



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

**January 10, 2012 at 12:00 p.m.
Walsh Anderson Gallegos Green & Trevino PC**

1. **Members Present:** Amanda Koplos, Karie Rivkin, Chrissie Eastin, Diana Stangl, Barbara Mullen, James Cornell, Tina Terrian, Elaine Nielsen, Chris Sims

Members Not Present: Rose Sullivan, Shannon Athey-Briggs, Shary Gonzalez

2. **Approval of December Minutes** - The December Board meeting minutes were approved and submitted to the Board
3. **Treasurer's Report** (Diana Stangl) –The Chapter checking account balance as of December 31, 2011 is \$11,452.46 and the Money Market account balance is \$12,341.47 for a total Checking/Savings balance of \$23,793.93.

Treasurers Notes:

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

4. **Old Business**

- a. Diana pulled together receipts in order to invoice the Alamo Chapter for reimbursement for their portion of the joint Chapter Retreat and we anticipate a reimbursement of just over \$4,000.00. We are also still working on getting a reimbursement from ILTA for their portion of the Disaster Recovery workshop last Spring.

- b. James is working on getting details regarding our new membership with the Austin Chamber of Commerce and will present more information to us soon.

- c. Chrissie updated everyone on the status of our awards submissions.

d. Chrissie let everyone know the Managing Partner Breakfast invitations had gone out this week. She decided not to send out "Save the Dates" so the invitations went out one month in advance. Invitations were also sent to a sub-set of the Membership Drive law firms to branch out to include more non-ALA firms.

5. **New Business**

a. Chrissie discussed scheduling a Board Dinner with John Michalik, speaker for our Managing Partner Breakfast. Dinner will be on February 8th at 6:00 p.m. and she will send more details soon.

b. Chrissie announced that due to a recent job change, Melissa Joe has resigned her position on the board and her membership expires at the end of the month. She will ask other PPAC members to help out until a new Chair is elected in April. We also discussed the Small Law Firm Group meetings that Melissa was hosting. Rose Sullivan has offered to host the next meeting and they'll discuss future meeting locations at that time.

c. There will be a number of service awards handed out at the Managing Partner Breakfast on February 9th. Chrissie will work on putting together framed certificates to hand out.

d. James will start working on the nomination process for our 2012-2013 board positions. He will send information out soon regarding the election process.

e. We discussed the possibility of adding a Communications Chair for the 2012-2013 year. Chrissie has forwarded a few different descriptions for similar positions with other chapters and asked the board to review these descriptions. She will gather input and put together a draft for our review.

6. **Committee Reports**

Business Partner Relations Committee (Amanda) – Amanda reviewed the current 2012 Business Partner registration numbers with a gross revenue of \$49,950 not including the \$500 Tote Bag Sponsorship (Attachment B). Amanda also reviewed her draft of Committee Assignments (Attachment C) which will lay out each Chair's obligations to our Business Partners for 2012. She is putting the final touches on this document and will distribute it to all committee chairs soon. It was also decided that we would offer Jones Lang LaSalle the opportunity to attend a second monthly luncheon because they are unable to attend the Managing Partner Breakfast this year.

Education/Programs Committee (Karie) – Karie discussed the upcoming monthly luncheon schedule. She also said that they are looking alternate lunch locations and that the committee will review the possibility of changing venues.



Website Committee (Barbara) – Barbara is working on the awards submission for our new website. She asked that everyone on the board consider contributing to the blogs and website updates going forward. Newsletters will also be uploaded to the site going forward.

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

7. Open Business

a. We need to pay everyone for their newsletter contributions for 2012. There are eight people who contributed articles and it was agreed that we needed to pay them as soon as possible.

8. Announcements/Adjournment

The meeting was adjourned at 1:12 p.m.

The February Board Meeting will be held on February 14th at Graves Dougherty Hearon and Moody, 401 Congress Ave., Suite 2200.



ATTACHMENT A

8:38 AM
01/10/12
Accrual Basis

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

| | <u>Dec 31, 11</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Frost Bank Checking | 11,452.46 |
| Frost Money Market | 12,341.47 |
| Total Checking/Savings | <u>23,793.93</u> |
| Total Current Assets | <u>23,793.93</u> |
| TOTAL ASSETS | <u><u>23,793.93</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 13,329.53 |
| Retained Earnings | 63,302.17 |
| Net Income | -52,837.77 |
| Total Equity | <u>23,793.93</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>23,793.93</u></u> |

8:39 AM
 01/10/12
 Accrual Basis

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

| | <u>Dec 11</u> |
|--------------------------------------|------------------------|
| Ordinary Income/Expense | |
| Income | |
| Annual Sponsorship | |
| Bronze | 1,350.00 |
| Diamond | 5,350.00 |
| Silver | 4,375.00 |
| Total Annual Sponsorship | <u>11,075.00</u> |
| Education | |
| Meeting Receipts | 1,160.00 |
| Total Education | <u>1,160.00</u> |
| Membership Dues | 75.00 |
| Salary Survey | 125.00 |
| Total Income | <u>12,435.00</u> |
| Expense | |
| Bank Service Charges | 324.21 |
| Board Expenses | |
| Bar Relations | 54.13 |
| Total Board Expenses | <u>54.13</u> |
| Business Partner Fair Expenses | |
| Vendor Appreciation Party Parties | 2,047.72 |
| Total Vendor Appreciation Party | <u>2,047.72</u> |
| Total Business Partner Fair Expenses | 2,047.72 |
| Education Costs | |
| Chapter Meeting Lunches | 756.98 |
| Holiday Party | 1,414.39 |
| Total Education Costs | <u>2,171.37</u> |
| Miscellaneous Expense | |
| Other | 405.00 |
| Total Miscellaneous Expense | <u>405.00</u> |
| Website | |
| Monthly Fee | 200.00 |
| Total Website | <u>200.00</u> |
| Total Expense | <u>5,202.43</u> |
| Net Ordinary Income | 7,232.57 |
| Other Income/Expense | |
| Other Income | |
| Interest Income | 0.52 |
| Total Other Income | <u>0.52</u> |
| Net Other Income | 0.52 |
| Net Income | <u><u>7,233.09</u></u> |

