



BOARD MEETING MINUTES

August 14, 2014 11:30 AM – 1:00 PM

Austin Bar Association, 816 Congress, 3rd Floor

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

Members Not Present: Shary Tutt, Linda Wood, Joan Cunningham, Toni Beasley

2. **Approval of July's Board Meeting Minutes:** Approved after a Motion from Diane Dettmann and a Second from Elaine Burr

3. **Interim Email Decisions:**

- a. Approval of procedure for awarding Business of Law/Specialty Conference scholarships and stipends – The chapter has two \$1,000 scholarships available for the Business of Law/Specialty Conferences. The board approved having each committee chair select a member of their committee whom they felt was deserving of a scholarship based on their level of activity and work for the committee and to check with that person to see if they would be able to attend a conference if their name was selected. The committee chairs submitted their names to Kelly and he drew names from the people selected. In addition, the board decided to reduce the ten \$375 registration stipends in the original budget to seven stipends at \$495 each and to solicit the members at large to see who would attend and then draw a name from among those who responded. And, for the Business of Law Conference scholarship that Karie won at the CLI conference, it was agreed to solicit members at large who would attend and then draw a name from among those who respond. In all cases, each member awarded a stipend will be asked to write a brief summary of one session that they attend.

The two \$1,000 scholarships were awarded to Teresa Tipton (Business Partner Committee) and Christine Giles (Membership Committee). (Note: Teresa has since informed Kelly that she will not be able to attend a conference.)

The seven \$495 stipends were awarded to Andrew Molnau, Bonnie Zook, Amanda Koplos, Melissa Joe, Chrissie Eastin, James Cornell and Robert Matta.

At the meeting, the board decided to handle the Business of Law Conference Scholarship in a different manner and instead do a drawing of new chapter members. Diane will get the names of the new members to April, who will call to see who can attend a conference and then a drawing will be held of the eligible people interested in attending. (Note: Chassidy Deckard was selected for this Scholarship.)

4. **Treasurer's Report (Attachment A)** - The July financial statements are attached. Kelly noted that he renewed the Fidelity Bond through ALA. The cost is \$125. The board agreed to not make a donation to the Alzheimer's Association.
5. **Upcoming Due Dates and Responsibilities**
 - a. August 31 – Diana Stangl, Secretary, submit Minutes to national.
 - b. August 31 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
 - c. September 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.
6. **Upcoming Educational Opportunities**
 - a. "Business of Law" Conferences: September 4-6, Portland; September 11-13, Chicago; October 6-8, Ft. Worth; October 27-29, Philadelphia.
 - b. Human Resources Conference for Legal Professionals: November 3-5, Las Vegas.
 - c. Intellectual Property Conference for Legal Professionals: September 18-19, Washington, D.C.
 - d. Large Firm Principal Administrators Retreat: September 18-20, Orlando.
7. **Old Business**
 - a. Selected winning name for new Austin chapter digital newsletter.
 - b. Discussed budget for MP Breakfast speaker, Kent Zimmerman.
 - c. Formed ad hoc committee to coordinate MP educational seminar at offices of Slack & Davis.
8. **New Business**
 - a. Update on conference scholarship winners and board member attendees. See above for the stipend and scholarship winners for chapter members. We have eight \$1,000 stipends available for board members. The following board members have indicated they will be attending a conference: Diana Stangl (Portland), Summer Jurrells (HR-Las Vegas), Linda Siegert (Ft. Worth), Karie Rivkin (HR-Vegas), Linda Wood (HR-Vegas), Diane Dettmann (HR-Vegas), Kelly Barker (Ft. Worth), Elaine Burr (Portland).
 - b. Update from ad hoc committee formed to coordinate MP educational seminar with Slack & Davis. Karie reported on the work of the committee. **Attachment B** has a summary of the committee's first meeting. The board expressed excitement about the project.
 - c. Venue arrangements for MP breakfast. Kelly will work on making arrangements for the MP Breakfast and get a date set. It will be held sometime in February, 2015.
 - d. Planning for annual holiday event. The Board agreed that a luncheon would be a nice change and would hopefully have better attendance. Kelly will ask Shary to help on the planning.
 - e. Other business as required. Kelly announced that Toni Beasley has resigned from the board. He just received this information and so has not had a chance yet to decide what to do with the Strategic Alliance Committee. He will attend the Austin Bar Association meetings until a decision is made on whether to continue the committee or not.
9. **Committee Reports (Attachment C)** - The committee reports are attached. The board discussed the upcoming Legal Expo and Seminar and noted that there is confusion about the schedule among the chapter members (and board members). Kelly will get with Linda W. and make sure that emails get sent out communicating all the changes to the chapter and encourage attendance. At this time there are 46 business partners exhibiting and only 36 members registered to attend.

