

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

April 12, 2011 at 12:00 p.m.

1. **Members Present:** Chrissie Eastin, Brenda Barnes, Barbara Mullen, Chris Bhamani, Diana Stangl, James Cornell, Tina Terrian, Elaine Nielsen, Chris Sims

Members Not Present: Shannon Athey-Briggs, Shary Gonzalez, Rose Sullivan

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

3. **Treasurer's Report** (Chris Sims) – The Chapter checking account balance as of March 31, 2011 is \$15,316.76 and the Money Market account balance is \$70,314.94 for a total Checking/Savings balance of \$85,631.70.

TREASURER NOTES:

Chris reviewed the Profit & Loss Budget vs. Actual numbers for April 2010 – March 2011. He mentioned the need to finish reconciling the profit/loss numbers from our Spring Educational Seminar since we split all expenses and profits with ILTA and we are still waiting on some final numbers from Josh do Koning.

Chris reminded everyone that Tina Terrian and Elaine Nielsen would be completing the audit in the coming weeks. He also reminded us that the Chapter tax return would need to be filed by mid-September and that our PO box would be due for renewal in May. Chris also reminded Chrissie that she would need to change the signature cards with the bank.

Included with the financial statements is the budget to actual comparison for April 2010 – March 2011. (Attachment A)

4. **Old Business**

a. Chrissie reminded everyone that budgets are due and to please include the months in which expenses are expected to help better track expenses this year. She also asked each Committee Chair for an updated member list.

b. CLI – Chrissie reminded everyone about the Chapter Leadership Institute trip in Las Vegas, NV in July. She said that she would like to see the 4 elected board members and at least 2 other Committee Chairs attend this year if possible. She asked that anyone who is interested please get back in touch with her and let her know as soon as possible.

c. ALA Annual Conference in Orlando, FL – James mentioned that Penny Arnold couldn't use the \$1650 Annual Conference Stipend she'd won for Orlando and that it had already been offered to and turned down by two other members. After discussion, motion was made, seconded and approved to split the stipend between Chris Bhamani and Fran Vincent as they were the only other Chapter members registered for the conference who didn't have any kind of stipend.

Chrissie mentioned that we would have our Chapter dinner on Tuesday, May 24th in Orlando and that we would use the \$440 American Express Gift Card.

Chrissie also mentioned that we had purchased a Silent Auction item, a silver necklace from Tiffany's, for less than the budgeted \$250.

d. Chrissie promised to get us meeting date updates soon for our binders as the result of some location changes.

5. **New Business**

a. Chrissie mentioned that the Chapter would be purchasing shirts with our new Chapter logo once everything is approved. The motion was made, seconded and approved to do white shirts.

b. Business Partner Relations Committee (Chris Bhamani) – We will host a Board Meet & Greet sometime at the end of April. Several ideas were thrown out as potential venues for this event. Chris also mentioned that she would like to send out puzzle pieces to our members and ask them to bring them to the event. These would fit together to reveal our new Chapter logo.



c. Bar Relations Committee (James Cornell) – James discussed his attendance at the Austin Bar Association’s Board Meeting and reiterated that this would be a good place for us to promote Chapter events.

d. Website Committee (Barbara Mullen) – Barbara mentioned that Paperstreet is working on sub-pages for the website and they are pulling information from the old site to transfer over to the new site. Chris agreed to help Barbara with coordinating online lunch payment functionality with the new site.

e. Education Committee (Brenda Barnes) – Brenda said that they will promote the lunches more frequently and are going to increase the quality of our speakers to encourage better attendance. She reminded everyone that the April lunch will be held at the Stephen F. Austin. The committee is also looking at implementing a color card system to get people to sit with people they don’t know at the lunches.

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

6. **Open Business** - None

7. **Announcements/Adjournment** – None

The meeting was adjourned at 1:15. The May Board Meeting will be held on May 2nd at Graves, Dougherty at 401 Congress, Suite 2200.



