



**Minutes from the July 2011 Board Meeting of the
Austin Chapter of the Association of Legal Administrators
July 19th, 2011 at 12 Noon**

1. **Members Present:** Brenda Barnes, Chrissie Eastin, Amanda Koplos, Elaine Nielsen, Chris Sims, Rose Sullivan

Members Not Present: Shannon Athey-Briggs, James Cornell, Shary Gonzales, Barbara Mullen, Diana Stangl, Tina Terrian
2. **Approval of June Minutes** – The June Board meeting minutes were approved and submitted to the Board.
3. **Treasurer’s Report** (Diana Stangl) – Diana was not present. In her absence, Chrissie reported.

The chapter checking account balance as of June 30, 2011 was \$9,910.80 and the money market account balance was \$55,331.32 for a total balance of \$65,242.12.

A balance sheet and income statement for the period ending June 30, 2011 are attached hereto and made part of these minutes. Included with the financial statements is the budget to actual comparison, cash account reconciliations, bank account statements, and checks written and deposits made listings for the same period. (Attachment A)

4. **Old Business**
 - a. Chapter Leadership Institute Recap - Chris Sims, Amanda Koplos, Rose Sullivan and Tina Terrian attended. Tina was not present to report, but the other three attendees discussed takeaways from the conference. Amanda reported on CLM study groups and the need to develop a curriculum and garner speakers to provide a platform for the study group and to support the continuing education of other members who are interested. Chris reported on Business Partner programs of other chapters, which included opportunities for participation outside of the annual sponsorships. These opportunities could range from specific

scholarships, support of community development events, booth opportunities at the expo, or any number of things. Finally, Rose reported about building a communication plan for the chapter which would funnel communication activities, such as list serve, newsletter, education announcements, social media, press releases, as well as chapter collateral, through one source within the chapter.

- b. Chrissie let everyone know that all Chapter shirts have been distributed.
- c. Chrissie asked for the review and changes to Chapter Committee descriptions be sent to her. She will compile the information for later review by the Board, perhaps through e-mail.
- d. Information for the President's Award of Excellence and Awards Program continues to be gathered as completed. However, the information was not discussed at this meeting due to the lack of a time and attendees.
- e. Chrissie distributed an updated listing of Board Meeting locations. The August 9, 2011 meeting will be hosted by Shary Gonzales at the offices of Akin Gump Strauss Hauer & Feld. The September 13, 2011 meeting will be hosted by Amanda Koplos at the offices of Bowman & Brooke.
- f. Chrissie relayed the updated information for the Joint Chapter Retreat. It will be held on September 9 & 10 at the Marriott at Horseshoe Bay. Judy Hissong has been secured to speak. Her topic is Strength in Leadership. Room pricing decreased to \$119 per night, plus applicable taxes, and a 50% discount on all food and beverage was negotiated. The Board acknowledged and thanked Chrissie and Amanda for negotiating the contract with the hotel.
- g. Chrissie spoke about the possibility of a diversity project. She along with Shannon Athey-Briggs and Tina Terrian are reviewing ideas from other chapters and will have more information in August for a possible early November event. Brenda suggested turning this over a committee outside of the Board for more involvement. Amanda suggested forming a scholarship or establishing an endowment with Texas State University in the legal studies area. Criteria would be determined to meet the diversity initiative goals.

5. New Business:



- a. Amanda discussed the August Legal Expo. The floor plan is being finalized and it is limited to some extent due to the size of the room. Expo registrations have gone out to the business partners. The invitation to our members and the legal community will go out next week. Amanda also announced the decision by the Business Partner Committee to establish a theme for the event. The theme is going to be "The Spirit of Aloha" to help promote the Honolulu conference. The committee is looking for ideas to help implement the concept and are planning to work with the Education Committee to carry the theme throughout.

Brenda discussed the educational seminar held prior to the Legal Expo. Wi-Fi will be used to provide a hands-on approach to the Quietspacing seminar by Paul Knapp. It should be beneficial to all attendees.

