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

**November 13, 2012 at 12:00 PM**

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

- 1) **Members Present:** Chris Sims, Amanda Koplos, Shary Gonzalez, Elaine Nielsen, Andrew Molnau, Ann Jacobson, Michele Floyd and Elaine Burr. Tina Terrian and Karie Rivkin were present via telephone.

**Members Not Present:** Chrissie Eastin, Debbie Roan

- 2) **Approval of October Board Meeting Minutes:** The October Board meeting minutes were approved and submitted to the Board.
- 3) **Treasurer's Report:** (Elaine N.) – The Chapter checking account balance as of October 31, 2012 is \$8,125.56 and the Money Market account balance is \$29,859.13 for a total Checking/Savings balance of \$37,984.69.

All expenses are current. Stipends for the Regional conference have been paid. Proceeds from the sale of the salary survey have been deposited.

*Treasurer's Notes:* A Balance Sheet and Income Statement for the period ending October 31, 2012 are attached hereto and made a part of these minutes. (Attachment A)

- 4) **Upcoming Due Dates & Responsibilities:**
- a. November and (early) December website and blog assignments – Andrew Molnau, summary of Board meeting; Chris Sims, President's message; Karie Rivkin, special assignment – Holiday Party recap.
  - b. November 30 – Elaine Burr, Secretary, submit Minutes to RMT Communications Officer
  - c. November 30 – Karie Rivkin, Chair, Education and Programs, submit Educational Summary Report to RMT Education Officer
  - d. December 1 – Chris Sims, President, submit Chapter highlights for ALA News to RMT Communications Officer

**5) Upcoming Educational Opportunities**

- a. November 14, ALA Webinar – Dealing with Substance Abuse in the Workplace, 1 – 2 PM, hosted by Andrew Molnau at Burns Anderson Jury & Brenner, LLP, 7804 Bell Mountain Drive, Suite #100, Austin, TX, (512) 338-5322
- b. November 28, the Board of Directors and Committee Chairs will host a dinner with Steve Wingert, President of the Association of Legal Administrators, 6 – 8 PM, location to be determined – possibly Swift’s Attic at 301 Congress. Toni Beasley will attend, there will be two representatives from Dahill, and PPAC will be invited to attend as well.
- c. November 29, Austin Chapter Monthly Lunch & Learn, Steve Wingert, President of the Association of Legal Administrators, will present Leadership, Relationships and the Power of Diverse Teams at the Headliners Club, 11:30 AM – 1 PM
- d. December 4, Austin Chapter Holiday Party, 5:30 – 8 PM, La Condesa Malverde Room, 400B W. 2<sup>nd</sup> St., 2<sup>nd</sup> Floor, Austin, TX

**6) Old Business**

- a. Chapter Bylaws – official vote occurred on Thursday, October 25 at the regular Chapter meeting. Bylaws passed and have been transmitted to ALA HQ as required. Bylaws will be filed with the annual tax return due in 2013
- b. Preparation of turnover sheet for continuity – ongoing
- c. Status of consideration of business development statement for general use to identify and market the Chapter to potential business partners. Michele Floyd will email the mission statement to committee members for review today. She expects that the document will be ready for submission to the Board later this week.
- d. Status of fidelity bond insurance renewal criteria – Elaine Nielsen is looking into this.
- e. The Board approved a \$1000 donation to the Light the Night Walk to benefit the Leukemia & Lymphoma Society in honor of Clay Singleton.
- f. The Board approved a \$250 contribution to the American Red Cross in conjunction with ALA National for disaster relief as a result of Hurricane Sandy.

**7) New Business:**

- a. Business Partner Sponsorship packages for 2103 – The packages are drafted and will be submitted to the Board by the end of the week.
- b. Quest Award nominee - After a brief discussion, the Board nominated Christine Giles to recognize her work in connection with the Salary Survey Committee, the Membership Committee and her participation with the ALA Small Firms Group.
- c. Presidents Award of Excellence and awards submissions: Amanda Koplos-Herdeman prepared a summary document (Attachment B) listing tasks that need to be completed to complete our Presidents’ Award of Excellence submission. She encouraged all Board members to respond to her on the action items assigned to them. Chris reminded the Board of the guidelines for awards submissions that Tina Terrien prepared.
- d. Establishment of annual scholarship in honor of Clay Singleton – The Board briefly discussed establishing a scholarship. This item will be added to the December Board agenda.

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

*Additional Discussion regarding committee Reports:*

Business Partner Relations Committee: Michele Floyd reminded the Board of the Best Dang Happy Hour Event tonight at 401 Congress, Suite 1160.

