



**BOARD MEETING MINUTES**  
**April 8, 2014 11:30 AM – 1:00 PM**  
**Austin Bar Association Longhorn Room**

1. **Members Present:** Kelly Barker, Diana Stangl, Karie Rivkin, Linda Wood, Elaine Burr, Diane Dettmann, Shary Tutt, Linda Wood, April Stanaland, Summer Jurrells, Linda Siegert

**Members Not Present:** Joan McClendon, Toni Beasley, Allen Odom

2. **Approval of March's Board Meeting Minutes:** Approved

3. **Interim Email Decisions:**

- a. Approval of national conference scholarship award via drawing of 2013-14 non-chair committee members able to attend.

Linda Wood received the scholarship award via a drawing and she will be able to attend.

- b. Approval of reduction in Austin ALA secondary membership dues to \$75.00.

Discussion was held on whether secondary membership dues would be waived for the first year like we are doing with regular membership dues. Motion was made, seconded and approved to not waive the secondary membership dues the first year but to continue to waive regular membership dues the first year of membership.

4. **Treasurer's Report (Attachment A) -**

It was noted that \$7,125 in membership dues payments will be posted in April. There was discussion regarding the use of an online version of Quickbooks. Linda Wood volunteered to look at it and bring a recommendation to the next board meeting. Summer Jurrells volunteered to look at Infinisource as well. There was consensus that it would be nice to move to an online version if possible because of the ability to allow multiple people to view the books.

5. **Upcoming Due Dates and Responsibilities**

- a. April 30 – Diana Stangl, Secretary, submit Minutes to [chapters@alanet.org](mailto:chapters@alanet.org).
- b. April 30 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to [chapters@alanet.org](mailto:chapters@alanet.org).
- c. May 1 – Kelly Barker, President, submit Chapter highlights for ALA News to [chapters@alanet.org](mailto:chapters@alanet.org).

6. **Upcoming Educational Opportunities**

- a. May 18-21, 2014, Annual Conference & Exposition Toronto Convention Centre, Toronto, Canada
- b. July 18-19, 2014, Chapter Leadership Institute, Hilton Palacio Del Rio, San Antonio, Texas

7. **Old Business**

- a. Chapter Board Retreat & Transition of New Officers, March 22, 2014. Kelly thanked everyone again for attending the board retreat on March 22.
- b. Appointment of new Chair for Compensation & Benefits Survey Committee. Kelly announced that Allen Odom has accepted the appointment as chair of the Compensation & Benefits Survey Committee.

8. **New Business**

- a. Review and approval of 2014-15 chapter budget.

Discussion was held regarding the chapter budget for the 2014-2015 fiscal year. Kelly will incorporate the changes discussed and send out a final budget before the May board meeting. It was noted that the website budget would have to be a work in process as we are not sure of what the costs will be or how much will be accomplished this year. Elaine was asked to review speaker costs and conference expenses the last 5 years and report that information back to the board.

- b. Approval of proposed \$100 donation to Jaime Rowley memorial fund – N.Va. Chapter.

Approved.

- c. Approval of proposed donation to FALA Silent Auction at ALA Conference & Expo.

Approved spending \$250 on a gift for the silent auction at the conference.

- d. Audit of Chapter Financials for the 2013-2014 fiscal year.

Diana Stangl and Shary Tutt will perform the required audit before the May board meeting.

9. **Committee Reports (Attachment B)** – The Committee Reports are attached. We did not have time to discuss them at the meeting.

10. **Open Business**

11. **Announcements & Adjourn**

Kelly reminded everyone of the April 17 meet and greet for the board and business partners. It is from 8:30 – 9:30 at 401 Congress, 11<sup>th</sup> Floor.

Linda and Summer reminded committee chairs to report dates and information to them regarding their committees for posting on the website.

Meeting was adjourned at 1:07 p.m. The next board meeting is on May 8 at 11:30.