Allen reported that 18 firms have completed the salary survey. The board approved doing a drawing for a free copy of the survey to those who complete the survey by the original deadline and to also extend the deadline by one week.

Diane reported that Kim Vitray has joined the chapter.

10. **Open Business**

11. **Announcements & Adjourn**

Meeting was adjourned at 1:00. Next Board Meeting: September 11, 2014 at 11:30.

ATTACHMENT A



Austin Chapter
Association of Legal Administrators
Treasurer's Report
7/31/2014

The checking account balance as of 7/31/14 is 18,718.07, and the Money Market balance is \$5,867.22, for a total cash balance of \$24,585.29.

Income in July consisted of monthly luncheon receipts of \$530, and one secondary membership \$75 (Jackson Seamans).

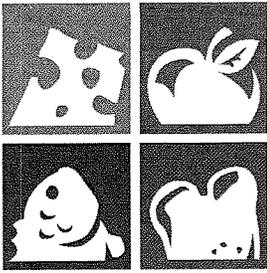
Major expenses for July included CLI stipends, website expenses, Salary Survey production, and the last remaining National conference stipend.

We remain close to budget year to date – currently we are \$239 over budget. While some expense categories are over budget at this time, others are well under budget. This can be explained by timing of the expenses. I will continue to monitor this each month and call out any areas that exceed the budget significantly.

The chapter tax return is due in September. The original was delivered to Kelly for review last month.

We received a kind letter from the Capital Area Food Bank thanking us for our donation (attached).

We are also being solicited to donate to the Alzheimer's Organization (attached).



**CAPITAL AREA
FOOD BANK
OF TEXAS**

BOARD OF DIRECTORS:

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Vinson & Elkins LLP

Heidi Baschnagel, Vice Chair
National Instruments Corporation

Melissa Mitchell, Treasurer
CPA

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*Applied Materials, Retired
Austin Community College*

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Leslie Sweet
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Catherine P. Thompson
Motion Computing, Inc.

Jason Thurman
PlainsCapital Bank

Mark J. Williams

June 30, 2014

Austin Chapter of The Assoc. of Legal Administrators
PO Box 339
Austin, TX 78767-0339

Dear Austin Chapter of The Assoc. of Legal
Administrators,

Your gift couldn't have come at a better time. For many
of the folks we serve, summer is the toughest time of
year to make ends meet.

At 80 years old, Vara relies on the food pantry at El
Buen Samaritano, one of our Partner Agencies, to help
her get groceries and stretch her limited budget.

"I can get fresh produce and healthy food I can't
normally get," Vara says. "Without the food pantry, I
would be struggling to make it."

**Your gift of \$500.00 received on 6/27/2014 means
neighbors like Vara won't have to choose between
paying those high summer electric bills or buying the
nutritious foods they need.**

"I'm so grateful," Vara says. "You don't know how much
you're helping."

With sincere gratitude,

Hank Perret
President & CEO

P.S. The Internal Revenue Service requires we state that no goods or
services were provided in consideration of your gift. Please keep this letter
for your tax records.

P.P.S. Can your employer match your contributions? Visit
<http://www.matchinggifts.com/austinfoodbank/> to find out.

Privacy Note: We value and respect your privacy. The Capital Area Food
Bank will never rent, sell, or trade your information.