8:40 AM
 01/10/12
 Accrual Basis

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

| | <u>Apr - Dec 11</u> |
|---|---------------------|
| Ordinary Income/Expense | |
| Income | |
| Annual Sponsorship | |
| Bronze | 1,350.00 |
| Diamond | 5,350.00 |
| Silver | 4,375.00 |
| | <hr/> |
| Total Annual Sponsorship | 11,075.00 |
| Business Partner Fair | |
| Additional Reps | 1,250.00 |
| | <hr/> |
| Total Business Partner Fair | 1,250.00 |
| Education | |
| Meeting Receipts | 4,657.00 |
| Seminars | 2,350.00 |
| | <hr/> |
| Total Education | 7,007.00 |
| Joint Chapter Retreat | 1,800.00 |
| Membership Dues | 10,575.00 |
| Miscellaneous Income | 1,740.00 |
| Salary Survey | 5,750.00 |
| | <hr/> |
| Total Income | 39,197.00 |
| Expense | |
| Bank Service Charges | 324.21 |
| Board Expenses | |
| Advertising and Promotion | 2,104.49 |
| Bar Relations | 54.13 |
| Board Retreat | 449.37 |
| | <hr/> |
| Total Board Expenses | 2,607.99 |
| 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 | |
| Parties | 2,047.72 |
| Vendor Appreciation Party - Other | 948.94 |
| | <hr/> |
| Total Vendor Appreciation Party | 2,996.66 |
| | <hr/> |
| Total Business Partner Fair Expenses | 8,388.55 |
| Chapter Leadership Institute | |
| Board Member-CLI | 3,533.79 |
| President Elect-CLI | 256.40 |
| | <hr/> |
| 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 | 5,485.02 |
| Holiday Party | 1,414.39 |
| Lunches-Education Seminar | 5,861.21 |
| Parking | 385.00 |
| Speakers-Education Seminar | 6,372.49 |
| Webinars and Audio Conferences | 665.00 |
| Education Costs - Other | 78.45 |
| | <hr/> |
| Total Education Costs | 22,422.15 |
| Education Seminar | 483.00 |

8:40 AM
 01/10/12
 Accrual Basis

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

| | <u>Apr - Dec 11</u> |
|--|--------------------------|
| Insurance | |
| Fidelity Bond Premium | 190.00 |
| Total Insurance | <u>190.00</u> |
| Managing Partner Breakfast | 750.00 |
| Miscellaneous Expense | |
| Gifts | 239.26 |
| Other | 2,852.13 |
| Post Office Box | 100.00 |
| Total Miscellaneous Expense | <u>3,191.39</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 | 5,066.21 |
| Members At Large | 1,300.00 |
| Total Regional Conference | <u>6,366.21</u> |
| Salary Survey Expense | 6,680.00 |
| Website | |
| Committee Meetings | 72.00 |
| Designer Fees | 2,025.00 |
| Maintenance | 64.84 |
| Monthly Fee | 239.80 |
| Total Website | <u>2,401.64</u> |
| Total Expense | <u>92,061.30</u> |
| Net Ordinary Income | -52,864.30 |
| Other Income/Expense | |
| Other Income | |
| Interest Income | 26.53 |
| Total Other Income | <u>26.53</u> |
| Net Other Income | <u>26.53</u> |
| Net Income | <u><u>-52,837.77</u></u> |

8:40 AM
 01/10/12
 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 | |
| Annual Sponsorship | |
| Bronze | 1,350.00 |
| Diamond | 5,350.00 |
| Silver | 4,375.00 |
| | <hr/> |
| Total Annual Sponsorship | 11,075.00 |
| Business Partner Fair | |
| Additional Reps | 1,250.00 |
| | <hr/> |
| Total Business Partner Fair | 1,250.00 |
| Education | |
| Meeting Receipts | 4,657.00 |
| Seminars | 2,350.00 |
| | <hr/> |
| Total Education | 7,007.00 |
| Joint Chapter Retreat | 1,800.00 |
| Membership Dues | 10,575.00 |
| Miscellaneous Income | 1,740.00 |
| Salary Survey | 5,750.00 |
| | <hr/> |
| Total Income | 39,197.00 |
| Expense | |
| Bank Service Charges | 324.21 |
| Board Expenses | |
| Advertising and Promotion | 2,104.49 |
| Bar Relations | 54.13 |
| Board Retreat | 449.37 |
| | <hr/> |
| Total Board Expenses | 2,607.99 |
| 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 | |
| Parties | 2,047.72 |
| Vendor Appreciation Party - Other | 948.94 |
| | <hr/> |
| Total Vendor Appreciation Party | 2,996.66 |
| | <hr/> |
| Total Business Partner Fair Expenses | 8,388.55 |
| Chapter Leadership Institute | |
| Board Member-CLI | 3,533.79 |
| President Elect-CLI | 256.40 |
| | <hr/> |
| 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 | 5,485.02 |
| Holiday Party | 1,414.39 |
| Lunches-Education Seminar | 5,861.21 |
| Parking | 385.00 |
| Speakers-Education Seminar | 6,372.49 |
| Webinars and Audio Conferences | 665.00 |
| Education Costs - Other | 78.45 |
| | <hr/> |
| Total Education Costs | 22,422.15 |
| Education Seminar | 483.00 |

8:40 AM
 01/10/12
 Accrual Basis

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

| | <u>Apr '11 - Mar 12</u> |
|--|--------------------------|
| Insurance | |
| Fidelity Bond Premium | 190.00 |
| Total Insurance | <u>190.00</u> |
| Managing Partner Breakfast | 750.00 |
| Miscellaneous Expense | |
| Gifts | 239.26 |
| Other | 2,852.13 |
| Post Office Box | 100.00 |
| Total Miscellaneous Expense | <u>3,191.39</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 | 5,066.21 |
| Members At Large | 1,300.00 |
| Total Regional Conference | <u>6,366.21</u> |
| Salary Survey Expense | 6,680.00 |
| Website | |
| Committee Meetings | 72.00 |
| Designer Fees | 2,025.00 |
| Maintenance | 64.84 |
| Monthly Fee | 239.80 |
| Total Website | <u>2,401.64</u> |
| Total Expense | <u>92,061.30</u> |
| Net Ordinary Income | -52,864.30 |
| Other Income/Expense | |
| Other Income | |
| Interest Income | 26.53 |
| Total Other Income | <u>26.53</u> |
| Net Other Income | <u>26.53</u> |
| Net Income | <u><u>-52,837.77</u></u> |

8:41 AM
01/10/12

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

| | <u>Apr - Dec 11</u> |
|--|-------------------------|
| OPERATING ACTIVITIES | |
| Net Income | -52,837.77 |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| Prepaid Income-Member Dues | <u>-9,000.00</u> |
| Net cash provided by Operating Activities | <u>-61,837.77</u> |
| Net cash increase for period | -61,837.77 |
| Cash at beginning of period | <u>85,631.70</u> |
| Cash at end of period | <u><u>23,793.93</u></u> |

