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

**May , 2011 at 12:00 p.m.**

1. **Members Present:** Chrissie Eastin, Brenda Barnes, Barbara Mullen, Diana Stangl, James Cornell, Tina Terrian, Elaine Nielsen, Chris Sims, Shannon Athey-Briggs, Shary Gonzalez, Rose Sullivan

**Members Not Present:** Chris Bhamani

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

3. **Treasurer's Report** (Diana Stangl) – The Chapter checking account balance as of April 30, 2011 is \$14,615.39 and the Money Market account balance is \$70,320.72 for a total Checking/Savings balance of \$84,936.11.

**TREASURER NOTES:**

Tina Terrian and Elaine Nielsen completed the 2010-2011 fiscal year treasurer audit and submitted their findings to the board. There were no errors or omissions discovered in the review. (Attachment A)

A Balance Sheet and Income Statement for the period ending April 30, 2011 are attached hereto and made a part of these minutes. Included with the financial statements is the budget to actual comparison. (Attachment B)

4. **Old Business**

a. CLI – Chrissie reminded everyone about the Chapter Leadership Institute trip in Las Vegas, NV, July 15th -17th. She said that Tina, Chris S., Rose and herself were planning on attending and that it would cost between \$890 - \$1,000 per person. She mentioned wanting to send one or two more people and asked that anyone who is interested please get back in touch with her and let her know as soon as possible.

b. ALA Annual Conference in Orlando, FL – Chrissie mentioned that we would have our Chapter dinner on Tuesday, May 24<sup>th</sup> at 6:30 p.m. at Hawk's Landing Steakhouse & Grille and that we'd be using the Chapter American Express Gift Card.

The following members are signed up to attend with stipend amounts listed:

1. Chris Bhamani (\$825 split-stipend – Won)
2. Amanda Koplos (\$2,000 stipend)
3. Ann Jacobson (\$1,500 stipend)
4. Chris Sims (\$2,000 stipend)
5. Tina Terrian (\$1,500 stipend)
6. Chrissie Eastin (\$2,000 stipend)
7. Debbie Roan (\$1,500 stipend)
8. Toni Beasley (Regional Director Stipend from ALA)
9. Marti Lozano (\$1,500 stipend)
10. Diana Stangl (\$2,000 stipend)
11. Fran Vincent (elected not to take the \$825 split-stipend offered)

Chrissie also let everyone know that Chapter shirts would be ready by May 13<sup>th</sup>, in time for the Annual Conference.

c. Updated Board Retreat Materials were distributed including the Committee Member List and the Board Meeting Locations list.

d. Chrissie let everyone know that she had filed the updated Registered Agent Certificate with the Secretary of State on Thursday, May 5, 2011. (Attachment C)

e. Signature cards for Frost Bank were passed around to the officers for signature.

f. Chrissie let everyone know the Alamo Chapter, which has 34 members, had expressed an interest in having a joint Chapter Retreat this year. We would split expenses and are looking at October 21<sup>st</sup> and 22<sup>nd</sup> as possible dates for this year's retreat. Some of the possible locations that were discussed were Horseshoe Bay, Guadalupe River Ranch and the T&M Bar Ranch.

g. Chrissie distributed copies of the updated Chapter Performance Objectives from ALA. (Attachment D)

## 5. **New Business**



a. BUDGET - A draft of the 2011-2012 Budget Worksheet was distributed. We discussed upcoming expenses including the joint Chapter Retreat with San Antonio (\$8,500 or less), providing additional educational stipends to board members for use at ALA sponsored conferences and providing new logo chapter shirts to every member (\$2,550).

We also discussed the 2012 Annual Conference in Honolulu, Hawaii and the fact that there's the possibility of stipends. We'll know more about this later this year but it could increase the budget.

Education Committee (Brenda Barnes) – Brenda mentioned that she had proposed increasing her committee budget for speakers and meeting costs, webinars and the Holiday Party (\$1500). Brenda also mentioned wanting to do \$25 giveaways at the monthly luncheons. We discussed the possibility of changing venues and the Education Committee is going to look into some other options, which could increase the monthly lunch costs.

Newsletter Committee (Rose Sullivan) – Rose let everyone know that the committee had requested funds this year for the mail-chimp newsletters and reprint permissions. She also mentioned wanting to offer a \$100 incentive to encourage members to write articles for the newsletter. Everyone agreed that this would be an excellent idea as long as there were some general guidelines including that the article must be of general interest, published, etc.