Austin Chapter of The Association of Legal Adminis
PO Box 339
Austin, TX 78767-0339

Dear Sir or Madam,

Thank you for supporting the Alzheimer's Association. We appreciate your kindness and generosity.

As the world's leading voluntary health organization in Alzheimer's care, support and research, we're doing everything we can to increase Alzheimer's awareness, provide more caregiving resources and advance research initiatives that could someday alter the course of this devastating disease. But we can't do it alone. We're dependent on the generosity of people like you.

Did you know that more than 5 million people have Alzheimer's? In fact, Alzheimer's disease is the sixth-leading cause of death in America and the only cause of death among the top 10 in the United States that cannot be prevented, cured or even slowed.

Such worrying, overwhelming statistics as these are what make our **2014 Annual Fund** so important. Your contribution of \$100, \$150, or even \$200 will go a long way toward our efforts to eliminate Alzheimer's disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of brain health. Your dedication and continued support of the Alzheimer's Association since 2013 is truly appreciated. Please reaffirm your commitment to the Alzheimer's Association and send your gift today. Thank you.

Sincerely,

Donna W. McCullough

Donna W. McCullough
Vice President
Alzheimer's Association

8:12 AM

08/04/14

Accrual Basis

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

	<u>Jul 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	18,718.07
Frost Money Market	5,867.22
Total Checking/Savings	<u>24,585.29</u>
Total Current Assets	<u>24,585.29</u>
TOTAL ASSETS	<u>24,585.29</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	-22,111.06
Total Equity	<u>24,585.29</u>
TOTAL LIABILITIES & EQUITY	<u>24,585.29</u>

8:13 AM

08/04/14

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
July 2014

	<u>Jul 14</u>
Ordinary Income/Expense	
Income	
Education	
Chapter Monthly Lunch Receipts	530.00
Total Education	<u>530.00</u>
Membership Dues	75.00
Total Income	<u>605.00</u>
Gross Profit	605.00
Expense	
Board Expenses	
Board Meetings	206.34
Chapter Awards/Gifts	29.20
Board Expenses - Other	35.55
Total Board Expenses	<u>271.09</u>
Chapter Leadership Institute	
Board Member-CLI	1,000.00
President - CLI	500.00
Total Chapter Leadership Institute	<u>1,500.00</u>
Communications	
Designer Fees	262.50
Monthly Fee	300.00
Total Communications	<u>562.50</u>
Education Costs	
Chapter Monthly Lunches	586.94
Speakers-Education Seminar	250.00
Total Education Costs	<u>836.94</u>
Miscellaneous Expense	
Post Office Box	132.00
Total Miscellaneous Expense	<u>132.00</u>
National Conference Scholarship	
Board Member Stipend	1,557.07
Total National Conference Scholarship	<u>1,557.07</u>
New Member Functions	
New Member Lunches	60.47
New Member Functions - Other	35.23
Total New Member Functions	<u>95.70</u>
Salary Survey Costs	2,250.00
Total Expense	<u>7,205.30</u>
Net Ordinary Income	-6,600.30
Other Income/Expense	
Other Income	
Interest Income	0.15
Total Other Income	<u>0.15</u>
Net Other Income	<u>0.15</u>
Net Income	<u><u>-6,600.15</u></u>

Austin Chapter - Association of Legal Administrators
Profit & Loss
 April through July 2014

