



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

**March 13th, 2012 at 12:00 p.m.
Munch Hardt Kopf & Harr, P.C.**

1. **Members Present:** Amanda Koplos, Karie Rivkin, Chrissie Eastin, Diana Stangl, Barbara Mullen, James Cornell, Tina Terrian, Chris Sims, Shary Gonzalez, Shannon Athey-Briggs

Members Not Present: Rose Sullivan, Elaine Nielsen

2. **Approval of February Minutes** - The February Board meeting minutes were approved and submitted to the Board
3. **Treasurer's Report** (Chrissie for Diana Stangl) –The Chapter checking account balance as of February 29th, 2012 is \$15,138.49 and the Money Market account balance is \$52,342.59 for a total Checking/Savings balance of \$67,481.08.

Treasurers Notes:

A Balance Sheet and Income Statement for the period ending February 29th, 2012 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 should have the ILTA reimbursement in before the end of the fiscal year. This is a refund to the Chapter for expenses that were shared with ILTA during our 2011 Spring Seminar on Disaster Recovery Planning.
 - b. Chris Sims brought in several of the Austin Chapter pins that were ordered. He's ordered enough to give to our members and to exchange in Honolulu at the Annual Conference in April.
 - c. Chris has decided to hold off on adding a Communications Chair for now. There are a number of current committee chair vacancies that the board needs to focus on for the 2012-2013 year. The board discussed potential candidates and Chris will follow up with those individuals to see what their interest level is.

d. Chrissie let everyone know that the FALA Silent Auction item had been purchased and mailed for the Annual Conference. We purchased a silver and diamond pendant necklace and chain from Tiffany's.

5. **New Business**

a. James talked to us about the nomination process for the upcoming elected board and the fact that more than half of our membership voted. There were a number of nominations for future leaders as well. The official 2012-2013 Austin ALA Board is as follows:

Chris Sims - President

Tina Terrian – President-Elect

Elaine Burr - Secretary

Elaine Nielsen - Treasurer

b. Chris Sims let everyone know that he's working on setting up the board retreat soon and will send out potential dates shortly. He also reminded Tina that she and Elaine Burr would need to complete the Chapter audit in April. Chris is also working on putting together a master calendar for the year.

c. Chrissie distributed a copy of the proposed ALA Bylaws Amendments for review. She pointed out the most significant changes in these amendments and asked that everyone review them and let her know if they have any suggestions.

d. Chrissie thanked the board for their support over the past year. She was presented with a gift from the board in appreciation for her leadership.

6. **Committee Reports**

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

Additional Discussion Regarding Committee Reports:

a. Bar Relations Committee – James is going to go with Chrissie to the next meeting and introduce her to everyone.

b. Business Partner Relations Committee – Amanda said the committee is working on scheduling the Board Meet & Greet at the end of April or early May. It will be a one hour breakfast.

7. **Open Business**

Chrissie let everyone know that we would receive the Gold Award for our Chapter's President's Award of Excellence at the Annual Conference in Honolulu.

8. **Announcements/Adjournment**

The meeting was adjourned at 1:11 p.m.

The April Board Meeting date will be announced soon.

Attachment A

7:39 PM

03/09/12

Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of February 29, 2012

	<u>Feb 29, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	15,138.49
Frost Money Market	<u>52,342.59</u>
Total Checking/Savings	<u>67,481.08</u>
Total Current Assets	<u>67,481.08</u>
TOTAL ASSETS	<u><u>67,481.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-Member Dues	<u>1,125.00</u>
Total Other Current Liabilities	<u>1,125.00</u>
Total Current Liabilities	<u>1,125.00</u>
Total Liabilities	1,125.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	<u>-10,275.62</u>
Total Equity	<u>66,356.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>67,481.08</u></u>

