



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

October 25, 2011 at 12:00 p.m.

1. **Members Present:** Chrissie Eastin, Diana Stangl, Barbara Mullen, Tina Terrian, Shary Gonzalez

Members Not Present: Shannon Athey-Briggs, Chris Sims, Rose Sullivan, Amanda Koplos, James Cornell, Elaine Nielsen, Karie Rivkin

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

3. **Treasurer's Report** (Diana Stangl) –The Chapter checking account balance as of September 30, 2011 is \$1,138.46 and the Money Market account balance is \$15,339.87 for a total Checking/Savings balance of \$16,478.33. We are expecting money from the Alamo Chapter for their portion of the Joint Chapter Retreat and we are also needing to deposit the money that was collected for this year's Salary Survey. Diana also mentioned that we're tracking well on our budget for the year.

TREASURER NOTES:

A Balance Sheet and Income Statement for the period ending September 30, 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. We reviewed and approved the Committee Descriptions for the Membership and Website Committees. Everyone else's Committee Descriptions were tabled for review at the next Board Meeting. A copy of the descriptions are included in these minutes. (Attachment B)

b. Chrissie let us know that Toni Beasley has a letter to sign granting access to the Safesite Account. We will need to review what gets stored off-site and will try to take a look at some guidelines in December.

c. Chrissie said that we are still working with ILTA to collect their portion of the speaker expenses from our joint Disaster Recovery seminar earlier this year. We are also expecting a reimbursement from the Alamo Chapter for a portion of the Joint Chapter Retreat this Fall.

d. Chrissie said that the tax filing was submitted on September 15th. A copy is included in these minutes. (Attachment C)

5. **New Business**

a. Chrissie let everyone know that plans for the Chapter Holiday Party were underway. There are a number of locations that we're looking at but are narrowing in on December 1st as a date.

b. Chrissie reminder everyone that she is still collecting donations for the Over the Edge challenge on November the 9th. She asked if the Chapter would be willing to donate \$100 if she is short of meeting her goal. She said that she would keep everyone posted.

d. The Board discussed the need for an update from Chris Sims on where things stand with the photographer that we had working on professional portraits. We will get an update from Chris at the next meeting.

e. Chrissie will send out a What's Happening email by the end of the month. She also mentioned that a Save the Date would be emailed soon for the Managing Partner Breakfast. She is currently collecting firm updates.

f. Chrissie distributed a copy of our 2011-2012 Goals and Objectives (Attachment D) which everyone reviewed. It was agreed that we should review everything in more depth with the rest of the Board at the next meeting.

6. **Committee Reports**

Chrissie announced that Melissa Joe has agreed to take over the Past President's Advisory Committee.

Bar Relations Committee (Chrissie spoke on James Cornell's behalf) – It was proposed and approved that the Board would donate a Happy Hour for 10 on the Terrace of Stephen F's Bar at the SFA InterContinental Hotel with a value of \$500 for the annual Foundation Gala. The SFA InterContinental Hotel will be providing this on our behalf at no cost to us.

Membership Committee (Shary Gonzalez) – Shary gave everyone a membership update. She also mentioned that the Committee was planning a mail-out in the coming weeks seeking new members. They have been making phone calls to members we haven't seen at meetings recently and extending a personal invitation to the upcoming monthly luncheon. They are also working on scheduling the Peer Connection Happy Hour on November 17th.

Website Committee (Barbara Mullen) – The website is very close to completion and they anticipate rolling it out in November. There will be a 60 day window to make changes. Barbara also discussed that several items will be handled in Phase II of the project, including member's capability to change their own profiles online.

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

7. **Open Business** - none

8. **Announcements/Adjournment**

The meeting was adjourned at 1:10 p.m.

The November Board Meeting will be held on November 8th at
Kelly Hart & Hallman
301 Congress Ave., Suite 2000



ATTACHMENT A

9:34 AM
10/22/11
Accrual Basis

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

	<u>Sep 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	1,138.46
Frost Money Market	<u>15,339.87</u>
Total Checking/Savings	<u>16,478.33</u>
Total Current Assets	<u>16,478.33</u>
TOTAL ASSETS	<u><u>16,478.33</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	<u>-60,153.37</u>
Total Equity	<u>16,478.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,478.33</u></u>

9:36 AM
10/22/11
Accrual Basis

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

	<u>Sep 11</u>
Ordinary Income/Expense	
Expense	
Chapter Retreat	11,888.29
Community Challenge Expenses	1,500.00
Community Development	716.45
Education Costs	
Webinars and Audio Conferences	129.00
Total Education Costs	<u>129.00</u>
Miscellaneous Expense	
Gifts	168.95
Total Miscellaneous Expense	<u>168.95</u>
National Conference Scholarship	1,785.00
Regional Conference	
Board Members	1,043.92
Members At Large	650.00
Total Regional Conference	<u>1,693.92</u>
Website	
Maintenance	29.85
Total Website	<u>29.85</u>
Total Expense	<u>17,911.46</u>
Net Ordinary Income	-17,911.46
Other Income/Expense	
Other Income	
Interest Income	0.90
Total Other Income	<u>0.90</u>
Net Other Income	<u>0.90</u>
Net Income	<u><u>-17,910.56</u></u>

9:35 AM
 10/22/11
 Accrual Basis

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

	<u>Apr - Sep 11</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	2,752.00
Total Education	2,752.00
Membership Dues	10,500.00
Salary Survey	500.00
Total Income	13,752.00
Expense	
Board Expenses	
Advertising and Promotion	2,104.49
Board Retreat	449.37
Total Board Expenses	2,553.86
Business Partner Fair Expenses	
A/V Rental	221.91
Beverages	2,274.60
Deposits	0.00
Facilities	1,908.00
Other	566.37
Parking	385.01
Vendor Appreciation Party	948.94
Total Business Partner Fair Expenses	6,304.83
Chapter Leadership Institute	
Board Member-CLI	3,533.79
President Elect-CLI	256.40
Total Chapter Leadership Institute	3,790.19
Chapter Retreat	14,638.29
Community Challenge Expenses	1,500.00
Community Development	1,216.45
Education Costs	
Audio Visual	2,160.59
Chapter Meeting Lunches	3,142.89
Lunches-Education Seminar	5,861.21
Parking	385.00
Speakers-Education Seminar	4,372.49
Webinars and Audio Conferences	536.00
Education Costs - Other	78.45
Total Education Costs	16,536.63
Education Seminar	483.00
Managing Partner Breakfast	750.00
Miscellaneous Expense	
Gifts	239.26
Other	418.58
Post Office Box	100.00
Total Miscellaneous Expense	757.84
National Conference Scholarship	
Board Member Stipend	13,896.51
Chapter Dinner	749.49
President-National Conference	297.50
National Conference Scholarship - Other	1,785.00
Total National Conference Scholarship	16,728.50
Regional Conference	
Board Members	1,043.92
Members At Large	650.00
Total Regional Conference	1,693.92
Salary Survey Expense	6,680.00