	<u>Apr - Jul 14</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	925.00
Total Annual Sponsorship	<u>925.00</u>
Education	
Chapter Monthly Lunch Receipts	2,120.00
Seminars	30.00
Total Education	<u>2,150.00</u>
Membership Dues	<u>9,275.00</u>
Total Income	<u>12,350.00</u>
Gross Profit	12,350.00
Expense	
Bank Service Charges/Paypal	66.81
Board Expenses	
Board Meetings	445.19
Board Retreat	423.08
Chapter Awards/Gifts	179.20
Strategic Alliances Committee	400.00
Board Expenses - Other	35.55
Total Board Expenses	<u>1,483.02</u>
Business Partner Expenses	
Business Partner Expo	
Facilities	2,000.00
Total Business Partner Expo	<u>2,000.00</u>
Vendor Appreciation Party	526.66
Total Business Partner Expenses	<u>2,526.66</u>
Chapter Leadership Institute	
Board Member-CLI	1,000.00
President - CLI	500.00
Total Chapter Leadership Institute	<u>1,500.00</u>
Chapter Meeting	
Speakers	250.00
Total Chapter Meeting	<u>250.00</u>
Communications	
Design	787.50
Designer Fees	300.00
Monthly Fee	600.00
Total Communications	<u>1,687.50</u>
Community Challenge Expenses	500.00
Education Costs	
Chapter Monthly Lunches	1,804.86
Parking	180.00
Speakers-Education Seminar	529.32
Total Education Costs	<u>2,514.18</u>
Managing Partner Breakfast	153.70
Miscellaneous Expense	
Post Office Box	132.00
Total Miscellaneous Expense	<u>132.00</u>

8:13 AM

08/04/14

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
April through July 2014

	<u>Apr - Jul 14</u>
National Conference Scholarship	
Board Member Stipend	10,708.07
Chapter Dinner	693.65
President-National Conference	2,250.00
President Elect-National Confer	2,250.00
Quest Scholarship	2,000.00
Scholarships-Non Board	2,000.00
Silent Auction Items	253.99
	<hr/>
Total National Conference Scholarship	20,155.71
New Member Functions	
New Member Lunches	214.64
New Member Functions - Other	35.23
	<hr/>
Total New Member Functions	249.87
Newsletter	
Newsletter Production	725.00
	<hr/>
Total Newsletter	725.00
Printing and Reproduction	115.65
Salary Survey Costs	2,250.00
	<hr/>
Total Expense	34,310.10
	<hr/>
Net Ordinary Income	-21,960.10
Other Income/Expense	
Other Income	
Interest Income	0.58
	<hr/>
Total Other Income	0.58
Other Expense	
Other Expenses	151.54
	<hr/>
Total Other Expense	151.54
	<hr/>
Net Other Income	-150.96
	<hr/>
Net Income	<u><u>-22,111.06</u></u>

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

8:14 AM
 08/04/14
 Accrual Basis

	Apr - Jul 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	0.00	0.00	0.00	0.0%
Annual Sponsorship - Totebag	0.00	0.00	0.00	0.0%
Bronze	0.00	0.00	0.00	0.0%
Diamond	0.00	0.00	0.00	0.0%
Gold	0.00	0.00	0.00	0.0%
Platinum	0.00	0.00	0.00	0.0%
Silver	925.00	0.00	925.00	100.0%
Total Annual Sponsorship	925.00	0.00	925.00	100.0%
Business Partner Fair	0.00	0.00	0.00	0.0%
Additional Reps				
Total Business Partner Fair	0.00	0.00	0.00	0.0%
Education				
Chapter Monthly Lunch Receipts	2,120.00	2,800.00	-680.00	75.7%
Seminars	30.00	250.00	-220.00	12.0%
Total Education	2,150.00	3,050.00	-900.00	70.5%
Joint Chapter Retreat	0.00	0.00	0.00	0.0%
Membership Dues	9,275.00	11,000.00	-1,725.00	84.3%
Salary Survey	0.00	0.00	0.00	0.0%
Total Income	12,350.00	14,050.00	-1,700.00	87.9%
Gross Profit	12,350.00	14,050.00	-1,700.00	87.9%
Expense				
Bank Service Charges/Paypal	66.81	19.65	47.16	340.0%
Board Expenses				
Board Meetings	445.19	666.66	-221.47	66.8%
Board Retreat	423.08	0.00	423.08	100.0%
Chapter Awards/Gifts	179.20	250.00	-70.80	71.7%
Strategic Alliances Committee	400.00	0.00	400.00	100.0%
Board Expenses - Other	35.55			
Total Board Expenses	1,483.02	916.66	566.36	161.8%
Business Partner Expenses				
Business Partner Expo				
A/V Rental	0.00	0.00	0.00	0.0%
Beverages	0.00	0.00	0.00	0.0%
Facilities	2,000.00			
Other	0.00	0.00	0.00	0.0%
Parking	0.00	0.00	0.00	0.0%
Photographs	0.00	0.00	0.00	0.0%
Total Business Partner Expo	2,000.00	0.00	2,000.00	100.0%