ATTACHMENT A

4:27 PM
04/11/11
Accrual Basis

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

| | <u>Mar 31, 11</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Frost Bank Checking | 15,316.76 |
| Frost Money Market | 70,314.94 |
| Total Checking/Savings | <u>85,631.70</u> |
| Total Current Assets | <u>85,631.70</u> |
| TOTAL ASSETS | <u>85,631.70</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Prepaid Income-Member Dues | 9,000.00 |
| Total Other Current Liabilities | <u>9,000.00</u> |
| Total Current Liabilities | <u>9,000.00</u> |
| Total Liabilities | 9,000.00 |
| Equity | |
| Opening Bal Equity | 13,329.53 |
| Retained Earnings | 68,433.10 |
| Net Income | <u>-5,130.93</u> |
| Total Equity | <u>76,631.70</u> |
| TOTAL LIABILITIES & EQUITY | <u>85,631.70</u> |

Austin Chapter - Association of Legal Administrators
Profit & Loss
 April 2010 through March 2011

| | Apr '10 - Mar 11 |
|---|------------------|
| Ordinary Income/Expense | |
| Income | |
| Annual Sponsorship | |
| Annual Sponsorship - Totebag | 1,000.00 |
| Bronze | 10,560.00 |
| Diamond | 7,425.00 |
| Gold | 9,750.00 |
| Platinum | 3,300.00 |
| Silver | 15,675.00 |
| Annual Sponsorship - Other | 0.05 |
| Total Annual Sponsorship | 47,710.05 |
| Business Partner Fair | |
| Additional Reps | 950.00 |
| Bronze Sponsors | 880.00 |
| Total Business Partner Fair | 1,830.00 |
| Education | |
| Meeting Receipts | 5,770.00 |
| Seminars | 5,290.00 |
| Total Education | 11,060.00 |
| Membership Dues | 11,075.00 |
| Salary Survey | 5,850.00 |
| Total Income | 77,525.05 |
| Expense | |
| Bank Service Charges | 1,033.44 |
| Board Expenses | |
| Bar Relations | 40.54 |
| Board Meetings | 507.04 |
| Board Retreat | 82.59 |
| Chapter Awards/Gifts | 483.44 |
| Service Awards | 1,620.01 |
| Total Board Expenses | 2,733.62 |
| 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 | 1,750.00 |
| Education Costs | |
| Chapter Meeting Lunches | 6,226.18 |
| Holiday Party | 1,592.02 |
| Lunches-Education Seminar | 3,597.46 |
| Speakers-Education Seminar | 7,337.60 |
| Webinars and Audio Conferences | 845.90 |
| Total Education Costs | 19,599.16 |
| Insurance | |
| Fidelity Bond Premium | 190.00 |
| Total Insurance | 190.00 |
| Managing Partner Breakfast | 3,835.17 |

4:27 PM
04/11/11
Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2010 through March 2011

| | <u>Apr '10 - Mar 11</u> |
|---|-------------------------|
| Miscellaneous Expense | |
| Other | 50.00 |
| Post Office Box | 100.00 |
| | <hr/> |
| Total Miscellaneous Expense | 150.00 |
| National Conference Scholarship | |
| Board Member Stipend | 8,000.00 |
| Chapter Dinner | 294.00 |
| President-National Conference | 2,000.00 |
| Silent Auction Items | 207.03 |
| National Conference Scholarship - Other | 1,500.00 |
| | <hr/> |
| Total National Conference Scholarship | 12,001.03 |
| New Member Functions | |
| Buddy Happy Hours | 181.07 |
| New Member Lunches | 160.86 |
| | <hr/> |
| Total New Member Functions | 341.93 |
| Newsletter | 439.15 |
| 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 |
| | <hr/> |
| Total Regional Conference | 17,684.29 |
| Salary Survey Costs | 6,740.00 |
| Website | |
| Designer Fees | 5,625.00 |
| Maintenance | 885.00 |
| Monthly Fee | 59.70 |
| | <hr/> |
| Total Website | 6,569.70 |
| | <hr/> |
| Total Expense | 82,692.01 |
| Net Ordinary Income | -5,166.96 |
| Other Income/Expense | |
| Other Income | |
| Interest Income | 36.03 |
| | <hr/> |
| Total Other Income | 36.03 |
| | <hr/> |
| Net Other Income | 36.03 |
| | <hr/> |
| Net Income | <u>-5,130.93</u> |

4:28 PM

Austin Chapter - Association of Legal Administrators Profit & Loss Budget vs. Actual

