



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

June 14, 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, Amanda Koplos

Members Not Present: All members were present.

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

3. **Treasurer's Report** (Diana Stangl) – The Chapter checking account balance as of May 31, 2011 is \$14,408.03 and the Money Market account balance is \$55,326.69 for a total Checking/Savings balance of \$69,736.72.

TREASURER NOTES:

A Balance Sheet and Income Statement for the period ending May 31, 2011 are attached hereto and made a part of these minutes. Included with the financial statements is the budget to actual comparison. (Attachment A)

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., and Rose were planning on attending. She also mentioned that we really wanted to send at least one more person and asked that anyone who is interested please get back in touch with her no later than Friday, June 17th.

b. ALA Annual Conference in Orlando, FL – Chrissie mentioned that we forgot to bring the Amex Gift Card to Orlando so we would still need to use this for another occasion soon.

c. Chrissie let everyone know that the rest of the Chapter shirts were in and would be distributed at the June Chapter Meeting on June 23rd.

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

e. Chrissie let everyone know that she had renewed the Post Office Box (#339) for one year at a cost of \$100.00.

f. Chapter Retreat - Chrissie let everyone know that a final decision had been made to do a joint Chapter retreat with the Alamo Chapter this year. The Retreat will be held November 4th & 5th at the Marriott at Horseshoe Bay. Chrissie let everyone know that there would be another committee meeting soon to discuss speaking topics and speakers. It was also determined that we would need to have further discussion regarding how to best distribute the expenses between the two chapters.

5. **New Business**

a. Chrissie announced that Amanda Koplos had stepped in to continue chairing the Business Partner Relations Committee for the year following Chris Bhamani's departure from the legal profession. She thanked Amanda for stepping in and welcomed her back to the Board.

b. President's Award of Excellence – Chrissie announced the following 2010 Chapter Awards:

1. Honorable Mention: Education Programs: Communication
2. 3rd Place: Recruitment and Retention, The A Team
3. 2nd Place: Business Partners Relations
4. 1st Place: Membership Brochure: Membership Has its Benefits
5. 1st Place: Visibility, Over the Edge
6. Chapter won Platinum level award, which is the most prestigious

c. Chrissie passed out copies and reviewed the new guidelines for the Chapter Awards for next year. She also asked that everyone start thinking about who the Quest Award candidate should be.

d. Chrissie let everyone know that she and Shannon were reviewing Diversity Project ideas and checking to see what other chapters had done in the past. She said that they would meet later in the month and get back to us with more information soon.

e. Copies of the Chapter Committee descriptions were distributed and Chrissie asked that everyone review them for updates and make changes before the next meeting. (Attachment B)

6. **Committee Reports**

Business Partner Relations Committee (Amanda Koplos) – Amanda let everyone know that a lot of committee information had been lost when Chris Bhamani left her job but that we were working on piecing everything back together. Tina agreed to start pulling some



information together for her from saved emails, etc. Amanda also reminded us that the Legal Expo is still scheduled for August 18th and she'd have more details for us soon.

Past Presidents Advisory Council (Brenda Barnes) – Brenda said that they had met recently and discussed alternate meeting places for our monthly lunches. They will keep us posted when more research has been completed.

Community Relations Committee (Shannon Athey-Briggs) – Shannon let everyone know that the June 11th community service event at the Capital Area Food Bank was a great success and that they had also dropped off a donation of \$500 worth of goods later that weekend. She mentioned that the committee is working on an event with Urban Roots and the Refugee Coalition this Fall and that they have considered a number of different activities such as pumpkin carving, computer training, etc.

Compensation and Benefits Committee (Elaine Nielson) – Elaine let us know that they are working on negotiating down the pricing but will more than likely go with the same survey that we've used the past several years. A lot of discussion was had regarding the importance of marketing the survey this year and the fact that the economy more than likely played a role in lower participation over the last two years. We also discussed the possibility of doing a post card mailer to local law firms. James is going to work on getting a list of law firm names through a few of his contacts at the Austin Bar.