Salary Survey Committee: The salary survey sales total \$5,200 so far. The cost of the survey was \$4,500, so we have made a profit this year.

Membership Committee: Shary Gonzalez reported that there is 1 new pending member. She is awaiting confirmation from ALA National that this member has joined at the national level. We will have 82 members.

Education and Programs Committee: The Committee has secured Mary Redmond as the speaker for the spring Educational Seminar on March 21, 2013 at the Stephen F. Austin ballroom. She will speak on body language, negotiating skills, and lease contracts.

Website Committee – The committee will be assembled to start planning Phase 2 in the development of our website. Improved calendar functionality is on the wish list.

**9) Open Business - none**

**10) Announcements & Adjourn**

The meeting was adjourned at 1:15 p.m.

**11) Next Board Meeting**

The December Board Meeting will be held Tuesday, December 11, 2012 at 12 Noon. Location:

**Bickerstaff Heath Delgado Acosta LLP**  
Chris Sims  
3711 S. Mo-Pac Expressway, Building One, Suite 300  
Austin, TX 78746  
(512) 472-8021



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Accrual Basis

**Austin Chapter - Association of Legal Administrators**  
**Balance Sheet**  
**As of October 31, 2012**

	<u>Oct 31, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank Checking	8,125.56
Frost Money Market	29,859.13
<b>Total Checking/Savings</b>	<u>37,984.69</u>
<b>Total Current Assets</b>	<u>37,984.69</u>
<b>TOTAL ASSETS</b>	<u><u>37,984.69</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	51,492.88
Net Income	-26,837.72
<b>Total Equity</b>	<u>37,984.69</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>37,984.69</u></u>

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
**October 2012**

	Oct 12
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Business Partner Fair</b>	
Additional Reps	50.00
<b>Total Business Partner Fair</b>	50.00
<b>Education</b>	
Chapter Monthly Lunch Receipts	575.00
Seminars	40.00
<b>Total Education</b>	615.00
Salary Survey	3,925.00
<b>Total Income</b>	4,590.00
<b>Expense</b>	
Bank Service Charges/Paypal	20.00
<b>Business Partner Fair Expenses</b>	
Vendor Appreciation Party	695.75
<b>Total Business Partner Fair Expenses</b>	695.75
<b>Education Costs</b>	
Speakers-Education Seminar	1,500.00
Webinars and Audio Conferences	129.00
<b>Total Education Costs</b>	1,629.00
<b>Miscellaneous Expense</b>	
Gifts	121.78
<b>Total Miscellaneous Expense</b>	121.78
National Conference Scholarship	
Board Member Stipend	1,185.33
<b>Total National Conference Scholarship</b>	1,185.33
<b>Newsletter</b>	
Newsletter Production	1,500.00
<b>Total Newsletter</b>	1,500.00
<b>Regional Conference</b>	
Board Members	5,000.00
Chapter Dinner	1,440.08
Members At Large	3,102.50
<b>Total Regional Conference</b>	9,542.58
<b>Website</b>	
Monthly Fee	300.00
<b>Total Website</b>	300.00
<b>Total Expense</b>	14,994.44
<b>Net Ordinary Income</b>	-10,404.44
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	1.54
<b>Total Other Income</b>	1.54
<b>Net Other Income</b>	1.54
<b>Net Income</b>	-10,402.90

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

	Apr - Oct 12
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Annual Sponsorship</b>	
Silver	825.00
<b>Total Annual Sponsorship</b>	825.00
<b>Business Partner Fair</b>	
Additional Reps	900.00
<b>Total Business Partner Fair</b>	900.00
<b>Education</b>	
Chapter Monthly Lunch Receipts	2,890.00
Seminars	5,839.21
<b>Total Education</b>	8,729.21
<b>Membership Dues</b>	10,525.00
<b>Salary Survey</b>	4,425.00
<b>Total Income</b>	25,404.21
<b>Expense</b>	
<b>Bank Service Charges/Paypal</b>	78.22
<b>Board Expenses</b>	
Board Retreat	451.43
<b>Total Board Expenses</b>	451.43
<b>Business Partner Fair Expenses</b>	
A/V Rental	589.56
Beverages	1,699.46
Deposits	1,200.00
Facilities	297.00
Other	203.04
Parking	7.00
Photographs	275.00
Vendor Appreciation Party	
Parties	127.59
Vendor Appreciation Party - Other	1,028.38
<b>Total Vendor Appreciation Party</b>	1,155.97
<b>Total Business Partner Fair Expenses</b>	5,427.03
<b>Chapter Leadership Institute</b>	
Board Member-CLI	3,444.87
President - CLI	1,286.09
President Elect-CLI	209.33
<b>Total Chapter Leadership Institute</b>	4,940.29
<b>Education Costs</b>	
Audio Visual	595.34
Chapter Monthly Lunches	2,572.44
Facility Rental	636.00
Lunches-Education Seminar	4,961.08
Parking	6.00
Speakers-Education Seminar	4,133.91
Webinars and Audio Conferences	556.00
<b>Total Education Costs</b>	13,460.77
<b>Insurance</b>	
Fidelity Bond Premium	190.00
<b>Total Insurance</b>	190.00