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

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 08/04/14
 Accrual Basis

	Apr - Jul 14	Budget	\$ Over Budget	% of Budget
Vendor Appreciation Party				
Parties	0.00	0.00	0.00	0.0%
Vendor Appreciation Party - Other	526.66	465.36	61.30	113.2%
Total Vendor Appreciation Party	526.66	465.36	61.30	113.2%
Total Business Partner Expenses	2,526.66	465.36	2,061.30	542.9%
Chapter Leadership Institute				
Board Member-CLI	1,000.00	2,000.00	-1,000.00	50.0%
President - CLI	500.00	1,000.00	-500.00	50.0%
President Elect-CLI	0.00	500.00	-500.00	0.0%
Total Chapter Leadership Institute	1,500.00	3,500.00	-2,000.00	42.9%
Chapter Logo Supplies	0.00	500.00	-500.00	0.0%
Chapter Meeting Speakers	250.00			
Total Chapter Meeting	250.00			
Chapter Retreat Communications	0.00	0.00	0.00	0.0%
Author Incentives	0.00	100.00	-100.00	0.0%
Design	787.50			
Designer Fees	300.00	3,332.00	-3,032.00	9.0%
Monthly Fee	600.00	600.00	0.00	100.0%
Total Communications	1,687.50	4,032.00	-2,344.50	41.9%
Community Challenge Expenses	500.00	0.00	500.00	100.0%
Education Costs				
Audio Visual	0.00	200.00	-200.00	0.0%
Chapter Monthly Lunches	1,804.86	2,230.00	-425.14	80.9%
Facility Rental	0.00	0.00	0.00	0.0%
Holiday Party	0.00	0.00	0.00	0.0%
Lunches-Education Seminar	0.00	0.00	0.00	0.0%
Parking	180.00	0.00	180.00	100.0%
Speakers-Education Seminar	529.32	4,000.00	-3,470.68	13.2%
Webinars and Audio Conferences	0.00	0.00	0.00	0.0%
Total Education Costs	2,514.18	6,430.00	-3,915.82	39.1%
Insurance				
Fidelity Bond Premium	0.00	0.00	0.00	0.0%
Total Insurance	0.00	0.00	0.00	0.0%
Managing Partner Breakfast	153.70	0.00	153.70	100.0%

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

8:14 AM
 08/04/14
 Accrual Basis

	Apr - Jul 14	Budget	\$ Over Budget	% of Budget
Miscellaneous Expense				
Contributions	0.00	200.00	-200.00	0.0%
Gifts	0.00	0.00	0.00	0.0%
Other	0.00	0.00	0.00	0.0%
Post Office Box	132.00	0.00	132.00	100.0%
Total Miscellaneous Expense	132.00	200.00	-68.00	66.0%
National Conference Scholarship				
Board Member Stipend	10,708.07	8,000.00	2,708.07	133.9%
Chapter Dinner	693.65	750.00	-56.35	92.5%
President-National Conference	2,250.00	2,250.00	0.00	100.0%
President Elect-National Confer	2,250.00	2,250.00	0.00	100.0%
Quest Scholarship	2,000.00	2,000.00	0.00	100.0%
Scholarships-Non Board	2,000.00	4,000.00	-2,000.00	50.0%
Scholarships-Other Conference	0.00	0.00	0.00	0.0%
Silent Auction Items	253.99	250.00	3.99	101.6%
Total National Conference Scholarship	20,155.71	19,500.00	655.71	103.4%
New Member Functions				
Miscellaneous	0.00	0.00	0.00	0.0%
New Member Lunches	214.64	360.00	-145.36	59.6%
New Member Functions - Other	35.23			
Total New Member Functions	249.87	360.00	-110.13	69.4%
Newsletter				
Newsletter Production	725.00	0.00	725.00	100.0%
Total Newsletter	725.00	0.00	725.00	100.0%
Printing and Reproduction				
Regional Conference	115.65			
Board Members	0.00	0.00	0.00	0.0%
Chapter Dinner	0.00	0.00	0.00	0.0%
Door Prize	0.00	0.00	0.00	0.0%
Members At Large	0.00	0.00	0.00	0.0%
Scholarships	0.00	0.00	0.00	0.0%
Total Regional Conference	0.00	0.00	0.00	0.0%
Salary Survey Costs				
Salary Survey Costs	2,250.00	0.00	2,250.00	100.0%
Total Expense	34,310.10	35,923.67	-1,613.57	95.5%
Net Ordinary Income	-21,960.10	-21,873.67	-86.43	100.4%
Other Income/Expense				
Other Income	0.58	2.00	-1.42	29.0%
Interest Income				
Total Other Income	0.58	2.00	-1.42	29.0%