Education Committee (Brenda Barnes) – Brenda went over the monthly luncheon schedule. She also reminded everyone about the upcoming "Tweet Up" event and said that they'd have more details out soon.

Membership Committee (Shary Gonzalez) – Shary mentioned that they were changing the name of the annual Buddy Happy Hour to Peer Connection Happy Hour and everyone agreed that it was a great idea. Amanda mentioned that we might want to consider sending out a VIP Happy Hour Invitation vs. calling it a newcomer event in order to increase attendance.

Newsletter Committee (Rose Sullivan) – Rose let us know that the newsletter content was close to finished so that everything would be ready to go as soon as the website was ready. We discussed the importance of still publishing four newsletters in order to fulfill our Business Partner advertising obligations for the year.

Website Committee (Barbara Mullen) – Barbara let everyone know that the Website Committee had been working diligently to get the new website ready and are meeting on June 10th to review the latest submission from PaperStreet. She said that they are hopeful they'll have it out in mid-July. She also let us know that they had tabled two items for Phase II of the website development which include the Job Bank and a link for meeting RSVPs.

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



7. **Open Business - None**

8. **Announcements/Adjournment**

a. Amanda reminded everyone that we have a blog and said that she would add everyone on the Board as a user so we could all post messages from time to time. She said that it is tied into the website and to keep in mind that anything that's posted is "public" information.

b. Chris said that he wanted us to consider making arrangements for members to have a professional photo taken. We would sponsor the event but members would pay for their own pictures. He said that we could have a professional photographer come to a couple of monthly luncheons to take pictures. Everyone agreed that this was something we wanted to explore further.

The meeting was adjourned at 1:19 p.m. The July Board Meeting will be held on July 19 at Bowman & Brooke, 600 Congress Ave., Suite 1400.



ATTACHMENT A

6:46 PM
06/13/11
Accrual Basis

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

	<u>May 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	12,517.12
Frost Money Market	<u>70,326.69</u>
Total Checking/Savings	82,843.81
Total Current Assets	82,843.81
TOTAL ASSETS	<u>82,843.81</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	<u>6,212.11</u>
Total Equity	82,843.81
TOTAL LIABILITIES & EQUITY	<u>82,843.81</u>

6:59 PM
 06/13/11
 Accrual Basis

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

	Apr '11 - Mar 12
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	620.00
Total Education	620.00
Membership Dues	10,375.00
Total Income	10,995.00
Expense	
Board Expenses	
Advertising and Promotion	587.04
Board Retreat	449.37
Total Board Expenses	1,036.41
Business Partner Fair Expenses	
Deposits	1,200.00
Vendor Appreciation Party	948.94
Total Business Partner Fair Expenses	2,148.94
Community Development	500.00
Education Costs	
Chapter Meeting Lunches	2,050.67
Webinars and Audio Conferences	129.00
Total Education Costs	2,179.67
Education Seminar	483.00
Miscellaneous Expense	
Other	95.02
Post Office Box	100.00
Total Miscellaneous Expense	195.02
National Conference Scholarship	
Board Member Stipend	10,451.25
Chapter Dinner	749.49
Total National Conference Scholarship	11,200.74
Website	
Designer Fees	150.00
Monthly Fee	9.95
Total Website	159.95
Total Expense	17,903.73
Net Ordinary Income	-6,908.73
Other Income/Expense	
Other Income	
Interest Income	11.75
Total Other Income	11.75
Net Other Income	11.75
Net Income	-6,896.98