04/11/11

April 2010 through March 2011

Accrual Basis

| | Apr '10 - Mar 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 | 10,560.00 | 11,000.00 | -440.00 | 96.0% |
| 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 | 47,710.05 | 46,975.00 | 735.05 | 101.6% |
| Business Partner Fair | | | | |
| Additional Reps | 950.00 | | | |
| Bronze Sponsors | 880.00 | | | |
| Total Business Partner Fair | 1,830.00 | | | |
| Education | | | | |
| Meeting Receipts | 5,770.00 | 5,400.00 | 370.00 | 106.9% |
| Seminars | 5,290.00 | 3,600.00 | 1,690.00 | 146.9% |
| Total Education | 11,060.00 | 9,000.00 | 2,060.00 | 122.9% |
| Membership Dues | 11,075.00 | 10,875.00 | 200.00 | 101.8% |
| Salary Survey | 5,850.00 | 8,500.00 | -2,650.00 | 68.8% |
| Total Income | 77,525.05 | 75,350.00 | 2,175.05 | 102.9% |
| Expense | | | | |
| Bank Service Charges | 1,033.44 | 750.00 | 283.44 | 137.8% |
| Board Expenses | | | | |
| Advertising and Promotion | 0.00 | 450.00 | -450.00 | 0.0% |
| Bar Relations | 40.54 | 500.00 | -459.46 | 8.1% |
| Board Meetings | 507.04 | 250.00 | 257.04 | 202.8% |
| Board Retreat | 82.59 | | | |
| Chapter Awards/Gifts | 483.44 | 750.00 | -266.56 | 64.5% |
| PLMW Event | 0.00 | 250.00 | -250.00 | 0.0% |
| Service Awards | 1,620.01 | 500.00 | 1,120.01 | 324.0% |
| Total Board Expenses | 2,733.62 | 2,700.00 | 33.62 | 101.2% |
| 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 | 1,750.00 | 500.00 | 1,250.00 | 350.0% |
| Education Costs | | | | |
| Audio Visual | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Chapter Meeting Lunches | 6,226.18 | 5,991.00 | 235.18 | 103.9% |
| 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 | 7,337.60 | 3,300.00 | 4,037.60 | 222.4% |
| Webinars and Audio Conferences | 845.90 | 1,500.00 | -654.10 | 56.4% |
| Total Education Costs | 19,599.16 | 16,526.00 | 3,073.16 | 118.6% |

4:28 PM

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual

04/11/11

April 2010 through March 2011

Accrual Basis

| | Apr '10 - Mar 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% |
| Managing Partner Breakfast | 3,835.17 | 6,500.00 | -2,664.83 | 59.0% |
| Miscellaneous Expense | | | | |
| Other | 50.00 | 200.00 | -150.00 | 25.0% |
| Post Office Box | 100.00 | 102.00 | -2.00 | 98.0% |
| Total Miscellaneous Expense | 150.00 | 302.00 | -152.00 | 49.7% |
| 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 | 207.03 | 250.00 | -42.97 | 82.8% |
| Social Event | 0.00 | 300.00 | -300.00 | 0.0% |
| National Conference Scholarship - Other | 1,500.00 | | | |
| Total National Conference Scholarship | 12,001.03 | 14,050.00 | -2,048.97 | 85.4% |
| New Member Functions | | | | |
| Buddy Happy Hours | 181.07 | 200.00 | -18.93 | 90.5% |
| Miscellaneous | 0.00 | 100.00 | -100.00 | 0.0% |
| New Member Lunches | 160.86 | 300.00 | -139.14 | 53.6% |
| Promo Gifts | 0.00 | 200.00 | -200.00 | 0.0% |
| Total New Member Functions | 341.93 | 800.00 | -458.07 | 42.7% |
| Newsletter | 439.15 | 1,135.00 | -695.85 | 38.7% |
| Postage and Delivery | 0.00 | 50.00 | -50.00 | 0.0% |
| Printing and Reproduction | 0.00 | 150.00 | -150.00 | 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 | 2,340.00 | -1,455.00 | 37.8% |
| Monthly Fee | 59.70 | 100.00 | -40.30 | 59.7% |
| Total Website | 6,569.70 | 9,990.00 | -3,420.30 | 65.8% |
| Total Expense | 82,692.01 | 93,583.00 | -10,890.99 | 88.4% |
| Net Ordinary Income | -5,166.96 | -18,233.00 | 13,066.04 | 28.3% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Interest Income | 36.03 | 100.00 | -63.97 | 36.0% |
| Total Other Income | 36.03 | 100.00 | -63.97 | 36.0% |
| Net Other Income | 36.03 | 100.00 | -63.97 | 36.0% |
| Net Income | -5,130.93 | -18,133.00 | 13,002.07 | 28.3% |

