



MAY 2012 BOARD MEETING MINUTES
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

May 8, 2012 at 12:00 PM
Winstead

- 1) **Members Present:** Chris Sims, Karie Rivkin, Andrew Molnau, Michele Floyd, Amanda Koplos, Chrissie Eastin (by telephone), Ann Jacobson, Shary Gonzalez, Debbie Roan, Elaine Nielsen, and Elaine Burr.

Members Not Present: Tina Terrian

- 2) **Approval of April Board Meeting Minutes:** The April Board meeting minutes were approved and submitted to the Board.
- 3) **Treasurer's Report:** (Elaine N.) – The Chapter checking account balance as of April 30, 2012 is \$17,900.35 and the Money Market account balance is \$52,346.96 for a total Checking/Savings balance of \$70,247.31. The budget comparison to actual will be included in next month's report.

Treasurer's Notes:

A Balance Sheet and Income Statement for the period ending April 30, 2012 are attached hereto and made a part of these minutes. (Attachment A)

4) Old Business

- a. ILTA reimbursement status – Elaine N. is checking with Diana Stangl on the status of the reimbursement for expenses that were shared with ILTA during the 2011 Spring Seminar on Disaster Recovery Planning.
- b. SafeSite file storage status – Chrissie needs to meet with Toni Beasley to obtain her signature.
- c. Succession planning update – Nothing new to report at this time – recruiting is still in the works.
- d. Amendments to Association Bylaws – The Association by-laws were amended and were submitted by Chris Sims on May 1, 2012.
- e. 2012 ALA HQ Compensation and Benefits Survey – due May 14, 2012. Chris reminded the Board to participate if they had not already done so.
- f. Chapter tax return due September 15, 2012 – Chris to work with Elaine N. on this. There are no anticipated issues.

- g. E-Newsletter – Debbie reported on the status of the electronic newsletter, asking again for samples to be forwarded to her. She has contacted several e-newsletter vendors and she will bring samples to the next Board meeting. While we want an award winning newsletter, our main focus is on useful content, continuity, and a product that is relatively easy to assemble and distribute. The newsletter committee will explore options to hire an outside designer to create and produce the newsletter. Michele Floyd has a lead on a designer.
- h. Upcoming educational opportunities:
 - Chapter Leadership Institute, Salt lake City, UT, June 22-23, 2012 – Chris Sims, Tina Terrian, Shary Gonzalez, and Andrew Molnau attending. There is one more spot available.
 - Law Firm Financial Management Conference, Chicago, August 9-11, 2012 and ALA Large Firm Principal Administrators Retreat, Miami, September 20-22.
 - Region 4 Conference, Denver, Co, October 4-6, 2012
- i. Audit of Chapter financial records by President-elect Tina Terrian and Secretary Elaine Burr. The audit of the chapter books was completed on August 18, 2012, and no discrepancies were found.
- j. 2012-2013 proposed budget. Chris Sims distributed copies of the proposed budget for a line item review. The Board voted to accept the proposed budget with the following changes:
 - Decrease revenue by \$5,000;
 - Clarify what comprises the Advertising and Promotions figure and possibly adjust it downward;
 - Change the national conference stipends to reflect the actual amount spent for the 2012 conference. The amount of the stipend given to Board Members to attend the 2012 annual conference was approved at the November 11, 2011 Board meeting;
 - Net increase by \$500 for Regional conference expenses – decrease membership at large expense, but offer 3 \$1,000 scholarships to be awarded to members who have demonstrated service to the chapter.
 - Increase the budgeted website expense by \$37.50 per month to reflect actual cost for web hosting, and combine designer fees and maintenance as one line item for a total of \$1,900 for the year.
 - The budget for the 2013-2014 year will be prepared and approved before the current fiscal year end.