9:35 AM
10/22/11
Accrual Basis

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

	<u>Apr - Sep 11</u>
Website	
Committee Meetings	72.00
Designer Fees	150.00
Maintenance	64.84
Monthly Fee	9.95
Total Website	<u>296.79</u>
Total Expense	<u>73,930.30</u>
Net Ordinary Income	-60,178.30
Other Income/Expense	
Other Income	
Interest Income	24.93
Total Other Income	<u>24.93</u>
Net Other Income	<u>24.93</u>
Net Income	<u><u>-60,153.37</u></u>

9:41 AM
 10/22/11
 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	
Business Partner Fair	
Additional Repts	1,250.00
Total Business Partner Fair	1,250.00
Education	
Meeting Receipts	3,497.00
Seminars	2,350.00
Total Education	5,847.00
Joint Chapter Retreat	1,800.00
Membership Dues	10,500.00
Miscellaneous Income	1,680.00
Salary Survey	500.00
Total Income	21,577.00
Expense	
Board Expenses	
Advertising and Promotion	2,104.49
Board Retreat	449.37
Total Board Expenses	2,553.86
Business Partner Fair Expenses	
A/V Rental	221.91
Beverages	2,274.60
Deposits	0.00
Facilities	1,908.00
Other	602.37
Parking	385.01
Vendor Appreciation Party	948.94
Total Business Partner Fair Expenses	6,340.83
Chapter Leadership Institute	
Board Member-CLI	3,533.79
President Elect-CLI	256.40
Total Chapter Leadership Institute	3,790.19
Chapter Retreat	14,638.29
Community Challenge Expenses	1,882.73
Community Development	1,216.45
Education Costs	
Audio Visual	2,160.59
Chapter Meeting Lunches	4,061.46
Lunches-Education Seminar	5,861.21
Parking	385.00
Speakers-Education Seminar	5,372.49
Webinars and Audio Conferences	536.00
Education Costs - Other	78.45
Total Education Costs	18,455.20
Education Seminar	483.00
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	750.00
Miscellaneous Expense	
Gifts	239.26
Other	2,158.58
Post Office Box	100.00
Total Miscellaneous Expense	2,497.84

9:41 AM
10/22/11
Accrual Basis

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

	<u>Apr '11 - Mar 12</u>
National Conference Scholarship	
Board Member Stipend	13,896.51
Chapter Dinner	749.49
President-National Conference	297.50
National Conference Scholarship - Other	1,785.00
Total National Conference Scholarship	<u>16,728.50</u>
Regional Conference	
Board Members	4,160.69
Members At Large	1,300.00
Total Regional Conference	<u>5,460.69</u>
Salary Survey Expense	6,680.00
Website	
Committee Meetings	72.00
Designer Fees	150.00
Maintenance	64.84
Monthly Fee	9.95
Total Website	<u>296.79</u>
Total Expense	<u>81,964.37</u>
Net Ordinary Income	-60,387.37
Other Income/Expense	
Other Income	
Interest Income	24.93
Total Other Income	<u>24.93</u>
Net Other Income	<u>24.93</u>
Net Income	<u><u>-60,362.44</u></u>

9:42 AM

10/22/11

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
April through September 2011

	<u>Apr - Sep 11</u>
OPERATING ACTIVITIES	
Net Income	-60,153.37
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-9,000.00
Net cash provided by Operating Activities	<u>-69,153.37</u>
Net cash increase for period	-69,153.37
Cash at beginning of period	<u>85,631.70</u>
Cash at end of period	<u><u>16,478.33</u></u>

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

	Apr - Sep 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Education	2,752.00	3,750.00	-998.00	73.4%
Meeting Receipts	0.00	2,000.00	-2,000.00	0.0%
Seminars				
Total Education	2,752.00	5,750.00	-2,998.00	47.9%
Membership Dues	10,500.00	10,825.00	-325.00	97.0%
Salary Survey	500.00	3,370.00	-2,870.00	14.8%
Total Income	13,752.00	19,945.00	-6,193.00	68.9%
Expense				
Bank Service Charges	0.00	200.00	-200.00	0.0%
Board Expenses				
Advertising and Promotion	2,104.49	2,550.00	-445.51	82.5%
Bar Relations	0.00	500.00	-500.00	0.0%
Board Retreat	449.37	350.00	99.37	128.4%
Chapter Awards/Gifts	0.00	100.00	-100.00	0.0%
Total Board Expenses	2,553.86	3,500.00	-946.14	73.0%
Business Partner Fair Expenses				
AV Rental	221.91	525.00	-303.09	42.3%
Beverages	2,274.60	3,000.00	-725.40	75.8%
Deposits	0.00	0.00	0.00	0.0%
Facilities	1,908.00	1,800.00	108.00	106.0%
Other	566.37	100.00	466.37	566.4%
Parking	385.01	275.00	110.01	140.0%
Vendor Appreciation Party	948.94	1,500.00	-551.06	63.3%
Total Business Partner Fair Expenses	6,304.83	7,200.00	-895.17	87.6%
Chapter Leadership Institute				
Board Member-CLI	3,533.79	5,000.00	-1,466.21	70.7%
President - CLI	0.00	1,250.00	-1,250.00	0.0%
President Elect-CLI	256.40	250.00	6.40	102.6%
Total Chapter Leadership Institute	3,790.19	6,500.00	-2,709.81	58.3%
Chapter Retreat	14,638.29	2,500.00	12,138.29	585.5%
Community Challenge Expenses	1,500.00			
Community Development	1,216.45	500.00	716.45	243.3%