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

| | Apr - Dec 11 | Budget | \$ Over Budget | % of Budget |
|------------------------------------|------------------|------------------|-------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Annual Sponsorship | 0.00 | 500.00 | -500.00 | 0.0% |
| Annual Sponsorship - Totobag | 1,350.00 | 9,680.00 | -8,330.00 | 13.9% |
| Bronze | 5,350.00 | 7,425.00 | -2,075.00 | 72.1% |
| Diamond | 0.00 | 6,600.00 | -6,600.00 | 0.0% |
| Gold | 0.00 | 3,300.00 | -3,300.00 | 0.0% |
| Platinum | 4,375.00 | 15,675.00 | -11,300.00 | 27.9% |
| Silver | | | | |
| Total Annual Sponsorship | 11,075.00 | 43,180.00 | -32,105.00 | 25.6% |
| Business Partner Fair | | | | |
| Additional Reps | 1,250.00 | 700.00 | 550.00 | 178.6% |
| Total Business Partner Fair | 1,250.00 | 700.00 | 550.00 | 178.6% |
| Education | | | | |
| Meeting Receipts | 4,657.00 | 5,250.00 | -593.00 | 88.7% |
| Seminars | 2,350.00 | 2,000.00 | 350.00 | 117.5% |
| Total Education | 7,007.00 | 7,250.00 | -243.00 | 96.6% |
| Joint Chapter Retreat | 1,800.00 | | | |
| Membership Dues | 10,575.00 | 10,950.00 | -375.00 | 96.6% |
| Miscellaneous Income | 1,740.00 | | | |
| Salary Survey | 5,750.00 | 6,740.00 | -990.00 | 85.3% |
| Total Income | 39,197.00 | 68,820.00 | -29,623.00 | 57.0% |
| Expense | | | | |
| Bank Service Charges | 324.21 | 1,200.00 | -875.79 | 27.0% |
| Board Expenses | | | | |
| Advertising and Promotion | 2,104.49 | 2,550.00 | -445.51 | 82.5% |
| Bar Relations | 54.13 | 500.00 | -445.87 | 10.8% |
| 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% |
| P.L.M.W. Event | 0.00 | 100.00 | -100.00 | 0.0% |
| Total Board Expenses | 2,607.99 | 3,950.00 | -1,342.01 | 66.0% |
| Business Partner Fair Expenses | | | | |
| AV/ Rental | 221.91 | 525.00 | -303.09 | 42.3% |
| Beverages | 2,274.80 | 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% |

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

| | Apr - Dec 11 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------------|------------------|-----------------|
| Vendor Appreciation Party Parties | 2,047.72 | 3,050.00 | -2,101.06 | 31.1% |
| Vendor Appreciation Party - Other | 948.94 | | | |
| Total Vendor Appreciation Party | 2,996.66 | 3,050.00 | -53.34 | 98.3% |
| Total Business Partner Fair Expenses | 8,388.55 | 8,900.00 | -511.45 | 94.3% |
| 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 | 8,500.00 | 6,138.29 | 172.2% |
| Community Challenge Expenses | 1,862.73 | 2,500.00 | -617.27 | 75.3% |
| Community Development | 1,216.45 | 1,000.00 | 216.45 | 121.6% |
| Education Costs | | | | |
| Audio Visual | 2,160.59 | 500.00 | 1,660.59 | 432.1% |
| Chapter Meeting/Lunches | 5,485.02 | 5,200.00 | 285.02 | 105.5% |
| Holiday Party | 1,414.39 | 1,500.00 | -85.61 | 94.3% |
| Lunches-Education Seminar | 5,861.21 | 1,200.00 | 4,661.21 | 488.4% |
| Parking | 385.00 | | | |
| Speakers-Education Seminar | 6,372.49 | 9,726.18 | -3,353.69 | 65.5% |
| Webinars and Audio Conferences | 665.00 | 1,350.00 | -685.00 | 49.3% |
| Education Costs - Other | 78.45 | | | |
| Total Education Costs | 22,422.15 | 19,476.18 | 2,945.97 | 115.1% |
| Education Seminar | 483.00 | | | |
| Insurance | | | | |
| Fidelity Bond Premium | 190.00 | 200.00 | -10.00 | 95.0% |
| Total Insurance | 190.00 | 200.00 | -10.00 | 95.0% |
| Managing Partner Breakfast | 750.00 | | | |
| Miscellaneous Expense | | | | |
| Gifts | 239.26 | | | |
| Other | 2,852.13 | | | |
| Post Office Box | 100.00 | 100.00 | 0.00 | 100.0% |
| Total Miscellaneous Expense | 3,191.39 | 100.00 | 3,091.39 | 3,191.4% |
| National Conference Scholarship | | | | |
| Board Member Stipend | 13,898.51 | 16,500.00 | -2,603.49 | 84.2% |
| Chapter Dinner | 749.48 | 2,000.00 | -1,702.50 | 14.9% |
| President-National Conference | 297.50 | | | |
| 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% |

8:46 AM
01/10/12
Accrual Basis

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

| | Apr - Dec 11 | Budget | \$ Over Budget | % of Budget |
|-----------------------------------|-------------------|-------------------|-------------------|---------------|
| 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 | 400.00 | -400.00 | 0.0% |
| Regional Conference | | | | |
| Board Members | 5,066.21 | 6,000.00 | -933.79 | 84.4% |
| 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 | 6,366.21 | 12,200.00 | -5,833.79 | 52.2% |
| 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 | 2,025.00 | 1,875.00 | 150.00 | 108.0% |
| Maintenance | 64.84 | 750.00 | -685.16 | 8.5% |
| Monthly Fee | 239.80 | 700.00 | -460.20 | 34.3% |
| Total Website | 2,401.64 | 3,425.00 | -1,023.36 | 70.1% |
| Total Expense | 92,061.30 | 94,577.18 | -2,515.88 | 97.3% |
| Net Ordinary Income | -52,864.30 | -25,757.18 | -27,107.12 | 205.2% |
| Other Income/Expense | | | | |
| Other Income | 26.53 | 18.00 | -18.00 | 0.0% |
| Interest Income | 0.00 | 18.00 | 18.00 | 147.4% |
| Other Income | 26.53 | 18.00 | 8.53 | 147.4% |
| Total Other Income | 26.53 | 18.00 | 8.53 | 147.4% |
| Net Other Income | 26.53 | 18.00 | 8.53 | 147.4% |
| Net Income | -52,837.77 | -25,739.18 | -27,098.59 | 205.3% |

