



**DECEMBER 2012 BOARD MEETING MINUTES
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS**

December 11, 2012 at 12:00 PM
Bickerstaff Heath Delgado Acosta LLP
Chris Sims
3711 S. Mo-Pac Expressway, Bldg One, Suite 300
Austin, TX 78746
(512) 472-8021

- 1) Members Present:** Chris Sims, Amanda Koplos, Shary Gonzalez, Chrissie Eastin, Karie Rivkin, Elaine Burr

Members Not Present: Debbie Roan, Elaine Nielsen, Andrew Molnau, Ann Jacobson, Tina Terrian, Michele Floyd

- 2) Approval of November Board Meeting Minutes:** The November Board meeting minutes were approved and submitted to the Board.
- 3) Treasurer's Report:** (Chris Sims reported for Elaine N.) – The Chapter checking account balance as of November 30, 2012 is \$4,338.58 and the Money Market account balance is \$24,860.04 for a total Checking/Savings balance of \$29,198.62.

All expenses are current. Business Partner sponsorships are beginning to come in.

Treasurer's Notes: A Balance Sheet and Income Statement for the period ending November 30 are attached hereto and made a part of these minutes. (Attachment A)

- 4) Upcoming Due Dates & Responsibilities:**
- a. Chapter Awards submission deadline is January 14, 2013
 - b. Quest Award nominee is due January 14, 2013 – Our nominee is Christine Giles.
 - c. December website and blog assignments – Amanda Koplos-Herdeman, summary of Board meeting; Karie Rivkin, special assignment – Holiday Party recap; 2013 blog assignments will be prepared soon.
 - d. December 31 – Elaine Burr, Secretary, submit Minutes to RMT Communications Officer
 - e. December 31 – Karie Rivkin, Chair, Education and Programs, submit Educational Summary Report to RMT Education Officer

- f. January 1 – Chris Sims, President, submit Chapter highlights for ALA News to RMT Communications Officer

5) Upcoming Educational Opportunities

- a. None until January, 2013

6) Old Business

- a. Preparation of turnover sheet for continuity – ongoing
- b. Status of consideration of business development statement for general use to identify and market the Chapter to potential business partners – almost finished.
- c. Status of newsletter – one issue coming out this week and one more before the end of December.
- d. Status of fidelity bond insurance renewal criteria – Elaine Nielsen is looking into this.
- e. Presidents Award of Excellence and awards submissions – there remain a few items that need to be completed for the President’s award submission. Shary, Debbie, Chris and Ann will get their information to Amanda shortly. The Board decided that submissions for awards will be made where there is substantive new information, i.e. the website has not changed significantly since last year, so no submission will be made. Amanda will review the QUEST Award submission and Chrissie will submit an entry on the joint presentation we did with the Austin Bar.

7) New Business:

- a. Leadership Academy – Chrissie Eastin would like to pull ideas from the AYLAL Leadership Academy for use in our chapter. This topic will be added to the January agenda.
- b. Chair – Business Partner Relations Committee. Michele Floyd recently resigned as chair of the Business Partner Committee due to her impending move to Denver. Amanda Koplos-Herdeman and Chrissie Eastin have agreed to co-chair the committee for the rest of the current term.
- c. 2013-14 Leaders in the Association of Legal Administrators – Chris distributed a list of the 2013-2014 ALA National leaders. (Attachment B)

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

Additional Discussion regarding committee Reports:

Education/Programs Committee – the January chapter meeting will feature Rita Alli who will present “Ten Tips to Gain Confidence in Public Speaking”. The meeting will be extended to 1.5 hours.

Karie asked for help selecting a presentation to feature in the awards submission.

Membership Committee – a new member luncheon is being planned within the next week. Shary is also working on an updated membership brochure.

Business Partner Relations Committee - Here is the updated registration numbers as of 12/11/2012.

We have 32 registered business partners. Last year we ended the year at 52 so I have every reason to think that we'll be able to get there this year.

The 32 is made up of the following

1 Platinum (sold out) - \$3,500
4 Diamond (sold out)- \$10,700
4 Gold (4 remaining) - \$7,400
4 Silver (18 available) - \$3,700
19 Bronze (6 available) - \$8,550

Total sales: \$33,850 out of total planned of \$60,600. We have also sold the Tote Bag Sponsor.