4:29 PM

04/11/11

Austin Chapter - Association of Legal Administrators
Check Detail
 March 2011

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-------|------|-----------|-----------------------|--------------------------|---------------------|-------------|-----------------|
| Check | 1151 | 3/4/2011 | Attainium Corp. | | Frost Bank Checking | | -1,700.00 |
| | | | | Speakers-Education Se... | | -1,700.00 | 1,700.00 |
| TOTAL | | | | | | -1,700.00 | 1,700.00 |
| Check | 1152 | 3/4/2011 | Toni Beasley | | Frost Bank Checking | | -203.95 |
| | | | | Webinars and Audio Co... | | -203.95 | 203.95 |
| TOTAL | | | | | | -203.95 | 203.95 |
| Check | 1153 | 3/4/2011 | James C. Sims | | Frost Bank Checking | | -104.03 |
| | | | | Chapter Awards/Gifts | | -104.03 | 104.03 |
| TOTAL | | | | | | -104.03 | 104.03 |
| Check | 1154 | 3/10/2011 | American Red Cro... | | Frost Bank Checking | | -250.00 |
| | | | | Community Development | | -250.00 | 250.00 |
| TOTAL | | | | | | -250.00 | 250.00 |
| Check | 1155 | 3/10/2011 | The First Tee of G... | | Frost Bank Checking | | -100.00 |
| | | | | Chapter Awards/Gifts | | -100.00 | 100.00 |
| TOTAL | | | | | | -100.00 | 100.00 |
| Check | 1156 | 3/10/2011 | Hance Scarborough... | | Frost Bank Checking | | -40.54 |
| | | | | Bar Relations | | -40.54 | 40.54 |
| TOTAL | | | | | | -40.54 | 40.54 |
| Check | 1157 | 3/16/2011 | Debbie Roan | | Frost Bank Checking | | -149.00 |
| | | | | Webinars and Audio Co... | | -149.00 | 149.00 |
| TOTAL | | | | | | -149.00 | 149.00 |
| Check | 1158 | 3/16/2011 | Jenni Prisk | | Frost Bank Checking | | -100.00 |
| | | | | Newsletter | | -100.00 | 100.00 |
| TOTAL | | | | | | -100.00 | 100.00 |
| Check | 1159 | 3/16/2011 | Chris Bhamani | | Frost Bank Checking | | -207.03 |
| | | | | Silent Auction Items | | -207.03 | 207.03 |
| TOTAL | | | | | | -207.03 | 207.03 |
| Check | 1160 | 3/31/2011 | McLean & Howard... | | Frost Bank Checking | | -125.00 |
| | | | | Prepaid Income-Membe... | | -125.00 | 125.00 |
| TOTAL | | | | | | -125.00 | 125.00 |
| Check | 1161 | 3/31/2011 | James Cornell | | Frost Bank Checking | | -505.77 |
| | | | | Speakers-Education Se... | | -505.77 | 505.77 |
| TOTAL | | | | | | -505.77 | 505.77 |
| Check | 1162 | 3/31/2011 | Attainium Corp. | | Frost Bank Checking | | -149.65 |

4:29 PM
04/11/11

Austin Chapter - Association of Legal Administrators
Check Detail
March 2011

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-------|------|-----------|---------------|------|--------------------------|-------------|-----------------|
| | | | | | Speakers-Education Se... | -149.65 | 149.65 |
| TOTAL | | | | | | -149.65 | 149.65 |
| Check | 1163 | 3/31/2011 | James Cornell | | Frost Bank Checking | | -842.83 |
| | | | | | Chapter MeetingLunches | -335.79 | 335.79 |
| | | | | | Board Meetings | -507.04 | 507.04 |
| TOTAL | | | | | | -842.83 | 842.83 |
| Check | 1164 | 3/31/2011 | Marti Lozano | | Frost Bank Checking | | -30.08 |
| | | | | | Service Awards | -30.08 | 30.08 |
| TOTAL | | | | | | -30.08 | 30.08 |