Website Committee (Barbara Mullen) – Barbara let everyone know that the new site was set to launch at the end of May or beginning of June. She said there would be fees associated with updates and changes throughout the year and a \$100 hosting fee per month.

Salary Survey (Elaine Nielsen) – Elaine said that her committee was looking into alternative surveys but that there would not likely be a change in income and expenses for the year.

Community Relations (Shannon Athey-Briggs) – Shannon said that they planned on adding a separate Diversity Project event this year. She estimated that the Community Challenge Weekend would cost \$2500 and that the Capital Area Food Bank and Youth Launch/Urban Roots projects would be \$500 each.

Membership Committee (Shary Gonzalez) – Shary mentioned that she expected attendance at new member functions to increase, including the mentor

happy hour and new member lunches (\$300). She also mentioned the need to update nametags this year with the new logo which would cost approximately \$80. She also budgeted for additional promotional items with the new logo that would go to new members.

Business Partner Relations Committee – Chrissie spoke on behalf of Chris Bhamani. She said that they expected the Board Meet & Greet Event to cost \$1,500. Otherwise, the rest of the expenses should remain the same for the year.

The new budget was approved with changes. A final copy of the budget is attached and made part of these minutes. (Attachment E)

## 6. **Committee Reports**

Business Partner Relations Committee (Chrissie Eastin) – Chrissie reminded everyone know that the Business Partner Meet & Greet would be held on May 7<sup>th</sup> at Takoba.

Community Relations Committee (Shannon Athey-Briggs) – Shannon reminded everyone that the first community project would be held on June 11<sup>th</sup> at the Capital Area Food Bank, where everyone will help sort and box donations. She also mentioned that the committee is working on an event with Urban Roots and the Refugee Coalition this Fall.

Education Committee (Brenda Barnes) – Brenda went over the upcoming monthly luncheon schedule and mentioned that they are looking at some alternative luncheon locations.

Website Committee (Barbara Mullen) – Barbara let everyone know that the Website Committee has been working diligently to get the new website ready and are in the process of reviewing the sub-pages.

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

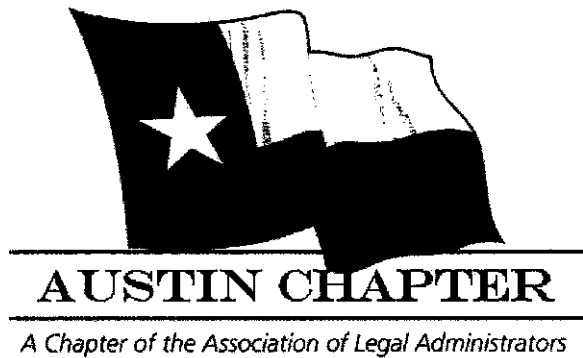
7. **Open Business** - None

8. **Announcements/Adjournment** – None

The meeting was adjourned at 1:41 p.m. The June Board Meeting will be held on May 14<sup>th</sup> at Richards, Rodriguez & Skeith, 816 Congress Ave., Suite 1200.



## ATTACHMENT A



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## MEMORANDUM

**Date:** 05/04/2011  
**To:** Austin Chapter Board  
**From:** Tina Terrian & Elaine Nielsen  
**RE:** Treasurer Audit for 2010-2011 Fiscal Year

On May 4<sup>th</sup>, 2011, Tina Terrian (Chapter Secretary) and Elaine Nielsen (Compensation & Benefits Committee Chair) conducted an audit of the Treasurer documents for the 2010-2011 fiscal year. The audit was completed at the offices of Walsh, Anderson, Brown, Gallegos & Green at 505 East Huntland Drive in Austin.

The checking account review found all monthly statements to be present, along with the corresponding reconciliation reports. A random check review found all checks to have the appropriate backup documentation. We also reviewed deposits and money market account transactions and found everything to be in order. All treasurer reports were also reviewed and found to include balance sheets, profit and loss statements, check details, deposit details and bank and reconciliation statements.