Registration was opened on December 3rd with the first round of emails to over 400 business partners. After the initial emails all of the undeliverable and bounce backs were sent to Edna Diaz and members of the committee investigated and updated the list. The second round of emails went out yesterday and registrations are still coming in. Registration is supposed to close on December 16 but I will probably extend it right up until Christmas. Payment is supposed to be received by December 30 but it is more likely that we'll receive payments up through January.

I am going to continue to chair the committee on an interim basis as long as I can.

9) **Open Business - none**

10) **Announcements & Adjourn**

The meeting was adjourned at 1:00 p.m.

11) **Next Board Meeting**

The December Board Meeting will be held Tuesday, January 8, 2013 at 12 Noon. Location:

Eichelbaum Wardell Hansen Powell & Mehl. P.C.

Karie Rivkin

4201 W. Parmer Lane Suite A-100

Austin, TX 78727

512-476-9944



ATTACHMENT A

**Austin Chapter - Association of Legal Administrators
Balance Sheet
As of November 30, 2012**

10:19 AM
12/09/12
Accrual Basis

	<u>Nov 30, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	4,338.58
Frost Money Market	<u>24,860.04</u>
Total Checking/Savings	<u>29,198.62</u>
Total Current Assets	<u>29,198.62</u>
TOTAL ASSETS	<u><u>29,198.62</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	51,492.88
Net Income	<u>-35,623.79</u>
Total Equity	<u>29,198.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,198.62</u></u>

10:22 AM
12/09/12
Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
November 2012

	<u>Nov 12</u>
Ordinary Income/Expense	
Income	
Education	
Chapter Monthly Lunch Receipts	140.00
Total Education	<u>140.00</u>
Membership Dues	75.00
Salary Survey	<u>1,775.00</u>
Total Income	<u>1,990.00</u>
Expense	
Business Partner Fair Expenses	
Vendor Appreciation Party Parties	1,286.62
Total Vendor Appreciation Party	<u>1,286.62</u>
Total Business Partner Fair Expenses	1,286.62
Education Costs	
Chapter Monthly Lunches	695.63
Luncheon Giveaways	50.00
Speakers-Education Seminar	3,108.80
Webinars and Audio Conferences	<u>0.00</u>
Total Education Costs	3,854.43
Miscellaneous Expense	
Contributions	1,250.00
Other	<u>1,287.32</u>
Total Miscellaneous Expense	2,537.32
Regional Conference	
Board Members	979.72
Chapter Dinner	<u>-131.11</u>
Total Regional Conference	848.61
Salary Survey Costs	<u>2,250.00</u>
Total Expense	<u>10,776.98</u>
Net Ordinary Income	-8,786.98
Other Income/Expense	
Other Income	
Interest Income	0.91
Total Other Income	<u>0.91</u>
Net Other Income	<u>0.91</u>
Net Income	<u><u>-8,786.07</u></u>

10:23 AM
 12/09/12
 Accrual Basis

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

	<u>Apr - Nov 12</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	825.00
Total Annual Sponsorship	<u>825.00</u>
Business Partner Fair	
Additional Reps	900.00
Total Business Partner Fair	<u>900.00</u>
Education	
Chapter Monthly Lunch Receipts	3,030.00
Seminars	5,839.21
Total Education	<u>8,869.21</u>
Membership Dues	10,600.00
Salary Survey	6,200.00
Total Income	<u>27,394.21</u>
Expense	
Bank Service Charges/Paypal	78.22
Board Expenses	
Board Retreat	451.43
Total Board Expenses	<u>451.43</u>
Business Partner Fair Expenses	
A/V Rental	589.56
Beverages	1,699.46
Deposits	1,200.00
Facilities	297.00
Other	203.04
Parking	7.00
Photographs	275.00
Vendor Appreciation Party	
Parties	1,414.21
Vendor Appreciation Party - Other	1,028.38
Total Vendor Appreciation Party	<u>2,442.59</u>
Total Business Partner Fair Expenses	6,713.65
Chapter Leadership Institute	
Board Member-CLI	3,444.87
President - CLI	1,286.09
President Elect-CLI	209.33
Total Chapter Leadership Institute	<u>4,940.29</u>
Education Costs	
Audio Visual	595.34
Chapter Monthly Lunches	3,268.07
Facility Rental	636.00
Luncheon Giveaways	50.00
Lunches-Education Seminar	4,961.08
Parking	6.00
Speakers-Education Seminar	7,242.71
Webinars and Audio Conferences	556.00
Total Education Costs	<u>17,315.20</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>