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

	Apr - Sep 11	Budget	\$ Over Budget	% of Budget
Education Costs				
Audio Visual	2,160.59	500.00	1,660.59	432.1%
Chapter Meeting/Lunches	3,142.89	3,700.00	-557.11	84.9%
Lunches-Education Seminar	5,861.21	1,200.00	4,661.21	488.4%
Parking	385.00			
Speakers-Education Seminar	4,372.49	8,726.18	-4,353.69	50.1%
Webinars and Audio Conferences	536.00	900.00	-364.00	59.6%
Education Costs - Other	78.45			
Total Education Costs	16,536.63	15,026.18	1,510.45	110.1%
Education Seminar	483.00			
Managing Partner Breakfast	750.00			
Miscellaneous Expense				
Gifts	239.26			
Other	418.56			
Post Office Box	100.00	100.00	0.00	100.0%
Total Miscellaneous Expense	757.84	100.00	657.84	757.8%
National Conference Scholarship				
Board Member Stipend	13,896.51	15,500.00	-2,603.49	84.2%
Chapter Dinner	749.49			
President-National Conference	297.50	2,000.00	-1,702.50	14.9%
Silent Auction Items	0.00	206.00	-206.00	0.0%
National Conference Scholarship - Other	1,785.00			
Total National Conference Scholarship	16,728.50	18,706.00	-1,977.50	89.4%
New Member Functions				
Buddy Happy Hours	0.00	200.00	-200.00	0.0%
Miscellaneous	0.00	80.00	-80.00	0.0%
New Member Lunches	0.00	150.00	-150.00	0.0%
Promo Gifts	0.00	200.00	-200.00	0.0%
Total New Member Functions	0.00	630.00	-630.00	0.0%
Newsletter				
Regional Conference	0.00	300.00	-300.00	0.0%
Board Members	1,043.92	6,000.00	-4,956.08	17.4%
Door Prize	0.00	200.00	-200.00	0.0%
Members At Large	650.00	5,000.00	-4,350.00	13.0%
Scholarships	0.00	1,000.00	-1,000.00	0.0%
Total Regional Conference	1,693.92	12,200.00	-10,506.08	13.9%
Salary Survey Costs	0.00			
Salary Survey Expense	6,680.00	6,740.00	-6,740.00	0.0%

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

	Apr - Sep 11	Budget	\$ Over Budget	% of Budget
Website				
Committee Meetings	72.00	100.00	-28.00	72.0%
Designer Fees	150.00	1,875.00	-1,725.00	8.0%
Maintenance	64.84	750.00	-685.16	8.6%
Monthly Fee	9.95	400.00	-390.05	2.5%
Total Website	296.79	3,125.00	-2,828.21	9.5%
Total Expense	73,930.30	77,227.18	-3,296.88	95.7%
Net Ordinary Income	-60,178.30	-57,282.18	-2,896.12	105.1%
Other Income/Expense				
Other Income	24.93			
Interest Income	0.00	12.00	-12.00	0.0%
Other Income	24.93	12.00	12.93	207.8%
Total Other Income	24.93	12.00	12.93	207.8%
Net Other Income	-60,153.37	-57,270.18	-2,883.19	105.0%

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

	Apr '11 - Mar 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	0.00	500.00	-500.00	0.0%
Annual Sponsorship - Totebag	0.00	10,560.00	-10,560.00	0.0%
Bronze	0.00	7,425.00	-7,425.00	0.0%
Diamond	0.00	8,250.00	-8,250.00	0.0%
Gold	0.00	3,300.00	-3,300.00	0.0%
Platinum	0.00	17,325.00	-17,325.00	0.0%
Silver	0.00			
Total Annual Sponsorship	0.00	47,360.00	-47,360.00	0.0%
Business Partner Fair				
Additional Reps	1,250.00	800.00	450.00	156.3%
Total Business Partner Fair	1,250.00	800.00	450.00	156.3%
Education				
Meeting Receipts	3,497.00	6,750.00	-3,253.00	51.8%
Seminars	2,350.00	4,000.00	-1,650.00	58.8%
Total Education	5,847.00	10,750.00	-4,903.00	54.4%
Joint Chapter Retreat	1,800.00			
Membership Dues	10,500.00	11,075.00	-575.00	94.8%
Miscellaneous Income	1,680.00			
Salary Survey	500.00	6,740.00	-6,240.00	7.4%
Total Income	21,577.00	76,725.00	-55,148.00	28.1%
Expense				
Bank Service Charges	0.00	1,350.00	-1,350.00	0.0%
Board Expenses				
Advertising and Promotion	2,104.49	2,550.00	-445.51	82.5%
Bar Relations	0.00	500.00	-500.00	0.0%
Board Meetings	0.00	300.00	-300.00	0.0%
Board Retreat	449.37	350.00	99.37	128.4%
Chapter Awards/Gifts	0.00	150.00	-150.00	0.0%
PLMW Event	0.00	100.00	-100.00	0.0%
Service Awards	0.00	1,200.00	-1,200.00	0.0%
Total Board Expenses	2,553.86	5,150.00	-2,596.14	49.6%