5) New Business:

- a) Chapter obligations to Business Partners (Attachment B). Michele Floyd will review the chapter obligations for accuracy.
- b) Board and Committee meet and greet is scheduled for 8:30 AM, Tuesday, May 15, 2012 at 301 Congress Conference Center. Each of the Board members will be introduced and asked to describe their role on the Board. Elaine B. is looking into parking validations for all of the attendees.
- c) Future Board meeting sign up – the Board meeting schedule was circulated and members signed up to host a meeting at their office (Attachment C).
- d) Update Bank signature cards – the Frost Bank signature cards have been updated.

- e) Website and blog assignments – Amanda will send out a request for contributions to the blog.

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

Additional Discussion regarding committee Reports:

a. Business Partner Relations Committee:

- Tina Terrian resigned from the committee in order to take time to visit with the other committees during the year.
- A business partner who presented at the small firm group has asked to present to the Board at next month's meeting. There is concern that allowing vendors to make presentations to the Board would add to the length of the meeting and also set a precedent that may be difficult to break. Chris Sims suggested that we postpone his presentation until the July meeting so he may have a chance to discuss the matter with Board members who were not present.

- b. Membership Committee: Shary will prepare nametags for the meet and greet. Elaine B. will have the nametag binder delivered to Shary's office.

6. **Open Business – No open business.**

7. **Announcements & Adjourn**

The meeting was adjourned at 1:55 p.m. The June Board Meeting will be held Tuesday, June 12, 2012 at 12 Noon. Location – Graves Dougherty Hearon & Moody, 401 Congress, Suite 22.

2:57 PM
05/07/12
Accrual Basis

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

	<u>Apr 30, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	17,900.35
Frost Money Market	52,346.96
Total Checking/Savings	<u>70,247.31</u>
Total Current Assets	<u>70,247.31</u>
TOTAL ASSETS	<u>70,247.31</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	51,492.88
Net Income	5,424.90
Total Equity	<u>70,247.31</u>
TOTAL LIABILITIES & EQUITY	<u>70,247.31</u>

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

	<u>Apr 12</u>
Ordinary Income/Expense	
Income	
Education	
Meeting Receipts	320.00
Seminars	1,960.00
Total Education	<u>2,280.00</u>
Membership Dues	4,700.00
Total Income	<u>6,980.00</u>
Expense	
Board Expenses	
Board Retreat	451.43
Total Board Expenses	<u>451.43</u>
Education Costs	
Lunches-Education Seminar	1,600.82
Total Education Costs	<u>1,600.82</u>
National Conference Scholarship	
Board Member Stipend	-595.00
Total National Conference Scholarship	<u>-595.00</u>
Website	
Monthly Fee	100.00
Total Website	<u>100.00</u>
Total Expense	<u>1,557.25</u>
Net Ordinary Income	5,422.75
Other Income/Expense	
Other Income	
Interest Income	2.15
Total Other Income	<u>2.15</u>
Net Other Income	<u>2.15</u>
Net Income	<u><u>5,424.90</u></u>

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

	<u>Apr 12</u>
OPERATING ACTIVITIES	
Net Income	5,424.90
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>4,299.90</u>
 Net cash increase for period	 4,299.90
Cash at beginning of period	<u>65,947.41</u>
Cash at end of period	<u><u>70,247.31</u></u>



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

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

STATEMENT ISSUED
04-30-2012

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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My Frost Transfer Funds offers you the convenience of making Frost loan payments online as well as viewing updated loan information. Log in to My Frost to learn more.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000					
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
15,384.60	6	6,450.00	6	2,612.82	19,221.78

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
04-09	DEPOSIT	320.00	04-09	DEPOSIT	655.00
04-09	DEPOSIT	1,440.00	04-09	DEPOSIT	3,575.00
04-26	DEPOSIT	220.00	04-30	DEPOSIT	240.00

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
04-03	1276 #	50.00	04-04	1294 #	282.00	04-16	1296 #	100.00
04-03	1293 * #	55.00	04-09	1295 #	525.00	04-12	1297 #	1,600.82