**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 - Totabag | 1,350.00 | 10,560.00 | -9,210.00 | 12.8% |
| Bronze | 5,350.00 | 7,425.00 | -2,075.00 | 72.1% |
| Diamond | 0.00 | 8,250.00 | -8,250.00 | 0.0% |
| Gold | 0.00 | 3,300.00 | -3,300.00 | 0.0% |
| Platinum | 4,375.00 | 17,325.00 | -12,950.00 | 25.3% |
| Silver | | | | |
| Total Annual Sponsorship | 11,075.00 | 47,360.00 | -36,285.00 | 23.4% |
| 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 | 4,657.00 | 6,750.00 | -2,093.00 | 69.0% |
| Seminars | 2,350.00 | 4,000.00 | -1,650.00 | 58.8% |
| Total Education | 7,007.00 | 10,750.00 | -3,743.00 | 65.2% |
| Joint Chapter Retreat | 1,800.00 | | -1,800.00 | 95.5% |
| Membership Dues | 10,575.00 | 11,075.00 | -500.00 | 95.5% |
| Miscellaneous Income | 1,740.00 | | 1,740.00 | 85.3% |
| Salary Survey | 5,750.00 | 6,740.00 | -990.00 | 85.3% |
| Total Income | 39,197.00 | 76,725.00 | -37,528.00 | 51.1% |
| Expense | | | | |
| Bank Service Charges | 324.21 | 1,350.00 | -1,025.79 | 24.0% |
| Board Expenses | | | | |
| Advertising and Promotion | 2,104.49 | 2,550.00 | -445.51 | 82.5% |
| Bar Relations | 54.13 | 500.00 | -445.87 | 10.8% |
| 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 | 2,607.99 | 5,150.00 | -2,542.01 | 50.6% |
| 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% |

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 |
|---|-------------------|-----------|----------------|-------------|
| Vendor Appreciation Party | | | | |
| Parties | 2,047.72 | 3,050.00 | -2,101.06 | 31.1% |
| Vendor Appreciation Party - Other | 948.94 | | | |
| Total Vendor Appreciation Party | 2,996.66 | 3,050.00 | -53.34 | 98.3% |
| Total Business Partner Fair Expenses | 8,388.55 | 8,900.00 | -511.45 | 94.3% |
| 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 | 8,500.00 | 6,138.29 | 172.2% |
| Community Challenge Expenses | 1,882.73 | 2,500.00 | -617.27 | 75.3% |
| Community Development | 1,218.45 | 1,000.00 | 218.45 | 121.6% |
| Education Costs | | | | |
| Audio Visual | 2,160.59 | 500.00 | 1,660.59 | 432.1% |
| Chapter Meeting/Lunches | 5,485.02 | 6,700.00 | -1,214.98 | 81.9% |
| Holiday Party | 1,414.39 | 1,500.00 | -85.61 | 94.3% |
| Lunches-Education Seminar | 5,861.21 | 2,250.00 | 3,611.21 | 260.5% |
| Parking | 385.00 | | | |
| Speakers-Education Seminar | 6,372.49 | 11,726.18 | -5,353.69 | 54.3% |
| Webinars and Audio Confernces | 665.00 | 1,800.00 | -1,135.00 | 36.9% |
| Education Costs - Other | 78.45 | | | |
| Total Education Costs | 22,422.15 | 24,476.18 | -2,054.03 | 91.6% |
| Education Seminar | | | | |
| Insurance | 483.00 | | | |
| Fidelity Bond Premium | 190.00 | 200.00 | -10.00 | 95.0% |
| Total Insurance | 190.00 | 200.00 | -10.00 | 95.0% |
| Managing Partner Breakfast | 750.00 | 6,000.00 | -5,250.00 | 12.5% |
| Miscellaneous Expense | | | | |
| Gifts | 239.26 | 400.00 | 2,452.13 | 713.0% |
| Other | 2,852.13 | 100.00 | 0.00 | 100.0% |
| Post Office Box | 100.00 | | | |
| Total Miscellaneous Expense | 3,191.39 | 500.00 | 2,691.39 | 638.3% |
| National Conference Scholarship | | | | |
| Board Member Stipend | 13,896.51 | 16,500.00 | -2,603.49 | 84.2% |
| Chapter Dinner | 749.49 | 2,000.00 | -1,702.50 | 14.9% |
| President-National Conference | 297.50 | 206.00 | 206.00 | 0.0% |
| Stlent Auction Items | 0.00 | | | |
| National Conference Scholarship - Other | 1,785.00 | | | |
| Total National Conference Scholarship | 16,728.50 | 18,706.00 | -1,977.50 | 89.4% |

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 |
|-----------------------------------|-------------------|-------------------|-------------------|---------------|
| 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 | | | | |
| Regional Conference | 0.00 | 500.00 | -500.00 | 0.0% |
| Board Members | 5,066.21 | 6,000.00 | -933.79 | 84.4% |
| 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 | 6,366.21 | 12,200.00 | -5,833.79 | 52.2% |
| Salary Survey Costs | | | | |
| Salary Survey Expense | 0.00 | 6,740.00 | -6,740.00 | 0.0% |
| Website | | | | |
| Committee Meetings | 72.00 | 100.00 | -28.00 | 72.0% |
| Designer Fees | 2,025.00 | 1,875.00 | 150.00 | 108.0% |
| Maintenance | 64.84 | 900.00 | -835.16 | 7.2% |
| Monthly Fee | 239.80 | 1,000.00 | -760.20 | 24.0% |
| Total Website | 2,401.64 | 3,875.00 | -1,473.36 | 62.0% |
| Total Expense | 92,061.30 | 107,877.18 | -15,815.88 | 85.3% |
| Net Ordinary Income | -52,864.30 | -31,152.18 | -21,712.12 | 169.7% |
| Other Income/Expense | | | | |
| Other Income | 26.53 | 24.00 | -24.00 | 0.0% |
| Interest Income | 0.00 | 24.00 | 2.53 | 110.5% |
| Other Income | 26.53 | 24.00 | 2.53 | 110.5% |
| Total Other Income | 26.53 | 24.00 | 2.53 | 110.5% |
| Net Other Income | 26.53 | 24.00 | 2.53 | 110.5% |
| Net Income | -52,837.77 | -31,128.18 | -21,709.59 | 169.7% |