- b. Chrissie discussed the Region 3 & 4 Conference. Registration will be reimbursed for all members who wish to attend. The Board, if attending, will receive a stipend which will include registration, airfare up to \$300 and 2 night hotel (approx. \$1,000).
- c. Chrissie discussed Super Early Bird Registration for the annual conference in Honolulu, HI in 2012. It is suggested that the Chapter purchase 3 registrations (two unnamed) at the discounted rate of \$595 (saving \$200 on the first 2 and \$100 on the third due to name issue) for scholarships to be awarded at the Legal Expo in August, to the Quest Award Nominee when nominated, and at the Managing Partners Breakfast. In addition, there was discussion to reimburse the Board outside of the normal schedule to take advantage of the discounted rate. A decision was tabled until the August Board meeting to have sufficient attendance to make a decision.
- d. Chrissie announced the Managing Partners Breakfast has been set for Thursday, February 9, 2012. Our speaker will be John Michalik on the topic of the Extraordinary Managing Partner. The chapter will pay his travel costs and incidentals only as he does not require an honorarium. The Board will plan to take him out to dinner the night before the event. The location is to be determined, but will most likely be either The W Hotel or the Intercontinental Stephen F. Austin. Save the date letters will be sent in October to all Managing Partners.

- e. Per an email decision by the Board, the Chapter purchased CLM flashcards to share. The cost was \$69.95, plus shipping, and will come out of the education and programs Budget
- f. Chrissie raised the issue of the Chapter historical document retention program. It was discussed that there is storage with Safesite. Chrissie will call the business partner and detail the process for the Board to review in the August meeting. Other items that need to be discussed is gathering the existing documents and sending them to storage.
- g. Chrissie discussed her conference call with Stephen Dempsey, who has Austin as his Region 4 Focus Chapter. They discussed the challenges and successes of the chapter focusing primarily on member involvement and encouraging attendance at chapter events.

6. **Committee Reports** (Attachment B)

7. **Open Business**

- a. The Chapter will reimburse Amanda for the purchase of the Outstanding Administrator book, which is a recommended study for the CLM.
- b. It was agreed that the newsletter needs to be published regardless of the website progress and anticipated go-live date. Rose will work with putting the information into MS Publisher to produce a PDF newsletter.

8. **Announcements/Adjourn**

ATTACHMENT A

4:47 PM
07/09/11
Accrual Basis

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

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

4:48 PM
 07/09/11
 Accrual Basis

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

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

4:48 PM
07/09/11
Accrual Basis

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

	<u>Jun 11</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	1,412.00
Total Education	<u>1,412.00</u>
Total Income	1,412.00
Expense	
Board Expenses	
Advertising and Promotion	1,517.45
Total Board Expenses	1,517.45
Community Development	500.00
Education Costs	
Chapter MeetingLunches	747.38
Lunches-Education Seminar	1,100.92
Webinars and Audio Conferences	149.00
Total Education Costs	<u>1,997.30</u>
Education Seminar	308.00
Miscellaneous Expense	
Other	95.02
Post Office Box	100.00
Total Miscellaneous Expense	<u>195.02</u>
National Conference Scholarship	
Board Member Stipend	13,593.11
Chapter Dinner	749.49
Total National Conference Scholarship	<u>14,342.60</u>
Website	
Designer Fees	150.00
Monthly Fee	9.95
Total Website	<u>159.95</u>
Total Expense	<u>19,018.32</u>
Net Ordinary Income	-17,606.32
Other Income/Expense	
Other Income	
Interest Income	4.63
Total Other Income	<u>4.63</u>
Net Other Income	<u>4.63</u>
Net Income	<u><u>-17,601.69</u></u>

