



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

February 8, 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, Chrissie Eastin, Bonnie Zook, Chris Sims, Debbie Roan and Josh de Koning

Members Not Present: None

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

3. **Treasurer's Report** (Chris Sims) – The Chapter checking account balance as of January 31, 2011 is \$11,587.86 and the Money Market account balance is \$70,304.83 for a total Checking/Savings balance of \$81,892.69.

TREASURER NOTES:

There were no unusual items to report this month.

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

4. **Old Business**

a. Review of 2010 Chapter Awards Submissions (James Cornell) – James thanked everyone for the hard work done on the submissions. We should receive a Platinum Award again this year. We also submitted 5 additional entries.

5. **New Business**

a. Bar Relations Committee Report (Amanda Koplos) – Amanda invited the Bar Board to the Managing Partner Breakfast. She also obtained the membership list and will give that to the education committee for them to use to invite the solo/small firm members to the March seminar and to the membership committee for them to use in recruiting new members.

b. Nominating Committee (Amanda Koplos) – Amanda noted that the officer slate will be announced at the February meeting and she will encourage everyone to vote. She will email the results to the chapter. The ballot will also include a vote on the chapter logo.

c. Education/Programs Committee – Josh reminded everyone about the dinner set for Feb. 23 with Susan French. The Spring Seminar is set for March 7. He will have a flyer for it at the Managing Partner Breakfast. He will need a check for the speaker at the day of the event. We will send invitations out to the other Texas ALA chapters. Diana will notify the Alamo Chapter, Chrissie will notify Houston, Tina will notify Ft. Worth and James will notify Dallas. The fee for the seminar will be \$40 for everyone.

Commercial Texas will be the speaker and the sponsor for the April meeting. Commercial Texas is also the sponsor for the March seminar since they are our Platinum sponsor this year. We are still looking for an alternate venue for the April meeting if possible because that is the month that we get bumped from our usual room at the Headliners Club into a smaller room. James will look into the W or possibly the Austin Bar Headquarters.

Brenda Barnes will be the chair of the Education Committee next year.

d. Newsletter Committee Report (Debbie Roan) – Debbie has been testing out Mail Chimp for the newsletter. She is trying to touch base with Rose Sullivan about chairing the committee next year.

e. Website Committee (Barbara Mullen) – Barbara has asked for 1 more revision of the logos. She hopes to get them back in time to include them with the officer election ballot. She is hoping to be able to launch the new website in mid-March.

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



f. Discussion of 2011-2012 Committee Chairs (Chrissie Eastin) – It looks like the Committee Chairs for next year will be:

Bar Relations – James Cornell
Business Partners – Amanda Koplos
PPAC – not decided
Community Relations – Bonnie has two volunteers at this time
Education – Brenda Barnes
Membership – Leah Walters or Meg Land
Newsletter – hopefully Rose Sullivan
Website – Barbara Mullen
Salary Survey – Elaine Nielson

These are still tentative and some of these people have not been contacted yet.

g. Annual Conference Stipends for Board Members (Chrissie Eastin) – A spirited discussion was held about the stipend amounts for board members and what time frame the service should be for. It was decided that stipends will go to the people currently on the board (so the people who served on the 2010/2011 board will receive a stipend to attend the May 2011 conference). It was further decided that the stipends would be as follows:

\$2,000 for elected officers plus the incoming president elect
\$1,500 for committee chairs
\$500 additional for Amanda as the Past President since she did not get to attend the conference last year.

Motion was made, seconded and approved to adopt the above decisions.

6. **Open Business** - A motion was made to waive the monthly luncheon fee and the spring and summer seminar fees for the chapter president during their term of office, effective as of February 8, 2011. Motion was approved.

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

James announced that Debbie Curtis's husband passed away. (Debbie works at ALA Headquarters.) He distributed cards for people to sign. He also requested approval for a \$100 donation to the charity requested by the family, First Tee of Des Moines. The request was approved.



The meeting was adjourned at 1:25. The next Board Meeting is scheduled for noon on March 8 at Walsh Anderson (505 E. Huntland Drive, Suite 600).