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

	Apr - Jul 14	Budget	\$ Over Budget	% of Budget
Other Expense				
Other Expenses	151.54			
Total Other Expense	151.54			
Net Other Income	-150.96	2.00	-152.96	-7,548.0%
Net Income	-22,111.06	-21,871.67	-239.39	101.1%

8:14 AM

08/04/14

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
April through July 2014

	<u>Apr - Jul 14</u>
OPERATING ACTIVITIES	
Net Income	-22,111.06
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-125.00
Net cash provided by Operating Activities	<u>-22,236.06</u>
Net cash increase for period	-22,236.06
Cash at beginning of period	<u>46,821.35</u>
Cash at end of period	<u><u>24,585.29</u></u>



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

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

STATEMENT ISSUED
07-31-2014

063044

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
301 CONGRESS AVE STE 2100
% ELAINE BURR
AUSTIN TX 78701

0

Manage your company's finances from anywhere,
anytime with Frost's online banking service - Cash
Manager. To Learn more, visit frostbank.com.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
27,068.37	1	605.00	9	7,080.37	20,593.00

Activity Items Processed

31

Cash Processed

\$40.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
07-25	DEPOSIT	605.00			

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
07-02	1551 #	1,750.00	07-21	1561 #	96.69	07-25	1564 #	500.00
07-03	1559 * #	586.94	07-17	1562 #	60.47	07-25	1567 * #	250.00
07-22	1560 #	2,250.00	07-25	1563 #	29.20	07-28	1568 #	1,557.07

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-03	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-30	27,068.37	07-17	24,670.96	07-25	22,150.07
07-02	25,318.37	07-21	24,574.27	07-28	20,593.00
07-03	24,731.43	07-22	22,324.27		

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



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

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

STATEMENT ISSUED 07-31-2014

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AUSTIN CHAPTER OF THE ASSOCIATION

DEPOSIT TICKET TOTAL DEPOSIT

7/25/14

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

\$ 60500

⑆001559⑆ ⑆114000093⑆ 591209000⑆ 20

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/25/2014

6/9/2014

BRACWELL & GILBERT, LLP

\$1,750.00

One Thousand Seven Hundred Fifty and 00/100

BRACWELL & GILBERT, LLP
111 Congress Avenue, Suite 2300
Austin, TX 78701
Attn: Debbie Ryan

TWO SIGNATURES REQUIRED OVER \$500

#001551⑆ ⑆114000093⑆ 591209000⑆

07/25/14 #0 \$605.00

S Ravel 1406

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/2/2014

Headliners Club

\$785.94

Five Hundred Eighty-Six and 04/100

Headliners Club
P. O. Box 87
Austin, Texas 78787

TWO SIGNATURES REQUIRED OVER \$500

#001559⑆ ⑆114000093⑆ 591209000⑆

07/02/14 #1551 \$1,750.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/2/2014