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Accrual Basis

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

	<u>Apr - Oct 12</u>
Miscellaneous Expense	
Contributions	100.00
Gifts	221.78
Other	341.24
Post Office Box	124.00
Total Miscellaneous Expense	<u>787.02</u>
National Conference Scholarship	
Board Member Stipend	6,443.40
Chapter Dinner	412.83
CLM Scholarship	1,500.00
President-National Conference	1,702.50
President Elect-National Confer	1,405.00
Quest Scholarship	505.00
Total National Conference Scholarship	<u>11,968.73</u>
Newsletter	
Newsletter Production	1,500.00
Newsletter - Other	50.00
Total Newsletter	<u>1,550.00</u>
Regional Conference	
Board Members	5,000.00
Chapter Dinner	1,440.08
Door Prize	252.95
Members At Large	3,102.50
Total Regional Conference	<u>9,795.53</u>
Salary Survey Costs	2,250.00
Website	
Designer Fees	137.50
Maintenance	469.73
Monthly Fee	800.00
Total Website	<u>1,407.23</u>
Total Expense	<u>52,306.25</u>
Net Ordinary Income	-26,902.04
Other Income/Expense	
Other Income	
Interest Income	14.32
Other Income	50.00
Total Other Income	<u>64.32</u>
Net Other Income	64.32
Net Income	<u><u>-26,837.72</u></u>

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**Austin Chapter - Association of Legal Administrators**  
**Statement of Cash Flows**  
October 2012

	<u>Oct 12</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-10,402.90
Net cash provided by Operating Activities	<u>-10,402.90</u>
Net cash increase for period	-10,402.90
Cash at beginning of period	<u>48,387.59</u>
Cash at end of period	<u><u>37,984.69</u></u>



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

	Oct 12	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business Partner Fair	50.00	1,250.00	-1,200.00	4.0%
Additional Repts				
Total Business Partner Fair	50.00	1,250.00	-1,200.00	4.0%
<b>Education</b>				
Chapter Monthly Lunch Receipts	575.00	650.00	-75.00	88.5%
Seminars	40.00			
Total Education	615.00	650.00	-35.00	94.6%
Salary Survey	3,925.00	3,200.00	725.00	122.7%
Total Income	4,590.00	5,100.00	-510.00	90.0%
<b>Expense</b>				
Bank Service Charges/Paypal	20.00	200.00	-180.00	10.0%
Board Expenses				
PLMW Event	0.00	100.00	-100.00	0.0%
Total Board Expenses	0.00	100.00	-100.00	0.0%
Business Partner Fair Expenses				
Vendor Appreciation Party	695.75			
Total Business Partner Fair Expenses	695.75	500.00	-600.00	0.0%
Community Development				
Education Costs				
Chapter Monthly Lunches	0.00	750.00	-750.00	0.0%
Luncheon Giveaways	0.00	25.00	-25.00	0.0%
Speakers-Education Seminar	1,500.00	1,000.00	500.00	150.0%
Webinars and Audio Conferences	129.00	150.00	-21.00	86.0%
Total Education Costs	1,629.00	1,925.00	-296.00	84.6%
Insurance				
Fidelity Bond Premium	0.00	200.00	-200.00	0.0%
Total Insurance	0.00	200.00	-200.00	0.0%
Miscellaneous Expense				
Gifts	121.78			
Total Miscellaneous Expense	121.78			
National Conference Scholarship				
Board Member Stipend	1,185.33			
Total National Conference Scholarship	1,185.33			

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

	Oct 12	Budget	\$ Over Budget	% of Budget
New Member Functions				
New Member Lunches	0.00	150.00	-150.00	0.0%
Total New Member Functions	0.00	150.00	-150.00	0.0%
Newsletter				
Newsletter Production	1,500.00			
Total Newsletter	\$ 1,500.00			
Regional Conference				
Board Members	5,000.00			
Chapter Dinner	1,440.08			
Members At Large	3,102.50			
Total Regional Conference	9,542.58			
Website				
Monthly Fee	300.00	138.00	162.00	217.4%
Total Website	300.00	138.00	162.00	217.4%
Total Expense	14,984.44	3,213.00	11,781.44	466.7%
Net Ordinary Income	-10,404.44	1,887.00	-12,291.44	-551.4%
Other Income/Expense				
Other Income	1.54			
Interest Income	1.54			
Total Other Income	1.54			
Net Other Income	1.54			
Net Income	-10,402.90	1,887.00	-12,289.90	-551.3%