# **ATTACHMENT A**

**Austin Chapter - Association of Legal Administrators**  
**Balance Sheet**  
As of March 31, 2014

	<u>Mar 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checking	40,954.71
Frost Money Market	5,866.49
Total Checking/Savings	<u>46,821.20</u>
Total Current Assets	<u>46,821.20</u>
<b>TOTAL ASSETS</b>	<b><u>46,821.20</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income-Member Dues	125.00
Total Other Current Liabilities	<u>125.00</u>
Total Current Liabilities	<u>125.00</u>
Total Liabilities	125.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	45,482.56
Net Income	<u>-12,115.89</u>
Total Equity	<u>46,696.20</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>46,821.20</u></b>

## Austin Chapter - Association of Legal Administrators Profit & Loss March 2014

	Mar 14
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	45.00
Total Annual Sponsorship	45.00
Education	
Chapter Monthly Lunch Receipts	20.00
Seminars	565.00
Total Education	585.00
Total Income	630.00
Expense	
Board Expenses	
Advertising and Promotion	292.67
Board Meetings	512.51
Total Board Expenses	805.18
Business Partner Expenses	
Business Partner Expo	
Other	68.19
Total Business Partner Expo	68.19
Total Business Partner Expenses	68.19
Community Challenge Expenses	1,000.00
Education Costs	
Chapter Monthly Lunches	760.84
Lunches-Education Seminar	382.84
Speakers-Education Seminar	1,425.18
Total Education Costs	2,568.86
Managing Partner Breakfast	500.00
New Member Functions	
New Member Lunches	50.27
Total New Member Functions	50.27
Website	
Designer Fees	975.00
Monthly Fee	300.00
Total Website	1,275.00
Total Expense	6,267.50
Net Ordinary Income	-5,637.50
Other Income/Expense	
Other Income	
Other Income	25.07
Total Other Income	25.07
Net Other Income	25.07
Net Income	-5,612.43

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
 April 2013 through March 2014

	<u>Apr '13 - Mar 14</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	12,645.00
Diamond	12,550.00
Gold	12,600.00
Platinum	3,500.00
Silver	14,800.00
Total Annual Sponsorship	<u>56,595.00</u>
Business Partner Fair	
Additional Reps	1,050.00
Total Business Partner Fair	<u>1,050.00</u>
Education	
Chapter Monthly Lunch Receipts	5,825.00
Seminars	2,535.00
Total Education	<u>8,360.00</u>
Joint Chapter Retreat	3,054.03
Membership Dues	9,525.00
Salary Survey	6,725.00
Total Income	<u>85,309.03</u>
Expense	
Bank Service Charges/Paypal	1,784.35
Board Expenses	
Advertising and Promotion	292.67
Bar Relations	237.29
Board Meetings	1,710.43
Total Board Expenses	<u>2,240.39</u>
Business Partner Expenses	
Business Partner Expo	
A/V Rental	498.81
Beverages	1,961.76
Deposits	3,500.00
Other	949.58
Parking	322.00
Photographs	325.00
Total Business Partner Expo	<u>7,557.15</u>
Vendor Appreciation Party	
Parties	2,794.76
Vendor Appreciation Party - Other	558.36
Total Vendor Appreciation Party	<u>3,353.12</u>
Total Business Partner Expenses	10,910.27
Chapter Leadership Institute	
Board Member-CLI	1,145.32
President - CLI	1,049.61
President Elect-CLI	564.92
Total Chapter Leadership Institute	<u>2,759.85</u>
Chapter Logo Supplies	2,071.87
Chapter Retreat	19,243.07
Community Challenge Expenses	1,810.53

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
 April 2013 through March 2014

	Apr '13 - Mar 14
<b>Education Costs</b>	
Audio Visual	757.76
Chapter Monthly Lunches	6,847.56
Facility Rental	2,557.00
Holiday Party	1,588.80
Lunches-Education Seminar	2,720.20
Parking	311.00
Speakers-Education Seminar	1,688.53
Webinars and Audio Conferences	479.70
<b>Total Education Costs</b>	16,950.55
<b>Insurance</b>	
Fidelity Bond Premium	190.00
<b>Total Insurance</b>	190.00
<b>Managing Partner Breakfast</b>	3,500.05
<b>Miscellaneous Expense</b>	
Contributions	750.00
Other	15.00
Post Office Box	128.00
<b>Total Miscellaneous Expense</b>	893.00
<b>National Conference Scholarship</b>	
Board Member Stipend	7,312.79
Chapter Dinner	709.73
President-National Conference	1,364.00
President Elect-National Confer	2,000.00
Quest Scholarship	1,500.00
Scholarships-Non Board	3,854.00
Scholarships-Other Conference	2,000.00
<b>Total National Conference Scholarship</b>	18,740.52
<b>New Member Functions</b>	
Miscellaneous	15.00
New Member Lunches	320.98
<b>Total New Member Functions</b>	335.98
<b>Newsletter</b>	
Author Incentives	50.00
Newsletter Production	2,050.00
<b>Total Newsletter</b>	2,100.00
<b>Regional Conference</b>	
Board Members	4,917.91
Chapter Dinner	681.99
Door Prize	252.15
Members At Large	345.00
Scholarships	1,000.00
<b>Total Regional Conference</b>	7,197.05
<b>Salary Survey Costs</b>	4,550.00
<b>Website</b>	
Committee Meetings	76.28
Designer Fees	1,387.50
Monthly Fee	712.50
<b>Total Website</b>	2,176.28
<b>Total Expense</b>	97,453.76
<b>Net Ordinary Income</b>	-12,144.73