3:27 PM

06/03/11

Accrual Basis

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

	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	620.00	6,750.00	-6,130.00
Seminars	0.00	4,000.00	-4,000.00
Total Education	620.00	10,750.00	-10,130.00
Membership Dues	10,375.00	11,075.00	-700.00
Salary Survey	0.00	6,740.00	-6,740.00
Total Income	10,995.00	76,725.00	-65,730.00
Expense			
Bank Service Charges	0.00	1,350.00	-1,350.00
Board Expenses			
Advertising and Promotion	587.04	2,550.00	-1,962.96
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	1,036.41	5,150.00	-4,113.59
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	0.00	1,000.00	-1,000.00
Education Costs			
Audio Visual	0.00	500.00	-500.00
Chapter Meeting Lunches	1,303.29	6,700.00	-5,396.71
Holiday Party	0.00	1,500.00	-1,500.00
Lunches-Education Seminar	0.00	2,250.00	-2,250.00
Speakers-Education Seminar	0.00	11,726.18	-11,726.18
Webinars and Audio Conferences	129.00	1,800.00	-1,671.00
Total Education Costs	1,432.29	24,476.18	-23,043.89
Education Seminar	177.00		

3:27 PM
 06/03/11
 Accrual Basis

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

	Apr '11 - Mar 12	Budget	\$ Over Budget
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	0.00	400.00	-400.00
Post Office Box	0.00	100.00	-100.00
Total Miscellaneous Expense	0.00	500.00	-500.00
National Conference Scholarship			
Board Member Stipend	5,500.00	16,500.00	-11,000.00
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	6,249.49	18,706.00	-12,456.51
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	0.00	1,875.00	-1,875.00
Maintenance	0.00	900.00	-900.00
Monthly Fee	0.00	1,000.00	-1,000.00
Total Website	0.00	3,875.00	-3,875.00
Total Expense	11,044.13	107,877.18	-96,833.05
Net Ordinary Income	-49.13	-31,162.18	31,103.05
Other Income/Expense			
Other Income			
Interest Income	11.75		
Other Income	0.00	24.00	-24.00
Total Other Income	11.75	24.00	-12.25
Net Other Income	11.75	24.00	-12.25
Net Income	-37.38	-31,128.18	31,090.80

3:27 PM

06/03/11

Accrual Basis

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

	<u>% of Budget</u>
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	<u>0.0%</u>
Business Partner Fair	
Additional Reps	0.0%
Total Business Partner Fair	<u>0.0%</u>
Education	
Meeting Receipts	9.2%
Seminars	0.0%
Total Education	<u>5.8%</u>
Membership Dues	93.7%
Salary Survey	0.0%
Total Income	<u>14.3%</u>
Expense	
Bank Service Charges	0.0%
Board Expenses	
Advertising and Promotion	23.0%
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	<u>20.1%</u>
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	<u>24.1%</u>
Chapter Leadership Institute	
Board Member-CLI	0.0%
President - CLI	0.0%
President Elect-CLI	0.0%
Total Chapter Leadership Institute	<u>0.0%</u>
Chapter Retreat	0.0%
Community Challenge Expenses	0.0%
Community Development	0.0%
Education Costs	
Audio Visual	0.0%
Chapter MeetingLunches	19.5%
Holiday Party	0.0%
Lunches-Education Seminar	0.0%
Speakers-Education Seminar	0.0%
Webinars and Audio Conferences	7.2%
Total Education Costs	<u>5.9%</u>
Education Seminar	

3:27 PM

06/03/11

Accrual Basis

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

	<u>% of Budget</u>
Insurance	
Fidelity Bond Premium	0.0%
Total Insurance	0.0%
Managing Partner Breakfast	0.0%
Miscellaneous Expense	
Other	0.0%
Post Office Box	0.0%
Total Miscellaneous Expense	0.0%
National Conference Scholarship	
Board Member Stipend	33.3%
Chapter Dinner	
President-National Conference	0.0%
Silent Auction Items	0.0%
Total National Conference Scholarship	33.4%
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	0.0%
Maintenance	0.0%
Monthly Fee	0.0%
Total Website	0.0%
Total Expense	10.2%
Net Ordinary Income	0.2%
Other Income/Expense	
Other Income	
Interest Income	
Other Income	0.0%
Total Other Income	49.0%
Net Other Income	49.0%
Net Income	<u>0.1%</u>



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

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

STATEMENT ISSUED
05-31-2011

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

0

With Frost's Bankcard Merchant Services you can expand your customers' payment options and help your business operate smoothly and efficiently. To learn more call 1-800-790-2008.