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

	Apr '11 - Mar 12	Budget	\$ Over Budget	% of Budget
Business Partner Fair Expenses				
AV Rental	221.91	525.00	-303.09	42.3%
Beverages	2,274.60	3,000.00	-725.40	75.8%
Deposits	0.00	0.00	0.00	0.0%
Facilities	1,908.00	1,800.00	108.00	106.0%
Other	602.37	100.00	502.37	602.4%
Parking	385.01	425.00	-39.99	90.6%
Vendor Appreciation Party	948.94	3,050.00	-2,101.06	31.1%
Total Business Partner Fair Expenses	6,340.83	8,900.00	-2,559.17	71.2%
Chapter Leadership Institute				
Board Member-CLI	3,533.79	5,000.00	-1,466.21	70.7%
President - CLI	0.00	1,250.00	-1,250.00	0.0%
President Elect-CLI	256.40	250.00	6.40	102.6%
Total Chapter Leadership Institute	3,790.19	6,500.00	-2,709.81	58.3%
Chapter Retreat				
Community Challenge Expenses	14,638.29	8,500.00	6,138.29	172.2%
Community Development	1,882.73	2,500.00	-617.27	75.3%
Education Costs	1,216.45	1,000.00	216.45	121.6%
Audio Visual	2,160.59	500.00	1,660.59	432.1%
Chapter Meeting/Lunches	4,061.46	6,700.00	-2,638.54	60.6%
Holiday Party	0.00	1,500.00	-1,500.00	0.0%
Lunches-Education Seminar	5,861.21	2,250.00	3,611.21	260.5%
Parking	385.00			
Speakers-Education Seminar	5,372.49	11,726.18	-6,353.69	45.8%
Webinars and Audio Conferences	536.00	1,800.00	-1,264.00	29.8%
Education Costs - Other	78.45			
Total Education Costs	18,455.20	24,475.18	-6,020.98	75.4%
Education Seminar Insurance				
Fidelity Bond Premium	483.00			
Total Insurance	190.00	200.00	-10.00	95.0%
Managing Partner Breakfast				
Miscellaneous Expense	750.00	6,000.00	-5,250.00	12.5%
Gifts	239.26			
Other	2,158.58	400.00	1,758.58	539.6%
Post Office Box	100.00	100.00	0.00	100.0%
Total Miscellaneous Expense	2,497.84	500.00	1,997.84	499.6%

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

	Apr '11 - Mar '12	Budget	\$ Over Budget	% of Budget
National Conference Scholarship				
Board Member Stipend	13,896.51	16,500.00	-2,603.49	84.2%
Chapter Dinner	749.49			
President-National Conference	297.50	2,000.00	-1,702.50	14.9%
Silent Auction Items	0.00	206.00	-206.00	0.0%
National Conference Scholarship - Other	1,785.00			
Total National Conference Scholarship	16,728.50	18,706.00	-1,977.50	89.4%
New Member Functions				
Buddy Happy Hours	0.00	200.00	-200.00	0.0%
Miscellaneous	0.00	80.00	-80.00	0.0%
New Member Lunches	0.00	300.00	-300.00	0.0%
Promo Gifts	0.00	200.00	-200.00	0.0%
Total New Member Functions	0.00	780.00	-780.00	0.0%
Newsletter	0.00	500.00	-500.00	0.0%
Regional Conference				
Board Members	4,160.69	6,000.00	-1,839.31	69.3%
Door Prize	0.00	200.00	-200.00	0.0%
Members At Large	1,300.00	5,000.00	-3,700.00	26.0%
Scholarships	0.00	1,000.00	-1,000.00	0.0%
Total Regional Conference	5,460.69	12,200.00	-6,739.31	44.8%
Salary Survey Costs	0.00	6,740.00	-6,740.00	0.0%
Salary Survey Expense	6,680.00			
Website				
Committee Meetings	72.00	100.00	-28.00	72.0%
Designer Fees	150.00	1,875.00	-1,725.00	8.0%
Maintenance	64.84	900.00	-835.16	7.2%
Monthly Fee	9.95	1,000.00	-990.05	1.0%
Total Website	296.79	3,875.00	-3,578.21	7.7%
Total Expense	81,964.37	107,877.18	-25,912.81	76.0%
Net Ordinary Income	-60,387.37	-31,152.18	-29,235.19	193.8%
Other Income/Expense				
Other Income	24.93	24.00	-24.00	0.0%
Interest Income	0.00			
Other Income	24.93	24.00	0.93	103.9%
Total Other Income	24.93	24.00	0.93	103.9%
Net Other Income	24.93	24.00	0.93	103.9%
Net Income	-60,362.44	-31,128.18	-29,234.26	193.9%



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

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

STATEMENT ISSUED
09-30-2011

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%D STANGL WALSH ANDERSON
505 E HUNTLAND DR STE 600
AUSTIN TX 78752



Page 1 of 1

0

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added convenience and a stunning view of Texas.

FREE BUSINESS CHECKING		ACCOUNT NO. 591209000					
BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT	
	NO.	AMOUNT	NO.	AMOUNT			
34,120.03	1	10,000.00	20	40,081.57			4,038.46

DEPOSITS/CREDITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-21	10,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
09-06	1210 #	6,680.00	09-02	1225 #	150.50	09-23	1233 #	176.51
09-12	1215 * #	1,750.00	09-07	1226 #	297.50	09-26	1234 #	391.59
09-08	1217 * #	3,372.49	09-20	1227 #	1,785.00	09-27	1236 * #	1,500.00
09-01	1218 #	750.00	09-20	1228 #	168.95	09-30	1237 #	1,043.92
09-07	1220 * #	324.22	09-20	1229 #	129.00	09-30	1238 #	500.00
09-02	1223 * #	10,895.40	09-14	1230 #	29.85	09-26	1239 #	325.00
09-02	1224 #	25.00	09-22	1232 * #	9,786.64			

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

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-13	.00	INTERNET STMT COPY REQ	
09-13	.00	INTERNET CHK COPY REQ	
09-13	.00	INTERNET CHK COPY REQ	
09-13	.00	INTERNET CHK COPY REQ	
09-13	.00	INTERNET CHK COPY REQ	
09-13	.00	INTERNET CHK COPY REQ	
09-13	.00	INTERNET CHK COPY REQ	
09-13	.00	INTERNET CHK COPY REQ	
09-13	.00	INTERNET CHK COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
08-31	34,120.03	09-12	9,874.92	09-22	7,975.48
09-01	33,370.03	09-13	9,874.92	09-23	7,798.97
09-02	22,299.13	09-14	9,845.07	09-26	7,082.38
09-06	15,619.13	09-20	7,762.12	09-27	5,582.38
09-07	14,997.41	09-21	17,762.12	09-30	4,038.46
09-08	11,624.92				

✓ recorded

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

4:53 PM

10/11/11

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 09/30/2011**

	<u>Sep 30, 11</u>
Beginning Balance	34,120.03
Cleared Transactions	
Checks and Payments - 20 items	-40,081.57
Deposits and Credits - 1 item	10,000.00
Total Cleared Transactions	<u>-30,081.57</u>
Cleared Balance	<u>4,038.46</u>
Uncleared Transactions	
Checks and Payments - 3 items	-2,900.00
Total Uncleared Transactions	<u>-2,900.00</u>
Register Balance as of 09/30/2011	<u>1,138.46</u>
New Transactions	
Checks and Payments - 13 items	-7,519.07
Deposits and Credits - 4 items	6,065.00
Total New Transactions	<u>-1,454.07</u>
Ending Balance	<u><u>-315.61</u></u>