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12-30-2011

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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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Want a gift that's easy to buy, wrap and mail? A Gift Card from Frost is perfect for holidays, weddings and special occasions. Pick one up today at any Frost location.

| FREE BUSINESS CHECKING ACCOUNT NO. 59 1209000 | | DEPOSITS | | WITHDRAWALS | | BALANCE THIS STATEMENT |
|---|-----|-----------|-----|-------------|--|------------------------|
| BALANCE LAST STATEMENT | NO. | AMOUNT | NO. | AMOUNT | | |
| 5,189.89 | 4 | 12,110.79 | 9 | 5,023.22 | | 12,277.46 |

DEPOSITS/CREDITS

| DATE | TRANSACTION | AMOUNT | DATE | TRANSACTION | AMOUNT |
|-------|-------------|--------|-------|-------------|--------|
| 12-12 | DEPOSIT | 380.00 | 12-12 | DEPOSIT | 420.00 |
| 12-12 | DEPOSIT | 560.00 | | | |

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|-----------|-------------|-------------------------------|
| 12-15 | 10,750.79 | ACH DEPOSIT | PAYPAL TRANSFER 4UEJ25FF9SZAA |

CHECKS PAID

| DATE | CHECK | AMOUNT | DATE | CHECK | AMOUNT | DATE | CHECK | AMOUNT |
|-------|----------|----------|-------|--------|----------|-------|--------|--------|
| 12-02 | 1260 # | 145.00 | 12-22 | 1265 # | 100.00 | 12-16 | 1268 # | 405.00 |
| 12-05 | 1263 * # | 1,414.39 | 12-14 | 1266 # | 529.10 | 12-15 | 1269 # | 25.00 |
| 12-22 | 1264 # | 100.00 | 12-19 | 1267 # | 1,572.75 | 12-13 | 1270 # | 731.98 |

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|--------|------------------------|-------------|
| 12-12 | .00 | INTERNET STMT COPY REQ | |
| 12-12 | .00 | INTERNET CHK COPY REQ | |
| 12-12 | .00 | INTERNET CHK COPY REQ | |
| 12-12 | .00 | INTERNET CHK COPY REQ | |
| 12-12 | .00 | INTERNET CHK COPY REQ | |
| 12-12 | .00 | INTERNET CHK COPY REQ | |
| 12-12 | .00 | INTERNET CHK COPY REQ | |
| 12-12 | .00 | INTERNET CHK COPY REQ | |
| 12-20 | .00 | INTERNET CHK COPY REQ | |
| 12-20 | .00 | INTERNET CHK COPY REQ | |
| 12-20 | .00 | INTERNET CHK COPY REQ | |
| 12-20 | .00 | INTERNET CHK COPY REQ | |
| 12-20 | .00 | INTERNET CHK COPY REQ | |
| 12-20 | .00 | INTERNET CHK COPY REQ | |
| 12-20 | .00 | INTERNET CHK COPY REQ | |
| 12-20 | .00 | INTERNET CHK COPY REQ | |

DAILY BALANCE

| DATE | BALANCE | DATE | BALANCE | DATE | BALANCE |
|-------|----------|-------|-----------|-------|-----------|
| 11-30 | 5,189.89 | 12-13 | 4,258.52 | 12-19 | 12,477.46 |
| 12-02 | 5,044.89 | 12-14 | 3,729.42 | 12-20 | 12,477.46 |
| 12-05 | 3,630.50 | 12-15 | 14,455.21 | 12-22 | 12,277.46 |
| 12-12 | 4,990.50 | 12-16 | 14,050.21 | | |

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

8:35 AM
01/10/12

**Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 12/31/2011**

| | <u>Dec 31, 11</u> |
|--|-------------------|
| Beginning Balance | 5,189.89 |
| Cleared Transactions | |
| Checks and Payments - 10 Items | -5,347.43 |
| Deposits and Credits - 4 Items | 12,435.00 |
| Total Cleared Transactions | <u>7,087.57</u> |
| Cleared Balance | <u>12,277.46</u> |
| Uncleared Transactions | |
| Checks and Payments - 1 item | -825.00 |
| Total Uncleared Transactions | <u>-825.00</u> |
| Register Balance as of 12/31/2011 | <u>11,452.46</u> |
| Ending Balance | <u>11,452.46</u> |

8:35 AM
01/10/12

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 12/31/2011**

| Type | Date | Num | Name | Clr | Amount | Balance |
|--|------------|------|----------------------|-----|------------------|------------------|
| Beginning Balance | | | | | | 5,189.89 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 10 Items | | | | | | |
| Check | 11/1/2011 | 1260 | Diana Stangl | X | -145.00 | -145.00 |
| Check | 12/1/2011 | 1283 | Malverde | X | -1,414.39 | -1,559.39 |
| Check | 12/11/2011 | 1267 | Fabulous Affairs | X | -1,572.75 | -3,132.14 |
| Check | 12/11/2011 | 1270 | Headliners Club | X | -731.98 | -3,864.12 |
| Check | 12/11/2011 | 1266 | James Cornell | X | -529.10 | -4,393.22 |
| Check | 12/11/2011 | 1268 | Amanda Koplos | X | -405.00 | -4,798.22 |
| Check | 12/11/2011 | 1265 | PaperStreet Web D... | X | -100.00 | -4,898.22 |
| Check | 12/11/2011 | 1264 | PaperStreet Web D... | X | -100.00 | -4,998.22 |
| Check | 12/11/2011 | 1269 | TPG - One Congres... | X | -25.00 | -5,023.22 |
| Check | 12/13/2011 | | | X | -324.21 | -5,347.43 |
| Total Checks and Payments | | | | | -5,347.43 | -5,347.43 |
| Deposits and Credits - 4 Items | | | | | | |
| Deposit | 12/12/2011 | | | X | 380.00 | 380.00 |
| Deposit | 12/12/2011 | | | X | 420.00 | 800.00 |
| Deposit | 12/12/2011 | | | X | 560.00 | 1,360.00 |
| Deposit | 12/13/2011 | | | X | 11,075.00 | 12,435.00 |
| Total Deposits and Credits | | | | | 12,435.00 | 12,435.00 |
| Total Cleared Transactions | | | | | 7,087.57 | 7,087.57 |
| Cleared Balance | | | | | 7,087.57 | 12,277.46 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 1 item | | | | | | |
| Check | 12/21/2010 | 1136 | ING | | -825.00 | -825.00 |
| Total Checks and Payments | | | | | -825.00 | -825.00 |
| Total Uncleared Transactions | | | | | -825.00 | -825.00 |
| Register Balance as of 12/31/2011 | | | | | 6,262.57 | 11,452.46 |
| Ending Balance | | | | | 6,262.57 | 11,452.46 |