FROST BUSINESS CHECKING ACCOUNT NO. 69 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
15,440.39	2	870.00	4	2,968.27	13,342.12

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
05-10	DEPOSIT	250.00	05-10	DEPOSIT	620.00

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
05-10	1175 #	1,303.29	05-23	1177 #	587.04	05-24	1178 #	129.00
05-24	1176 #	948.94						

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-10	.00	INTERNET STMT COPY REQ	
05-10	.00	INTERNET CHK COPY REQ	
05-10	.00	INTERNET CHK COPY REQ	
05-10	.00	INTERNET CHK COPY REQ	
05-10	.00	INTERNET CHK COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-29	15,440.39	05-23	14,420.06	05-24	13,342.12
05-10	15,007.10				

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

11:07 AM

06/03/11

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 05/31/2011**

	<u>May 31, 11</u>
Beginning Balance	15,440.39
Cleared Transactions	
Checks and Payments - 4 items	-2,968.27
Deposits and Credits - 2 items	870.00
Total Cleared Transactions	<u>-2,098.27</u>
Cleared Balance	<u>13,342.12</u>
Uncleared Transactions	
Checks and Payments - 1 item	-825.00
Total Uncleared Transactions	<u>-825.00</u>
Register Balance as of 05/31/2011	<u>12,517.12</u>
New Transactions	
Checks and Payments - 4 items	-6,249.49
Total New Transactions	<u>-6,249.49</u>
Ending Balance	<u><u>6,267.63</u></u>

11:07 AM

06/03/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 05/31/2011

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,440.39
Cleared Transactions						
Checks and Payments - 4 items						
Check	5/10/2011	1175	James Cornell	X	-1,303.29	-1,303.29
Check	5/18/2011	1176	Chris Bhamani	X	-948.94	-2,252.23
Check	5/18/2011	1177	Special Tees	X	-587.04	-2,839.27
Check	5/18/2011	1178	Debbie Roan	X	-129.00	-2,968.27
Total Checks and Payments					-2,968.27	-2,968.27
Deposits and Credits - 2 items						
Deposit	5/10/2011			X	250.00	250.00
Deposit	5/10/2011			X	620.00	870.00
Total Deposits and Credits					870.00	870.00
Total Cleared Transactions					-2,098.27	-2,098.27
Cleared Balance					-2,098.27	13,342.12
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	12/21/2010	1136	ING		-825.00	-825.00
Total Checks and Payments					-825.00	-825.00
Total Uncleared Transactions					-825.00	-825.00
Register Balance as of 05/31/2011					-2,923.27	12,517.12
New Transactions						
Checks and Payments - 4 Items						
Check	6/1/2011	1182	Walsh, Anderson, B...		-2,000.00	-2,000.00
Check	6/1/2011	1180	Chrissie Eastin		-1,621.09	-3,621.09
Check	6/1/2011	1179	Tina Terrian		-1,500.00	-5,121.09
Check	6/1/2011	1181	Bickerstaff Heath D...		-1,128.40	-6,249.49
Total Checks and Payments					-6,249.49	-6,249.49
Total New Transactions					-6,249.49	-6,249.49
Ending Balance					-9,172.76	6,267.63



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

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

STATEMENT ISSUED
05-31-2011

Page 1 of 1

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



0

With Frost's Bankcard Merchant Services you can expand your customers' payment options and help your business operate smoothly and efficiently. To learn more call 1-800-790-2008.