4:53 PM

10/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 09/30/2011

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						34,120.03
Cleared Transactions						
Checks and Payments - 20 items						
Check	7/28/2011	1210	ALA Capital Chapter	X	-6,680.00	-6,680.00
Check	8/9/2011	1215	Nesso Strategies	X	-1,750.00	-8,430.00
Check	8/23/2011	1217	Vision Mechanix	X	-3,372.49	-11,802.49
Check	8/23/2011	1218	Chrissie Eastin	X	-750.00	-12,552.49
Check	8/23/2011	1220	Michele Floyd	X	-324.22	-12,876.71
Check	8/29/2011	1223	Amanda Koplos	X	-10,895.40	-23,772.11
Check	8/29/2011	1226	James C. Sims	X	-297.50	-24,069.61
Check	8/29/2011	1225	Amanda Koplos	X	-150.50	-24,220.11
Check	8/29/2011	1224	TPG - One Congres...	X	-25.00	-24,245.11
Check	9/13/2011	1227	Chrissie Eastin	X	-1,785.00	-26,030.11
Check	9/13/2011	1228	Chrissie Eastin	X	-168.95	-26,199.06
Check	9/13/2011	1229	Debbie Roan	X	-129.00	-26,328.06
Check	9/13/2011	1230	Barbara Mullen	X	-29.85	-26,357.91
Check	9/21/2011	1232	Horseshoe Bay Res...	X	-9,786.64	-36,144.55
Check	9/21/2011	1236	Multicultural Refuge...	X	-1,500.00	-37,644.55
Check	9/21/2011	1237	Amanda Koplos	X	-1,043.92	-38,688.47
Check	9/21/2011	1238	Austin Bar Foundati...	X	-500.00	-39,188.47
Check	9/21/2011	1234	Chrissie Eastin	X	-391.59	-39,580.06
Check	9/21/2011	1239	Graves Dougherty ...	X	-325.00	-39,905.06
Check	9/21/2011	1233	James Cornell	X	-176.51	-40,081.57
Total Checks and Payments					-40,081.57	-40,081.57
Deposits and Credits - 1 item						
Deposit	9/21/2011			X	10,000.00	10,000.00
Total Deposits and Credits					10,000.00	10,000.00
Total Cleared Transactions					-30,081.57	-30,081.57
Cleared Balance					-30,081.57	4,038.46
Uncleared Transactions						
Checks and Payments - 3 items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	9/13/2011	1231	Nesso Strategies		-1,750.00	-2,575.00
Check	9/21/2011	1235	Bracewell & Giuliani...		-325.00	-2,900.00
Total Checks and Payments					-2,900.00	-2,900.00
Total Uncleared Transactions					-2,900.00	-2,900.00
Register Balance as of 09/30/2011					-32,981.57	1,138.46
New Transactions						
Checks and Payments - 13 items						
Check	10/6/2011	1246	Third Eye Photogra...		-1,740.00	-1,740.00
Check	10/6/2011	1249	Barbara Mullen		-1,054.94	-2,794.94
Check	10/6/2011	1240	Munsch Hardt Kopf ...		-1,047.84	-3,842.78
Check	10/6/2011	1243	Affinity Consulting ...		-1,000.00	-4,842.78
Check	10/6/2011	1248	Graves Dougherty ...		-959.62	-5,802.40
Check	10/6/2011	1244	Headliners Club		-868.57	-6,670.97
Check	10/6/2011	1245	Angie Vega		-325.00	-6,995.97
Check	10/6/2011	1241	Munsch Hardt Kopf ...		-210.23	-7,206.20
Check	10/6/2011	1242	TPG - One Congres...		-50.00	-7,256.20
Check	10/6/2011	1247	James Cornell		-36.00	-7,292.20
Check	10/11/2011	1251	Debra Nicklaus		-100.00	-7,392.20
Check	10/11/2011	1250	Sandra Gable		-72.50	-7,464.70
Check	10/11/2011	1252	James Cornell		-54.37	-7,519.07
Total Checks and Payments					-7,519.07	-7,519.07

4:53 PM
10/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 09/30/2011

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 4 items						
Deposit	10/5/2011				665.00	665.00
Deposit	10/5/2011				1,800.00	2,465.00
Deposit	10/5/2011				2,350.00	4,815.00
Deposit	10/6/2011				1,250.00	6,065.00
Total Deposits and Credits					6,065.00	6,065.00
Total New Transactions					-1,454.07	-1,454.07
Ending Balance					-34,435.64	-315.81



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

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

STATEMENT ISSUED
09-30-2011

Page 1 of 1

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%D STANGL WALSH ANDERSON
505 E HUNTLAND DR STE 600
AUSTIN TX 78752



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added convenience and a stunning view of Texas.

BUSINESS MONEY MARKET ACCOUNT NO. 591210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
25,338.97	0	.90	1	10,000.00	15,339.87

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-30	.90	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
09-13	.00	INTERNET STMT COPY REQ	
09-21	10,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
08-31	25,338.97	09-21	15,338.97	09-30	15,339.87
09-13	25,338.97				

Reconciled

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

4:55 PM

10/11/11

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 09/30/2011**

	<u>Sep 30, 11</u>
Beginning Balance	25,338.97
Cleared Transactions	
Checks and Payments - 1 item	-10,000.00
Deposits and Credits - 1 item	0.90
Total Cleared Transactions	<u>-9,999.10</u>
Cleared Balance	<u>15,339.87</u>
Register Balance as of 09/30/2011	15,339.87
Ending Balance	15,339.87

4:55 PM

10/11/11

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 09/30/2011

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,338.97
Cleared Transactions						
Checks and Payments - 1 item						
Deposit	9/21/2011		Frost Bank	X	-10,000.00	-10,000.00
Total Checks and Payments					-10,000.00	-10,000.00
Deposits and Credits - 1 item						
Deposit	9/30/2011			X	0.90	0.90
Total Deposits and Credits					0.90	0.90
Total Cleared Transactions					-9,999.10	-9,999.10
Cleared Balance					-9,999.10	15,339.87
Register Balance as of 09/30/2011					-9,999.10	15,339.87
Ending Balance					-9,999.10	15,339.87