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FOR INFORMATION CALL
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Page 1 of 1

AUSTIN CHAPTER OF THE ASSOCIATION
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%D STANGL WALSH ANDERSON
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AUSTIN TX 78752



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Want a gift that's easy to buy, wrap and mail? A Gift Card from Frost is perfect for holidays, weddings and special occasions. Pick one up today at any Frost location.

| BUSINESS MONEY MARKET | | ACCOUNT NO. 59-1210378 | | BALANCE THIS STATEMENT | |
|--------------------------------------|-----------|------------------------|-------------|------------------------|-----------|
| BALANCE LAST STATEMENT | | DEPOSITS | | WITHDRAWALS | |
| | NO. | AMOUNT | NO. | AMOUNT | |
| 12,340.95 | 0 | .52 | 0 | .00 | 12,341.47 |
| ----- DEPOSITS/CREDITS ----- | | | | | |
| DATE | AMOUNT | TRANSACTION | DESCRIPTION | | |
| 12-31 | .52 | INTEREST PAID | | | |
| ----- OTHER WITHDRAWALS/DEBITS ----- | | | | | |
| DATE | AMOUNT | TRANSACTION | DESCRIPTION | | |
| 12-12 | .00 | INTERNET STMT COPY REQ | | | |
| 12-12 | .00 | INTERNET STMT COPY REQ | | | |
| ----- DAILY BALANCE ----- | | | | | |
| DATE | BALANCE | DATE | BALANCE | DATE | BALANCE |
| 11-30 | 12,340.95 | 12-12 | 12,340.95 | 12-30 | 12,341.47 |

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

8:36 AM
01/10/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 12/31/2011

| | <u>Dec 31, 11</u> |
|--|-------------------|
| Beginning Balance | 12,340.95 |
| Cleared Transactions | |
| Deposits and Credits - 1 item | 0.52 |
| Total Cleared Transactions | <u>0.52</u> |
| Cleared Balance | <u>12,341.47</u> |
| Register Balance as of 12/31/2011 | 12,341.47 |
| Ending Balance | 12,341.47 |

8:36 AM
01/10/12

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 12/31/2011

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Clr</u> | <u>Amount</u> | <u>Balance</u> |
|--|-------------|------------|-------------|------------|---------------|----------------|
| Beginning Balance | | | | | | 12,340.95 |
| Cleared Transactions | | | | | | |
| Deposits and Credits - 1 Item | | | | | | |
| Deposit | 12/31/2011 | | | X | 0.52 | 0.52 |
| Total Deposits and Credits | | | | | 0.52 | 0.52 |
| Total Cleared Transactions | | | | | 0.52 | 0.52 |
| Cleared Balance | | | | | 0.52 | 12,341.47 |
| Register Balance as of 12/31/2011 | | | | | 0.52 | 12,341.47 |
| Ending Balance | | | | | 0.52 | 12,341.47 |

ATTACHMENT B

**2012 Business Partner Program
Registration & Payment Record**

| | Company Name | Registration | | Sponsorship | | Date Paid | Sponsorship Cost | Extra Reps | Ad Received |
|----|---|--------------|------|-------------|--|------------|------------------|------------|-------------|
| | | Date | Date | Level | | | | | |
| 1 | Convenience Office Supply and Interiors | 11/29/2011 | | Bronze | | 11/29/2011 | \$450.00 | | |
| 2 | GCS TECHNOLOGIES, INC. | 11/29/2011 | | Bronze | | 11/29/2011 | \$450.00 | | |
| 3 | Commercial Texas, LLC | 11/29/2011 | | Diamond | | 11/29/2011 | \$2,675.00 | | |
| 4 | Special Counsel, Inc. | 11/29/2011 | | Silver | | 11/29/2011 | \$925.00 | | |
| 5 | Jones Lang LaSalle | 11/29/2011 | | | | 11/29/2011 | \$3,500.00 | | |
| 6 | Southwest Solutions Group | 11/29/2011 | | Silver | | 11/29/2011 | \$925.00 | | |
| 7 | Move Solutions, Ltd | 12/2/2011 | | Diamond | | 12/2/2011 | \$2,675.00 | | |
| 8 | MoveCorp | 11/29/2011 | | Bronze | | 12/2/2011 | \$450.00 | | |
| 9 | Capitol Vending and Coffee | 11/30/2011 | | Diamond | | 12/5/2011 | \$2,675.00 | | |
| 10 | Rainmaker Document Technologies, Inc. | 12/6/2011 | | Bronze | | 12/5/2011 | \$450.00 | | |
| 11 | State Bar of Texas | 12/5/2011 | | Silver | | 12/5/2011 | \$925.00 | | |
| 12 | Balfour Beatty Construction | 12/7/2011 | | Silver | | 12/7/2011 | \$925.00 | | |
| 13 | Dahill | 12/6/2011 | | Diamond | | 12/7/2011 | \$2,675.00 | | |
| 14 | InterContinental Stephen F. Austin | 12/7/2011 | | Bronze | | 12/7/2011 | \$450.00 | | |
| 15 | Attorney Resource ² | 11/29/2011 | | Bronze | | 12/7/2011 | \$450.00 | | |
| 16 | Frost ¹ | 12/8/2011 | | Silver | | 12/8/2011 | \$675.00 | | |
| 17 | CBRE, Inc | 12/7/2011 | | Gold | | 12/9/2011 | \$1,850.00 | | |
| 18 | DOCUmation Inc. | 12/7/2011 | | Gold | | 12/12/2011 | \$1,850.00 | | |
| 19 | JPM Carpet & Hard Surface Maintenance | 11/29/2011 | | Silver | | 12/12/2011 | \$925.00 | | |
| 20 | RICOH | 12/13/2011 | | Gold | | 12/13/2011 | \$1,850.00 | | |
| 21 | Fabulous Affairs | 12/14/2011 | | Bronze | | 12/14/2011 | \$450.00 | | |
| 22 | Cobra Legal Solutions LLC | 12/14/2011 | | Bronze | | 12/14/2011 | \$450.00 | | |
| 23 | Lockton Companies, LLC | 12/14/2011 | | Bronze | | 12/14/2011 | \$450.00 | | |
| 24 | Aramark Refreshment Services | 12/13/2011 | | Bronze | | 12/14/2011 | \$450.00 | | |
| 25 | Nuance Communications ³ | 12/14/2011 | | Bronze | | 12/14/2011 | \$450.00 | | |
| 26 | SpeakWrite | 12/6/2011 | | Gold | | 12/15/2011 | \$1,850.00 | | |
| 27 | Kilpatrick Equipment Company (KEC) | 12/16/2011 | | Bronze | | 12/16/2011 | \$450.00 | | |
| 28 | Hampton Inn & Suites Downtown | 12/14/2011 | | Bronze | | 12/19/2011 | \$450.00 | | |
| 29 | Rockford Business Interiors, Inc. | 12/9/2011 | | Gold | | 12/19/2011 | \$1,850.00 | | |
| 30 | Project Leadership Associates | 11/29/2011 | | Bronze | | 12/19/2011 | \$450.00 | | |
| 31 | Oxford Commercial | 12/5/2011 | | Silver | | 12/19/2011 | \$925.00 | | |
| 32 | Employer Solutions Group | 12/14/2011 | | Bronze | | 12/20/2011 | \$450.00 | | |
| 33 | LawPay | 12/8/2011 | | Silver | | 12/21/2011 | \$925.00 | | |
| 34 | Legal Network, LTD | 11/29/2011 | | Silver | | 12/22/2011 | \$925.00 | | |
| 35 | Safesite, Inc | 12/13/2011 | | Silver | | 12/22/2011 | \$925.00 | | |
| 36 | Gallagher Benefit Services, Inc. | 12/16/2011 | | Silver | | 12/28/2011 | \$925.00 | | |
| 37 | Horseshoe Bay Resort | 12/27/2011 | | Bronze | | 12/27/2011 | \$450.00 | | |
| 38 | Hilton Austin | 12/26/2011 | | Bronze | | 12/28/2011 | \$450.00 | | |
| 39 | Greater Texas Water Company | 11/30/2011 | | Bronze | | 12/29/2011 | \$450.00 | | |
| 40 | Central Transportation Systems | 12/16/2011 | | Bronze | | 12/29/2011 | \$450.00 | | |