ATTACHMENT B

11:46 AM

05/09/11

Accrual Basis

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

	<u>Apr 30, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	14,615.39
Frost Money Market	70,320.72
<b>Total Checking/Savings</b>	<u>84,936.11</u>
<b>Total Current Assets</b>	<u>84,936.11</u>
<b>TOTAL ASSETS</b>	<u><u>84,936.11</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	8,304.41
<b>Total Equity</b>	<u>84,936.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>84,936.11</u></u>



12:00 PM  
05/09/11  
Accrual Basis

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

	<u>Apr '11 - Mar 12</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Membership Dues	10,125.00
<b>Total Income</b>	<u>10,125.00</u>
<b>Expense</b>	
<b>Board Expenses</b>	
Board Retreat	449.37
<b>Total Board Expenses</b>	<u>449.37</u>
<b>Business Partner Fair Expenses</b>	
Deposits	1,200.00
<b>Total Business Partner Fair Expenses</b>	<u>1,200.00</u>
Education Seminar	177.00
<b>Total Expense</b>	<u>1,826.37</u>
<b>Net Ordinary Income</b>	8,298.63
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	5.78
<b>Total Other Income</b>	<u>5.78</u>
<b>Net Other Income</b>	<u>-5.78</u>
<b>Net Income</b>	<u><u>8,304.41</u></u>



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

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

STATEMENT ISSUED  
04-29-2011

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

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Page 1 of 1

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

FREE BUSINESS CHECKING ACCOUNT NO. 691209000		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT		
16,763.96	2	2,463.16	11	3,786.73		15,440.39

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
04-28	DEPOSIT	1,125.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-04	1,338.16	ACH DEPOSIT	PAYPAL TRANSFER 4UEJ24U7EM6PW

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
04-07	1155 #	100.00	04-12	1162 #	149.65	04-11	1166 #	427.37
04-25	1159 * #	207.03	04-06	1163 #	842.83	04-28	1173 * #	177.00
04-07	1160 #	125.00	04-26	1164 #	30.08	04-29	1174 #	1,200.00
04-06	1161 #	505.77	04-12	1165 #	22.00			

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-12	.00	INTERNET STMT COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-31	16,763.96	04-11	16,101.15	04-26	15,692.39
04-04	18,102.12	04-12	15,929.50	04-28	16,640.39
04-06	16,753.52	04-25	15,722.47	04-29	15,440.39
04-07	16,528.52				

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

11:36 AM  
05/09/11

**Austin Chapter - Association of Legal Administrators  
Reconciliation Summary  
Frost Bank Checking, Period Ending 04/30/2011**

	<u>Apr 30, 11</u>
<b>Beginning Balance</b>	16,763.96
<b>Cleared Transactions</b>	
Checks and Payments - 11 items	-3,786.73
Deposits and Credits - 4 items	2,463.16
<b>Total Cleared Transactions</b>	<u>-1,323.57</u>
<b>Cleared Balance</b>	<u>15,440.39</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-825.00
<b>Total Uncleared Transactions</b>	<u>-825.00</u>
<b>Register Balance as of 04/30/2011</b>	<u>14,615.39</u>
<b>Ending Balance</b>	<u>14,615.39</u>

11:36 AM

05/09/11

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Bank Checking, Period Ending 04/30/2011**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						16,763.96
<b>Cleared Transactions</b>						
<b>Checks and Payments - 11 Items</b>						
Check	3/10/2011	1155	The First Tee of Gr...	X	-100.00	-100.00
Check	3/16/2011	1159	Chris Bhamani	X	-207.03	-307.03
Check	3/31/2011	1163	James Cornell	X	-842.83	-1,149.86
Check	3/31/2011	1161	James Cornell	X	-505.77	-1,655.63
Check	3/31/2011	1162	Attainium Corp.	X	-149.65	-1,805.28
Check	3/31/2011	1160	McLean & Howard, ...	X	-125.00	-1,930.28
Check	3/31/2011	1164	Marti Lozano	X	-30.08	-1,960.36
Check	4/7/2011	1166	Chrissie Eastin	X	-427.37	-2,387.73
Check	4/7/2011	1165	Richards Rodriguez...	X	-22.00	-2,409.73
Check	4/28/2011	1174	Tina Terrian	X	-1,200.00	-3,609.73
Check	4/28/2011	1173	James Cornell	X	-177.00	-3,786.73
<b>Total Checks and Payments</b>					-3,786.73	-3,786.73
<b>Deposits and Credits - 4 Items</b>						
Deposit	3/31/2011			X	1,338.16	1,338.16
Check	4/28/2011	1168	Tina Terrian	X	0.00	1,338.16
Check	4/28/2011	1167	James Cornell	X	0.00	1,338.16
Deposit	4/28/2011			X	1,125.00	2,463.16
<b>Total Deposits and Credits</b>					2,463.16	2,463.16
<b>Total Cleared Transactions</b>					-1,323.57	-1,323.57
<b>Cleared Balance</b>					-1,323.57	15,440.39
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	12/21/2010	1138	ING		-825.00	-825.00
<b>Total Checks and Payments</b>					-825.00	-825.00
<b>Total Uncleared Transactions</b>					-825.00	-825.00
<b>Register Balance as of 04/30/2011</b>					-2,148.57	14,615.39
<b>Ending Balance</b>					-2,148.57	14,615.39