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

	Apr - Oct 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	825.00			
Silver				
Total Annual Sponsorship	825.00			
Business Partner Fair				
Additional Repts	900.00	1,250.00	-350.00	72.0%
Total Business Partner Fair	900.00	1,250.00	-350.00	72.0%
Education				
Chapter Monthly Lunch Receipts	2,890.00	3,900.00	-1,010.00	74.1%
Seminars	5,839.21	2,000.00	3,839.21	292.0%
Total Education	8,729.21	5,900.00	2,829.21	148.0%
Membership Dues	10,525.00	10,625.00	-100.00	99.1%
Salary Survey	4,425.00	3,200.00	1,225.00	138.3%
Total Income	25,404.21	20,975.00	4,429.21	121.1%
Expense				
Bank Service Charges/Paypal		400.00	-321.78	19.6%
Board Expenses	78.22			
Advertising and Promotion	0.00	2,550.00	-2,550.00	0.0%
Bar Relations	0.00	500.00	-500.00	0.0%
Board Retreat	451.43	450.00	1.43	100.3%
Chapter Awards/Gifts	0.00	100.00	-100.00	0.0%
PLMW Event	0.00	100.00	-100.00	0.0%
Total Board Expenses	451.43	3,700.00	-3,248.57	12.2%
Business Partner Fair Expenses				
AV/Rental	589.56	250.00	339.56	235.8%
Beverages	1,699.46	2,275.00	-575.54	74.7%
Deposits	1,200.00	0.00	1,200.00	100.0%
Facilities	297.00	2,000.00	-1,703.00	14.9%
Other	203.04	650.00	-446.96	31.2%
Parking	7.00	400.00	-393.00	1.8%
Photographs	275.00			
Vendor Appreciation Party				
Parties	127.59			
Vendor Appreciation Party - Other	1,028.38	1,000.00	28.38	102.8%
Total Vendor Appreciation Party	1,155.97	1,000.00	155.97	115.6%
Total Business Partner Fair Expenses	5,427.03	6,575.00	-1,147.97	82.5%

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

	Apr - Oct 12	Budget	\$ Over Budget	% of Budget
Chapter Leadership Institute				
Board Member-CLI	3,444.87	4,000.00	-555.13	86.1%
President - CLI	1,286.09	1,250.00	36.09	102.9%
President Elect-CLI	209.33	250.00	-40.67	83.7%
<b>Total Chapter Leadership Institute</b>	<b>4,940.29</b>	<b>5,500.00</b>	<b>-559.71</b>	<b>89.8%</b>
Community Development	0.00	1,000.00	-1,000.00	0.0%
Education Costs				
Audio Visual	595.34	500.00	95.34	119.1%
Chapter Monthly Lunches	2,572.44	4,450.00	-1,877.56	57.8%
Facility Rental	636.00	150.00	486.00	324.0%
Luncheon Giveaways	0.00	1,200.00	-1,200.00	0.0%
Lunches-Education Seminar	4,961.08	1,200.00	3,761.08	313.4%
Parking	6.00	9,750.00	-9,744.00	0.0%
Speakers-Education Seminar	4,133.91	1,050.00	3,083.91	293.7%
Webinars and Audio Conferences	556.00	17,100.00	-16,544.00	3.3%
<b>Total Education Costs</b>	<b>13,460.77</b>	<b>20,000.00</b>	<b>-6,539.23</b>	<b>78.7%</b>
Insurance	190.00	200.00	-10.00	95.0%
Fidelity Bond Premium	190.00	200.00	-10.00	95.0%
<b>Total Insurance</b>	<b>190.00</b>	<b>200.00</b>	<b>-10.00</b>	<b>95.0%</b>
Miscellaneous Expense				
Contributions	100.00	100.00	0.00	100.0%
Gifts	221.78	100.00	121.78	121.8%
Other	341.24	100.00	241.24	124.0%
Post Office Box	124.00	100.00	24.00	124.0%
<b>Total Miscellaneous Expense</b>	<b>787.02</b>	<b>100.00</b>	<b>687.02</b>	<b>787.0%</b>
National Conference Scholarship	6,443.40	17,000.00	-10,556.60	37.9%
Board Member Stipend	412.83	700.00	-287.17	59.0%
Chapter Dinner	1,500.00	1,500.00	0.00	100.0%
CLM Scholarship	0.00	2,000.00	-2,000.00	0.0%
First Time Attendee Member	1,702.50	1,500.00	202.50	135.1%
President-National Conference	1,405.00	1,500.00	-95.00	100.0%
President Elect-National Confer	505.00	250.00	255.00	102.0%
Guest Scholarship	0.00	22,950.00	-22,950.00	0.0%
Silent Auction Items	11,968.73	11,968.73	0.00	100.0%
<b>Total National Conference Scholarship</b>	<b>11,968.73</b>	<b>22,950.00</b>	<b>-10,981.27</b>	<b>52.2%</b>
New Member Functions	0.00	250.00	-250.00	0.0%
Buddy Happy Hours	0.00	300.00	-300.00	0.0%
New Member Lunches	0.00	200.00	-200.00	0.0%
Promo Gifts	0.00	750.00	-750.00	0.0%
<b>Total New Member Functions</b>	<b>0.00</b>	<b>750.00</b>	<b>-750.00</b>	<b>0.0%</b>