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-09	.00	INTERNET STMT COPY REQ	
04-09	.00	INTERNET STMT COPY REQ	
04-09	.00	INTERNET CHK COPY REQ	
04-09	.00	INTERNET CHK COPY REQ	
04-09	.00	INTERNET CHK COPY REQ	
04-09	.00	INTERNET CHK COPY REQ	
04-09	.00	INTERNET CHK COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-30	15,384.60	04-09	20,462.60	04-26	18,981.78
04-03	15,279.60	04-12	18,861.78	04-30	19,221.78
04-04	14,997.60	04-16	18,761.78		

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



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

STATEMENT ISSUED
04-30-2012

Page 1 of 1

039002
AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%ELAINE NIELSEN
401 CONGRESS AVE STE 2200
AUSTIN TX 78701

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My Frost Transfer Funds offers you the convenience of making Frost loan payments online as well as viewing updated loan information. Log in to My Frost to learn more.

BUSINESS MONEY MARKET		ACCOUNT NO. 59 1210378			
BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
52,344.81	0	2.15	0	.00	52,346.96

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-30	2.15	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-09	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-30	52,344.81	04-09	52,344.81	04-30	52,346.96

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

2:32 PM
05/07/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 04/30/2012

	<u>Apr 30, 12</u>
Beginning Balance	15,384.60
Cleared Transactions	
Checks and Payments - 6 items	-2,612.82
Deposits and Credits - 6 items	6,450.00
Total Cleared Transactions	<u>3,837.18</u>
Cleared Balance	<u><u>19,221.78</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-1,321.43
Total Uncleared Transactions	<u>-1,321.43</u>
Register Balance as of 04/30/2012	<u><u>17,900.35</u></u>
New Transactions	
Checks and Payments - 2 items	-3,202.50
Total New Transactions	<u>-3,202.50</u>
Ending Balance	<u><u>14,697.85</u></u>

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 04/30/2012**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,384.60
Cleared Transactions						
Checks and Payments - 6 items						
Check	2/6/2012	1276	Debbie Roan	X	-50.00	-50.00
Check	3/31/2012	1295	PaperStreet Web D...	X	-525.00	-575.00
Check	3/31/2012	1294	James Cornell	X	-282.00	-857.00
Check	3/31/2012	1293	Chrissie Eastin	X	-55.00	-912.00
Check	4/7/2012	1296	PaperStreet Web D...	X	-100.00	-1,012.00
Check	4/9/2012	1297	Alonti	X	-1,600.82	-2,612.82
Total Checks and Payments					-2,612.82	-2,612.82
Deposits and Credits - 6 items						
Deposit	4/9/2012			X	320.00	320.00
Deposit	4/9/2012			X	655.00	975.00
Deposit	4/9/2012			X	1,440.00	2,415.00
Deposit	4/9/2012			X	3,575.00	5,990.00
Deposit	4/26/2012			X	220.00	6,210.00
Deposit	4/30/2012			X	240.00	6,450.00
Total Deposits and Credits					6,450.00	6,450.00
Total Cleared Transactions					3,837.18	3,837.18
Cleared Balance					3,837.18	19,221.78
Uncleared Transactions						
Checks and Payments - 3 items						
Check	12/21/2010	1136	ING		-825.00	-825.00
Check	2/6/2012	1283	Nuance Communic...		-45.00	-870.00
Check	4/30/2012	1299	Chris Sims		-451.43	-1,321.43
Total Checks and Payments					-1,321.43	-1,321.43
Total Uncleared Transactions					-1,321.43	-1,321.43
Register Balance as of 04/30/2012					2,515.75	17,900.35
New Transactions						
Checks and Payments - 2 items						
Check	5/7/2012		James C. Sims		-1,702.50	-1,702.50
Check	5/7/2012		State Bar of Texas		-1,500.00	-3,202.50
Total Checks and Payments					-3,202.50	-3,202.50
Total New Transactions					-3,202.50	-3,202.50
Ending Balance					-686.75	14,697.85