ATTACHMENT C

Committee Assignments for 2012 Business Partners

As a committee chair you will be responsible for meeting all of the obligations that we have promised to our Business Partners throughout the year. If you are rolling off the Board in March you will also be responsible for passing this information on to your successor. By working together we will ensure that we have given our BPs everything they have paid for in the year.

Chapter President (Chrissie Eastin)

__ Invite BPs to Managing Partner Breakfast. Invitations should go out ASAP. Reps will be invited as follows: Platinum (3 reps), Diamond (2 reps), Gold (1 rep). BPs are promised that they will have a signage on the table stating that the table is sponsored by them and they will be encouraged to seat 1 representative at their respective tables. Thus your event needs to have at least 16 tables. Contact information is as follows:

Jones Lang LaSalle (Platinum sponsor, 3 reps/tables)
Commercial Texas (Diamond sponsor, 2 reps/tables)
Move Solutions (Diamond sponsor, 2 reps/tables)
Capitol Vending and Coffee (Diamond sponsor, 2 reps/tables)
Dahill (Diamond sponsor, 2 reps/tables)
Rockford Interiors (Gold sponsor, 1 rep/table)
Speakwrite (Gold sponsor, 1 rep/table)
Ricoh (Gold sponsor, 1 rep/table)
CBRE (Gold sponsor, 1 rep/table)
Documation (Gold sponsor, 1 rep/table)

Chapter President (Chris Sims)

__ Organize an ALA Board Meet & Greet. The thought is that this will be a breakfast and will be held in April – after the new Board is seated. Reps will be invited as follows: Platinum (3 reps), Diamond (3 reps), Gold (2 reps), Silver (2 reps), Bronze (1 rep). Database of contact information is attached

Website Committee

__ Place a rotating banner ad on the front of the website for the Platinum sponsor: Jones Lang LaSalle. Ad will be provided to you by 01/13/2012. This ad will remain on the home page for the *duration of 2012*.

__ Place a rotating banner ad on the front of the website for the Diamond sponsors – each for three months as follows.

January – March: Commercial Texas
April – June: Capitol Vending and Coffee
July – September: Dahill

October – December: Move Solutions

__ Update the database of website listing by business specialty. (Attached)

__ Update the database to include descriptions from each company (to be sent by 01/13/2012).

Newsletter Committee

__ Place a rotating banner ad on **all issues** of our electronic quarterly newsletter for Jones Lang LaSalle. Ad will be provided to you by 01/13/2012.

__ Place a rotating banner ad on **one issue** of our electronic quarterly newsletter for our Diamond Sponsors as follows:

- 1st Quarter: Move Solutions
- 2nd Quarter: Commercial Texas
- 3rd Quarter: Capitol Vending and Coffee
- 4th Quarter: Dahill

__ Place a rotating banner ad on **one issue** of our electronic quarterly newsletter for our Gold Sponsors as follows:

- 1st Quarter: CBRE and DOCUation
- 2nd Quarter: SpeakWrite
- 3rd Quarter: Rockford Business Interiors
- 4th Quarter: RICOH

__ Offer an opportunity to Jones Lang LaSalle to submit an educational article at least once within the year. Article is to be reviewed by the Board (or committee) and submission is not a guarantee that they will be used.

__ Offer an opportunity to the following Diamond sponsors to submit an educational article at least once within the year. Article is to be reviewed by the Board (or committee) and submission is not a guarantee that they will be used. (Move Solutions, Commercial Texas, Capitol Vending and Coffee, and Dahill).

__ Make sure that all BP contacts are receiving a copy of our newsletter.

__ List the following Silver BPs as sponsors of at least one quarterly newsletter as follows:

- 1st Quarter: Special Counsel, Southwest Solutions Group, State Bar of Texas, Safesite
- 2nd Quarter: Balfour Beatty Construction, Frost, JPM Carpet and Hard Surface Maintenance, Gallagher Benefit Services, Inc.

3rd Quarter: Oxford Commercial, LawPay, Legal Network, LTD

4th Quarter: Document Technologies, Inc, Oce Business Services, White Glove Technologies

Community Relations Committee

__ Invite BPs to participate in at least one community service event as follows: Platinum (3 reps), Diamond (3 reps), Gold (2 reps), Silver (2 reps), Bronze (1 rep).