Austin Chapter - Association of Legal Administrators
Deposit Detail
March 2011

| Type | Date | Name | Account | Amount |
|----------------|------------------|------------------------------------|-----------------------------|-----------------|
| Deposit | 3/31/2011 | | Frost Bank Checki... | 220.00 |
| | | Lou O'Hanlon | Meeting Receipts | -20.00 |
| | | Chrissie Eastin | Meeting Receipts | -20.00 |
| | | Slack & Davis, L.L.P. | Meeting Receipts | -20.00 |
| | | Amanda Koplos | Meeting Receipts | -20.00 |
| | | Fenimore, Kay & Harrison, LLP | Meeting Receipts | -20.00 |
| | | Fenimore, Kay & Harrison, LLP | Meeting Receipts | -20.00 |
| | | Jackson Walker | Meeting Receipts | -20.00 |
| | | McLean & Howard, LLP | Meeting Receipts | -20.00 |
| | | Chamberlain & McHaney | Meeting Receipts | -20.00 |
| | | Winstead PC | Meeting Receipts | -20.00 |
| | | Richards Rodriguez & Skeith | Meeting Receipts | -20.00 |
| TOTAL | | | | -220.00 |
| Deposit | 3/31/2011 | | Frost Bank Checki... | 1,480.00 |
| | | Jackson Walker | Seminars | -40.00 |
| | | McLean & Howard, LLP | Seminars | -40.00 |
| | | Ewbank & Byrom, PC | Seminars | -40.00 |
| | | Richie & Gueringer, PC | Seminars | -40.00 |
| | | Strasburger & Price | Seminars | -40.00 |
| | | Armbrust & Brown, L.L.P. | Seminars | -40.00 |
| | | Thompson & Knight | Seminars | -80.00 |
| | | Kelly Hart & Hallman | Seminars | -40.00 |
| | | Fritz Byrne Head & Harrison PL... | Seminars | -40.00 |
| | | Whitehurst Harkness Ozmun & ... | Seminars | -40.00 |
| | | Slack & Davis, L.L.P. | Seminars | -40.00 |
| | | Bickerstaff Heath Delgado Aco... | Seminars | -80.00 |
| | | Bracewell & Giuliani, LLP | Seminars | -80.00 |
| | | Lloyd Gosselink Rochelle & To... | Seminars | -320.00 |
| | | Giordani, Swanger, Ripp & Phill... | Seminars | -40.00 |
| | | Walsh, Anderson, Brown, Galle... | Seminars | -40.00 |
| | | McKool Smith, PC | Seminars | -40.00 |
| | | Graves Dougherty Hearon & M... | Seminars | -80.00 |
| | | Pirkey Barber LLP | Seminars | -40.00 |
| | | Howry Breen & Herman, LLP | Seminars | -40.00 |
| | | Bishop, London & Dodds, PC | Seminars | -80.00 |
| | | Davis & Wilkerson, P.C. | Seminars | -40.00 |
| | | Richards Rodriguez & Skeith | Seminars | -40.00 |
| | | Scott, Douglas & McConnico, L... | Seminars | -80.00 |
| TOTAL | | | | -1,480.00 |
| Deposit | 3/31/2011 | | Frost Bank Checki... | 125.00 |
| | | Pirkey Barber LLP | Prepaid Income-Me... | -125.00 |
| TOTAL | | | | -125.00 |
| Deposit | 3/31/2011 | | Frost Bank Checki... | 600.00 |
| | | McLean & Howard, LLP | Salary Survey | -300.00 |
| | | Gardere Wynne Sewell, LLP | Salary Survey | -300.00 |
| TOTAL | | | | -600.00 |