2:33 PM
05/07/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 04/30/2012

	<u>Apr 30, 12</u>
Beginning Balance	52,344.81
Cleared Transactions	
Deposits and Credits - 1 item	2.15
Total Cleared Transactions	<u>2.15</u>
Cleared Balance	<u>52,346.96</u>
Register Balance as of 04/30/2012	52,346.96
Ending Balance	52,346.96

2:33 PM
05/07/12

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 04/30/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,344.81
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	4/30/2012			X	2.15	2.15
Total Deposits and Credits					2.15	2.15
Total Cleared Transactions					2.15	2.15
Cleared Balance					2.15	52,346.96
Register Balance as of 04/30/2012					2.15	52,346.96
Ending Balance					2.15	52,346.96

ATTACHMENT B

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

ATTACHMENT B

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.

ATTACHMENT B

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, DOCUmentation, 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), Documentation (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.

ATTACHMENT B

__ 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

ATTACHMENT B

__ 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)



BOARD MEETING SIGN-UP SHEET

June 12, 2012

Elaine Nielsen
Graves Dougherty Hearon & Moody PC
401 Congress Ave., Suite 2200
Austin, TX 78701
(512) 480-5621

July 10, 2012

Karie Rivkin
Eichelbaum Wardell Hansen Powell & Mehl, P.C.
4201 West Parmer Ln., Suite A-100
Austin, TX 78727
(512) 476-9944

August 14, 2012

Amanda Koplos
Bowman and Brooke, LLP
600 Congress Ave., Suite 1400
Austin, TX 78701
(512) 874-3800

September 11, 2012

Elaine Burr
Chamberlain McHaney
301 Congress Ave., 21st Floor
Austin, TX 78701
(512) 474-9124

October 9, 2012

Debbie Roan
Bracewell & Giuliani LLP
111 Congress Ave., Suite 2300
Austin, TX 78701
(512) 494-3605

November 13, 2012

Michele Floyd
F&B LLP
5113 Southwest Parkway, Suite 140
Austin, TX 78735
(512) 681-1510

December 11, 2012

TBD

January 8, 2013

Karie Rivkin
Eichelbaum Wardell Hansen Powell & Mehl, P.C.
4201 West Parmer Ln., Suite A-100
Austin, TX 78727
(512) 476-9944

February 12, 2013

Shary Gonzalez
Akin Gump Strauss Hauer & Feld LLP
300 W. 6th St., Suite 1900
Austin, TX 78701
(512) 499-6275

March 12, 2013

TBD

April 9, 2013 (*New Board Year*)

Shary Gonzalez
Akin Gump Strauss Hauer & Feld LLP
300 W. 6th St., Suite 1900
Austin, TX 78701
(512) 499-6275

May 14, 2013

TBD



[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Austin ALA Committee Reports to the Board May 8, 2012

Bar Relations Committee Report – Chrissie Eastin, Committee Chair

The Austin Chapter of ALA and the Austin Bar Association have partnered up to put on a one hour CLE on space planning. It has been scheduled for June 18th at 11:45 in the ABA Conference Room at 816 Congress, Suite 700, Austin, Texas 78701. The cost is \$15.00 made payable to the Austin Bar. Invitation is almost complete and will be sent out shortly. This will be a panelist presentation with Gensler as the lead of the presentation. The panelist include Kathy Herring, Carol Arnold and 2 attorneys to be announced shortly.

Also, the Austin Bar Association Board met on April 24th at 5:30 pm and there were a couple of things mentioned in that meeting to note. One is the law day luncheon which was held on May 1st and the theme was No Courts No Justice No Freedom. It is their annual awards luncheon and meeting.