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

	Apr - Oct 12	Budget	\$ Over Budget	% of Budget
<b>Newsletter</b>				
Author Incentives	0.00	200.00	-200.00	0.0%
Newsletter Production	1,500.00	2,700.00	-1,200.00	55.6%
Reprint Permissions	0.00	1,000.00	-1,000.00	0.0%
Newsletter - Other	50.00			
<b>Total Newsletter</b>	<b>1,550.00</b>	<b>3,900.00</b>	<b>-2,350.00</b>	<b>39.7%</b>
<b>Regional Conference</b>				
Board Members	5,000.00	6,000.00	-1,000.00	83.3%
Chapter Dinner	1,440.08			
Door Prize	252.95	250.00	2.95	101.2%
Members At Large	3,102.50	3,500.00	-397.50	88.6%
Scholarships	0.00	3,000.00	-3,000.00	0.0%
<b>Total Regional Conference</b>	<b>9,795.53</b>	<b>12,750.00</b>	<b>-2,954.47</b>	<b>76.8%</b>
<b>Salary Survey Costs</b>	<b>2,250.00</b>			
<b>Website</b>	<b>0.00</b>	<b>6,400.00</b>	<b>-6,400.00</b>	<b>0.0%</b>
Committee Meetings	0.00	100.00	-100.00	0.0%
Design	0.00	400.00	-400.00	0.0%
Designer Fees	137.50	400.00	-262.50	34.4%
Maintenance	469.73	750.00	-280.27	62.6%
Monthly Fee	800.00	966.00	-166.00	82.8%
<b>Total Website</b>	<b>1,407.23</b>	<b>2,616.00</b>	<b>-1,208.77</b>	<b>53.8%</b>
<b>Total Expense</b>	<b>52,306.25</b>	<b>83,941.00</b>	<b>-31,634.75</b>	<b>62.3%</b>
<b>Net Ordinary Income</b>	<b>-26,902.04</b>	<b>-62,966.00</b>	<b>36,063.96</b>	<b>42.7%</b>
<b>Other Income/Expense</b>				
Other Income	14.32			
Interest Income	50.00			
Other Income	64.32			
<b>Total Other Income</b>	<b>64.32</b>			
<b>Net Other Income</b>	<b>64.32</b>			
<b>Net Income</b>	<b>-26,837.72</b>	<b>-62,966.00</b>	<b>36,128.28</b>	<b>42.6%</b>

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11/11/12

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 10/31/2012**

	<u>Oct 31, 12</u>
<b>Beginning Balance</b>	6,648.49
<b>Cleared Transactions</b>	
Checks and Payments - 17 items	-16,727.18
Deposits and Credits - 4 items	19,590.00
<b>Total Cleared Transactions</b>	<u>2,862.82</u>
<b>Cleared Balance</b>	<u>9,511.31</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 items	-1,385.75
Deposits and Credits - 2 items	0.00
<b>Total Uncleared Transactions</b>	<u>-1,385.75</u>
<b>Register Balance as of 10/31/2012</b>	<u>8,125.56</u>
<b>New Transactions</b>	
Checks and Payments - 7 items	-8,526.62
Deposits and Credits - 1 item	5,000.00
<b>Total New Transactions</b>	<u>-3,526.62</u>
<b>Ending Balance</b>	<u>4,598.94</u>