Austin Chapter - Association of Legal Administrators
Deposit Detail
March 2011

| Type | Date | Name | Account | Amount |
|----------------|------------------|-----------------------------------|-----------------------------|------------------|
| Deposit | 3/31/2011 | | Frost Bank Checki... | 3,625.00 |
| | | Drenner & Golden Stuart Wolff ... | Prepaid Income-Me... | -125.00 |
| | | Bickerstaff Heath Delgado Aco... | Prepaid Income-Me... | -125.00 |
| | | Bishop, London & Dodds, PC | Prepaid Income-Me... | -125.00 |
| | | Duggins Wren Mann & Romero... | Prepaid Income-Me... | -125.00 |
| | | Andrews Kurth | Prepaid Income-Me... | -125.00 |
| | | George & Brothers, LLP | Prepaid Income-Me... | -125.00 |
| | | Munsch Hardt Kopf & Harr | Prepaid Income-Me... | -125.00 |
| | | Thompson, Coe, Cousins & Iro... | Prepaid Income-Me... | -125.00 |
| | | Popp, Gray & Hutcheson, LLP | Prepaid Income-Me... | -125.00 |
| | | Wilson Sonsini Goodrich & Ros... | Prepaid Income-Me... | -125.00 |
| | | McLean & Howard, LLP | Prepaid Income-Me... | -125.00 |
| | | Hanna & Plaut, LLP | Prepaid Income-Me... | -125.00 |
| | | Winstead PC | Prepaid Income-Me... | -125.00 |
| | | Whitehurst Harkness Ozmun & ... | Prepaid Income-Me... | -125.00 |
| | | McLean & Howard, LLP | Prepaid Income-Me... | -125.00 |
| | | Jackson Walker | Prepaid Income-Me... | -125.00 |
| | | Fritz Byrne Head & Harrison PL... | Prepaid Income-Me... | -125.00 |
| | | Bickerstaff Heath Delgado Aco... | Prepaid Income-Me... | -125.00 |
| | | Larson Newman & Abel, LLP | Prepaid Income-Me... | -250.00 |
| | | Noelke English Maples St. Leg... | Prepaid Income-Me... | -125.00 |
| | | Richards Rodriguez & Skeith | Prepaid Income-Me... | -125.00 |
| | | Ogletree Deakins | Prepaid Income-Me... | -125.00 |
| | | Bracewell & Giuliani, LLP | Prepaid Income-Me... | -125.00 |
| | | Fenimore, Kay & Harrison, LLP | Prepaid Income-Me... | -125.00 |
| | | Laura Angle | Prepaid Income-Me... | -125.00 |
| | | Burns Anderson Jury & Brenner... | Prepaid Income-Me... | -125.00 |
| | | Schurig Jetei Beckett Tackett | Prepaid Income-Me... | -125.00 |
| | | Kelly Hart & Hallman | Prepaid Income-Me... | -125.00 |
| TOTAL | | | | -3,625.00 |
| Deposit | 3/31/2011 | | Frost Bank Checki... | 1,338.16 |
| | | Donna Harmon | Prepaid Income-Me... | -125.00 |
| | | PayPal | Bank Service Charg... | 3.93 |
| | | Karie Rivkin | Prepaid Income-Me... | -125.00 |
| | | PayPal | Bank Service Charg... | 3.93 |
| | | Jackie Mullett | Prepaid Income-Me... | -125.00 |
| | | PayPal | Bank Service Charg... | 3.93 |
| | | Fabulous Affairs | Bronze Sponsors | -440.00 |
| | | PayPal | Bank Service Charg... | 13.06 |
| | | Blumberg - Excelsior | Bronze Sponsors | -440.00 |
| | | PayPal | Bank Service Charg... | 13.06 |
| | | Michele Floyd | Prepaid Income-Me... | -125.00 |
| | | PayPal | Bank Service Charg... | 3.93 |
| TOTAL | | | | -1,338.16 |
| Deposit | 3/31/2011 | | Frost Money Market | 5.97 |
| | | | Interest Income | -5.97 |
| TOTAL | | | | -5.97 |



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

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

STATEMENT ISSUED
03-31-2011

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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My Frost Transfer Funds offers you the convenience of making Frost loan payments online as well as viewing updated loan information. Log in to My Frost to learn more.

| | | | |
|-------------------------------|--|-------------------------------|--|
| FREE BUSINESS CHECKING | | ACCOUNT NO. 59 1209000 | |
| BALANCE LAST STATEMENT | | BALANCE THIS STATEMENT | |
| 13,261.48 | | 16,763.96 | |

| DEPOSITS/CREDITS | | | | | |
|------------------|----------|--|-------------|----------|--|
| DEPOSITS | | | WITHDRAWALS | | |
| NO. | AMOUNT | | NO. | AMOUNT | |
| 5 | 6,050.00 | | 7 | 2,547.52 | |

| DATE | TRANSACTION | AMOUNT | DATE | TRANSACTION | AMOUNT |
|-------|-------------|----------|-------|-------------|----------|
| 03-31 | DEPOSIT | 125.00 | 03-31 | DEPOSIT | 220.00 |
| 03-31 | DEPOSIT | 600.00 | 03-31 | DEPOSIT | 1,480.00 |
| 03-31 | DEPOSIT | 3,625.00 | | | |

CHECKS PAID

| DATE | CHECK | AMOUNT | DATE | CHECK | AMOUNT | DATE | CHECK | AMOUNT |
|-------|--------|----------|-------|----------|--------|-------|--------|--------|
| 03-11 | 1151 # | 1,700.00 | 03-16 | 1154 # | 250.00 | 03-22 | 1157 # | 149.00 |
| 03-18 | 1152 # | 203.95 | 03-30 | 1156 * # | 40.54 | 03-23 | 1158 # | 100.00 |
| 03-15 | 1153 # | 104.03 | | | | | | |

| OTHER WITHDRAWALS/DEBITS | | | | | |
|--------------------------|--------|------------------------|-------------|--|--|
| DATE | AMOUNT | TRANSACTION | DESCRIPTION | | |
| 03-07 | .00 | INTERNET STMT COPY REQ | | | |

| DAILY BALANCE | | | | | |
|---------------|-----------|-------|-----------|-------|-----------|
| DATE | BALANCE | DATE | BALANCE | DATE | BALANCE |
| 02-28 | 13,261.48 | 03-16 | 11,207.45 | 03-23 | 10,754.50 |
| 03-07 | 13,261.48 | 03-18 | 11,003.50 | 03-30 | 10,713.96 |
| 03-11 | 11,561.48 | 03-22 | 10,854.50 | 03-31 | 16,763.96 |
| 03-15 | 11,457.45 | | | | |