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04/02/14  
Accrual Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
April 2013 through March 2014

	<u>Apr '13 - Mar 14</u>
Other Income/Expense	
Other Income	
Interest Income	3.77
Other Income	25.07
Total Other Income	<u>28.84</u>
Net Other Income	<u>28.84</u>
Net Income	<u><u>-12,115.89</u></u>



**Austin Chapter - Association of Legal Administrators  
Profit & Loss Budget vs. Actual  
March 2014**

	Mar 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Bronze	45.00			
Total Annual Sponsorship	45.00			
Education				
Chapter Monthly Lunch Receipts	20.00	600.00	-580.00	3.3%
Seminars	565.00	2,250.00	-1,685.00	25.1%
Total Education	585.00	2,850.00	-2,265.00	20.5%
Total Income	630.00	2,850.00	-2,220.00	22.1%
Expense				
Bank Service Charges/Paypal	0.00	200.00	-200.00	0.0%
Board Expenses				
Advertising and Promotion	292.67	325.00	187.51	157.7%
Board Meetings	512.51	200.00	-200.00	0.0%
Board Retreat	0.00	425.81	-425.81	0.0%
Chapter Awards/Gifts	0.00	500.00	-500.00	0.0%
Service Awards	0.00			
Total Board Expenses	805.18	1,450.81	-645.63	55.5%
Business Partner Expenses				
Business Partner Expo				
Other	68.19			
Total Business Partner Expo	68.19			
Food	0.00	1,375.00	-1,375.00	0.0%
Total Business Partner Expenses	68.19	1,375.00	-1,306.81	5.0%
Community Challenge Expenses	1,000.00			
Education Costs				
Chapter Monthly Lunches	760.84	0.00	760.84	100.0%
Lunches-Education Seminar	382.84	3,750.00	-3,367.16	10.2%
Speakers-Education Seminar	1,425.18	2,500.00	-1,074.82	57.0%
Total Education Costs	2,568.86	6,250.00	-3,681.14	41.1%
Managing Partner Breakfast	500.00	5,000.00	-4,500.00	10.0%
Miscellaneous Expense				
Contributions	0.00	100.00	-100.00	0.0%
Other	0.00	50.00	-50.00	0.0%
Total Miscellaneous Expense	0.00	150.00	-150.00	0.0%

**Austin Chapter - Association of Legal Administrators  
 Profit & Loss Budget vs. Actual  
 March 2014**

	Mar 14	Budget	\$ Over Budget	% of Budget
National Conference Scholarship	0.00	250.00	-250.00	0.0%
Silent Auction Items	0.00	250.00	-250.00	0.0%
<b>Total National Conference Scholarship</b>	<b>0.00</b>	<b>250.00</b>	<b>-250.00</b>	<b>0.0%</b>
New Member Functions	50.27			
New Member Lunches	50.27			
<b>Total New Member Functions</b>	<b>50.27</b>			
Newsletter	0.00	500.00	-500.00	0.0%
Newsletter Production	0.00	500.00	-500.00	0.0%
<b>Total Newsletter</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
Website	975.00			
Designer Fees	300.00	100.00	200.00	300.0%
Monthly Fee	1,275.00	100.00	1,175.00	1,275.0%
<b>Total Website</b>	<b>1,275.00</b>	<b>100.00</b>	<b>1,175.00</b>	<b>1,275.0%</b>
<b>Total Expense</b>	<b>6,267.50</b>	<b>15,275.81</b>	<b>-9,008.31</b>	<b>41.0%</b>
<b>Net Ordinary Income</b>	<b>-5,637.50</b>	<b>-12,425.81</b>	<b>6,788.31</b>	<b>45.4%</b>
Other Income/Expense				
Other Income	0.00	100.00	-100.00	0.0%
Interest Income	25.07			
Other Income	25.07	100.00	-74.93	25.1%
<b>Total Other Income</b>	<b>25.07</b>	<b>100.00</b>	<b>-74.93</b>	<b>25.1%</b>
<b>Net Other Income</b>	<b>25.07</b>	<b>100.00</b>	<b>-74.93</b>	<b>25.1%</b>
<b>Net Income</b>	<b>-5,612.43</b>	<b>-12,325.81</b>	<b>6,713.38</b>	<b>45.5%</b>