10:23 AM
12/09/12
Accrual Basis

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

	<u>Apr - Nov 12</u>
Miscellaneous Expense	
Contributions	1,350.00
Gifts	221.78
Other	1,628.56
Post Office Box	124.00
Total Miscellaneous Expense	<u>3,324.34</u>
National Conference Scholarship	
Board Member Stipend	6,443.40
Chapter Dinner	412.83
CLM Scholarship	1,500.00
President-National Conference	1,702.50
President Elect-National Confer	1,405.00
Quest Scholarship	505.00
Total National Conference Scholarship	<u>11,968.73</u>
Newsletter	
Newsletter Production	1,500.00
Newsletter - Other	50.00
Total Newsletter	<u>1,550.00</u>
Regional Conference	
Board Members	5,979.72
Chapter Dinner	1,308.97
Door Prize	252.95
Members At Large	3,102.50
Total Regional Conference	<u>10,644.14</u>
Salary Survey Costs	4,500.00
Website	
Designer Fees	137.50
Maintenance	469.73
Monthly Fee	800.00
Total Website	<u>1,407.23</u>
Total Expense	<u>63,083.23</u>
Net Ordinary Income	-35,689.02
Other Income/Expense	
Other Income	
Interest Income	15.23
Other Income	50.00
Total Other Income	<u>65.23</u>
Net Other Income	<u>65.23</u>
Net Income	<u><u>-35,623.79</u></u>

10:27 AM

12/09/12

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
November 2012

	<u>Nov 12</u>
OPERATING ACTIVITIES	
Net Income	-8,786.07
Net cash provided by Operating Activities	<u>-8,786.07</u>
Net cash increase for period	-8,786.07
Cash at beginning of period	<u>37,984.69</u>
Cash at end of period	<u><u>29,198.62</u></u>

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 November 2012

10:25 AM
 12/09/12
 Accrual Basis

	Nov 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Education				
Chapter Monthly Lunch Receipts	140.00	650.00	-510.00	21.5%
Total Education	140.00	650.00	-510.00	21.5%
Membership Dues	75.00			
Salary Survey	1,775.00	3,200.00	-1,425.00	55.5%
Total Income	1,990.00	3,850.00	-1,860.00	51.7%
Expense				
Bank Service Charges/Paypal	0.00	450.00	-450.00	0.0%
Business Partner Fair Expenses				
Parking	0.00	150.00	-150.00	0.0%
Vendor Appreciation Party Parties	1,286.62			
Vendor Appreciation Party - Other	0.00	2,500.00	-2,500.00	0.0%
Total Vendor Appreciation Party	1,286.62	2,500.00	-1,213.38	51.5%
Total Business Partner Fair Expenses	1,286.62	2,950.00	-1,363.38	48.6%
Community Challenge Expenses	0.00	2,500.00	-2,500.00	0.0%
Education Costs				
Chapter Monthly Lunches	695.63	750.00	-54.37	92.8%
Luncheon Giveaways	50.00	25.00	25.00	200.0%
Speakers-Education Seminar	3,108.80			
Webinars and Audio Conferences	0.00	150.00	-150.00	0.0%
Total Education Costs	3,854.43	925.00	2,929.43	416.7%
Miscellaneous Expense				
Contributions	1,250.00			
Other	1,287.32			
Total Miscellaneous Expense	2,537.32			
New Member Functions				
Buddy Happy Hours	0.00	250.00	-250.00	0.0%
Total New Member Functions	0.00	250.00	-250.00	0.0%
Regional Conference				
Board Members	979.72			
Chapter Dinner	-131.11			
Total Regional Conference	848.61			
Salary Survey Costs	2,250.00			

