20.00 |
| | | Graves Dougherty Hearon & M... | Meeting Receipts | -20.00 |
| | | Slack & Davis, L.L.P. | Meeting Receipts | -20.00 |
| | | McElroy Sullivan & Miller, LLP | Meeting Receipts | -20.00 |
| | | Chrissie Eastin | Meeting Receipts | -20.00 |
| | | Kelly Hart & Hallman | Meeting Receipts | -20.00 |

Austin Chapter - Association of Legal Administrators
Deposit Detail
December 2010

| Type | Date | Name | Account | Amount |
|----------------|-------------------|----------------------------------|-----------------------------|-----------------|
| | | Laura Angle | Meeting Receipts | -20.00 |
| | | Scott, Douglas & McConnico, L... | Meeting Receipts | -20.00 |
| TOTAL | | | | -500.00 |
| Deposit | 12/21/2010 | | Frost Bank Checki... | 9,735.00 |
| | | Hampton Inn & Suites | Silver | -825.00 |
| | | Pro Star Services | Bronze | -440.00 |
| | | Employer Solutions Group | Bronze | -440.00 |
| | | Rainmaker Document Tech | Bronze | -440.00 |
| | | Document Technologies, LLC | Silver | -825.00 |
| | | Convenience Office Supply | Bronze | -440.00 |
| | | Iron Mountain Records Manage... | Silver | -825.00 |
| | | Horseshoe Bay Resort | Bronze | -440.00 |
| | | Rick Whiteley | Silver | -825.00 |
| | | White Glove Technologies | Silver | -825.00 |
| | | Project Leadership Associates | Bronze | -440.00 |
| | | American Realty Services | Bronze | -440.00 |
| | | Oce' Business Services, Inc. | Bronze | -440.00 |
| | | Shred Document Destruction | Bronze | -440.00 |
| | | CB Richard Ellis | Gold | -1,650.00 |
| TOTAL | | | | -9,735.00 |
| Deposit | 12/31/2010 | | Frost Money Market | 2.48 |
| | | | Interest Income | -2.48 |
| TOTAL | | | | -2.48 |



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

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

STATEMENT ISSUED
12-31-2010

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



Page 1 of 1

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Give your business the freedom to grow & prosper by opening
a Free Business Checking account today. Call 866-FROST-TX
or visit frostbank.com to find out if it's right for you.

| FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000 | | | | | |
|---|----------|-----------|-------------|----------|------------------------|
| BALANCE LAST STATEMENT | DEPOSITS | | WITHDRAWALS | | BALANCE THIS STATEMENT |
| | NO. | AMOUNT | NO. | AMOUNT | |
| 4,752.37 | 4 | 21,022.54 | 5 | 2,901.68 | 22,873.23 |

DEPOSITS/CREDITS

| DATE | TRANSACTION | AMOUNT | DATE | TRANSACTION | AMOUNT |
|-------|-------------|--------|-------|-------------|----------|
| 12-21 | DEPOSIT | 500.00 | 12-21 | DEPOSIT | 9,735.00 |

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|----------|-------------|-------------------------------|
| 12-10 | 8,652.84 | ACH DEPOSIT | PAYPAL TRANSFER 4UEJ24LOGWHVY |
| 12-20 | 2,134.70 | ACH DEPOSIT | PAYPAL TRANSFER 4UEJ24MGBHWV2 |

CHECKS PAID

| DATE | CHECK | AMOUNT | DATE | CHECK | AMOUNT | DATE | CHECK | AMOUNT |
|-------|----------|--------|-------|--------|--------|-------|----------|--------|
| 12-10 | 1135 # | 840.00 | 12-29 | 1138 # | 300.00 | 12-24 | 1141 * # | 581.50 |
| 12-28 | 1137 * # | 525.18 | 12-29 | 1139 # | 655.00 | | | |

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

DAI LY BALANCE

| DATE | BALANCE | DATE | BALANCE | DATE | BALANCE |
|-------|-----------|-------|-----------|-------|-----------|
| 11-30 | 4,752.37 | 12-21 | 24,934.91 | 12-28 | 23,828.23 |
| 12-10 | 12,565.21 | 12-24 | 24,353.41 | 12-29 | 22,873.23 |
| 12-20 | 14,699.91 | | | | |