**Austin Chapter - Association of Legal Administrators  
Profit & Loss Budget vs. Actual  
April 2013 through March 2014**

	Apr '13 - Mar 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Annual Sponsorship	500.00	500.00	0.00
Annual Sponsorship - Totebag	12,645.00	11,250.00	1,395.00
Bronze	12,550.00	10,700.00	1,850.00
Diamond	12,600.00	14,800.00	-2,200.00
Gold	3,500.00	3,500.00	0.00
Platinum	14,800.00	20,350.00	-5,550.00
Silver			
Total Annual Sponsorship	56,595.00	61,100.00	-4,505.00
Business Partner Fair			
Additional Repts	1,050.00	1,000.00	50.00
Total Business Partner Fair	1,050.00	1,000.00	50.00
Education			
Chapter Monthly Lunch Receipts	5,825.00	5,400.00	425.00
Seminars	2,535.00	4,500.00	-1,965.00
Total Education	8,360.00	9,900.00	-1,540.00
Joint Chapter Retreat	3,054.03		
Membership Dues	9,525.00	10,500.00	-975.00
Salary Survey	6,725.00	6,000.00	725.00
Total Income	85,309.03	88,500.00	-3,190.97
Expense			
Bank Service Charges/Paypal	1,784.35	1,000.00	784.35
Advertising and Promotion			
Board Expenses	292.67	500.00	-207.33
Bar Relations	237.29	1,500.00	-1,262.71
Board Meetings	1,710.43	2,500.00	-789.57
Board Retreat	0.00	200.00	-200.00
Chapter Awards/Gifts	0.00	425.81	-425.81
PLMW Event	0.00	150.00	-150.00
Service Awards	0.00	500.00	-500.00
Total Board Expenses	2,240.39	5,775.81	-3,535.42
Business Partner Expenses			
Business Partner Expo			
AV Rental	498.81	600.00	-101.19
Beverages	1,961.76	1,750.00	211.76
Deposits	3,500.00	300.00	-300.00
Facilities	0.00	250.00	-250.00
Other	949.58		949.58

**Austin Chapter - Association of Legal Administrators  
Profit & Loss Budget vs. Actual  
April 2013 through March 2014**

	Apr '13 - Mar 14	Budget	\$ Over Budget
Parking	322.00	750.00	-428.00
Photographs	325.00	250.00	75.00
<b>Total Business Partner Expo</b>	<b>7,557.15</b>	<b>3,900.00</b>	<b>3,657.15</b>
Vendor Appreciation Party			
Parties	2,794.76		
Vendor Appreciation Party - Other	558.36	2,500.00	-1,941.64
<b>Total Vendor Appreciation Party</b>	<b>3,353.12</b>	<b>2,500.00</b>	<b>853.12</b>
<b>Total Business Partner Expenses</b>	<b>10,910.27</b>	<b>6,400.00</b>	<b>4,510.27</b>
Chapter Leadership Institute			
Board Member-CLI	1,145.32	3,000.00	-1,854.68
President - CLI	1,049.61	1,500.00	-450.39
President Elect-CLI	564.92	500.00	64.92
<b>Total Chapter Leadership Institute</b>	<b>2,759.85</b>	<b>5,000.00</b>	<b>-2,240.15</b>
Chapter Logo Supplies	2,071.87		
Chapter Retreat	19,243.07	15,000.00	4,243.07
Community Challenge Expenses	1,810.53	2,000.00	-189.47
Education Costs			
Audio Visual	757.76	600.00	157.76
Chapter Monthly Lunches	6,847.56	6,700.00	147.56
Facility Rental	2,557.00	500.00	2,057.00
Food	0.00	2,750.00	-2,750.00
Holiday Party	1,588.80	3,000.00	-1,411.20
Luncheon Giveaways	0.00	200.00	-200.00
Lunches-Education Seminar	2,720.20	7,500.00	-4,779.80
Parking	311.00		
Speakers-Education Seminar	1,688.53	12,000.00	-10,311.47
Webinars and Audio Conferences	479.70	1,200.00	-720.30
<b>Total Education Costs</b>	<b>16,950.55</b>	<b>34,450.00</b>	<b>-17,499.45</b>
Insurance			
Fidelity Bond Premium	190.00	190.00	0.00
<b>Total Insurance</b>	<b>190.00</b>	<b>190.00</b>	<b>0.00</b>
Managing Partner Breakfast			
Miscellaneous Expense	3,500.05	7,000.00	-3,499.95
Contributions			
Gifts	750.00	750.00	0.00
Other	0.00	100.00	-100.00
Post Office Box	15.00	500.00	-485.00
	128.00	124.00	4.00
<b>Total Miscellaneous Expense</b>	<b>893.00</b>	<b>1,474.00</b>	<b>-581.00</b>