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 November 2012

10:25 AM
 12/09/12
 Accrual Basis

	Nov 12	Budget	\$ Over Budget	% of Budget
Website Monthly Fee	0.00	138.00	-138.00	0.0%
Total Website	0.00	138.00	-138.00	0.0%
Total Expense	10,776.98	6,913.00	3,863.98	155.9%
Net Ordinary Income	-8,786.98	-3,063.00	-5,723.98	286.9%
Other Income/Expense				
Other Income	0.91			
Interest Income	0.91			
Total Other Income	0.91			
Net Other Income				
Net Income	-8,786.07	-3,063.00	-5,723.07	286.8%

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

10:25 AM
 12/09/12
 Accrual Basis

	Apr - Nov 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Annual Sponsorship			
Silver	825.00		
Total Annual Sponsorship	825.00		
Business Partner Fair			
Additional Repts	900.00	1,250.00	-350.00
Total Business Partner Fair	900.00	1,250.00	-350.00
Education			
Chapter Monthly Lunch Receipts	3,030.00	4,550.00	-1,520.00
Seminars	5,839.21	2,000.00	3,839.21
Total Education	8,869.21	6,550.00	2,319.21
Membership Dues	10,600.00	10,625.00	-25.00
Salary Survey	6,200.00	6,400.00	-200.00
Total Income	27,394.21	24,825.00	2,569.21
Expense			
Bank Service Charges/Paypal	78.22	850.00	-771.78
Board Expenses			
Advertising and Promotion	0.00	2,550.00	-2,550.00
Bar Relations	0.00	500.00	-500.00
Board Retreat	451.43	450.00	1.43
Chapter Awards/Gifts	0.00	100.00	-100.00
PLMW Event	0.00	100.00	-100.00
Total Board Expenses	451.43	3,700.00	-3,248.57
Business Partner Fair Expenses			
A/V Rental	589.56	250.00	339.56
Beverages	1,699.46	2,275.00	-575.54
Deposits	1,200.00	0.00	1,200.00
Facilities	297.00	2,000.00	-1,703.00
Other	203.04	650.00	-446.96
Parking	7.00	550.00	-543.00
Photographs	275.00		
Vendor Appreciation Party			
Parties	1,414.21		
Vendor Appreciation Party - Other	1,028.38	3,500.00	-2,471.62
Total Vendor Appreciation Party	2,442.59	3,500.00	-1,057.41
Total Business Partner Fair Expenses	6,713.65	9,225.00	-2,511.35

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

10:25 AM
 12/09/12
 Accrual Basis

	Apr - Nov 12	Budget	\$ Over Budget
Chapter Leadership Institute			
Board Member-CLI	3,444.87	4,000.00	-555.13
President - CLI	1,286.09	1,250.00	36.09
President Elect-CLI	209.33	250.00	-40.67
Total Chapter Leadership Institute	<u>4,940.29</u>	<u>5,500.00</u>	<u>-559.71</u>
Community Challenge Expenses			
Community Development	0.00	2,500.00	-2,500.00
Education Costs	0.00	1,000.00	-1,000.00
Education Costs			
Audio Visual	595.34	500.00	95.34
Chapter Monthly Lunches	3,268.07	5,200.00	-1,931.93
Facility Rental	636.00		
Luncheon Giveaways	50.00	175.00	-125.00
Lunches-Education Seminar	4,961.08	1,200.00	3,761.08
Parking	6.00		
Speakers-Education Seminar	7,242.71	9,750.00	-2,507.29
Webinars and Audio Conferences	556.00	1,200.00	-644.00
Total Education Costs	<u>17,315.20</u>	<u>18,025.00</u>	<u>-709.80</u>
Insurance			
Fidelity Bond Premium	190.00	200.00	-10.00
Total Insurance	<u>190.00</u>	<u>200.00</u>	<u>-10.00</u>
Miscellaneous Expense			
Contributions	1,350.00		
Gifts	221.78		
Other	1,628.56		
Post Office Box	124.00	100.00	24.00
Total Miscellaneous Expense	<u>3,324.34</u>	<u>100.00</u>	<u>3,224.34</u>
National Conference Scholarship			
Board Member Stipend	6,443.40	17,000.00	-10,556.60
Chapter Dinner	412.83	700.00	-287.17
CLM Scholarship	1,500.00		
First Time Attendee Member	0.00	1,500.00	-1,500.00
President-National Conference	1,702.50	2,000.00	-297.50
President Elect-National Confer	1,405.00		
Quest Scholarship	505.00	1,500.00	-995.00
Silent Auction Items	0.00	250.00	-250.00
Total National Conference Scholarship	<u>11,968.73</u>	<u>22,950.00</u>	<u>-10,981.27</u>
New Member Functions			
Buddy Happy Hours	0.00	500.00	-500.00
New Member Lunches	0.00	300.00	-300.00
Promo Gifts	0.00	200.00	-200.00
Total New Member Functions	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>