BUSINESS MONEY MARKET ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
70,320.72	0	5.97	0	.00	70,326.69

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-31	5.97	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-10	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-29	70,320.72	05-10	70,320.72	05-31	70,326.69

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

11:09 AM
06/03/11

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 05/31/2011

	<u>May 31, 11</u>
Beginning Balance	70,320.72
Cleared Transactions	
Deposits and Credits - 1 Item	5.97
Total Cleared Transactions	<u>5.97</u>
Cleared Balance	<u>70,326.69</u>
Register Balance as of 05/31/2011	70,326.69
Ending Balance	70,326.69

11:09 AM
08/03/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 05/31/2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						70,320.72
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	5/31/2011			X	5.97	5.97
Total Deposits and Credits					5.97	5.97
Total Cleared Transactions					5.97	5.97
Cleared Balance					5.97	70,326.69
Register Balance as of 05/31/2011					5.97	70,326.69
Ending Balance					5.97	70,326.69

6:54 PM
06/13/11

Austin Chapter - Association of Legal Administrators
Check Detail
May 2011

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>
Check	1175	5/10/2011	James Cornell		Frost Bank Checking	
					Chapter MeetingLun...	-1,303.29
TOTAL						-1,303.29
Check	1176	5/18/2011	Chris Bhamani		Frost Bank Checking	
					Vendor Appreciation ...	-948.94
TOTAL						-948.94
Check	1177	5/18/2011	Special Tees		Frost Bank Checking	
					Advertising and Pro...	-587.04
TOTAL						-587.04
Check	1178	5/18/2011	Debbie Roan		Frost Bank Checking	
					Webinars and Audio ...	-129.00
TOTAL						-129.00

6:53 PM
06/13/11

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

Type	Num	Date	Name	Account	Amount
Deposit		5/10/2011		Frost Bank Checking	250.00
			Fulbright & Jaworski ...	Membership Dues	-250.00
TOTAL					-250.00
Deposit		5/10/2011		Frost Bank Checking	620.00
			Armbrust & Brown, L...	Meeting Receipts	-20.00
			Fritz Byrne Head & ...	Meeting Receipts	-40.00
			Laura Angle	Meeting Receipts	-20.00
			Slack & Davis, L.L.P.	Meeting Receipts	-20.00
			DLA Piper US LLP	Meeting Receipts	-60.00
			Graves Dougherty H...	Meeting Receipts	-60.00
			Thompson, Coe, Co...	Meeting Receipts	-20.00
			Scott, Douglas & Mc...	Meeting Receipts	-20.00
			Bowman & Brooke	Meeting Receipts	-20.00
			Bowman & Brooke	Meeting Receipts	-20.00
			Whitehurst Harknes...	Meeting Receipts	-20.00
			Andrews Kurth	Meeting Receipts	-20.00
			Kelly Hart & Hallman	Meeting Receipts	-20.00
			Drenner & Golden St...	Meeting Receipts	-20.00
			Ogletree Deakins	Meeting Receipts	-20.00
			Germer Gertz LLP	Meeting Receipts	-20.00
			Walsh, Anderson, Br...	Meeting Receipts	-20.00
			Alexander Dubose &...	Meeting Receipts	-40.00
			Lloyd Gosselink Roc...	Meeting Receipts	-40.00
			Bishop, London & D...	Meeting Receipts	-20.00
			Bickerstaff Heath De...	Meeting Receipts	-20.00
			Beck, Redden	Meeting Receipts	-20.00
			Shary Gonzales	Meeting Receipts	-20.00
			Carol Shaffer	Meeting Receipts	-20.00
TOTAL					-620.00
Deposit		5/31/2011		Frost Money Market	5.97
				Interest Income	-5.97
TOTAL					-5.97

ATTACHMENT B

ALA Austin Chapter Committee Listing 2011 – 2012

Bar Relations – James Cornell, Chair, jcornell@gdhm.com / 480-5667

To increase visibility and credibility of ALA through effective marketing and communication and through liaison with the Bar and other law related associations at the local, state and national levels.