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STATEMENT ISSUED  
04-29-2011

Page 1 of 1

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1



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checks right from your desk. Please call 1-888-481-  
0336 to find out how Frost can work for you.

BUSINESS MONEY MARKET		ACCOUNT NO. 591210378				
BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT		
70,314.94	0	5.78	0	.00		70,320.72

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-30	5.78	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-12	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-31	70,314.94	04-12	70,314.94	04-29	70,320.72

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

11:39 AM

05/09/11

**Austin Chapter - Association of Legal Administrators  
Reconciliation Summary  
Frost Money Market, Period Ending 04/30/2011**

	<u>Apr 30, 11</u>
<b>Beginning Balance</b>	70,314.94
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 Item</b>	<u>5.78</u>
<b>Total Cleared Transactions</b>	<u>5.78</u>
<b>Cleared Balance</b>	<u><u>70,320.72</u></u>
<b>Register Balance as of 04/30/2011</b>	70,320.72
<b>Ending Balance</b>	70,320.72

11:39 AM

05/09/11

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 04/30/2011**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						70,314.94
<b>Cleared Transactions</b>						
Deposits and Credits - 1 Item						
Deposit	4/30/2011			X	5.78	5.78
Total Deposits and Credits					5.78	5.78
Total Cleared Transactions					5.78	5.78
Cleared Balance					5.78	70,320.72
Register Balance as of 04/30/2011					5.78	70,320.72
Ending Balance					5.78	70,320.72

11:49 AM  
05/09/11

**Austin Chapter - Association of Legal Administrators**  
**Deposit Detail**  
**April 2011**

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit	4/28/2011		Frost Bank Checki...	1,125.00
		Bowman and Brooke	Membership Dues	-125.00
		Keith Gard	Membership Dues	-125.00
		Strasburger & Price	Membership Dues	-125.00
		Angie Kalsbeck	Membership Dues	-125.00
		Brown McCarroll, LLP	Membership Dues	-125.00
		Faith Cantrell	Membership Dues	-125.00
		Davis & Wilkerson, P.C.	Membership Dues	-125.00
		Burns Anderson Jury & Brenne...	Membership Dues	-125.00
		Powell & Leon, LLP	Membership Dues	-125.00
TOTAL				-1,125.00
Deposit	4/30/2011		Frost Money Market	5.78
			Interest Income	-5.78
TOTAL				-5.78



11:48 AM

05/09/11

**Austin Chapter - Association of Legal Administrators**  
**Check Detail**  
**April 2011**

Type	Num	Date	Name	Item	Account	Paid Amount
Check	1165	4/7/2011	Richards Rodrigue...		Frost Bank Checking	
				Board Retreat		-22.00
TOTAL						-22.00
Check	1166	4/7/2011	Chrissie Eastin		Frost Bank Checking	
				Board Retreat		-427.37
TOTAL						-427.37
Check	1167	4/28/2011	James Cornell		Frost Bank Checking	
TOTAL						0.00
Check	1168	4/28/2011	Tina Terrian		Frost Bank Checking	
TOTAL						0.00
Check	1173	4/28/2011	James Cornell		Frost Bank Checking	
				Education Seminar		-177.00
TOTAL						-177.00
Check	1174	4/28/2011	Tina Terrian		Frost Bank Checking	
				Deposits		-1,200.00
TOTAL						-1,200.00

ATTACHMENT C



## Office of the Secretary of State

### CERTIFICATE OF FILING OF

Austin Chapter of the Association of Legal Administrators  
File Number: 121889901

The undersigned, as Secretary of State of Texas, hereby certifies that the statement of change of registered agent/office for the above named entity has been received in this office and has been found to conform to law.