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

10:25 AM
 12/09/12
 Accrual Basis

	Apr - Nov 12	Budget	\$ Over Budget
Newsletter			
Author Incentives	0.00	200.00	-200.00
Newsletter Production	1,500.00	2,700.00	-1,200.00
Reprint Permissions	0.00	1,000.00	-1,000.00
Newsletter - Other	50.00		
Total Newsletter	1,550.00	3,900.00	-2,350.00
Regional Conference			
Board Members	5,979.72	6,000.00	-20.28
Chapter Dinner	1,308.97		
Door Prize	282.95	250.00	2.95
Members At Large	3,102.50	3,500.00	-397.50
Scholarships	0.00	3,000.00	-3,000.00
Total Regional Conference	10,644.14	12,750.00	-2,105.86
Salary Survey Costs	4,500.00		
Salary Survey Expense	0.00	6,400.00	-6,400.00
Website			
Committee Meetings	0.00	100.00	-100.00
Design	0.00	400.00	-400.00
Designer Fees	137.50	400.00	-262.50
Maintenance	469.73	750.00	-280.27
Monthly Fee	800.00	1,104.00	-304.00
Total Website	1,407.23	2,754.00	-1,346.77
Total Expense	63,083.23	90,854.00	-27,770.77
Net Ordinary Income	-35,689.02	-66,029.00	30,339.98
Other Income/Expense			
Other Income	15.23		
Interest Income	50.00		
Other Income			
Total Other Income	65.23		
Net Other Income	65.23		
Net Income	-35,623.79	-66,029.00	30,405.21

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

10:25 AM
 12/09/12
 Accrual Basis

	% of Budget
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	
Total Annual Sponsorship	72.0%
Business Partner Fair	
Additional Reps	72.0%
Total Business Partner Fair	72.0%
Education	
Chapter Monthly Lunch Receipts	66.6%
Seminars	292.0%
Total Education	135.4%
Membership Dues	99.8%
Salary Survey	96.9%
Total Income	110.3%
Expense	
Bank Service Charges/Paypal	9.2%
Board Expenses	
Advertising and Promotion	0.0%
Bar Relations	0.0%
Board Retreat	100.3%
Chapter Awards/Gifts	0.0%
PLMW Event	0.0%
Total Board Expenses	12.2%
Business Partner Fair Expenses	
AV Rental	235.8%
Beverages	74.7%
Deposits	100.0%
Facilities	14.9%
Other	31.2%
Parking	1.3%
Photographs	
Vendor Appreciation Party	
Parties	
Vendor Appreciation Party - Other	29.4%
Total Vendor Appreciation Party	69.8%
Total Business Partner Fair Expenses	72.8%