ATTACHMENT B



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

ALA Austin Chapter Committee Listings 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. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

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

To develop, nurture and maintain beneficial working relationships between business partners, our Chapter, represented firms and administrators. The committee functions as an educational vehicle to provide a means for both prospective and existing business partners to learn about the legal industry and about our needs as business managers. The committee supports and sponsors events selected by the Board and/or Chapter members to give business partners equal opportunities for access to our members. Committee members serve as business partner advocates to continuously express appreciation of the contributions made to our Chapter. The committee also serves as the primary contact for business partners interested in working with our Chapter. Thus, they ensure good relations and frequent communication

between business partners and administrators. Further, the committee acts as liaisons between business partners and other committees and their chairs. In this role they are responsible for communicating with other committees to: ascertain which sponsorship opportunities are available each year, communicate those opportunities to prospective and existing business partners, and verify that all promised sponsorship opportunities have been fulfilled each year. Some of the committee's other key responsibilities are: to plan and implement the Annual Legal Exposition, to prepare and sell the Annual Business Partner Sponsorship Packages, to regularly attend Board and Chapter meetings to report on the activities of the committee, to be subscribed to ALA's Business Partner Relations listserv and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

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. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

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

To prepare the annual salary survey and any other survey approved by the Board of Directors within the ALA Antitrust guidelines. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

Education/Program – Karie Rivkin, Chair, KDR@edlaw.com / 476-9944

The Education & Program Committee's purpose is to enhance the competence and professionalism of our chapter members by providing learning opportunities throughout the year. The committee will secure qualified speakers in current topics and relevant areas of competencies as defined by ALA. At least two in-depth seminars along with monthly lunch and

learn programs will be provided. Many of the seminars and luncheons will be approved with credit to encourage its members to obtain and continue as a certified legal manager. The committee will plan, coordinate and facilitate the meetings. In doing so, meeting facilities will be negotiated to meet the ongoing needs and financial budget of the chapter. Invitations to promote with sufficient notification will be forwarded by email to the entire membership. The committee will work with the Treasurer by providing a list of attendees so that payment can be confirmed. To ensure that the committee is meeting the needs of its chapter members, evaluation sheets that allow for anonymous, candid responses and suggestions will be provided at each educational program. A post summary will be forwarded to the Chapter and the ALA Region 4 Education Officer. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

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. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

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. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

Past Presidents Advisory Council – Vacant

To assist Board members and Committee Chairs with Annual Award

submissions, coordinate and announce Chapter Service Awards at the Managing Partners Breakfast and assist in special programs as assigned by the elected board. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

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

To design and maintain the Chapter website, including functionality and content, in order to provide a resource to Chapter members, business partners and the legal community for current events, news items, and educational materials, as well as provide member and business partner contact information to Chapter members. Other responsibilities include the following: to regularly attend Board and Chapter meetings, to report on the activities of the committee, and to fulfill requirements as assigned by existing Chapter President necessary to complete the Presidents' Award application.

ATTACHMENT C

Short Form Return of Organization Exempt From Income Tax

2010

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

► Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.

► The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2010 calendar year, or tax year beginning May 1, 2010, and ending April 30, 20 11

- B** Check if applicable:
- Address change
 - Name change
 - Initial return
 - Terminated
 - Amended return
 - Application pending

C Name of organization
Austin Chapter of the Association of Legal Administrators

Number and street (or P.O. box, if mail is not delivered to street address) Room/suite
PO Box 339

City or town, state or country, and ZIP + 4
Austin, TX 78767-0339

D Employer identification number
74-2639600

E Telephone number
512-404-7805

F Group Exemption Number ►

G Accounting Method: Cash Accrual Other (specify) ►

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ► www.austinala.org

J Tax-exempt status (check only one) – 501(c)(3) 501(c) (6) ◀ (insert no.) 4947(a)(1) or 527

K Check if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ► \$

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I.)

Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1 Contributions, gifts, grants, and similar amounts received	1	
	2 Program service revenue including government fees and contracts	2	64,385
	3 Membership dues and assessments	3	10,325
	4 Investment income	4	33
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c Less: direct expenses from gaming and fundraising events	6c		
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a Gross sales of inventory, less returns and allowances	7a		
b Less: cost of goods sold	7b		
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8 Other revenue (describe in Schedule O)	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	74,743	
Expenses	10 Grants and similar amounts paid (list in Schedule O) Schedule 1	10	54,672
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	
	13 Professional fees and other payments to independent contractors	13	
	14 Occupancy, rent, utilities, and maintenance	14	
	15 Printing, publications, postage, and shipping	15	100
	16 Other expenses (describe in Schedule O) Schedule 2	16	25,009
	17 Total expenses. Add lines 10 through 16	17	79,781
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	(5,038)
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	90,199
	20 Other changes in net assets or fund balances (explain in Schedule O) Cumulative Rounding	20	21
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	85,182

Part II Balance Sheets. (see the instructions for Part II.)

Check if the organization used Schedule O to respond to any question in this Part II

Table with 3 columns: Description, (A) Beginning of year, (B) End of year. Rows include Cash, savings, and investments; Land and buildings; Other assets; Total assets; Total liabilities; Net assets or fund balances.

Part III Statement of Program Service Accomplishments (see the instructions for Part III.)

Check if the organization used Schedule O to respond to any question in this Part III . . .

What is the organization's primary exempt purpose? Education and service association for legal administrators. Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Table with 3 columns: Description, Amount, Expense Code. Rows include Provide scholarships to members; Produce a business partner exposition; Production and publication of annual compensation and benefits survey; Other program services; Total program service expenses.

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (see the instructions for Part IV.)

Check if the organization used Schedule O to respond to any question in this Part IV

Table with 5 columns: (a) Name and address, (b) Title and average hours per week devoted to position, (c) Compensation (if not paid, enter -0-), (d) Contributions to employee benefit plans & deferred compensation, (e) Expense account and other allowances. Rows include Chrissie Eastin, Chris Sims, Tina Terrian, Diana Stangl.