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

	Apr '11 - Feb 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	500.00	500.00	0.00	100.0%
Annual Sponsorship - Totebag	10,800.00	10,580.00	240.00	102.3%
Bronze	10,700.00	7,425.00	3,275.00	144.1%
Diamond	11,100.00	8,250.00	2,850.00	134.5%
Gold	3,500.00	3,300.00	200.00	106.1%
Platinum	15,270.00	17,325.00	-2,055.00	88.1%
Silver				
Total Annual Sponsorship	51,870.00	47,360.00	4,510.00	109.5%
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	5,737.00	6,750.00	-1,013.00	85.0%
Seminars	2,350.00	2,000.00	350.00	117.5%
Total Education	8,087.00	8,750.00	-663.00	92.4%
Joint Chapter Retreat	9,007.94			
Membership Dues	10,625.00	11,075.00	-450.00	96.9%
Miscellaneous Income	1,740.00			
Salary Survey	6,400.00	6,740.00	-340.00	96.0%
Total Income	88,979.94	74,725.00	14,254.94	119.1%
Expense				
Bank Service Charges	596.09	1,300.00	-703.91	45.8%
Board Expenses				
Advertising and Promotion	2,809.49	2,550.00	259.49	110.2%
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	150.00	150.00	0.00	100.0%
PLMW Event	0.00	100.00	-100.00	0.0%
Service Awards	407.58	1,200.00	-792.42	34.0%
Total Board Expenses	3,870.57	5,150.00	-1,279.43	75.2%
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	802.4%
Parking	385.01	425.00	-39.99	90.6%

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

	Apr '11 - Feb 12	Budget	\$ Over Budget	% of Budget
Vendor Appreciation Party Parties	2,047.72			
Vendor Appreciation Party - Other	1,048.94	3,050.00	-2,001.06	34.4%
Total Vendor Appreciation Party	3,096.66	3,050.00	46.66	101.5%
Total Business Partner Fair Expenses	8,488.55	8,900.00	-411.45	95.4%
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	1,216.45	1,000.00	216.45	121.6%
Education Costs				
Audio Visual	2,160.59	500.00	1,660.59	432.1%
Chapter Meeting lunches	6,336.08	6,700.00	-363.92	94.6%
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		385.00	
Speakers-Education Seminar	6,372.49	9,726.18	-3,353.69	65.5%
Webinars and Audio Conferences	814.00	1,650.00	-836.00	49.3%
Education Costs - Other	78.45		78.45	
Total Education Costs	23,422.21	21,276.18	2,146.03	110.1%
Education Seminar Insurance	483.00		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	4,316.35	6,000.00	-1,683.65	71.9%
Miscellaneous Expense				
Gifts	239.26	400.00	-160.74	40.3%
Other	2,852.13	100.00	2,752.13	2752.1%
Post Office Box	100.00	100.00	0.00	100.0%
Total Miscellaneous Expense	3,191.39	500.00	2,691.39	638.3%
National Conference Scholarship				
Board Member Stipend	13,886.51	16,500.00	-2,613.49	84.2%
Chapter Dinner	749.49	2,000.00	-1,250.51	37.5%
President-National Conference	-297.50	206.00	-503.50	24.5%
Silent Auction Items	270.63		270.63	
National Conference Scholarship - Other	1,785.00		1,785.00	
Total National Conference Scholarship	16,404.13	18,706.00	-2,301.87	87.7%

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

	Apr '11 - Feb 12	Budget	\$ Over Budget	% of Budget
New Member Functions				
Buddy Happy Hours	107.41	200.00	-92.59	53.7%
Miscellaneous	367.84	80.00	287.84	459.8%
New Member Lunches	0.00	300.00	-300.00	0.0%
Promo Gifts	0.00	200.00	-200.00	0.0%
New Member Functions - Other	120.16			
Total New Member Functions	595.41	780.00	-184.59	76.3%
Newsletter	300.00	400.00	-100.00	75.0%
Regional Conference				
Board Members	5,068.21	6,000.00	-933.79	84.4%
Door Prizes	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	6,368.21	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%
Design	150.00			
Designer Fees	2,025.00	1,875.00	150.00	108.0%
Maintenance	64.84	900.00	-835.16	7.2%
Monthly Fee	539.80	900.00	-360.20	60.0%
Total Website	2,851.64	3,775.00	-923.36	75.5%
Total Expense	99,283.21	104,427.18	-5,143.97	95.1%
Net Ordinary Income	-10,303.27	-29,702.18	19,398.91	34.7%
Other Income/Expense				
Other Income	27.65	22.00	5.65	125.7%
Interest Income	0.00			
Other Income	27.65	22.00	5.65	125.7%
Total Other Income	27.65	22.00	5.65	125.7%
Net Other Income	27.65	22.00	5.65	125.7%
Net Income	-10,275.62	-29,680.18	19,404.56	34.5%