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
April 2013 through March 2014

	Apr '13 - Mar '14	Budget	\$ Over Budget
<b>National Conference Scholarship</b>			
Board Member Stipend	7,312.79	8,500.00	-1,187.21
Chapter Dinner	709.73	700.00	9.73
Member of Yr-National Conf	0.00	3,000.00	-3,000.00
President-National Conference	1,364.00	2,000.00	-636.00
President Elect-National Confer	2,000.00	2,000.00	0.00
Guest Scholarship	1,500.00	1,500.00	0.00
Scholarships-Non Board	3,854.00	2,910.00	944.00
Scholarships-Other Conference	2,000.00		
Silent Auction Items	0.00	250.00	-250.00
<b>Total National Conference Scholarship</b>	<b>18,740.52</b>	<b>20,860.00</b>	<b>-2,119.48</b>
<b>New Member Functions</b>			
Miscellaneous	15.00	300.00	-285.00
New Member Lunches	320.98	1,000.00	-679.02
Promo Gifts	0.00	250.00	-250.00
<b>Total New Member Functions</b>	<b>335.98</b>	<b>1,550.00</b>	<b>-1,214.02</b>
<b>Newsletter</b>			
Author Incentives	50.00	500.00	-450.00
Newsletter Production	2,050.00	3,500.00	-1,450.00
Reprint Permissions	0.00	500.00	-500.00
<b>Total Newsletter</b>	<b>2,100.00</b>	<b>4,500.00</b>	<b>-2,400.00</b>
<b>Regional Conference</b>			
Board Members	4,917.91	8,000.00	-3,082.09
Chapter Dinner	681.99	1,000.00	-318.01
Door Prize	252.15	250.00	2.15
Members At Large	345.00	3,500.00	-3,155.00
Scholarships	1,000.00	2,000.00	-1,000.00
<b>Total Regional Conference</b>	<b>7,197.05</b>	<b>14,750.00</b>	<b>-7,552.95</b>
<b>Salary Survey Costs</b>	<b>4,550.00</b>	<b>4,500.00</b>	<b>50.00</b>
<b>Website</b>			
Committee Meetings	76.28	100.00	-23.72
Design	0.00	10,000.00	-10,000.00
Designer Fees	1,387.50	137.50	1,250.00
Maintenance	0.00	1,200.00	-1,200.00
Monthly Fee	712.50	1,200.00	-487.50
<b>Total Website</b>	<b>2,176.28</b>	<b>12,637.50</b>	<b>-10,461.22</b>
<b>Total Expense</b>	<b>97,453.76</b>	<b>137,087.31</b>	<b>-39,633.55</b>
<b>Net Ordinary Income</b>	<b>-12,144.73</b>	<b>-48,587.31</b>	<b>36,442.58</b>

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
 April 2013 through March 2014

	Apr '13 - Mar 14	Budget	\$ Over Budget
Other Income/Expense			
Other Income	3.77	100.00	-96.23
Interest Income	25.07		
Other Income	28.84	100.00	-71.16
Total Other Income	28.84	100.00	-71.16
Net Other Income	-12,115.89	-48,487.31	36,371.42
Net Income			

**Austin Chapter - Association of Legal Administrators**  
**Statement of Cash Flows**  
March 2014

	<u>Mar 14</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-5,612.43
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	<u>125.00</u>
Net cash provided by Operating Activities	<u>-5,487.43</u>
 Net cash increase for period	 -5,487.43
Cash at beginning of period	<u>52,308.63</u>
Cash at end of period	<u><u>46,821.20</u></u>