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Bank Checking, Period Ending 10/31/2012**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						6,648.49
<b>Cleared Transactions</b>						
<b>Checks and Payments - 17 Items</b>						
Check	8/27/2012	1330	Nesso Strategies	X	-1,290.20	-1,290.20
Check	9/17/2012	1342	Shary Gonzales	X	-1,033.29	-2,323.49
Check	9/24/2012	1345	Stephen F. Austin ...	X	-750.00	-3,073.49
Check	10/8/2012	1346	Eichelbaum Wardell...	X	-1,629.00	-4,702.49
Check	10/8/2012	1347	Robert Miller	X	-1,500.00	-6,202.49
Check	10/9/2012	1351	James C. Sims	X	-1,032.50	-7,234.99
Check	10/9/2012	1350	Karie Rivkin	X	-1,000.00	-8,234.99
Check	10/9/2012	1352	Lloyd Gosselink Ro...	X	-1,000.00	-9,234.99
Check	10/9/2012		Frost Bank	X	-20.00	-9,254.99
Check	10/18/2012	1360	Tina Terrian	X	-2,561.86	-11,816.85
Check	10/18/2012	1357	Burns Anderson Jur...	X	-1,345.00	-13,161.85
Check	10/18/2012	1353	James Cornell	X	-840.33	-14,002.18
Check	10/18/2012	1354	Graves Dougherty ...	X	-690.00	-14,692.18
Check	10/18/2012	1355	Kennon Welch	X	-345.00	-15,037.18
Check	10/18/2012	1358	Brown McCarrroll, LLP	X	-345.00	-15,382.18
Check	10/18/2012	1356	Penny Arnold	X	-345.00	-15,727.18
Check	10/25/2012	1362	Debbie Roan	X	-1,000.00	-16,727.18
<b>Total Checks and Payments</b>					-16,727.18	-16,727.18
<b>Deposits and Credits - 4 items</b>						
Transfer	10/8/2012			X	10,000.00	10,000.00
Deposit	10/25/2012			X	575.00	10,575.00
Transfer	10/25/2012			X	5,000.00	15,575.00
Deposit	10/30/2012			X	4,015.00	19,590.00
<b>Total Deposits and Credits</b>					19,590.00	19,590.00
<b>Total Cleared Transactions</b>					2,862.82	2,862.82
<b>Cleared Balance</b>					2,862.82	9,511.31
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	2/6/2012	1283	Nuance Communic...		-45.00	-45.00
Check	10/8/2012	1349	PaperStreet Web D...		-300.00	-345.00
Check	10/18/2012	1359	Debra Nicklaus		-345.00	-690.00
Check	10/24/2012	1361	Fabulous Affairs		-695.75	-1,385.75
<b>Total Checks and Payments</b>					-1,385.75	-1,385.75
<b>Deposits and Credits - 2 items</b>						
Check	9/24/2012	1344	Independent Lease ...		0.00	0.00
Check	10/8/2012	1348	James Cornell		0.00	0.00
<b>Total Deposits and Credits</b>					0.00	0.00
<b>Total Uncleared Transactions</b>					-1,385.75	-1,385.75
<b>Register Balance as of 10/31/2012</b>					1,477.07	8,125.56
<b>New Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	11/8/2012	1367	LexBlog, Inc		-2,979.80	-2,979.80
Check	11/8/2012	1368	Readex Research		-2,250.00	-5,229.80
Check	11/8/2012	1365	James C. Sims		-1,250.00	-6,479.80
Check	11/8/2012	1366	Tina Terrian		-1,172.19	-7,651.99
Check	11/8/2012	1369	Headliners Club		-695.63	-8,347.62
Check	11/8/2012	1363	Eichelbaum Wardell...		-129.00	-8,476.62
Check	11/8/2012	1364	Karie Rivkin		-50.00	-8,526.62
<b>Total Checks and Payments</b>					-8,526.62	-8,526.62

3:41 PM

11/11/12

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
Frost Bank Checking, Period Ending 10/31/2012

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 1 item						
Transfer	11/8/2012				5,000.00	5,000.00
Total Deposits and Credits					5,000.00	5,000.00
Total New Transactions					-3,526.62	-3,526.62
Ending Balance					-2,049.55	4,598.94





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FOR INFORMATION CALL  
512-473-4500 OR 1-800-513-7671

STATEMENT ISSUED  
10-31-2012

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



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We're looking for your pictures that capture the beauty,  
spirit and character of the Lone Star State for our  
website. Visit FrostLooksAtTexas.com to submit photos.