ACCORDINGLY the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law hereby issues this Certificate of Filing.

Dated: 05/05/2011

Effective: 05/05/2011



A handwritten signature in black ink, appearing to read "Hope Andrade".

Hope Andrade  
Secretary of State

## ATTACHMENT D



## **PERFORMANCE OBJECTIVES FOR CHAPTERS OF THE ASSOCIATION OF LEGAL ADMINISTRATORS (ALA)**

The Chapter Performance Objectives are intended to encourage chapters to take effective and collaborative action in support of ALA's mission to promote and enhance the competence and professionalism of legal administrators and all members of the legal management team; improve the quality of management in law firms and other legal service organizations; and represent professional legal management and managers to the legal community and to the community at large.

All ALA chapters are expected to regularly meet or exceed these performance objectives and are urged to continually assess their progress. Members of the Regional Management Teams and ALA's professional staff are available to assist chapters in achieving the chapter performance objectives.

### **I. Responsibilities to Chapter Members:**

- A. Provide quality educational opportunities, beyond routine networking and/or social events, for members and prospective members on a regular basis.
- B. Create awareness among members and the legal community at large of ALA's Mission Statement, Goals, Code of Professional Responsibility, and strategic plan. Develop and maintain communication methods to announce and promote all levels of ALA activities and events. Such methods may include announcements at chapter meetings, newsletters, websites, event calendars and/or other communications provided to members on a regular basis.
- C. Enhance the visibility of members, the legal management profession, and ALA through activities such as community service projects and alliances with bar associations and other law-related professional associations.

### **II. Responsibilities to Chapter Management:**

- A. Adhere to and abide by the chapter's own bylaws. In addition, the chapter shall seek and obtain approval by ALA headquarters of proposed amendments to chapter bylaws prior to any vote by members on proposed amendments.
- B. Create a workable structure to maximize chapter efficiency by taking into consideration leadership succession, chapter strategic planning, and the interests and expertise of members. Install officers annually in April to facilitate effective leadership training opportunities offered by the ALA.
- C. Maintain a continuous retention and recruitment effort to create a diverse chapter membership from all cross-sections of the legal management community.

- D. Obtain tax exempt status and annually file tax returns, where appropriate and as indicated by pertinent regulatory bodies. Maintain procedures for ensuring that annual filings and renewals are made with appropriate agencies.
- E. Protect personal assets of members by taking appropriate safeguards, which may include securing and maintaining insurance coverage, fiduciary bonds, and chapter incorporation.
- F. Ensure that the chapter's treasury is not commingled with employer or personal funds and that the chapter maintains appropriate internal controls to ensure financial security. Maintain procedures for systematic review of books, accounts, and records by chapter officers (other than by the chapter treasurer or other officer with primary financial responsibilities) and/or by outside, independent auditors.
- G. Create and maintain awareness of antitrust issues, including those published in ALA's Antitrust Guide. Obtain review and approval by ALA headquarters prior to dissemination of any compensation/economic survey questionnaires.

**III. Responsibilities to the Association:**

- A. Provide ALA headquarters with a list of individuals who will assume chapter office as soon after election as practicable and before installation occurs. Within 45 days of taking office, the chapter president shall update and return the *Chapter Profile* to ALA headquarters. Semiannually, chapters will review, reconcile, and return chapter membership rosters to ALA headquarters.
- B. Ensure that all chapter members are also members of ALA at all times. On an annual basis, the chapter president will submit a timely statement certifying compliance with this ALA bylaw provision.
- C. Ensure that one or more chapter board members (or other designated individual/s) attend Chapter Leadership Institute annually.
- D. Ensure that a Regional Council Representative (or other designated individual/s) attends Regional Council Meetings held in conjunction with ALA's Annual Conference and the Regional Conferences. The Regional Council Representative shall provide reports of each meeting to chapter members.
- E. Provide Chapter Education Summaries of educational programs and presenters to the Regional Education Officer on a regular basis.
- F. Provide copies of board and chapter meeting minutes to chapter members and the Regional Communications Officer on a regular basis.
- G. Use the ALA logo and other Association symbols pursuant to guidelines provided by ALA headquarters.