4:51 PM

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

07/09/11

Accrual Basis

	Apr '11 - Mar 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Annual Sponsorship			
Annual Sponsorship - Totebag	0.00	500.00	-500.00
Bronze	0.00	10,560.00	-10,560.00
Diamond	0.00	7,425.00	-7,425.00
Gold	0.00	8,250.00	-8,250.00
Platinum	0.00	3,300.00	-3,300.00
Silver	0.00	17,325.00	-17,325.00
Total Annual Sponsorship	0.00	47,360.00	-47,360.00
Business Partner Fair			
Additional Reps	0.00	800.00	-800.00
Total Business Partner Fair	0.00	800.00	-800.00
Education			
Meeting Receipts	2,032.00	6,750.00	-4,718.00
Seminars	0.00	4,000.00	-4,000.00
Total Education	2,032.00	10,750.00	-8,718.00
Membership Dues	10,375.00	11,075.00	-700.00
Salary Survey	0.00	6,740.00	-6,740.00
Total Income	12,407.00	76,725.00	-64,318.00
Expense			
Bank Service Charges	0.00	1,350.00	-1,350.00
Board Expenses			
Advertising and Promotion	2,104.49	2,550.00	-445.51
Bar Relations	0.00	500.00	-500.00
Board Meetings	0.00	300.00	-300.00
Board Retreat	449.37	350.00	99.37
Chapter Awards/Gifts	0.00	150.00	-150.00
PLMW Event	0.00	100.00	-100.00
Service Awards	0.00	1,200.00	-1,200.00
Total Board Expenses	2,553.86	5,150.00	-2,596.14
Business Partner Fair Expenses			
A/V Rental	0.00	525.00	-525.00
Beverages	0.00	3,000.00	-3,000.00
Deposits	1,200.00	0.00	1,200.00
Facilities	0.00	1,800.00	-1,800.00
Other	0.00	100.00	-100.00
Parking	0.00	425.00	-425.00
Vendor Appreciation Party	948.94	3,050.00	-2,101.06
Total Business Partner Fair Expenses	2,148.94	8,900.00	-6,751.06
Chapter Leadership Institute			
Board Member-CLI	0.00	5,000.00	-5,000.00
President - CLI	0.00	1,250.00	-1,250.00
President Elect-CLI	0.00	250.00	-250.00
Total Chapter Leadership Institute	0.00	6,500.00	-6,500.00
Chapter Retreat	0.00	8,500.00	-8,500.00
Community Challenge Expenses	0.00	2,500.00	-2,500.00
Community Development	500.00	1,000.00	-500.00
Education Costs			
Audio Visual	0.00	500.00	-500.00
Chapter MeetingLunches	2,050.67	6,700.00	-4,649.33
Holiday Party	0.00	1,500.00	-1,500.00
Lunches-Education Seminar	1,100.92	2,250.00	-1,149.08
Speakers-Education Seminar	0.00	11,726.18	-11,726.18
Webinars and Audio Conferences	278.00	1,800.00	-1,522.00
Total Education Costs	3,429.59	24,476.18	-21,046.59
Education Seminar	483.00		

4:51 PM
 07/09/11
 Accrual Basis

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

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

4:51 PM
 07/09/11
 Accrual Basis

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

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

4:51 PM
 07/09/11
 Accrual Basis

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

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



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

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

STATEMENT ISSUED
06-30-2011

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

0

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

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

DEPOSITS/CREDITS

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-03	15,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxxx0378

CHECKS PAID

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

* A BREAK IN CHECK NUMBER SEQUENCE
RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

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

DAILY BALANCE

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

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

4:42 PM
07/09/11

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

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

4:42 PM

07/09/11

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

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



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

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

STATEMENT ISSUED
06-30-2011

Page 1 of 1

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



0

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

BUSINESS MONEY MARKET ACCOUNT NO. 591210678

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

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-30	4.63	INTEREST PAID	

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

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

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

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

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

4:43 PM
07/09/11

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

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

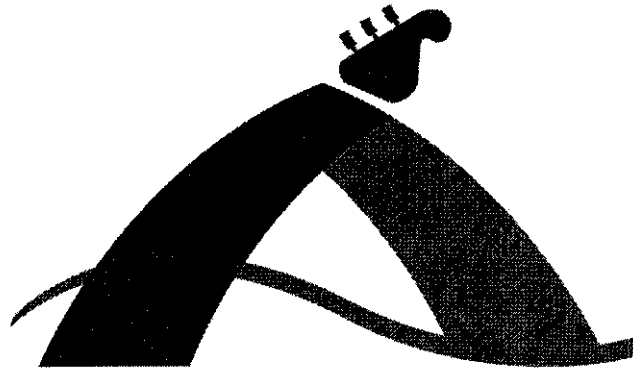
4:43 PM

07/09/11

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

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

ATTACHMENT B



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board July 19, 2011

Bar Relations Committee Report – James Cornell, Committee Chair

The Austin Bar Association is not meeting this summer. Therefore, there is no report at this time.

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair

My committee met with a representative from the Hilton and we are working on a layout for the Expo. We are having some complications fitting the additional business partners we brought on this year into a new configuration for the square room we have (instead of the rectangular one we had last year). The actual registration for the Expo will start this week. The first round of invitations will go out to attendees next week. Our committee will be meeting next week as well.

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 July 7th to discuss the 2011 Community Challenge weekend. This year the committee has decided to work with the Multicultural Refugee Center for Community Challenge weekend on Saturday, September 24th from Noon to 4:00 p.m.

Our goal is to have various activities for both the adults and children at the center. Since it is close to Halloween we thought it would be fun to have Halloween themed activities for the kids (pumpkin carving, costume/masks, baking/decorating cookies). The adults need assistance in the computer

lab applying for jobs, creating resumes and studying for their driver's license test. There's also opportunities to assist with sewing.

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

We are finalizing the key details August 2nd and plan to email the chapter members and business partners no later than the second week in August.

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

The Website Committee has submitted the final content document to the Content Director at PaperStreet. We are anxiously awaiting to hear what our next step is as we draw closer and closer to receiving a working version of our new site.