Part V Other Information (Note the statement requirements in the instructions for Part V.)

Check if the organization used Schedule O to respond to any question in this Part V

		Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		✓
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		✓
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, explain in Schedule O why the organization did not report the income on Form 990-T.		
a	Did the organization have unrelated business gross income of \$1,000 or more or was it a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements?		✓
b	If "Yes," has it filed a tax return on Form 990-T for this year (see instructions)?		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		✓
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a -0-		
b	Did the organization file Form 1120-POL for this year?		✓
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		✓
b	If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9 39a		
b	Gross receipts, included on line 9, for public use of club facilities 39b		
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____ ; section 4912 ▶ _____ ; section 4955 ▶ _____		
b	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		
c	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
d	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.		✓
41	List the states with which a copy of this return is filed. ▶ _____		
42a	The organization's books are in care of ▶ <u>Diana Stangl</u> Telephone no. ▶ <u>512-454-6864</u> Located at ▶ <u>505 E. Huntland Dr., Suite 600, Austin, TX</u> ZIP + 4 ▶ <u>78752-3713</u>		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	Yes	No
	If "Yes," enter the name of the foreign country: ▶ _____		✓
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
c	At any time during the calendar year, did the organization maintain an office outside of the U.S.?		✓
	If "Yes," enter the name of the foreign country: ▶ _____		
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 <input type="checkbox"/>		
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		✓
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		✓
c	Did the organization receive any payments for indoor tanning services during the year?		✓
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		✓

45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)?	45	Yes	No
a	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45a		✓
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46		✓

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47	Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	47	Yes	No
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		
b	If "Yes," was the related organization a section 527 organization?	49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	September 15, 2011
	Chris Sims, President Elect	Date
	Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name	Firm's EIN			
	Firm's address	Phone no.			

May the IRS discuss this return with the preparer shown above? See instructions Yes No

2010 Form 990-EZ

Austin Chapter of the Association of Legal Administrators

EIN 74-2639600

Schedule 1 - Grants and Similar Amounts Paid (Page 1, Line 10 and Page 2, Line 28)

Chapter Leadership Institute	\$ 3,904
Education and Related Expenses	16,905
Managing Partner Breakfast	3,835
National Conference Scholarships	12,001
Regional Conference Scholarships	17,684
New Member Functions	342
	<u>\$ 54,672</u>

Schedule 2 - Other Expenses (Page 1, Line 16)

Bank Service Charges	\$ 1,033
Advertising and Promotion	41
Community Development	2,306
Business Partner Exposition	5,164
Fidelity Bond Premium	190
Chapter Awards	2,019
Salary and Benefits Survey	6,740
Newsletter	439
Website	6,570
Other/Miscellaneous	507
	<u>\$ 25,009</u>

Schedule 3 - Other Program Services (Page 2, Line 31)

Printing and Postage	\$ 100
Bank Service Charges	1,033
Advertising and Promotion	41
Fidelity Bond Premium	190
Chapter Awards	2,019
Other/Miscellaneous	507
	<u>\$ 3,890</u>

8:01 AM
 09/15/11
 Cash Basis

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

	<u>May '10 - Apr 11</u>
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	<u>47,710.05</u>
Business Partner Fair	
Additional Reps	950.00
Bronze Sponsors	880.00
Total Business Partner Fair	<u>1,830.00</u>
Education	
Meeting Receipts	5,165.00
Seminars	3,830.00
Total Education	<u>8,995.00</u>
Membership Dues	1,325.00
Salary Survey	5,850.00
Total Income	<u>65,710.05</u>
Expense	
Bank Service Charges	1,033.44
Board Expenses	
Bar Relations	40.54
Board Meetings	507.04
Board Retreat	531.96
Chapter Awards/Gifts	399.07
Service Awards	1,620.01
Total Board Expenses	<u>3,098.62</u>
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	<u>5,163.62</u>
Chapter Leadership Institute	
Board Member-CLI	2,477.99
President - CLI	1,209.35
President Elect-CLI	217.15
Total Chapter Leadership Institute	<u>3,904.49</u>
Community Challenge Expenses	556.41
Community Development	1,750.00
Education Costs	
Chapter MeetingLunches	6,226.18
Holiday Party	1,592.02
Lunches-Education Seminar	3,597.46
Speakers-Education Seminar	4,111.42
Webinars and Audio Conferences	845.90
Total Education Costs	<u>16,372.98</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>
Managing Partner Breakfast	3,835.17

8:01 AM
09/15/11
Cash Basis

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

	<u>May '10 - Apr 11</u>
Miscellaneous Expense	
Post Office Box	100.00
Total Miscellaneous Expense	<u>100.00</u>
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
Total National Conference Scholarship	<u>12,001.03</u>
New Member Functions	
Buddy Happy Hours	181.07
New Member Lunches	160.86
Total New Member Functions	<u>341.93</u>
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
Total Regional Conference	<u>17,684.29</u>
Salary Survey Costs	6,740.00
Website	
Designer Fees	5,625.00
Maintenance	885.00
Monthly Fee	59.70
Total Website	<u>6,569.70</u>
Total Expense	<u>79,780.83</u>
Net Ordinary Income	-14,070.78
Other Income/Expense	
Other Income	
Interest Income	33.24
Total Other Income	<u>33.24</u>
Net Other Income	<u>33.24</u>
Net Income	<u><u>-14,037.54</u></u>

7:53 AM
09/15/11
Cash Basis

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

	<u>Apr 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	0.00
Frost Bank Checking	14,867.39
Frost Money Market	70,314.94
Total Checking/Savings	<u>85,182.33</u>
Other Current Assets	
Prepaid Expense-2008 Expo	0.00
Total Other Current Assets	<u>0.00</u>
Total Current Assets	85,182.33
Other Assets	
PPD Expense - Diversity Seminar	0.00
Prepaid Expense-2007 BusPtr Sho	0.00
Prepaid Expense-2007 Retreat	0.00
Total Other Assets	<u>0.00</u>
TOTAL ASSETS	<u>85,182.33</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-Member Dues	9,000.00
Prepaid Income - Legal Expo	0.00
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	76,890.34
Net Income	-14,037.54
Total Equity	<u>76,182.33</u>
TOTAL LIABILITIES & EQUITY	<u>85,182.33</u>