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

10:25 AM

12/09/12

Accrual Basis

	% of Budget
Chapter Leadership Institute	86.1%
Board Member-CLI	102.9%
President - CLI	83.7%
President Elect-CLI	89.8%
Total Chapter Leadership Institute	89.8%
Community Challenge Expenses	0.0%
Community Development	0.0%
Education Costs	
Audio Visual	119.1%
Chapter Monthly Lunches	62.8%
Facility Rental	28.6%
Luncheon Giveaways	413.4%
Lunches-Education Seminar	
Parking	74.3%
Speakers-Education Seminar	46.3%
Webinars and Audio Conferences	
Total Education Costs	93.1%
Insurance	
Fidelity Bond Premium	95.0%
Total Insurance	95.0%
Miscellaneous Expense	
Contributions	
Gifts	
Other	
Post Office Box	124.0%
Total Miscellaneous Expense	3,324.3%
National Conference Scholarship	
Board Member Stipend	37.9%
Chapter Dinner	59.0%
CLM Scholarship	0.0%
First Time Attendee Member	85.1%
President-National Conference	
President Elect-National Confer	33.7%
Quest Scholarship	0.0%
Silent Auction Items	
Total National Conference Scholarship	52.2%
New Member Functions	
Buddy Happy Hours	0.0%
New Member Lunches	0.0%
Promo Gifts	0.0%
Total New Member Functions	0.0%

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

10:25 AM
 12/09/12
 Accrual Basis

	% of Budget
Newsletter	
Author Incentives	0.0%
Newsletter Production	55.6%
Reprint Permissions	0.0%
Newsletter - Other	
Total Newsletter	39.7%
Regional Conference	
Board Members	99.7%
Chapter Dinner	
Door Prize	101.2%
Members At Large	88.6%
Scholarships	0.0%
Total Regional Conference	83.5%
Salary Survey Costs	
Salary Survey Expense	0.0%
Website	
Committee Meetings	0.0%
Design	0.0%
Designer Fees	34.4%
Maintenance	62.6%
Monthly Fee	72.5%
Total Website	51.1%
Total Expense	69.4%
Net Ordinary Income	54.1%
Other Income/Expense	
Other Income	
Interest Income	
Other Income	
Total Other Income	
Net Other Income	
Net Income	54.0%

10:17 AM

12/09/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 11/30/2012

	<u>Nov 30, 12</u>
Beginning Balance	9,511.31
Cleared Transactions	
Checks and Payments - 12 items	-11,393.34
Deposits and Credits - 4 items	7,141.39
Total Cleared Transactions	<u>-4,251.95</u>
Cleared Balance	<u>5,259.36</u>
Uncleared Transactions	
Checks and Payments - 3 items	-920.78
Total Uncleared Transactions	<u>-920.78</u>
Register Balance as of 11/30/2012	<u>4,338.58</u>
New Transactions	
Checks and Payments - 3 items	-4,058.91
Total New Transactions	<u>-4,058.91</u>
Ending Balance	<u>279.67</u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 11/30/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,511.31
Cleared Transactions						
Checks and Payments - 12 items						
Check	10/8/2012	1349	PaperStreet Web D...	X	-300.00	-300.00
Check	10/18/2012	1359	Debra Nicklaus	X	-345.00	-645.00
Check	10/24/2012	1361	Fabulous Affairs	X	-695.75	-1,340.75
Check	11/8/2012	1367	LexBlog, Inc	X	-2,979.80	-4,320.55
Check	11/8/2012	1368	Readex Research	X	-2,250.00	-6,570.55
Check	11/8/2012	1365	James C. Sims	X	-1,250.00	-7,820.55
Check	11/8/2012	1366	Tina Terrian	X	-1,172.19	-8,992.74
Check	11/8/2012	1369	Headliners Club	X	-695.63	-9,688.37
Check	11/8/2012	1363	Eichelbaum Wardell...	X	-129.00	-9,817.37
Check	11/8/2012	1364	Karie Rivkin	X	-50.00	-9,867.37
Check	11/13/2012	1370	Amanda Koplos	X	-1,000.00	-10,867.37
Check	11/28/2012	1372	The Austin Wine M...	X	-525.97	-11,393.34
Total Checks and Payments					-11,393.34	-11,393.34
Deposits and Credits - 4 items						
Check	9/24/2012	1344	Independent Lease ...	X	0.00	0.00
Check	10/8/2012	1348	James Cornell	X	0.00	0.00
Transfer	11/8/2012			X	5,000.00	5,000.00
Deposit	11/28/2012			X	2,141.39	7,141.39
Total Deposits and Credits					7,141.39	7,141.39
Total Cleared Transactions					-4,251.95	-4,251.95
Cleared Balance					-4,251.95	5,259.36
Uncleared Transactions						
Checks and Payments - 3 items						
Check	2/6/2012	1283	Nuance Communic...		-45.00	-45.00
Check	11/27/2012	1371	Wilson Sonsini Goo...		-115.13	-160.13
Check	11/28/2012	1373	Fabulous Affairs		-760.65	-920.78
Total Checks and Payments					-920.78	-920.78
Total Uncleared Transactions					-920.78	-920.78
Register Balance as of 11/30/2012					-5,172.73	4,338.58
New Transactions						
Checks and Payments - 3 items						
Check	12/5/2012	1374	PaperStreet Web D...		-300.00	-300.00
Check	12/6/2012	1375	Karie Rivkin		-3,150.24	-3,450.24
Check	12/6/2012	1376	Headliners Club		-608.67	-4,058.91
Total Checks and Payments					-4,058.91	-4,058.91
Total New Transactions					-4,058.91	-4,058.91
Ending Balance					-9,231.64	279.67