Business Partner Relations – Amanda Koplos, Chair, amanda.koplos@bowmanandbrooke.com / 874-3800

To develop mutually beneficial working relationships between business partners and administrators. The committee functions as an educational vehicle to provide a means for business partners to learn about the legal industry and our needs as business managers. The committee supports and sponsors events selected by the Board and/or Chapter members to give business partners equal access to our members. Committee members serve as business partner advocates to continuously express appreciation of business partner contributions made to our Chapter. The committee also serves as a primary contact person for business partners to ensure good relations and frequent communication between business partners and administrators. Some of the committee's key responsibilities are to plan and implement the Annual Legal Business Partner Exposition and prepare and sell the Business Partner Annual Sponsorship Packages.

Community Relations – Shannon Athey-Briggs, Chair, sathey@munsch.com / 391-6100

To provide visibility for the Chapter in the Austin-Central Texas community through participation in community service activities and to enhance the membership's sense of community responsibility by encouraging community service involvement.

Compensation & Benefits – Elaine Nielsen, Chair, enielsen@gdhm.com / 480-5621

To prepare the annual salary survey and any other survey approved by the Board of Directors within the ALA Antitrust guidelines.

Education/Program – Brenda Barnes, Chair, bbarnes@rrsfirm.com / 476-0005

To provide at least two in-depth educational seminars that contribute to the professional competence of participating members. To plan, implement and notify the entire membership through email notices of a variety of educational programs that will promote and enhance the competence and professionalism of chapter members specifically through monthly luncheon meetings; to notify the monthly meeting facility of the number of attendees to be at each meeting; and relay list of attendees to

Treasurer to confirm payment of luncheons; and to provide speaker evaluation sheets at each educational program, forwarding a summary of these to the Regional Education Officer after each meeting.

Membership – Shary Gonzalez, Chair, shgonzalez@akingump.com / 499-6275

To recruit new members; to develop and maintain a formal orientation program for new members; to provide a new member support system through mentoring; to endeavor to reactivate inactive members and to maintain a current membership list which generates the monthly meeting name tags; to generate and distribute a membership directory.

Newsletter – Rose Sullivan, Chair, rsullivan@pirkeybarber.com / 322-5200

To produce a quarterly newsletter with local, national and international information about ALA, educational material that will be of interest to the membership, and to communicate information to Chapter members promoting meetings, retreats and conferences.

Past Presidents Advisory Council – Brenda Barnes, Chair, bbarnes@rrsfirm.com / 476-0005

To assist Board members and Committee Chairs with Annual Award submissions.

Website – Barbara Mullen, Chair, barbara.mullen@khh.com / 495-6412

To maintain the Chapter's website.

ATTACHMENT C



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board June 14, 2011

Bar Relations Committee Report – James Cornell , Committee Chair

No report at this time.

Business Partner Relations Committee Report – Chris Bhamani, Committee Chair

Due to Chris Bhamani's retirement from Brown McCarroll and her change of membership status to Associate member she is no longer eligible to hold a committee chair position. Amanda Koplos has volunteered to take over this chair position. Unfortunately during Chris' job change much of the committee information was lost. Amanda is working with Tina to recreate the lost work and will be contacting the business partners to give them updated contact information. The Expo is still scheduled for August 18.

Past Presidents Advisory Council – Brenda Barnes, Committee Chair

No report at this time.

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

No report at this time.

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

Survey Committee will meet soon. It is likely we will stick with the same survey as in past years since it has both salary and benefit information.

Education/Programs Committee Report – Brenda Barnes, Committee Chair

No further report at this time. However, the event listing is below.

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

No report at this time.

Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee has been working hard behind the scenes to submit content to our designers at PaperStreet for the new website pages. The Committee plans to meet on Friday, June 10th, to review the latest submission by PaperStreet, and will report to the Board on our progress and anticipated completion date.