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

5:26 PM

01/09/11

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 12/31/2010

| | <u>Dec 31, 10</u> |
|--|-------------------------|
| Beginning Balance | 4,752.37 |
| Cleared Transactions | |
| Checks and Payments - 5 items | -2,901.68 |
| Deposits and Credits - 4 items | 21,022.54 |
| Total Cleared Transactions | <u>18,120.86</u> |
| Cleared Balance | <u>22,873.23</u> |
| Uncleared Transactions | |
| Checks and Payments - 4 items | -1,545.40 |
| Total Uncleared Transactions | <u>-1,545.40</u> |
| Register Balance as of 12/31/2010 | <u>21,327.83</u> |
| Ending Balance | <u>21,327.83</u> |

Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 12/31/2010

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|-------|----------------------|-----|------------------|------------------|
| Beginning Balance | | | | | | 4,752.37 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 5 items | | | | | | |
| Check | 11/22/2010 | 1135 | Fabulous Affairs | X | -840.00 | -840.00 |
| Check | 12/21/2010 | 1139 | Winstead PC | X | -655.00 | -1,495.00 |
| Check | 12/21/2010 | 1141 | Fabulous Affairs | X | -581.50 | -2,076.50 |
| Check | 12/21/2010 | 1137 | Headliners Club | X | -525.18 | -2,601.68 |
| Check | 12/21/2010 | 1138 | Osborne, Helman, ... | X | -300.00 | -2,901.68 |
| Total Checks and Payments | | | | | -2,901.68 | -2,901.68 |
| Deposits and Credits - 4 items | | | | | | |
| Deposit | 12/8/2010 | | | X | 8,652.84 | 8,652.84 |
| Deposit | 12/17/2010 | | | X | 2,134.70 | 10,787.54 |
| Deposit | 12/21/2010 | | | X | 500.00 | 11,287.54 |
| Deposit | 12/21/2010 | | | X | 9,735.00 | 21,022.54 |
| Total Deposits and Credits | | | | | 21,022.54 | 21,022.54 |
| Total Cleared Transactions | | | | | 18,120.86 | 18,120.86 |
| Cleared Balance | | | | | 18,120.86 | 22,873.23 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 4 items | | | | | | |
| General Journal | 6/24/2009 | 81630 | | | -20.40 | -20.40 |
| Check | 9/21/2010 | 1095 | Clark Travel | | -400.00 | -420.40 |
| Check | 12/21/2010 | 1136 | ING | | -825.00 | -1,245.40 |
| Check | 12/21/2010 | 1140 | Lisa Grigar | | -300.00 | -1,545.40 |
| Total Checks and Payments | | | | | -1,545.40 | -1,545.40 |
| Total Uncleared Transactions | | | | | -1,545.40 | -1,545.40 |
| Register Balance as of 12/31/2010 | | | | | 16,575.46 | 21,327.83 |
| Ending Balance | | | | | 16,575.46 | 21,327.83 |



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

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

STATEMENT ISSUED
12-31-2010

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



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a Free Business Checking account today. Call 866-FROST-TX
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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

| BALANCE LAST STATEMENT | DEPOSITS | | WITHDRAWALS | | BALANCE THIS STATEMENT |
|------------------------|----------|--------|-------------|--------|------------------------|
| | NO. | AMOUNT | NO. | AMOUNT | |
| 58,299.51 | 0 | 2.48 | 0 | .00 | 58,301.99 |

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

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|--------|---------------|-------------|
| 12-31 | 2.48 | INTEREST PAID | |

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

| DATE | BALANCE | DATE | BALANCE |
|-------|-----------|-------|-----------|
| 11-30 | 58,299.51 | 12-31 | 58,301.99 |

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

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 12/31/2010**

| | <u>Dec 31, 10</u> |
|--|-------------------|
| Beginning Balance | 58,299.51 |
| Cleared Transactions | |
| Deposits and Credits - 1 item | 2.48 |
| Total Cleared Transactions | <u>2.48</u> |
| Cleared Balance | 58,301.99 |
| Register Balance as of 12/31/2010 | 58,301.99 |
| Ending Balance | 58,301.99 |