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

FOR INFORMATION CALL
512-473-4500 OR 1-800-513-767

STATEMENT ISSUED
11-30-2012

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%ELAINE NIELSEN
401 CONGRESS AVE STE 2200
AUSTIN TX 78701



Page 1 of 1

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

FREE BUSINESS CHECKING		ACCOUNT NO 59 1209000					
BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT	
	NO.	AMOUNT	NO.	AMOUNT			
9,511.31	2	7,141.39	12	11,393.34			5,259.36

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
11-28	DEPOSIT	2,141.39			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-08	5,000.00	INTERNET FUND TRANSFER	FROM ACCOUNT XXXX0378

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
11-05	1349 #	300.00	11-19	1364 #	50.00	11-20	1368 #	2,250.00
11-21	1359 * #	345.00	11-15	1365 #	1,250.00	11-15	1369 #	695.63
11-09	1361 * #	695.75	11-19	1366 #	1,172.19	11-14	1370 #	1,000.00
11-15	1363 * #	129.00	11-19	1367 #	2,979.80	11-30	1372 * #	525.97

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-13	.00	INTERNET STMT COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-31	9,511.31	11-13	13,515.56	11-20	3,988.94
11-05	9,211.31	11-14	12,515.56	11-21	3,643.94
11-08	14,211.31	11-15	10,440.93	11-28	5,785.33
11-09	13,515.56	11-19	6,238.94	11-30	5,259.36

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

10:18 AM

12/09/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 11/30/2012

	<u>Nov 30, 12</u>
Beginning Balance	29,859.13
Cleared Transactions	
Checks and Payments - 1 item	-5,000.00
Deposits and Credits - 1 item	0.91
Total Cleared Transactions	<u>-4,999.09</u>
Cleared Balance	<u>24,860.04</u>
Register Balance as of 11/30/2012	24,860.04
Ending Balance	24,860.04

10:18 AM

12/09/12

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 11/30/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						29,859.13
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/8/2012			X	-5,000.00	-5,000.00
Total Checks and Payments					-5,000.00	-5,000.00
Deposits and Credits - 1 item						
Deposit	11/30/2012			X	0.91	0.91
Total Deposits and Credits					0.91	0.91
Total Cleared Transactions					-4,999.09	-4,999.09
Cleared Balance					-4,999.09	24,860.04
Register Balance as of 11/30/2012					-4,999.09	24,860.04
Ending Balance					-4,999.09	24,860.04



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FOR INFORMATION CALL
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STATEMENT ISSUED
11-30-2012

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AUSTIN CHAPTER OF THE ASSOCIATION
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%ELAINE NIELSEN
401 CONGRESS AVE STE 2200
AUSTIN TX 78701

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With Frost's Bankcard Merchant Services you can expand your customer's 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 THIS STATEMENT	
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		
	NO.	AMOUNT	NO.	AMOUNT	
29,859.13	0	.91	1	5,000.00	24,860.04

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-30	.91	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-08	5,000.00	INTERNET FUND TRANSFER	TO ACCOUNT XXXXX9000
11-13	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-31	29,859.13	11-13	24,859.13	11-30	24,860.04
11-08	24,859.13				

Please examine at once and report any difference within 60 days from statement date.