FREE BUSINESS CHECKING		ACCOUNT NO. 59 1209000		BALANCE THIS STATEMENT	
BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS	
	NO.	AMOUNT	NO.	AMOUNT	
6,648.49	4	19,590.00	17	16,727.18	9,511.31

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
10-25	DEPOSIT	575.00	10-30	DEPOSIT	4,015.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-09	10,000.00	INTERNET FUND TRANSFER	FR-0591210378
10-25	5,000.00	INTERNET FUND TRANSFER	FR-0591210378

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
10-02	1330 #	1,290.20	10-09	1351 #	1,032.50	10-22	1356 #	345.00
10-23	1342 * #	1,033.29	10-12	1352 #	1,000.00	10-19	1357 #	1,345.00
10-17	1345 * #	750.00	10-18	1353 #	840.33	10-23	1358 #	345.00
10-09	1346 #	1,629.00	10-22	1354 #	690.00	10-22	1360 * #	2,561.86
10-11	1347 #	1,500.00	10-22	1355 #	345.00	10-29	1362 * #	1,000.00
10-10	1350 * #	1,000.00						

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-09	.00	INTERNET STMT COPY REQ	
10-09	20.00	MY FROST STOP PAY FEE	STOP ITEM FEE

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-28	6,648.49	10-12	9,176.79	10-23	921.31
10-02	5,358.29	10-17	8,426.79	10-25	6,496.31
10-09	12,676.79	10-18	7,586.46	10-29	5,496.31
10-10	11,676.79	10-19	6,241.46	10-30	9,511.31
10-11	10,176.79	10-22	2,299.60		

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

3:42 PM

11/11/12

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
Frost Money Market, Period Ending 10/31/2012

	<u>Oct 31, 12</u>
Beginning Balance	44,857.59
Cleared Transactions	
Checks and Payments - 2 items	-15,000.00
Deposits and Credits - 1 item	1.54
Total Cleared Transactions	<u>-14,998.46</u>
Cleared Balance	<u>29,859.13</u>
Register Balance as of 10/31/2012	29,859.13
New Transactions	
Checks and Payments - 1 item	-5,000.00
Total New Transactions	<u>-5,000.00</u>
Ending Balance	<u><u>24,859.13</u></u>

3:42 PM

11/11/12

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 10/31/2012**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						44,857.59
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Transfer	10/8/2012			X	-10,000.00	-10,000.00
Transfer	10/25/2012			X	-5,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
<b>Deposits and Credits - 1 item</b>						
Deposit	10/31/2012			X	1.54	1.54
Total Deposits and Credits					1.54	1.54
Total Cleared Transactions					-14,998.46	-14,998.46
Cleared Balance					-14,998.46	29,859.13
Register Balance as of 10/31/2012					-14,998.46	29,859.13
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	11/8/2012				-5,000.00	-5,000.00
Total Checks and Payments					-5,000.00	-5,000.00
Total New Transactions					-5,000.00	-5,000.00
<b>Ending Balance</b>					<b>-19,998.46</b>	<b>24,859.13</b>



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10-31-2012

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

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We're looking for your pictures that capture the beauty,  
spirit and character of the Lone Star State for our  
website. Visit [FrostLooksAtTexas.com](http://FrostLooksAtTexas.com) to submit photos.

BUSINESS MONEY MARKET		ACCOUNT NO. 59 1210378		BALANCE LAST STATEMENT		BALANCE THIS STATEMENT	
		DEPOSITS		WITHDRAWALS			
NO.	AMOUNT	NO.	AMOUNT				
0	1.54	2	15,000.00			44,857.59	29,859.13

DEPOSITS/CREDITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-31	1.54	INTEREST PAID	

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-09	10,000.00	INTERNET FUND TRANSFER	T0-0591209000
10-09	.00	INTERNET STMT COPY REQ	
10-25	5,000.00	INTERNET FUND TRANSFER	T0-0591209000

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-28	44,857.59	10-25	29,857.59	10-31	29,859.13
10-09	34,857.59				

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

## ATTACHMENT B

Things that must happen before **December 31** to complete our Presidents' Award of Excellence submission

### Chris

1. Provide a detailed report of the Region 4 council meeting to all chapter members
2. Distribute the Performance Objectives for Chapters **and** ALA's Code of Professional Responsibility to all members
3. Increase awareness of ALA Management Solutions, Retreat Planning Plus, ALA Management Connections (Job Bank) and the Legal Management Resource Center. \*Idea – have Steve speak about this briefly during his visit as well as try to get some information from HQ to pass out at the meeting. Or just print some marketing stuff to distribute at the meeting
4. Increase member awareness of ALA's Antitrust Guidelines and Mission Statement and Goals
5. Figure out a way to meet this requirement: "The chapter took specific action to advance and support diversity and inclusion in the Association, in the legal management community and in all legal service organizations through educational opportunities, activities and initiatives." We must explain what we did.