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 12/31/2010**

| Type | Date | Num | Name | Clr | Amount | Balance |
|--------------------------------------|------------|-----|------|-----|-------------|------------------|
| Beginning Balance | | | | | | 58,299.51 |
| Cleared Transactions | | | | | | |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 12/31/2010 | | | X | 2.48 | 2.48 |
| Total Deposits and Credits | | | | | 2.48 | 2.48 |
| Total Cleared Transactions | | | | | 2.48 | 2.48 |
| Cleared Balance | | | | | 2.48 | 58,301.99 |
| Register Balance as of 12/31/2010 | | | | | 2.48 | 58,301.99 |
| Ending Balance | | | | | 2.48 | 58,301.99 |

ATTACHMENT B



Austin ALA Committee Reports to the Board January 11, 2011

Bar Relations Committee Report – Amanda Koplos, Committee Chair

The Austin Bar did not meet in December due to the holidays. The next meeting is scheduled for January 26th.

As a followup to last month's meeting bill HR 6398, which offered full protection for Interest on Lawyers Trust Accounts, was passed and made into law effective Dec 31, 2010.

We received a write-up in the Texas Bar Journal about the Over The Edge event! This is very good exposure for our association! See the attached cover and page from the article.

Business Partner Relations Committee Report – Tina Terrian, Committee Chair

As of 1/5/2011 we've collected a total of \$44,500 for our 2011 Business Partner Sponsorships. We have 57 sponsors this year and Tina will bring a copy of the final 2011 spreadsheet to the meeting for Board review.

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

No report at this time.

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

Monthly Education Committee Events (generally the 4th Thursday of the month)

2011 schedule

- JANUARY 27 **Topic:** ALA Update AND The Future of the Legal Secretary
Competency Category: Legal Industry
Speaker: Toni Beasley
Sponsor: Capitol Vending and Coffee (Katy Mozeley) [TENTATIVE]
- FEBRUARY 24 **Topic:** Leadership in Your Law Firm
Competency Category: Communications & General Management
Speaker: Susan French
Sponsor: Commercial Texas (Mike Kennedy) [TENTATIVE]
- MARCH 7 - SPRING SEMINAR
Topic: Disaster Recovery
Competency Category: Office Operations Management
Speaker: Bob Mellinger
- APRIL 28 **Topic:** TBD
Competency Category:
Speaker:
Sponsor: IKON Office Solutions (Matt Elkjer) [TENTATIVE]
- MAY 26 **Topic:** TBD
Competency Category:
Speaker:
Sponsor: Dahill (Cam Edwards) [TENTATIVE]
- JUNE 28 **Topic:** TBD
Competency Category:
Speaker:
Sponsor: DOCUmentation (Rex Engelhardt) [TENTATIVE]
- AUGUST – LEGAL EXPO & SEMINAR
Topic: TBD
Competency Category:
Speaker:

- SEPTEMBER 22 **Topic:** TBD
Competency Category:
Speaker:
Sponsor: Jones Lang LaSalle (Russell Young) [TENTATIVE]
- OCTOBER 27 **Topic:** TBD
Competency Category:
Speaker:
Sponsor: CB Richard Ellis (Jerry Frey) [TENTATIVE]
- NOVEMBER 15 (being held on a Tuesday and one week early due to Thanksgiving)
Topic: TBD
Competency Category:
Speaker:
Sponsor: Gallagher Benefit Services, Inc. (Bruce Romine) [TENTATIVE]

DECEMBER – no meeting – Holiday Party

Membership Committee Report – Marti Lozano, Committee Chair

Membership Committee Report:

Membership count is 90. This includes Wally Warrenburg as well as new member Michele Floyd.

Sandra Moxley and Debra Kortan are no longer with their firms but there are still being counted as members. Information will be updated once headquarters confirms membership status.

The Committee will meet to:

- 📌 discuss/update the membership roster as needed
- 📌 follow up with recruiting initiatives
- 📌 follow through with sending member anniversary cards
- 📌 discuss membership renewal campaign (to initiate mid-January)

Newsletter Committee Report – Debbie Roan, Committee Chair

Newsletter Committee - We were required to come up with Plan B for the fourth quarter newsletter because of the compromised state of the Chapter's website. Karie Rivkin stepped in and generated the newsletter using an Adobe tool. To further complicate the situation, I was out for a couple of weeks longer than anticipated in November. There was a somewhat mad scramble to meet some of the requirements

for the Chapter to qualify for the Platinum level for ALA's Presidents' Award of Excellence. Karie did an incredible job with her usual quiet humility.