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

4:25 PM

04/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 03/31/2011

| | <u>Mar 31, 11</u> |
|--|-------------------------|
| Beginning Balance | 13,261.48 |
| Cleared Transactions | |
| Checks and Payments - 7 items | -2,547.52 |
| Deposits and Credits - 5 items | 6,050.00 |
| Total Cleared Transactions | <u>3,502.48</u> |
| Cleared Balance | <u><u>16,763.96</u></u> |
| Uncleared Transactions | |
| Checks and Payments - 8 items | -2,785.36 |
| Deposits and Credits - 1 item | 1,338.16 |
| Total Uncleared Transactions | <u>-1,447.20</u> |
| Register Balance as of 03/31/2011 | <u><u>15,316.76</u></u> |
| New Transactions | |
| Checks and Payments - 2 items | -449.37 |
| Total New Transactions | <u>-449.37</u> |
| Ending Balance | <u><u>14,867.39</u></u> |

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 03/31/2011

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|------|-------------------------|-----|-----------------|------------------|
| Beginning Balance | | | | | | 13,261.48 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 7 items | | | | | | |
| Check | 3/4/2011 | 1151 | Attainium Corp. | X | -1,700.00 | -1,700.00 |
| Check | 3/4/2011 | 1152 | Toni Beasley | X | -203.95 | -1,903.95 |
| Check | 3/4/2011 | 1153 | James C. Sims | X | -104.03 | -2,007.98 |
| Check | 3/10/2011 | 1154 | American Red Cross | X | -250.00 | -2,257.98 |
| Check | 3/10/2011 | 1156 | Hance Scarborough... | X | -40.54 | -2,298.52 |
| Check | 3/16/2011 | 1157 | Debbie Roan | X | -149.00 | -2,447.52 |
| Check | 3/16/2011 | 1158 | Jenni Prisk | X | -100.00 | -2,547.52 |
| Total Checks and Payments | | | | | -2,547.52 | -2,547.52 |
| Deposits and Credits - 5 items | | | | | | |
| Deposit | 3/31/2011 | | | X | 125.00 | 125.00 |
| Deposit | 3/31/2011 | | | X | 220.00 | 345.00 |
| Deposit | 3/31/2011 | | | X | 600.00 | 945.00 |
| Deposit | 3/31/2011 | | | X | 1,480.00 | 2,425.00 |
| Deposit | 3/31/2011 | | | X | 3,625.00 | 6,050.00 |
| Total Deposits and Credits | | | | | 6,050.00 | 6,050.00 |
| Total Cleared Transactions | | | | | 3,502.48 | 3,502.48 |
| Cleared Balance | | | | | 3,502.48 | 16,763.96 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 8 items | | | | | | |
| Check | 12/21/2010 | 1136 | ING | | -825.00 | -825.00 |
| Check | 3/10/2011 | 1155 | The First Tee of Gre... | | -100.00 | -925.00 |
| Check | 3/16/2011 | 1159 | Chris Bhamani | | -207.03 | -1,132.03 |
| Check | 3/31/2011 | 1163 | James Cornell | | -842.83 | -1,974.86 |
| Check | 3/31/2011 | 1161 | James Cornell | | -505.77 | -2,480.63 |
| Check | 3/31/2011 | 1162 | Attainium Corp. | | -149.65 | -2,630.28 |
| Check | 3/31/2011 | 1160 | McLean & Howard, ... | | -125.00 | -2,755.28 |
| Check | 3/31/2011 | 1164 | Marti Lozano | | -30.08 | -2,785.36 |
| Total Checks and Payments | | | | | -2,785.36 | -2,785.36 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 3/31/2011 | | | | 1,338.16 | 1,338.16 |
| Total Deposits and Credits | | | | | 1,338.16 | 1,338.16 |
| Total Uncleared Transactions | | | | | -1,447.20 | -1,447.20 |
| Register Balance as of 03/31/2011 | | | | | 2,055.28 | 15,316.76 |
| New Transactions | | | | | | |
| Checks and Payments - 2 items | | | | | | |
| Check | 4/7/2011 | 1166 | Chrissie Eastin | | -427.37 | -427.37 |
| Check | 4/7/2011 | 1165 | Richards Rodriguez... | | -22.00 | -449.37 |
| Total Checks and Payments | | | | | -449.37 | -449.37 |
| Total New Transactions | | | | | -449.37 | -449.37 |
| Ending Balance | | | | | 1,605.91 | 14,867.39 |