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 03/09/12
 Accrual Basis

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

	<u>Feb 12</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	8,100.00
Gold	7,400.00
Silver	<u>10,020.00</u>
Total Annual Sponsorship	25,520.00
Education	
Meeting Receipts	<u>1,080.00</u>
Total Education	1,080.00
Joint Chapter Retreat	7,207.94
Membership Dues	50.00
Salary Survey	<u>650.00</u>
Total Income	34,507.94
Expense	
Bank Service Charges	241.53
Board Expenses	
Advertising and Promotion	705.00
Chapter Awards/Gifts	150.00
Service Awards	<u>407.58</u>
Total Board Expenses	1,262.58
Business Partner Fair Expenses	
Vendor Appreciation Party	<u>100.00</u>
Total Business Partner Fair Expenses	100.00
Education Costs	
Chapter Meeting Lunches	851.06
Webinars and Audio Conferences	<u>149.00</u>
Total Education Costs	1,000.06
Managing Partner Breakfast	3,568.35
National Conference Scholarship	
President-National Conference	-595.00
Silent Auction Items	<u>270.63</u>
Total National Conference Scholarship	-324.37
New Member Functions	
Buddy Happy Hours	107.41
Miscellaneous	387.84
New Member Functions - Other	<u>120.16</u>
Total New Member Functions	595.41
Newsletter	300.00
Website	
Design	150.00
Monthly Fee	<u>300.00</u>
Total Website	450.00
Total Expense	7,191.56
Net Ordinary Income	27,316.38
Other Income/Expense	
Other Income	
Interest Income	<u>0.60</u>
Total Other Income	0.60
Net Other Income	0.60
Net Income	<u>27,316.98</u>

7:41 PM
03/09/12

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

	<u>Feb 12</u>
OPERATING ACTIVITIES	
Net Income	27,316.98
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	<u>1,125.00</u>
Net cash provided by Operating Activities	<u>28,441.98</u>
Net cash increase for period	28,441.98
Cash at beginning of period	39,039.10
Cash at end of period	<u><u>67,481.08</u></u>



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

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

STATEMENT ISSUED
02-29-2012

AUSTIN CHAPTER OF THE ASSOCIATION
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AUSTIN TX 78752



Page 1 of 1

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FROST BUSINESS CHECKING ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
27,522.11	7	36,485.41	14	45,557.94	18,449.58

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
02-07	DEPOSIT	450.00	02-07	DEPOSIT	6,446.00
02-07	DEPOSIT	7,912.94	02-07	DEPOSIT	11,325.00
02-29	DEPOSIT	400.00	02-29	DEPOSIT	2,145.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-08	7,807.47	ACH DEPOSIT	PAYPAL TRANSFER 4UEJ25LD7WMHN

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
02-09	1271 #	25.00	02-08	1275 #	100.00	02-15	1282 #	50.00
02-15	1272 #	450.00	02-08	1277 * #	50.00	02-21	1285 * #	3,125.44
02-13	1273 #	65.00	02-10	1278 #	50.00	02-29	1286 #	826.06
02-21	1274 #	312.44	02-16	1281 * #	50.00			

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

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-09	.00	INTERNET STMT COPY REQ	
02-09	.00	INTERNET CHK COPY REQ	
02-10	450.00	RETURN ITEM	
02-10	4.00	RETURN ITEM CHARGE	
02-14	.00	INTERNET CHK COPY REQ	
02-14	.00	INTERNET CHK COPY REQ	
02-14	.00	INTERNET CHK COPY REQ	
02-14	.00	INTERNET CHK COPY REQ	
02-28	40,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx0378
02-29	.00	INTERNET CHK COPY REQ	
02-29	.00	INTERNET CHK COPY REQ	
02-29	.00	INTERNET CHK COPY REQ	
02-29	.00	INTERNET CHK COPY REQ	
02-29	.00	INTERNET CHK COPY REQ	
02-29	.00	INTERNET CHK COPY REQ	
02-29	.00	INTERNET CHK COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
01-31	27,522.11	02-10	60,783.52	02-16	60,168.52
02-07	53,655.05	02-13	60,718.52	02-21	56,730.64
02-08	61,312.52	02-14	60,718.52	02-28	16,730.64
02-09	61,287.52	02-15	60,218.52	02-29	18,449.68

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

7:34 PM
03/09/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 02/29/2012

	<u>Feb 29, 12</u>
Beginning Balance	27,522.11
Cleared Transactions	
Checks and Payments - 14 Items	-45,557.94
Deposits and Credits - 8 Items	38,485.41
Total Cleared Transactions	<u>-9,072.53</u>
Cleared Balance	<u>18,449.58</u>
Uncleared Transactions	
Checks and Payments - 8 Items	-3,311.09
Total Uncleared Transactions	<u>-3,311.09</u>
Register Balance as of 02/29/2012	<u>15,138.49</u>
New Transactions	
Checks and Payments - 1 Item	-673.89
Total New Transactions	<u>-673.89</u>
Ending Balance	<u>14,464.60</u>