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04/02/14

**Austin Chapter - Association of Legal Administrators**  
**Statement of Cash Flows**  
January through March 2014

	<u>Jan - Mar 14</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	11,864.95
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	125.00
Net cash provided by Operating Activities	<u>11,989.95</u>
Net cash increase for period	11,989.95
Cash at beginning of period	<u>34,831.25</u>
Cash at end of period	<u><u>46,821.20</u></u>



**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 03/31/2014**

	<b>Mar 31, 14</b>
<b>Beginning Balance</b>	53,750.38
<b>Cleared Transactions</b>	
Checks and Payments - 9 items	-9,955.21
Deposits and Credits - 4 items	780.07
<b>Total Cleared Transactions</b>	-9,175.14
<b>Cleared Balance</b>	<b>44,575.24</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 9 items	-3,620.53
<b>Total Uncleared Transactions</b>	-3,620.53
<b>Register Balance as of 03/31/2014</b>	<b>40,954.71</b>
<b>New Transactions</b>	
Checks and Payments - 4 items	-1,575.24
Deposits and Credits - 3 items	5,925.00
<b>Total New Transactions</b>	4,349.76
<b>Ending Balance</b>	<b>45,304.47</b>

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Bank Checking, Period Ending 03/31/2014**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						53,750.38
<b>Cleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	02/06/2012	1283	Nuance Communicat...	X	-45.00	-45.00
Check	02/17/2014	1508	W Austin	X	-3,500.00	-3,545.00
Check	02/28/2014	1509	Eichelbaum Wardell ...	X	-3,763.24	-7,308.24
Check	03/07/2014	1515	PaperStreet Web De...	X	-975.00	-8,283.24
Check	03/07/2014	1513	Headliners Club	X	-760.84	-9,044.08
Check	03/07/2014	1510	Texas Bar Foundation	X	-500.00	-9,544.08
Check	03/07/2014	1512	Winstead PC	X	-292.67	-9,836.75
Check	03/07/2014	1511	James Cornell	X	-68.19	-9,904.94
Check	03/07/2014	1514	Karie Rivkin	X	-50.27	-9,955.21
Total Checks and Payments					-9,955.21	-9,955.21
<b>Deposits and Credits - 4 items</b>						
Check	03/27/2014	1414	Urban Roots	X	0.00	0.00
Deposit	03/27/2014			X	170.07	170.07
Deposit	03/31/2014	1283	Nuance Communicat...	X	45.00	215.07
Deposit	03/31/2014			X	565.00	780.07
Total Deposits and Credits					780.07	780.07
Total Cleared Transactions					-9,175.14	-9,175.14
Cleared Balance					-9,175.14	44,575.24
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	03/24/2014	1516	Dress for Success		-500.00	-500.00
Check	03/26/2014	1517	Nesso Strategies		-500.00	-1,000.00
Check	03/27/2014	1519	Urban Roots		-500.00	-1,500.00
Check	03/27/2014	1518	PaperStreet Web De...		-300.00	-1,800.00
Check	03/27/2014	1521	Eichelbaum Wardell ...		-126.19	-1,926.19
Check	03/27/2014	1520	Austin Bar Association		-10.00	-1,936.19
Check	03/31/2014	1523	Nesso Strategies		-925.18	-2,861.37
Check	03/31/2014	1524	Graves Dougherty H...		-382.84	-3,244.21
Check	03/31/2014	1525	James Cornell		-376.32	-3,620.53
Total Checks and Payments					-3,620.53	-3,620.53
Total Uncleared Transactions					-3,620.53	-3,620.53
Register Balance as of 03/31/2014					-12,795.67	40,954.71
<b>New Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	04/02/2014	1526	PaperStreet Web De...		-300.00	-300.00
Check	04/03/2014	1527	PaperStreet Web De...		-1,050.00	-1,350.00
Check	04/04/2014	1529	Elaine Nielsen		-151.54	-1,501.54
Check	04/04/2014	1528	Diane Dettmann		-73.70	-1,575.24
Total Checks and Payments					-1,575.24	-1,575.24
<b>Deposits and Credits - 3 items</b>						
Deposit	04/03/2014				250.00	250.00
Deposit	04/03/2014				4,750.00	5,000.00
Deposit	04/04/2014				925.00	5,925.00
Total Deposits and Credits					5,925.00	5,925.00
Total New Transactions					4,349.76	4,349.76
<b>Ending Balance</b>					<b>-8,445.91</b>	<b>45,304.47</b>



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

STATEMENT ISSUED  
03-31-2014

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AUSTIN CHAPTER OF THE ASSOCIATION  
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In the name of convenience, your Frost Checkcard can be used  
free at 1,100+ ATMs across Texas including participating HEB  
and Valero Corner Stores. So you're never far from Frost.

**FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000**

BALANCE LAST STATEMENT	NO.	DEPOSITS AMOUNT	NO.	WITHDRAWALS AMOUNT	BALANCE THIS STATEMENT
53,750.38	2	735.07	8	9,910.21	44,575.24

Activity Items Processed 25 Cash Processed \$50.07

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
03-28	DEPOSIT	170.07	03-31	DEPOSIT	565.00

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
03-05	1508 #	3,500.00	03-10	1511 #	68.19	03-11	1514 #	50.27
03-05	1509 #	3,763.24	03-17	1512 #	292.67	03-18	1515 #	975.00
03-21	1510 #	500.00	03-12	1513 #	760.84			

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-10	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02-28	53,750.38	03-12	45,607.84	03-21	43,840.17
03-05	46,487.14	03-17	45,315.17	03-28	44,010.24
03-10	46,418.95	03-18	44,340.17	03-31	44,575.24
03-11	46,368.68				

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



11:20 AM

04/04/14

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Money Market, Period Ending 03/31/2014**

	<u>Mar 31, 14</u>
Beginning Balance	5,866.49
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.15</u>
Total Cleared Transactions	<u>0.15</u>
Cleared Balance	<u><b>5,866.64</b></u>
Register Balance as of 03/31/2014	5,866.64
Ending Balance	5,866.64

**Austin Chapter - Association of Legal Administrators  
Reconciliation Detail  
Frost Money Market, Period Ending 03/31/2014**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						5,866.49
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	03/31/2014			X	0.15	0.15
Total Deposits and Credits					0.15	0.15
Total Cleared Transactions					0.15	0.15
Cleared Balance					0.15	5,866.64
Register Balance as of 03/31/2014					0.15	5,866.64
<b>Ending Balance</b>					<b>0.15</b>	<b>5,866.64</b>



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and Valero Corner Stores. So you're never far from Frost.

BUSINESS MONEY MARKET		ACCOUNT NO. 59 1210378					
		DEPOSITS		WITHDRAWALS			
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT	BALANCE THIS STATEMENT		
5,866.49	0	.15	0	.00	5,866.64		

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-31	.15	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
03-10	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
02-28	5,866.49	03-10	5,866.49	03-31	5,866.64

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

# **ATTACHMENT B**



## April 8, 2014 Board Meeting COMMITTEE REPORTS

### **Business Partner Relations Committee – Linda Wood**

The Business Partner Committee (BPC) met on April 1, 2014 at 9:00AM at 98 San Jacinto. Members present were, Linda Wood, Committee Chair, Marilyn Thompson, Bobby Zamen and Teresa Tipton.

The agenda items were discussed as listed below;

- Board Meet and Greet on April 17, 2014 at 401 Congress 11<sup>th</sup> floor, 8:30AM – 9:30AM. Discussion was held on the food to be served (breakfast tacos, fresh fruit, coffee and juice) Linda will get with James Cornell on who provides food and if it is delivered or needs to be picked up. Badges for the Business Partners will be printed and ready for their arrival. It was also decided that there should be an announcement related to the upcoming Expo included announcing the theme (Roaring 20's/Great Gatsby) and the new and exciting venue. This will allow the Business Partners to plan and budget accordingly.
- Discussion was held on the issue of how to handle requests from Business Partners wanting introductions to the membership for events they might be holding or dinner with a committee or the board. The overall decision from our committee was we should not provide this to our Business Partners. Each is given a membership list and they can make the contacts themselves. This will keep us from seeming to be partial to one Business Partner over another.
- The 2014 Expo and Education session was discussed. Many of these items were not decided due to the limited number of committee members in attendance, below is discussion and decisions that were reached on some items. The remaining will be discussed at our next committee meeting.
  1. Theme - Roaring 20's/Great Gatsby
  2. Layout design - Layout was selected from the 2 options with us choosing the 47 tables in the ballroom and 3 tables out in the entrance area to allow for easier movement between tables. These numbers might be adjusted some when we actually see the tables in place.