ATTACHMENT B

Meet your 2013-14 Leaders

The Association Nominating Committee met recently to select the 2013-14 President-Elect, Directors to fill the upcoming vacancies in Regions 2 and 6, and one At-Large seat. They are:

President-Elect

Paula Barnes — Nashville, Tennessee

Region 2 Director

Gary Swisher, CLM — Tampa, Florida

Region 6 Director

Linda Quindt, CLM — San Diego, California

At-Large Director

Laura Broomell, CLM — Minneapolis, Minnesota

On a parallel path, Regional Officer appointments were ratified by the Board of Directors, and the following individuals were selected for a two-year Regional Officer term officially beginning in April 2013:

Region 1: Barbara Fisher — Ottawa, Ontario, Canada
Continuing officers: Gail Faherty, CLM and Joann Winterle

Region 2: Lisa Dasher, CLM — Coral Gables, Florida; and Michael Keatts — Richmond, Virginia
Continuing officer: Eric Hightower, CLM

Region 3: Andrea Myers, CLM — Grand Rapids, Michigan
Continuing officers: Debbie Elsbury, CLM and Carol McCallum, CLM

Region 4: Grover Brittain — Denver, Colorado; and Tracy Spore, CLM — Dallas, Texas
Continuing officer: Brenda Homan

Region 5: Doug Swayne — Portland, Oregon
Continuing officers: April Campbell and Lorene Cowburn

Region 6: Katie Bryant, CLM — Mesa, Arizona; and Lisa Neitzel, CLM — San Diego, California
Continuing officer: Stacy Morrison, CLM



**Austin ALA Committee Reports to the Board
December 11th, 2012**

Bar Relations Committee Report – Chrissie Eastin, Committee Chair

The ABA met on December 5th. At that meeting we donated a \$30 bottle of wine for the Austin Bar Foundation's Auction at their Annual Gala as we have in years past. The money the bar foundation raises for the auction will be split up to help the following: Pro bono adoptions for abused and neglected children at Austin Adoption Day; Pro bono legal services to low-income Texans; Free basic legal classes open to the public at the People's Law School; Law-related education in area schools; and Free Veterans legal advice clinics.

Business Partner Relations Committee Report – Michele Floyd, Committee Chair

No report at this time.

Community Relations Committee Report – Ann Jacobson, Committee Chair

No report at this time.

Compensation and Benefits Committee Report – Andrew Molnau, Committee Chair

I will soon be sending out a survey about the salary survey to see how it was received and look for improvements for the next years. Should go out next week on the listserv. Purchases of the survey have trickled down so I don't anticipate too many more to be purchased.

Education/Programs Committee Report – Karie Rivkin, Committee Chair

No report at this time.

Membership Committee Report – Shary Gonzalez, Committee Chair

No report at this time.

Newsletter Committee Report – Debbie Roan, Committee Chair

Next newsletter will be distributed week of December 10, 2012.

Our President's Award Update:

1. Promote Legal Marketplace in a newsletter using an ad from the ALA Publicity Kit. *This requirement has been met. The next newsletter (out next week I hope) will include another ALA ad.*
2. Publish an article in the newsletter to educate members about the importance and value of business partners. *The article will contain at least two testimonials – one from the member perspective and one from the BP perspective – about the value or success in working together. Send substantiation to Amanda. This article is “in the works” and will be included in the newsletter that will be distributed the last week of December.*
3. Educate members on the importance of sustainability (“Green” initiatives). *This could be achieved by publishing an article in the chapter's newsletter. A “Green” initiative article will be included in the next newsletter.*
4. Promote or create awareness of the articles and resources available in ALA's Career Center. *A blurb about ALA's Career Center will be in the next two newsletters.*

Past Presidents Advisory Council – Chrissie Eastin, Committee Chair

Ann Jacobson and Chrissie are available to review any of the awards that are being submitted. Please contact Chrissie if you want us to review. Ann is handling Membership and I'll handle the rest. Please note that you should get the awards created for submission as early as possible to give Ann and I time to review.

Website Committee Report – Amanda Koplos, Committee Chair

No report at this time.