ATTACHMENT E

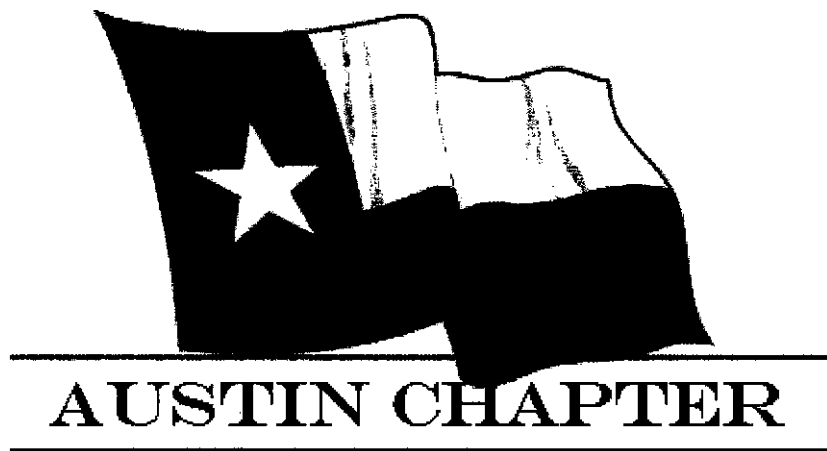




Austin Chapter - Association of Legal Administrators  
 Profit & Loss Budget vs. Actual  
 April 2018 through March 2019

	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	TOTAL 2017-2018 Budget	2018-2019 Budget	% of Budget
Board Member Stipend	0.00	18,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,500.00	18,500.00	46.74%
Chapter Dinner	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
First Time Attendee - Stipend	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.0%
President/Board Member Conference	200.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	5.09%
Board Junction Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00	0.68%
Board Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00	0.8%
National Conference Subsidships - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total National Conference Subsidships	200.00	19,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,200.00	19,200.00	56.32%
<b>New Member Functions</b>															
Sturdy Happy Hours	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00	0.67%
Meal/Entertainment	0.00	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00	80.00	0.23%
New Member Luncheon	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.3%
Prizes/Other	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00	0.67%
Total New Member Functions	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00	2.21%
<b>Nonmember</b>															
Author Incentives	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	1.42%
Regional Conferences	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	1.42%
Regional Conferences	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	7.08%
Board Members	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Door Prizes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Members At Large	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Scholarships	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	2.83%
Total Regional Conferences	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	34.85%
<b>Salary Survey Costs</b>															
Website	0.00	0.00	6,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,740.00	6,740.00	19.09%
Commission Meetings	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.3%
Dinner/Entertainment	0.00	1,875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,875.00	1,875.00	5.31%
Materials	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00	0.8%
Monthly Fee	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,100.00	1,100.00	3.12%
Total Website	0.00	1,875.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,870.00	3,870.00	11.20%
<b>Total Expenses</b>	4,052.18	20,820.00	14,240.00	13,375.00	8,075.00	14,525.00	9,175.00	3,150.00	1,470.00	4,425.00	6,075.00	0.00	32,200.00	18,850.00	58.85%
<b>Net Creditors Income</b>	6,847.25	-22,700.00	-12,660.00	-13,325.00	-7,800.00	-8,200.00	-4,050.00	17,880.00	11,980.00	-7,250.00	-1,250.00	-2,075.00	-65,327.18	-14,220.00	
<b>Other Income/Expenses</b>															
Other Income	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	22.00	22.00	
Interest Income	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	22.00	22.00	
Total Other Income	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	44.00	44.00	
<b>Net Other Income</b>	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	22.00	22.00	
<b>Net Income</b>	8,849.25	-22,698.00	-12,656.00	-13,321.00	-7,798.00	-8,198.00	-4,046.00	17,882.00	11,982.00	-7,246.00	-1,246.00	-2,073.00	-65,349.18	-14,198.00	

ATTACHMENT F



*A Chapter of the Association of Legal Administrators*

**Austin ALA Committee Reports to the Board  
May 10, 2011**

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

No report at this time.

**Business Partner Relations Committee Report – Chris Bhamani, Committee Chair**

The evening of the 10th we'll hold the spring business partner meet and greet at Takoba on 7th from 4:30 to 7:30. In June the BP committee will begin diving into finalizing the details of the legal expo.

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

No report at this time.

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

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

Committee members met at the office of Munsch Hardt Kopf & Harr on April 20<sup>th</sup> to discuss 2011 events. Committee Members would like to work with a few different organizations this year: Capital Area Food Bank of Texas, Multiculture Refugee Coalition and YouthLaunch. Our goal is to provide Chapter members with more opportunities for community involvement.