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STATEMENT ISSUED
03-31-2011

Page 1 of 1

AUSTIN CHAPTER OF THE ASSOCIATION
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% BICKERSTAFF H D ACOSTA LLP ATTN C SIMS
3711 S MOPAC EXPY BLDG 1 STE 300
AUSTIN TX 78746



0

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| BUSINESS MONEY MARKET | | ACCOUNT NO. 59 1210378 | | BALANCE THIS STATEMENT | |
|------------------------|----------|------------------------|-------------|------------------------|------------------------|
| BALANCE LAST STATEMENT | DEPOSITS | | WITHDRAWALS | | BALANCE THIS STATEMENT |
| | NO. | AMOUNT | NO. | AMOUNT | |
| 70,308.97 | 0 | 5.97 | 0 | .00 | 70,314.94 |

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

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|--------|---------------|-------------|
| 03-31 | 5.97 | INTEREST PAID | |

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

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|--------|------------------------|-------------|
| 03-07 | .00 | INTERNET STMT COPY REQ | |

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

| DATE | BALANCE | DATE | BALANCE | DATE | BALANCE |
|-------|-----------|-------|-----------|-------|-----------|
| 02-28 | 70,308.97 | 03-07 | 70,308.97 | 03-31 | 70,314.94 |

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

4:26 PM

04/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 03/31/2011

| | <u>Mar 31, 11</u> |
|-----------------------------------|-------------------------|
| Beginning Balance | 70,308.97 |
| Cleared Transactions | |
| Deposits and Credits - 1 item | <u>5.97</u> |
| Total Cleared Transactions | <u>5.97</u> |
| Cleared Balance | <u>70,314.94</u> |
| Register Balance as of 03/31/2011 | 70,314.94 |
| Ending Balance | 70,314.94 |

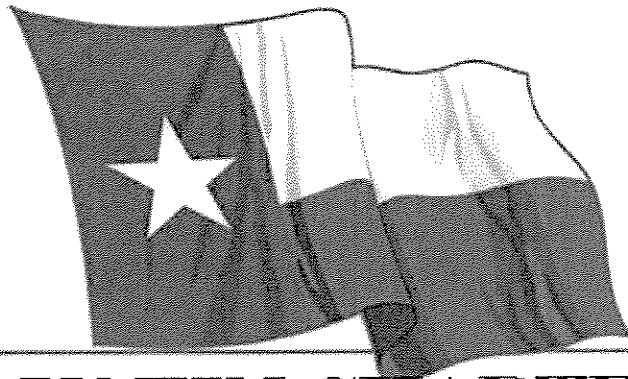
4:26 PM

04/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 03/31/2011

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Clr</u> | <u>Amount</u> | <u>Balance</u> |
|--------------------------------------|-------------|------------|-------------|------------|---------------|------------------|
| Beginning Balance | | | | | | 70,308.97 |
| Cleared Transactions | | | | | | |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 3/31/2011 | | | X | 5.97 | 5.97 |
| Total Deposits and Credits | | | | | 5.97 | 5.97 |
| Total Cleared Transactions | | | | | 5.97 | 5.97 |
| Cleared Balance | | | | | 5.97 | 70,314.94 |
| Register Balance as of 03/31/2011 | | | | | 5.97 | 70,314.94 |
| Ending Balance | | | | | 5.97 | 70,314.94 |

ATTACHMENT B



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board Tuesday, April 12, 2011

Bar Relations Committee Report – James Cornell , Committee Chair

My report as chair of the Bar Relations Committee is that I attended the Austin Bar Association's Board Meeting on March 30 and was introduced as the new representative from Austin ALA. The ABA Board is a large group and I will be thinking about ways we can continue to leverage our relationship with them.

One item to note is that the Austin Bar Association's Legal Build is in full swing and they are only about \$4,000 shy of the total fundraising goal of \$65,000. Progress of the home can be followed on the Legal Build website at <http://austinlegalbuild.org/habitat/>.

Business Partner Relations Committee Report – Chris Bhamani, Committee Chair

No report at this time.

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, Karie Rivkin, Becky Shafer, Diana Stangl

April 6th – I emailed members to schedule first meeting to brainstorm about 2011 projects, which is tentatively scheduled for Wednesday, April 20th in my office (Munsch Hardt Kopf & Harr).

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

No report at this time.

Education/Programs Committee Report – Brenda Barnes, Committee Chair

No report at this time.

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

No report at this time.