7:34 PM
03/09/12

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 02/29/2012**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,522.11
Cleared Transactions						
Checks and Payments - 14 Items						
Check	2/6/2012	1272	PaperStreet Web D...	X	-450.00	-450.00
Check	2/6/2012	1274	Chrissie Eastin	X	-312.44	-762.44
Check	2/6/2012	1276	James Cornell	X	-100.00	-862.44
Check	2/6/2012	1273	RainMaker	X	-66.00	-927.44
Check	2/6/2012	1282	Kelly Barker	X	-50.00	-977.44
Check	2/6/2012	1278	Rose Sullivan	X	-50.00	-1,027.44
Check	2/6/2012	1277	Shannon Athey-Brig...	X	-50.00	-1,077.44
Check	2/6/2012	1281	Amanda Koplos	X	-50.00	-1,127.44
Check	2/6/2012	1271	TPG - One Congres...	X	-25.00	-1,152.44
General Journal	2/10/2012	81645		X	-450.00	-1,602.44
Check	2/10/2012			X	-4.00	-1,606.44
Check	2/14/2012	1285	Chrissie Eastin	X	-3,125.44	-4,731.88
Deposit	2/28/2012		Austin ALA	X	-40,000.00	-44,731.88
Check	2/28/2012	1286	Headliners Club	X	-826.06	-45,557.94
Total Checks and Payments					-45,557.94	-45,557.94
Deposits and Credits - 8 Items						
Check	2/6/2012	1280	James Cornell	X	0.00	0.00
Deposit	2/7/2012			X	450.00	450.00
Deposit	2/7/2012			X	6,445.00	6,895.00
Deposit	2/7/2012			X	7,912.94	14,807.94
Deposit	2/7/2012			X	11,325.00	26,132.94
Deposit	2/8/2012			X	7,807.47	33,940.41
Deposit	2/29/2012			X	400.00	34,340.41
Deposit	2/29/2012			X	2,146.00	36,485.41
Total Deposits and Credits					36,485.41	36,485.41
Total Cleared Transactions					-9,072.53	-9,072.53
Cleared Balance					-9,072.53	18,449.58
Uncleared Transactions						
Checks and Payments - 9 Items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	2/6/2012	1276	Debbie Roan		-50.00	-875.00
Check	2/6/2012	1279	Chris Sims		-50.00	-925.00
Check	2/6/2012	1283	Nuance Communic...		-45.00	-970.00
Check	2/28/2012	1288	Chris Sims		-705.00	-1,675.00
Check	2/28/2012	1287	Akln Gump		-595.41	-2,270.41
Check	2/28/2012	1290	John J. Michalik		-471.05	-2,741.46
Check	2/28/2012	1291	Tina Terlan		-420.63	-3,162.09
Check	2/28/2012	1289	Graves Dougherty ...		-149.00	-3,311.09
Total Checks and Payments					-3,311.09	-3,311.09
Total Uncleared Transactions					-3,311.09	-3,311.09
Register Balance as of 02/29/2012					-12,383.62	15,138.49
New Transactions						
Checks and Payments - 1 Item						
Check	3/8/2012	1292	Headliners Club		-673.89	-673.89
Total Checks and Payments					-673.89	-673.89
Total New Transactions					-673.89	-673.89
Ending Balance					-13,057.51	14,464.60



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

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STATEMENT ISSUED
02-29-2012

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AUSTIN CHAPTER OF THE ASSOCIATION
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0.

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BUSINESS MONEY MARKET		ACCOUNT NO. 591210378		BALANCE LAST STATEMENT		BALANCE THIS STATEMENT	
		DEPOSITS		WITHDRAWALS			
	NO.	AMOUNT	NO.	AMOUNT			
	1	40,000.60	0	.00			52,342.59

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-28	40,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx9000
02-29	.60	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-09	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
01-31	12,341.99	02-28	52,341.99	02-29	52,342.59
02-09	12,341.99				