Currently, we have 20 slots reserved for the morning shift (9:00am to Noon) on Saturday, June 11th at the Capital Area Food Bank. We will be inspecting, cleaning,

sorting and boxing donations. All participants must arrive on time and stay for the entire shift. Volunteer orientation and training will take place at the beginning of shift.

We are planning to work with Urban Roots and the Refugee Coalition early this Fall.

Committee is scheduled to meet again May 19<sup>th</sup> at Noon.

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

No report at this time.

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

The current Education Committee membership is Linda Wood, Karie Rivkin, April Stanaland, Diana Stangl, and Brenda Barnes (chair). The Committee met on May 5, 2011 in order to discuss the new year and calendar of events. The HR Roundtable will be led by the Educational Committee and each member took a topic to develop 5 questions to discuss with members: Offensive Language (April), Facebook (Linda), Grieving in the Workplace (Brenda), Hiring & Nepotism (Karie) and Morale Boosters (Diana).

The Committee also discussed meeting venue (Linda will contact Stephen F. Austin to see if price would be competitive with Headliners and if dates are available.), Photographer (Karie and Linda will be the committee photographer for meetings/events), Website Liaison (Brenda will report back more when website committee has outlined assignments) and CLM (See if we can get educational credits for Lunch & Learns, see if there is a web-based study group, inform the chapter that formal study group not forming but will do some education to help.)

### Monthly Education Committee Events (generally the 4<sup>th</sup> Thursday of the month)

- |         |   |
|---------|---|
| MAY 26  | Topic: Human Resources Roundtable<br>Competency Category: Human Resources Management<br>Speaker: Chapter members – CLM Focus<br>Sponsor: Dahill (Cam Edwards) & Gallagher Benefit Services, Inc. (Bruce Romine) |
| JUNE 23 | Topic: Personal Safety for Yourself and Your Employees<br>Competency Category: Office Operations Management<br>Speaker: Officers Roy Martinez and James Scoggins APD<br>Sponsor: DOCUvation (Rex Engelhardt)    |
| JULY 28 | Topic: Social Networking<br>Competency Category: Communications & General Management<br>Speaker: Amy Knapp w/ Knapp Marketing – Washington DC LMAE  |

Sponsor: Capitol Vending and Coffee (Katy Mozeley)

AUGUST 18 – LEGAL EXPO & SEMINAR

Topic: Quiet Spacing – Time Management for Professionals  
Competency Category: Communications and General Management  
Speaker: Paul H. Burton

(Regional Conference is September 15-17 in Kansas City)

SEPTEMBER 22

Topic: 5 Must Have Technology Improvements  
Competency Category: Technology  
Speaker: Debbie Foster, Affinity Consulting  
Sponsor: Jones Lang LaSalle (Russell Young)

OCTOBER 27

Topic: Financial Management – Budgeting & Forecasting  
Competency Category: Financial Management  
Speaker: Ed Poll – Venus California  
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: Things I've Learned.....  
Competency Category: Communications & General Management  
Speaker: Carol Arnold  
Sponsor:

DECEMBER – no meeting – Holiday Party The Highball, Thursday, 12/1 or 12/8  
Bowling, Karaoke, and more.

*2012 Schedule*

JANUARY 26

Topic: ALA Update, HR Topic  
Competency Category: Human Resource/Legal Industry  
Speaker: Toni Beasley or ALA Regional speaker  
Sponsor:

FEBRUARY 23

Topic: Marketing Topic  
Competency Category: Communication & General Management  
Speaker:  
Sponsor:

March 22 -SPRING SEMINAR TOPIC: Employment Law  
Competency Category: Human Resource  
Speaker:  
Sponsor:

April 26 Topic: Financial Topic  
Competency Category: Financial Management  
Speaker:  
Sponsor:

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

No report at this time.

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

Newsletter will be sent out when the website is launched. No other report at this time.

## Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee has been diligently gathering content for the subpages to the new website. Several members have already submitted wonderful articles and additional information to be used on the site. Once this process is completed and provided to PaperStreet, we will be able to view and approve the subpages. Chris Sims and Barbara Mullen will also share information they learned from Eventbrite and PaperStreet regarding the RSVP and PayPal features.