### Karie

1. Report to Amanda to confirm that 75% of the evaluations received overall ratings of 3 or above.
2. Send Amanda information on what KSAs each monthly luncheon fell under to make sure we hit all 5 areas.
3. Promote the CLM program

### Shary

1. Did the Chapter have an orientation or mentoring program, or other procedures in place to assist members who are new to ALA, new to the profession or in need of direction?
2. Was our Chapter's 12/31/2012 membership total, according to ALA HQ records, equal to or greater than our membership total on 12/31/2011?
3. Conduct a formal retention campaign that included activities geared toward members who did not attend meetings, and conducted follow-up activities (such as telephone calls, member needs surveys, etc) in an effort to activate the members. Must send substantiation to Amanda.

4. The chapter added, according to ALA HQ's records, new members with 2012 join dates. Refer to the recruitment chart.

### Debbie

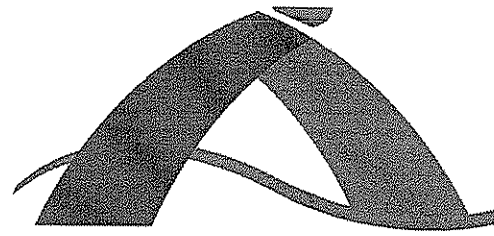
1. Promote Legal Marketplace in a newsletter using an ad from the ALA Publicity Kit.
2. Publish an article in the newsletter to educate members about the importance and value of business partners. The article will contain at least two testimonials – one from the member perspective and one from the BP perspective – about the value or success in working together. Send substantiation to Amanda.
3. Educate members on the importance of sustainability ("Green" initiatives). This could be achieved by publishing an article in the chapter's newsletter.
4. Promote or create awareness of the articles and resources available in ALA's Career Center.

### Amanda

1. Invite BPs to subscribe to the ALA Means Business e-newsletter. Give invitation at tonight's BP Appreciation Happy Hour
2. Promote Legal Marketplace. Pass out ad at tonight's BP Appreciation Happy Hour.
3. Complete the Chapter Business Partner Program Profile.

### Ann

1. Submit a year-end summary/photos of our chapter's participation in ALA's Community Connection by **December 17**.
2. Is there a way we can meet this: "The chapter (or its members) provided educational enrichment in the community through activities such as internship programs, advisory panels, curriculum development efforts, the Chapter Cooperative Associate Training Program or teaching." (Enclose documentation with this entry.) Perhaps we need to poll the chapter members and see if any of them did any of this. Wasn't one of our members involved in the Texas State Legal Services program?



**AUSTIN CHAPTER**  
*A Chapter of the Association of Legal Administrators*

**Austin ALA Committee Reports to the Board  
November 13, 2012**

**Bar Relations Committee Report – Chrissie Eastin, Committee Chair**

At the October 30<sup>th</sup> board meeting, we announced the Light the Night event in memory of Clay Singleton and encouraged folks to attend and/or donate. They discussed budget items and upcoming events. No meeting in November. Next meeting is December 5<sup>th</sup>.

**Business Partner Relations Committee Report – Michele Floyd, Committee Chair**

Nothing to report at this time.

**Community Relations Committee Report – Ann Jacobson, Committee Chair**

The CRC participated in the Leukemia and Lymphoma Society's Light the Night Walk in memory of our friend and colleague, Clay Singleton. The Walk was held at Lake Park at Mueller on Saturday, November 3, 2012. Participating members included: Carol Arnold, James Cornell, Ann Jacobson, Chris Simms, Diana Stangl and Tina Terrian. Participating Business Partner: Danelle Awtrey – Stephen F. Austin Hotel. Kelly Barker provided wristbands for the Walk Team. Additionally, the Austin Chapter raised approximately \$2,900 to benefit LLS.

**Compensation and Benefits Committee Report – Andrew Molnau, 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 – Debbie Roan, Committee Chair**

Newsletter Committee is working on the next newsletter. We hope to have the newsletter complete and ready for distribution the week following Thanksgiving.

**Past Presidents Advisory Council – Chrissie Eastin, Committee Chair**

Ann Jacobson will review Shary Gonzalez's Membership Award Submissions. I'll review anyone else who wants reviewing (or accountability). Need list of service awards for Managing Partner Breakfast from Shary. I plan to order them in January.

**Website Committee Report – Amanda Koplos, Committee Chair**

I am continuing to update the website on a regular basis. Please continue to send me events as soon as you have the details confirmed so I can update the calendar.