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

7:35 PM
03/09/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 02/29/2012

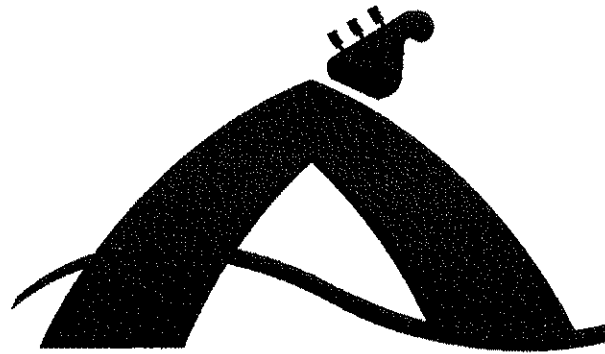
	<u>Feb 29, 12</u>
Beginning Balance	12,341.99
Cleared Transactions	
Deposits and Credits - 2 Items	40,000.60
Total Cleared Transactions	<u>40,000.60</u>
Cleared Balance	<u>52,342.59</u>
Register Balance as of 02/29/2012	52,342.59
Ending Balance	52,342.59

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03/09/12

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 02/29/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,341.99
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	2/28/2012			X	40,000.00	40,000.00
Deposit	2/29/2012			X	0.60	40,000.60
Total Deposits and Credits					40,000.60	40,000.60
Total Cleared Transactions					40,000.60	40,000.60
Cleared Balance					40,000.60	52,342.59
Register Balance as of 02/29/2012					40,000.60	52,342.59
Ending Balance					40,000.60	52,342.59

Attachment B



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board March 13, 2012

Bar Relations Committee Report – James Cornell, Committee Chair

There is not much to report for Bar Relations. James Cornell did meet Cathie Martin with CAPA at the February ABA Board Meeting and we discussed ways CAPA and ALA could work together. He has connected her with Shary Gonzales and Karie Rivkin as they were interested in how we utilized the ABA's membership list for our recruitment drive and also about speaking at one of our luncheons for 5 minutes about the CAPA Job Bank.

James thinks those are both great ideas and has suggested we speak at a CAPA meeting as their membership might contain some folks who would also qualify for ALA membership. There are lots of smaller offices that have an Office Manager/Paralegal role.

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair

The Committee is starting to work with the Hilton to plan our Legal Expo, which is tentatively scheduled for August 16. Hopefully we will be getting some details on paper and be paying a deposit within the next two weeks. We also are keeping on top of upcoming events. Karie Rivkin is handling contacting the speaker sponsor for the March educational seminar, Jones Lang La Salle, who will be allowed a few minutes to introduce the speaker as well as to attend the event.

The next event we need to schedule is the Board Meet and Greet. All of our Business Partners are invited to this so it could, possibly, be a large event. I'm thinking a breakfast meeting would be preferable. We can serve fruit and breakfast tacos as well as juices and coffee. Then each Committee Chair would just spend 5 minutes (or less) introducing themselves and talking about their committee. This is like a "kick off" for the Business Partner year and would also be a good time to answer questions they may have. One of those questions will definitely be looking for a calendar of events for the year so all of the new Board Members need to be thinking about that. Our Committee will be working with

Chris to schedule this but I'm thinking a Tuesday or Thursday morning in mid-April with a maximum of one hour time to minimize the commitment from everyone.

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

On March 29th, we will hold the Spring Educational Seminar. Connie Cornell will present two 60 minute sessions. We have booked the Austin Bar Association's meeting room. Our committee is currently meeting to finalize the seminar.

In addition, we will plan out the coming year to include a possible joint session with LMA. Roundtables have been scheduled for April 26th. We are considering 5 tables and having each of the 5 areas of management represented. We will need volunteers to lead and decide on a topic.

Membership Committee Report – Shary Gonzalez, Committee Chair

We are in the process of chapter renewals. I am currently sending weekly reminders and the final week I will follow up more often on renewals. If everyone renews, we will have 84 in the chapter to begin 2012-2013 year. As of March 8th we have:

- 51 Renewed and paid
- 4 Life members
- 17 Submitted renewals forms, but need to pay
- 17 Not renewed

We have two members that did not renew with ALA and have not responded to inquiries about their renewals. We have added a new member to the membership committee, Christine Giles. She responded as a result of Chris Sims' email asking for committee volunteers.

Newsletter Committee Report – Rose Sullivan, Committee Chair

We are assembling content for our Spring Newsletter and would appreciate suggestions and contributions of articles, as well as pictures. Content is due by March 26th.

Although the Microsoft Publisher format worked well for 2011, for FY2012 we would like to move to a platform similar to the National ALA Newsletter. This would require an up-front investment in creating the design and function, as well as a monthly maintenance fee. The new format would link back to our website, provide more value to the chapter and (after set-up) require significantly less of a time commitment for future publications.

Website Committee Report – Barbara Mullen, Committee Chair

Barbara Mullen has retired from her firm and will not be able to continue to serve as Committee Chair. We are in the process of identifying her successor.