All of the circumstances that transpired over the past four weeks has served to further confirm that the person who puts the newsletter together needs a more technical background than I possess--something I have realized most of 2010. We are hopeful the new website will be in place before the end of the first quarter of 2011.

Website Committee Report – Barbara Mullen, Committee Chair

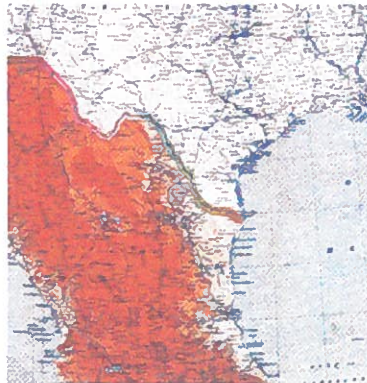
The Website Committee participated in a conference call on December 21st with PaperStreet's Creative Director and Senior Designer. We discussed the logo sketches, mood board (colors, fonts, pictures) and home page layout and continue to make progress in relaying to them the "feel" that we want to present overall, especially in the logo. The initial offerings are being refined and more sketches will be submitted. We should also receive a home page concept based on our input regarding color schemes and formatting. If these are received prior to the Board Meeting, we will present them to the Board for discussion.

TEXAS BAR JOURNAL

January 2011 • Vol. 74, No. 1



2010 YEAR IN REVIEW



P-19 P35 *****5-DIGIT 78619
MR. THOMAS N. TOURTELLOTTIE
HANCE SCARBOROUGH WRIGHT
PO BOX 230
DRIFTWOOD TX 78619-0230



COMMITMENT TO JUSTICE



During the New Lawyer Induction ceremony in November, the Texas Access to Justice Commission recognized Stephanie Kolmar with its Law Student Pro Bono Award. Kolmar is a recent graduate of the University of Texas School of Law. The Commission also recognized Baylor Law School with its Law School Commitment to Service Award. Baylor students are involved in pro bono work in the community through a program called Bear PAWS (People at Work and Service), in which they work with several legal aid offices. Pictured, left to right, are Baylor Law School Dean Brad Toben, Kolmar, and Texas Access to Justice Commission Chair Harry M. Reasoner.

GOING OVER THE EDGE

Graves, Dougherty, Hearon & Moody, P.C. in Austin donated more than \$2,500 to Special Olympics Texas as part of Over the Edge, an event that took place at the Inter-Continental Stephen F. Austin Hotel. James Cornell, the firm's human resources director and president of the Austin Chapter of the Association of Legal Administrators, wore a Graves Dougherty T-shirt as he rappelled 15 stories down the side of the hotel. Cornell was the No. 2 individual fundraiser in Texas, with \$7,900 raised.



EVERYTHING'S SUPER IN TEXAS

The annual Texas Environmental Superconference was named winner of the first-ever "State or Local



Bar Environment, Energy, and Resources Program of the Year" award from the American Bar Association Section of Environment, Energy and Resources. Jeff Civins, right, a partner in Haynes and Boone, L.L.P. in Austin who has chaired the conference since its inception, received the honor on behalf of the State Bar Environmental and Natural Resources Law Section. Pictured with Civins is Mike Pearce, chair of the ABA Special Committee on Annual Awards.

A CLASS APART

A bronze bust of the late Hon. James DeAnda was unveiled Nov. 12, 2010, at the University of Texas School of Law during a celebration to honor his legacy as an advocate for social justice, particularly for his role in the civil rights of Mexican-American school children in Texas. DeAnda was the youngest member of a legal team of four Hispanic attorneys who won Hernandez v. State of Texas, a landmark U.S. Supreme Court case. DeAnda, who in 1979 became the second Mexican-American named to the federal bench, died in 2006.



CALL FOR NOMINATIONS

The State Bar Committee on Child Abuse & Neglect is accepting nominations for its Fairy Davenport Rutland Award for Distinguished Service to Children and Families. Candidates must be a practicing attorney who has made a substantial contribution to the field of advocacy for abused and neglected children. Judges and committee members are ineligible. To nominate an attorney, submit a written nomination with the nominee's address and telephone number. Also advise whether you will permit publication of your name as nominator in print media. The deadline is April 1, 2011. Mail or fax nominations to Gene Major, Committees, State Bar of Texas, P.O. Box 12487, Austin 78711-2487 or fax to (512) 427-4276.