ATTACHMENT A

7:57 AM

02/08/11

Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of January 31, 2011

	<u>Jan 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	11,587.86
Frost Money Market	70,304.83
Total Checking/Savings	<u>81,892.69</u>
Total Current Assets	<u>81,892.69</u>
TOTAL ASSETS	<u>81,892.69</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	68,433.10
Net Income	130.06
Total Equity	<u>81,892.69</u>
TOTAL LIABILITIES & EQUITY	<u>81,892.69</u>

Austin Chapter - Association of Legal Administrators Profit & Loss

02/08/11

April 2010 through January 2011

Accrual Basis

	Apr '10 - Jan 11
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	1,000.00
Bronze	10,120.00
Diamond	7,425.00
Gold	9,750.00
Platinum	3,300.00
Silver	14,850.00
Annual Sponsorship - Other	825.05
Total Annual Sponsorship	47,270.05
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	11,075.00
Salary Survey	5,250.00
Total Income	72,845.05
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	1,592.02
Lunches-Education Seminar	3,597.46
Speakers-Education Seminar	4,982.18
Webinars and Audio Conferences	343.95
Total Education Costs	15,443.82
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00

Austin Chapter - Association of Legal Administrators Profit & Loss

02/08/11

April 2010 through January 2011

Accrual Basis

	Apr '10 - Jan 11
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)	2,858.31
Scholarships	1,035.00
Total Regional Conference	17,684.29
Salary Survey Costs	6,740.00
Website	
Design	5,625.00
Maintenance	885.00
Monthly Fee	59.70
Total Website	6,569.70
Total Expense	72,740.91
Net Ordinary Income	104.14
Other Income/Expense	
Other Income	
Interest Income	25.92
Total Other Income	25.92
Net Other Income	25.92
Net Income	130.06

Austin Chapter - Association of Legal Administrators

02/08/11

Profit & Loss Budget vs. Actual

Accrual Basis

April 2010 through January 2011

	Apr '10 - Jan 11	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	11,000.00	-880.00	92.0%
Diamond	7,425.00	7,425.00	0.00	100.0%
Gold	9,750.00	8,250.00	1,500.00	118.2%
Platinum	3,300.00	3,300.00	0.00	100.0%
Silver	15,675.00	16,500.00	-825.00	95.0%
Annual Sponsorship - Other	0.05			
Total Annual Sponsorship	47,270.05	46,975.00	295.05	100.6%
Business Partner Fair				
Additional Reps	950.00			
Total Business Partner Fair	950.00			
Education				
Meeting Receipts	4,490.00	4,200.00	290.00	106.9%
Seminars	3,810.00	3,600.00	210.00	105.8%
Total Education	8,300.00	7,800.00	500.00	106.4%
Membership Dues	11,075.00	10,875.00	200.00	101.8%
Salary Survey	5,250.00	8,500.00	-3,250.00	61.8%
Total Income	72,845.05	74,150.00	-1,304.95	98.2%
Expense				
Bank Service Charges	991.60	625.00	366.60	158.7%
Board Expenses				
Advertising and Promotion	0.00	375.00	-375.00	0.0%
Bar Relations	0.00	416.67	-416.67	0.0%
Board Meetings	0.00	208.33	-208.33	0.0%
Board Retreat	82.59			
Chapter Awards/Gifts	153.84	625.00	-471.16	24.6%
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	2,375.00	-1,003.10	57.8%
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	4,659.67	268.54	105.8%
Holiday Party	1,592.02	1,500.00	92.02	106.1%
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	4,982.18	3,300.00	1,682.18	151.0%
Webinars and Audio Conferences	343.95	1,250.00	-906.05	27.5%
Total Education Costs	15,443.82	14,944.67	499.15	103.3%