Salary Survey Committee

__ Place an ad for Jones Lang LaSalle on the electronic Salary Survey. It must remain there for at least one year. Ad will be provided to you by 01/31/2012.

__ Place a full page ad for Jones Lang LaSalle in the PDF copy of the Salary Survey. Ad will be provided to you by 01/31/2012.

__ Place a half-page ad for the following companies in the PDF copy of the Salary Survey: Move Solutions, Commercial Texas, Capitol Vending and Coffee, and Dahill

__ Place a quarter-page ad for the following companies in the PDF copy of the Salary Survey: CBRE, DOCUation, RICOH, SpeakWrite, Rockford Business Interiors

Business Partner Relations Committee

__ Hold Business Partner Social Event. Invite Platinum (3 reps), Diamond (3 reps), Gold (2 reps) and Silver (2 reps).

__ Notify the following companies of their selection to participate in the Business Partner Advisory Committee. Jones Lang LaSalle (guaranteed selection, 1 rep), Commercial Texas (guaranteed selection, 1 rep), Move Solutions (guaranteed selection, 1 rep), Capitol Vending and Coffee (guaranteed selection, 1 rep), Dahill (guaranteed selection, 1 rep), SpeakWrite (Gold sponsor, one of two companies randomly drawn, 1 rep), Docuation (Gold sponsor, one of two companies randomly drawn, 1 rep), Frost (Silver sponsor, one of two companies randomly drawn, 1 rep), LawPay (Silver sponsor, one of two companies randomly drawn), Hilton Austin (Bronze sponsor, one of two companies randomly drawn), Convenience Office Supply (Bronze sponsor, one of two companies randomly drawn)

__ Hold at least one meeting of the Business Partner Advisory Committee. Invite Board Members, Committee Members and BPs as listed above. Contact information is attached.

__ Send copy of Membership directory to all BPs by 01/13/2012.

__ When assigning tables for Legal Expo make sure to give Platinum BP (Jones Lang LaSalle) preference on where they want to be located.

__ Contact Attorney Resource to arrange for Tote Bag sponsorship. Linda Petty – 512-494-1414 or lsp@attorneyresource.com

__ Give oral recognition at the Expo to the Platinum Sponsor – Jones Lang LaSalle

Education Committee

__ Invite appropriate representatives to the monthly Chapter luncheons as follows:

January

Rockford Interiors (Gold sponsor, 1 rep)

Speakwrite (Gold sponsor, 1 rep)

February

Ricoh (Gold sponsor, 1 rep)

April

Jones Lang LaSalle (Platinum sponsor, 2 reps)

May

Commercial Texas (Diamond sponsor, 2 reps)

June

Move Solutions (Diamond sponsor, 2 reps)

July

Capitol Vending and Coffee (Diamond sponsor, 2 reps)

September

Dahill (Diamond sponsor, 2 reps)

October

CBRE (Gold sponsor, 1 rep)

November

Documation (Gold sponsor, 1 rep)

__ Invite Platinum Sponsor to be the "Speaker Sponsor" of the Spring Educational Seminar. 2 representatives will be invited to attend and will be asked to introduce the speaker. Jones Lang

__ Invite sponsors to attend the Holiday Party as follows:

- Jones Lang LaSalle (Platinum sponsor, 3 reps)
- Commercial Texas (Diamond sponsor, 2 reps)
- Move Solutions (Diamond sponsor, 2 reps)
- Capitol Vending and Coffee (Diamond sponsor, 2 reps)
- Dahill (Diamond sponsor, 2 reps)

__ Invite Platinum sponsor to have 5 minutes to speak before the seminar that immediately precedes the Expo. Contact: Jones Lang LaSalle (Platinum sponsor, 3 reps)
- Contact: Russell Young - 512-225-2700 or Russell.young@am.jll.com and Elysia Ragusa - 512-225-2700 or elysia.ragusa@am.jll.com

__ Invite BPs to attend the luncheon and seminar immediately preceding the Expo as follows:

- Jones Lang LaSalle (Platinum, 3 reps)
- Commercial Texas (Diamond, 2 reps)
- Move Solutions (Diamond, 2 reps)
- Capitol Vending and Coffee (Diamond, 2 reps)
- Dahill (Diamond, 2 reps)
- CBRE (Gold, 1 rep)
- DOCUmation (Gold, 1 rep)
- Ricoh (Gold, 1 rep)
- SpeakWrite (Gold, 1 rep)
- Rockford Business Interiors (Gold, 1 rep)

ATTACHMENT D



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board January 10, 2012

Bar Relations Committee Report – James Cornell, Committee Chair

No report at this time.

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair

Registration for 2012 is almost complete. Amanda is waiting on a few stragglers to make up their mind about supporting. We have a total of 50 booths, compared to 56 in 2011. Our total gross revenue is \$48,600 compared to \$46,590 in 2011. Registration numbers as of 01/06/12 are attached.

Amanda is also in the process of finalizing the committee assignments. This document lays out, for each committee chair, exactly what obligations they will be responsible for meeting in 2012. For example, for the education committee, it tells the committee chair who they need to invite to each luncheon as well as who gets invites to the Spring seminar and the holiday party. This puts a lot of responsibility back on the chairs but should lay out the obligations pretty clearly. A draft of that document is attached. The document will also include a spreadsheet of each business partner's contact information.

Our urgent obligation with regards to the business partners is getting the logos up on the website and getting the business partner database updated. Amanda will be sending that information to Barbara by the end of next week for it to be loaded. Also, since the Managing Partner breakfast is about a month away, we need to make sure the Business Partners get their invitations as soon as possible.

Past Presidents Advisory Council – Open Position, Committee Chair

Nothing to report at this time.

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

Nothing to report at this time.

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

Nothing to report at this time.

Education/Programs Committee Report – Karie Rivkin, Committee Chair

Nothing to report at this time.

Membership Committee Report – Shary Gonzalez, Committee Chair

Nothing to report at this time.

Newsletter Committee Report – Rose Sullivan, Committee Chair

Rose met with Chris Sims to discuss plans for the fiscal year 2012. She suggested a change in platform, format and content to better align our newsletter with the communication goals of the chapter and, perhaps more importantly, to provide timely and relevant information to our members.

The newsletter award submission is being prepared with the help of Chris Sims and Debbie Roan.

Website Committee Report – Barbara Mullen, Committee Chair

The Website Committee has been continuing to refine and update the new website and preparing our annual awards submission. We will turn our attention to preparing our list to present to the Board of items to be considered for Phase 2 of the website renovation project. Also on the horizon is succession planning for next year's committee.