The awards were as follows:

Regina Rogoff Award - Lori Duke, The University of Texas School of Law Professionalism Award Winner - Chip Brees, Whitehurst, Harkness, Brees & Cheng J. Chrys Dougherty Award - Marc Vockell, Senior Litigation Counsel, Dell, Inc. Susan P. Burton Award - Tyler Hickle, Law Office of Tyler Hickle Joseph H. Hart Award - Noelke English Maples St. Leger Blair Outstanding Young Lawyer - Mary Ellen King, King Law Group Liberty Bell Award - Tracy Brown, Director of Administration, TYLA

This was also the ABA members' final chance to vote for Austin Bar & AYL A Directors who will be announced in May.

Also stressed at this meeting was the need for volunteers for the Pick Me! Jury Project. They still need judges and lawyers to aid in educating high school students on the jury system. Messages went out to all member firms and I believe they are now close to the numbers they needed.

Business Partner Relations Committee Report – Michele Floyd, Committee Chair

Nothing to report at this time.

Past Presidents Advisory Council – Chrissie Eastin, Committee Chair

Nothing to report at this time.

Community Relations Committee Report – Ann Jacobson, Committee Chair

They have received their assignments with regards to meeting Business Partner expectations for the year and will meet soon to discuss in more detail.

The following individuals have been confirmed as committee members:

- Shannon Athey-Briggs
- Kelly Barker
- Toni Beasley
- Rebekah Brown
- James Cornell
- Sandy Gable
- Joan McClendon
- Debra Nicklaus
- Becky Shafer
- Diana Stangl

Compensation and Benefits Committee Report – Andrew Molnau, Committee Chair

The following individuals have been confirmed as committee members:

- Andrew Molnau, Chair
- Christine Giles
- Kerry Stigler
- Toni Beasley
- Elaine Nielson

The following individuals haven't responded to committee member request yet:

April Stanaland
Joan Cunningham

Education/Programs Committee Report – Karie Rivkin, Committee Chair

Nothing to report at this time.

Membership Committee Report – Shary Gonzalez, Committee Chair

Chapter Members:

We have 84 members in the chapter as of May 3rd - 79 renewed and paid; 4 life members; 1 submitted renewal forms, but needs to pay; 1 not renewed (Jackson Seamans)

Newest Members:

- Julie Power Smith, Firm Administrator, Smith Law Group
- Vanessa Steinauer, Director of Finance, Brown McCarroll

Potential Members:

- David Rivera (Hunton & Williams) He received the mail out and called to discuss joining.
- Janet Atwood (Kelly, Hart & Hallman) This is Barbara Mullen's replacement. Elaine Burr got her name for me.
- Teresa Tipton (Fish & Richardson) – We spoke and she wants to rejoin ALA. She plans on submitting her application to HQ and plans on rejoining either as a regular member or associate member.
- Brenda Lipsey (Dawson Sodd Ellis & Hodge) – She attended a meeting this fall and both she and her attorneys are interested in her joining.

Chapter Pins:

- Chapter Pins will be handed out to all members at the next chapter luncheon.

Recognition Ribbons for Chapter Name Tags:

- I am working on pricing for the recognition ribbons to add to our chapter name tags. These could add fun to the meetings. We would include new member, guest, officers, committee chairs, life members past presidents, sponsor. This should make it easier to recognize those who are new or are guests as well as VIP's and officers. As long as the ribbons are stock, the cost is pretty nominal and we'd have to buy them in bunches of about 400. There are additional costs and minimum requirements for order customized ribbons.

Newsletter Committee Report – Debbie Roan, Committee Chair

Newsletter Committee is gathering sample newsletters. We are considering several options for platforms for the Chapter's e-newsletter. I hope to get some feedback from the Board at the next meeting. I will be out of town the last two weeks in May, so we hope to have a decision by mid-May.

The following individuals have been confirmed as committee members:

Kelly Barker

Elaine Burr

Rose Sullivan

Kennon Welch

Website Committee Report – Amanda Koplos, Committee Chair

Please be thinking of blog topics on a regular basis. I will be happy to post them if you'll send them to me. I prefer to post with pictures but will take any content I can get.