Austin Chapter - Association of Legal Administrators

02/08/11

Profit & Loss Budget vs. Actual

Accrual Basis

April 2010 through January 2011

	Apr '10 - Jan 11	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	166.67	-116.67	30.0%
Post Office Box	100.00	102.00	-2.00	98.0%
Total Miscellaneous Expense	150.00	268.67	-118.67	55.8%
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	83.33	-83.33	0.0%
New Member Lunches	160.86	300.00	-139.14	53.6%
Promo Gifts	0.00	166.67	-166.67	0.0%
Total New Member Functions	341.93	750.00	-408.07	45.6%
Newsletter	339.15	945.83	-606.68	35.9%
Postage and Delivery	0.00	41.67	-41.67	0.0%
Printing and Reproduction	0.00	125.00	-125.00	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)	2,858.31	2,600.00	258.31	109.9%
Scholarships	1,035.00	1,050.00	-15.00	98.6%
Total Regional Conference	17,684.29	16,800.00	884.29	105.3%
Salary Survey Costs	6,740.00	6,740.00	0.00	100.0%
Website				
Committee Meetings	0.00	50.00	-50.00	0.0%
Designer Fees	5,625.00	7,500.00	-1,875.00	75.0%
Maintenance	885.00	1,950.00	-1,065.00	45.4%
Monthly Fee	59.70	83.33	-23.63	71.6%
Total Website	6,569.70	9,583.33	-3,013.63	68.6%
Total Expense	72,740.91	84,339.17	-11,598.26	86.2%
Net Ordinary Income	104.14	-10,189.17	10,293.31	-1.0%
Other Income/Expense				
Other Income				
Interest Income	25.92	83.33	-57.41	31.1%
Total Other Income	25.92	83.33	-57.41	31.1%
Net Other Income	25.92	83.33	-57.41	31.1%
Net Income	130.06	-10,105.84	10,235.90	-1.3%

6:23 PM

02/07/11

Austin Chapter - Association of Legal Administrators
Check Detail
January 2011

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1142	1/24/2011	Chris Bhamani		Frost Bank Checking		-29.85
				Monthly Fee		-29.85	29.85
TOTAL						-29.85	29.85
Check	1143	1/24/2011	Janice Acevedo		Frost Bank Checking		-440.00
				Bronze		-440.00	440.00
TOTAL						-440.00	440.00
Check	1144	1/24/2011	Hance Scarborough...		Frost Bank Checking		-170.52
				Holiday Party		-170.52	170.52
TOTAL						-170.52	170.52
Check	1145	1/24/2011	Attainium Corp.		Frost Bank Checking		-1,000.00
				Speakers-Education Se...		-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00

Austin Chapter - Association of Legal Administrators
Deposit Detail
 January 2011

Type	Date	Name	Account	Amount
General Jo...	1/9/2011		Frost Money Market	12,000.00
			Frost Bank Checking	-12,000.00
TOTAL				-12,000.00
Deposit	1/24/2011		Frost Bank Checki...	3,480.00
		The Benefits Team	Bronze	-440.00
		Law Office of Becky Beaver	Membership Dues	-125.00
		Humanscale	Silver	-825.00
		Gallagher Benefit Services, Inc.	Gold	-1,650.00
		Adecco Shared Services	Bronze	-440.00
TOTAL				-3,480.00
Deposit	1/31/2011		Frost Money Market	2.84
			Interest Income	-2.84
TOTAL				-2.84



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

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

STATEMENT ISSUED
01-31-2011

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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to activate your card by visiting us at frostbank.com.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
22,873.23	1	3,480.00	5	13,640.37	12,712.86

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
01-24	DEPOSIT	3,480.00			

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
01-28	1142 #	29.85	01-27	1144 #	170.52	01-31	1145 #	1,000.00
01-28	1143 #	440.00						

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-10	12,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx0378
01-10	.00	INTERNET STMT COPY REQ	
01-10	.00	INTERNET STMT COPY REQ	
01-10	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12-31	22,873.23	01-24	14,353.23	01-28	13,712.86
01-10	10,873.23	01-27	14,182.71	01-31	12,712.86

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

6:10 PM

02/07/11

Austin Chapter - Association of Legal Administrators Reconciliation Summary

Frost Bank Checking, Period Ending 01/31/2011

	<u>Jan 31, 11</u>
Beginning Balance	22,873.23
Cleared Transactions	
Checks and Payments - 6 items	-13,660.77
Deposits and Credits - 3 items	3,500.40
Total Cleared Transactions	<u>-10,160.37</u>
Cleared Balance	<u>12,712.86</u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-1,125.00</u>
Total Uncleared Transactions	<u>-1,125.00</u>
Register Balance as of 01/31/2011	<u>11,587.86</u>
Ending Balance	<u>11,587.86</u>

Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 01/31/2011

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						22,873.23
Cleared Transactions						
Checks and Payments - 6 items						
General Journal	6/24/2009	81630		X	-20.40	-20.40
General Journal	1/9/2011	81643		X	-12,000.00	-12,020.40
Check	1/24/2011	1145	Attainium Corp.	X	-1,000.00	-13,020.40
Check	1/24/2011	1143	Janice Acevedo	X	-440.00	-13,460.40
Check	1/24/2011	1144	Hance Scarborough...	X	-170.52	-13,630.92
Check	1/24/2011	1142	Chris Bhamani	X	-29.85	-13,660.77
Total Checks and Payments					-13,660.77	-13,660.77
Deposits and Credits - 3 items						
General Journal	6/24/2009	81630		X	20.40	20.40
Check	9/21/2010	1095	Clark Travel	X	0.00	20.40
Deposit	1/24/2011			X	3,480.00	3,500.40
Total Deposits and Credits					3,500.40	3,500.40
Total Cleared Transactions					-10,160.37	-10,160.37
Cleared Balance					-10,160.37	12,712.86
Uncleared Transactions						
Checks and Payments - 2 items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	12/21/2010	1140	Lisa Grigar		-300.00	-1,125.00
Total Checks and Payments					-1,125.00	-1,125.00
Total Uncleared Transactions					-1,125.00	-1,125.00
Register Balance as of 01/31/2011					-11,285.37	11,587.86
Ending Balance					-11,285.37	11,587.86



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

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

STATEMENT ISSUED
01-31-2011

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



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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
58,301.99	1	12,002.84	0	.00	70,304.83

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-10	12,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx9000
01-31	2.84	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-10	.00	INTERNET STMT COPY REQ	
01-10	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12-31	58,301.99	01-10	70,301.99	01-31	70,304.83

6:12 PM

02/07/11

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 01/31/2011**

	<u>Jan 31, 11</u>
Beginning Balance	58,301.99
Cleared Transactions	
Deposits and Credits - 2 items	12,002.84
Total Cleared Transactions	<u>12,002.84</u>
Cleared Balance	70,304.83
Register Balance as of 01/31/2011	70,304.83
Ending Balance	70,304.83

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 01/31/2011**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						58,301.99
Cleared Transactions						
Deposits and Credits - 2 items						
General Journal	1/9/2011	81643		X	12,000.00	12,000.00
Deposit	1/31/2011			X	2.84	12,002.84
Total Deposits and Credits					12,002.84	12,002.84
Total Cleared Transactions					12,002.84	12,002.84
Cleared Balance					12,002.84	70,304.83
Register Balance as of 01/31/2011					12,002.84	70,304.83
Ending Balance					12,002.84	70,304.83

ATTACHMENT B



Austin ALA Committee Reports to the Board February 8, 2011

Bar Relations Committee Report – Amanda Koplos, Committee Chair

The Austin Bar met on January 26th. At the meeting Amanda extended the Chapter Board's invitation to all members of the Bar's Board to join us at the Managing Partners Breakfast. Amanda passed out invitations to all 20+ people present.

After many phone and email conversations with the Bar staff Amanda is very close to getting the mailing list of all Bar members. We will actually get two lists. One will be all the members of the Solo/Small Firm section and the other list would be of all 4000+ members. Amanda would like to use the Solo/Small Firm list to market our March seminar to. The other list can be culled to find potential new members by the Membership committee.

The main topic of conversation at the meeting was an update on the new Travis County Courthouse as well as the new Disciplinary Rules that have been proposed by the State Bar of Texas and are being voted on by bar members. There have been a lot of negative emails going around in an attempt to block the passing of these rules because there are stipulations that are not favorable to everyone. It is the opinion of the Austin Bar Board that while the rules are not perfect they are a good start and should be supported.