ATTACHMENT D



**ALA Austin Chapter
Goals and Objectives
2011 – 2012**

- Create Annual Budget
- Plan a joint Chapter Retreat with the San Antonio Chapter in October
- Improve the quality of educational speakers and topics for our members at Chapter meetings, educational seminars and the Chapter Retreat
- Develop a plan for increasing community awareness of our Chapter and ALA
- Promote CLM study and certification
- Develop a Diversity Project with help from all committees
- Engage members in the association and chapter and thereby increase member attendance at ALA educational conferences, monthly lunch meetings, educational seminars, the annual Legal Expo, community service projects and networking events
- Maintain platinum level for Presidents' Award for Excellence
- Develop a retention program that encourages participation on committees
- Complete the Chapter logo and website redesign project – create a launching event for both
- Review a new venue for the Monthly Chapter Meetings
- Additional goals as determined by the Board

ATTACHMENT E



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board A Mid-Year Review October 25th, 2011

Bar Relations Committee Report – James Cornell, Committee Chair

It has been an honor to be the Chapter's liaison with the Austin Bar Association. I enjoy attending their Board Meetings and plan on spending time thinking about ways we can continue to develop our partnership with them.

Upcoming items with the ABA include their annual Foundation Gala on Saturday, January 28. We have been asked to donate a bottle of wine to the event along with a silent auction item. With approval from the Board, I can take care of purchasing the bottle of wine and deliver that to the ABA at their next Board Meeting on Dec. 7. I would propose that as our silent auction item, we "donate" a Happy Hour for 10 on the Terrance of Stephen F's Bar at the SFA InterContinental Hotel with a value of \$500. This is the same item that we donated last year and the InterContinental would be pleased to make this available on our behalf again at no cost to us. I will not be at the Board Meeting next week so please discuss this and let me know if the Board approves this or has another idea.

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair (Status update written by Chrissie)

The Business Partner Relations Committee has accomplished a lot so far this year. First, there was a change in leaders for the team from Chris Bhamani to Amanda Koplos. Despite this change, Amanda and the committee have successfully hosted a well attended Business Partner Happy Hour where we announced the new Chapter Logo. Then, the committee executed a professional and entertaining Business Expo which brought in over 70 ALA members. The committee is hard at work developing a Business Partner Advisory Council and a new Business Partner Package program from 2012. Congratulations to the entire committee for their efforts!

Past Presidents Advisory Council – Currently Vacant, Committee Chair

Chrissie is working with members of the PPAC group to help complete the last two tasks of the committee for the year: ALA Award submissions and Service Awards.

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 and Chapter members spent the morning of Saturday, June 11th at the Capital Area Food Bank inspecting, cleaning, sorting and boxing donations. We were split in to several groups. Several members sorted frozen foods; some members broke down and recycled boxes, while the other members sorted bakery items. It was hard work, but in the end we sorted 9,923 pounds of frozen food and 1,620 pounds of bakery items. Together, this will produce 9,216 meals for Central Texas families.

This year, for Community Challenge Weekend our Chapter partnered with the Multicultural Refugee Coalition on Saturday, September 24th for an afternoon of fun activities in support of those in the Austin refugee community. Chapter members joined the Community Relations Committee along with Business Partner, Mike Cameron with Rockford for a whirlwind day filled with face painting, crafts, pumpkin carving, sewing classes and soccer games.

In addition to the donations from the Chapter members (sewing kits, fabric, soccer balls, footballs, face painting kits, mask kits, food and drinks for the meal) our Chapter also made a donation to MRC in the amount of \$1,500. They plan to use the money for educational programs.

I will submit the CCW summary form and photos prior to the December 15th deadline.

The Community Relations Committee will meet before the holidays to discuss working with Urban Roots after the New Year.

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

Salary survey is complete and available for purchase. We had 46 people responding, including 5 non-ALA firms. This is the first year that we have asked non-ALA firms to participate and 5 is a great number to start with!

**Education/Programs Committee Report – Karie Rivkin, Committee Chair
(Status update written by Chrissie)**

Karie took over the Educations/Programs Committee last month when Brenda stepped down. Karie has hit the ground running! We have a great line-up for the rest of 2011. Edward Poll will be speaking at the October Chapter Luncheon on October 27th. Carol Arnold will be speaking at the November Chapter Luncheon on Lessons Learned as a Firm Administrator. And, the Chapter Holiday party is in the midst of being

planned – with new and exciting changes to bring a bigger draw to the event. Also, the committee continues to improve the quality and value of our educational sessions by researching and scheduling top notch speakers on timely topics as well as pre-clear our sessions for CLM recertification credits.

Membership Committee Report – Shary Gonzalez, Committee Chair

We currently have 82 members, down from 85 last year. I am currently working on getting 3 people who joined ALA this year to join our chapter. We are also planning a mail-out (some email) campaign in the next couple of weeks based on the list Elaine obtained from the State Bar for the Compensation and Benefits Survey. Included in that mail-out will be Membership has its Benefits (membership brochure) and links to the ALA website and Austin ALA website.

We plan to schedule a Peer Connection happy hour and training session for members who have joined in 2011. It will be planned for November sometime before Thanksgiving.

We have and continue to send out anniversary cards signed by the board.

We have begun to call members who have not attended the monthly luncheon to invite them to attend the next meeting.

Newsletter Committee Report – Rose Sullivan, Committee Chair

The Newsletter Committee has published two well planned newsletters; each with at least one article authored by a member. We have collected all of the content for the third newsletter (including a green article) and it is scheduled to go out the last week of October. The target date for the fourth newsletter (no content at this point) is the first week of December.

Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee undertook the task of creating and launching a new chapter website. The new site has not yet launched, but it is in the final stages of completion and should be ready by the end of October. We will be continuing our efforts to fine tune the site in order to provide chapter members and our business partners with the latest information, news and contacts. By integrating our blog, e-newsletter, and social media, our goal is to create additional traffic to the site and attract new members and additional business partners. This will be an ongoing project for the remainder of the year, laying the groundwork for next year's committee to perhaps begin a second phase of revisions and additions that will undoubtedly be desired.