3. Business Partner selection of premium spot - Platinum and Diamond Business Partner will have selection of the premium spot they prefer. All other table spaces will be assigned by our committee keeping in mind to separate partners who offer the same service.
4. Schedule - The schedule for the Expo and education session was discussed and our recommendation was to begin at 11:30 with lunch until 12:30, break for 15 minutes, begin the education session from 12:45 until 2PM, enter Expo from 2PM-4PM. Have a happy hour from 4PM-5PM with drink tickets and light appetizers. This should allow us to meet the F&B minimum we are contractually required to meet and allow for quality networking time.
5. Food and Beverage options – This topic was tabled until our next meeting.
6. Budget - Budget was briefly discussed with emphasis that we will have to meet the F&B minimum of \$4000.00. Additional budget items will be determined at our next meeting.
7. Vendor Prizes and how to distribute - Business Partner prize distribution was discussed but a decision was not reached. Options were one large bowl and drawing from the bowl for each BP prize to eliminate one person winning multiple times or continue the way we have handle the past couple of years. We will address this issue at our next meeting
8. Parking and budget for same – Parking was budgeted at \$5.00 reimbursement for each member providing a parking receipt. BPs are responsible for their own parking.
9. Business Partner load in time will be scheduled and each BP will be provided their specific load in time. This is a hotel request to avoid congestion with the freight elevator and loading dock. I did get the hotel to include 20 linens at no charge for BPs who may not have their own.

### **Community Relations Committee – Joan McClendon**

- The ALA (Austin Chapter) had an event at Dress for Success on Sat, March 29, and it was fantastic! Big thanks to everyone for the donations and special thanks to the volunteers Teresa Tipton, Jackie Bennett, Ebony Henderson, Linda Wood, Terralyn Martin, Karie Rivkin, Bonnie Zook, Rosie Lachico, Diana Stangl, Christine Giles and Joan McClendon. Austin ALA contributed \$500.

- Next event: Diana Stangl signed ALA (Austin Chapter) up for a shift at the Capitol Area Food Bank on Saturday, June 28 from 9 – 12:00. We have 12 slots available.
- October event: Light the Night (The Leukemia & Lymphoma's South Central Austin Chapter) – participate in the 2014 Light the Night event (Saturday, October 25th at Lake Park at Mueller)

### **Compensation & Benefits Committee – Allen Odom**

- Met briefly with Andrew (last year's chair) last Friday, April 4 to transfer some files related to the compensation survey. I still need to review them in greater detail and schedule a meeting or two of the committee (probably for May). I have contacted Dick Rogers from Readex Research regarding the survey.

### **Education & Program Committee – April Stanaland**

No report at this time

### **Membership Committee – Diane Dettmann**

No report at this time.

### **Communications Committee – Summer Jurrells and Linda Siegert**

- Linda has been in contact with Aquila, providing them with some guidance on the education piece that we are planning to have them contribute in our first email blast.
- We have also begun work on a few other pieces for our first email blast that we hope to have ready to go in late May or early June.
- We have gotten PaperStreet started on a remodel of our homepage. We do not have any mock-ups yet, but a main element of the remodel will include a flash banner to really spotlight our business partners.
- We will be calling a committee meeting within the next couple of weeks- once we have some mockups from PaperStreet.
- Notice to all committee chairs, please remember to send us your events, announcements, notices so we can get those items added to our calendar.

### **Strategic Alliances Committee – Toni Beasley**

- The Austin Bar Association will host its annual Law Day luncheon this year on May 4, 2014 at noon in at the Austin Club. This is a high visibility event for the ABA and most of our firms will be sponsoring and/or attending. It is only \$400 dollars to sponsor a table for 10, and I would like the Board's permission to have Austin ALA sponsor a table. I would like to have as many Board members as possible attend,

and I have discussed the possibility of inviting our Platinum sponsors with Summer Jurrells. I think we would need to act quickly.

- I will be reaching out to a couple of our members to work with me on this Committee. Karie Rivkin has agreed to help me with the UT initiative, and I expect involvement from other Committee members. We also heard from Bonnie Zook that Mr. Slack would like Austin ALA members to present on certain topics at his quarterly MP meetings. Karie and I will need to get more information about this and determine the best way for us to approach this. I think it has the potential to be a good vehicle to improve our credibility in our legal community.