As for the new courthouse the county purchased the block just south of the Federal Courthouse on 2nd street. They are in talks with tenants in the area as well as business leaders and members of the community to determine the design of the building. Many in the area would like the lot to be used as a 30+ story high rise and don't like the idea of only a 5-6 story building for the courthouse. Still others are concerned that the building would be occupied from 9-5 but then would be abandoned and dark after that. They feel like that area of downtown is growing and putting two government buildings right next to each other will stifle that growth. A PAC has been formed to

work on the issues of getting all sides to agree before the bond package is released to vote this November.

Business Partner Relations Committee Report – Tina Terran, Committee Chair

No report at this time.

Past Presidents Advisory Council – Ann Jacobson, Committee Chair

The PPAC Committee has been busy working on the Chapter Service Awards. The certificates have been printed, gifts have been purchased and award recipients have been called to see if they will attend the breakfast so we can hand them their award in person. James has a list of the award recipients so he can include this portion of the program in his Managing Partner Breakfast Agenda.

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

FEBRUARY 24 **Topic:** Leadership in Your Law Firm
Competency Category: Communications & General Management
Speaker: Susan French
Sponsor: CB Richard Ellis (Jerry Frey)




MARCH 7 - SPRING SEMINAR
Topic: Disaster Recovery
Competency Category: Office Operations Management
Speaker: Bob Mellinger
Sponsor: Commercial Texas (Mike Kennedy)

APRIL 28 **Topic:** TBD
Competency Category:
Speaker/Sponsor: Commercial Texas (Mike Kennedy)

- MAY 26 **Topic:** Human Resources Roundtable
Competency Category:
Speaker:
Sponsor: Dahill (Cam Edwards) & Gallagher Benefit Services, Inc.
(Bruce Romine)
- JUNE 23 **Topic:** TBD
Competency Category:
Speaker:
Sponsor: DOCUmation (Rex Engelhardt)
- JULY 28 **Topic:** TBD
Competency Category:
Speaker:
Sponsor: Capitol Vending and Coffee (Katy Mozeley)
- AUGUST 18 – LEGAL EXPO & SEMINAR
Topic: TBD
Competency Category:
Speaker:
- SEPTEMBER 22 **Topic:** TBD
Competency Category:
Speaker:
Sponsor: Jones Lang LaSalle (Russell Young)
- OCTOBER 27 **Topic:** TBD
Competency Category:
Speaker:
Sponsor: IKON Office Solutions (Matt Elkjer) & Kimball Office Furniture
(Jeannine McGill)
- NOVEMBER 15 (being held on a Tuesday and one week early due to Thanksgiving)
Topic: TBD
Competency Category:
Speaker:
Sponsor:
- DECEMBER – no meeting – Holiday Party

Membership Committee Report – Marti Lozano, Committee Chair

New Members:

-  Michele Floyd - Floyd and Buss, LLP
-  Marty Swanger - Law Office of Becky Beaver
-  Brittany Bailey - DuBois Bryant & Campbell, LLP

Current membership count: 93 (Including Wally Warrenburg)

Newsletter Committee Report – Debbie Roan, Committee Chair

We are exploring Mail Chimp as a possible resource for generating chapter newsletters. Debbie attended a webinar by Mail Chimp for new users. She is putting together a dummy newsletter to test the Mail Chimp site. There are numerous functions pertaining to managing lists and registrations on Mail Chimp that may be beneficial to other chapter committees.

The Newsletter Committee met last week to discuss planning for 2011. A question raised at the meeting - "Are we generating the newsletters to win an ALA award or should the newsletters focus more on being a source of information about the chapter itself and its members?" The catalyst for this discussion is the article access reports in Econnect. The most accessed articles were member profiles and reports on chapter events.

After some discussion we concluded professional development and educational articles should continue to be a part of the chapter's newsletters, but the primary focus of the newsletters should be on the chapter and its members. There was some discussion about the redundancy of some information contained in the quarterly newsletters since James has does such a great job keeping the membership up-to-date with his ALA al carte e-mails, but we concluded "no harm done" in repeating the information.

Website Committee Report – Barbara Mullen, Committee Chair

We received the 3 logos to vote on and Barbara can report about that process. Possibly report a status on the website process if we have a conference call before next Tuesday.