7/2/2014

Reader Research

\$2,250.00

Two Thousand Two Hundred Fifty and 00/100

Reader Research
221 Tower Drive West
Shivler, MN 55302

TWO SIGNATURES REQUIRED OVER \$500

#001550⑆ ⑆114000093⑆ 591209000⑆

07/03/14 #1559 \$586.94

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/7/2014

Eichelbaum Wardell Hansen

\$786.89

Ninety-Six and 89/100

Eichelbaum Wardell Hansen
Powell & Maki, P.C.
4201 West Plimmer Lane, Ste A-100
Austin, TX 78737

TWO SIGNATURES REQUIRED OVER \$500

#001561⑆ ⑆114000093⑆ 591209000⑆

07/22/14 #1560 \$2,250.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/11/2014

7/11/2014

Diane Deltmann

\$2,250.47

Sixty and 47/100

Diane Deltmann

TWO SIGNATURES REQUIRED OVER \$500

#001562⑆ ⑆114000093⑆ 591209000⑆

07/21/14 #1561 \$96.69

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/17/2014

Linda Slegert

\$96.69

Twenty-Nine and 20/100

Linda Slegert

TWO SIGNATURES REQUIRED OVER \$500

#001563⑆ ⑆114000093⑆ 591209000⑆

07/17/14 #1562 \$60.47

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/17/2014

7/17/2014

Linda Slegert

\$60.47

Five Hundred and 00/100

Linda Slegert

TWO SIGNATURES REQUIRED OVER \$500

#001564⑆ ⑆114000093⑆ 591209000⑆

07/25/14 #1563 \$29.20

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/22/2014

Renee Cowan

\$29.20

Two Hundred Fifty and 00/100

Renee Cowan
Unk. of Texas at San Antonio

TWO SIGNATURES REQUIRED OVER \$500

#001565⑆ ⑆114000093⑆ 591209000⑆

07/25/14 #1564 \$500.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/23/2014

7/23/2014

April Stanaland

\$500.00

One Thousand Five Hundred Fifty-Seven and 07/100

April Stanaland

TWO SIGNATURES REQUIRED OVER \$500

#001566⑆ ⑆114000093⑆ 591209000⑆

07/25/14 #1567 \$250.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/23/2014

Speaker Honorarium for July, 2014 ALA luncheon

\$250.00

#001567⑆ ⑆114000093⑆ 591209000⑆

07/28/14 #1568 \$1,557.07

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

7/23/2014

7/23/2014

Annual Conference - Board Member attend

\$1,557.07

One Thousand Five Hundred Fifty-Seven and 07/100

Annual Conference - Board Member attend

TWO SIGNATURES REQUIRED OVER \$500

#001568⑆ ⑆114000093⑆ 591209000⑆

8:09 AM

08/04/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 07/31/2014

	<u>Jul 31, 14</u>
Beginning Balance	27,068.37
Cleared Transactions	
Checks and Payments - 9 items	-7,080.37
Deposits and Credits - 1 item	605.00
Total Cleared Transactions	<u>-6,475.37</u>
Cleared Balance	<u><u>20,593.00</u></u>
Uncleared Transactions	
Checks and Payments - 6 items	-1,874.93
Total Uncleared Transactions	<u>-1,874.93</u>
Register Balance as of 07/31/2014	<u><u>18,718.07</u></u>
Ending Balance	18,718.07

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 07/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,068.37
Cleared Transactions						
Checks and Payments - 9 items						
Check	06/05/2014	1551	Bracewell & Giuliani...	X	-1,750.00	-1,750.00
Check	07/02/2014	1559	Headliners Club	X	-586.94	-2,336.94
Check	07/07/2014	1560	Readex Research	X	-2,250.00	-4,586.94
Check	07/07/2014	1561	Eichelbaum Wardell...	X	-96.69	-4,683.63
Check	07/11/2014	1562	Diane Dettmann	X	-60.47	-4,744.10
Check	07/17/2014	1564	Linda Siegert	X	-500.00	-5,244.10
Check	07/17/2014	1563	Linda Siegert	X	-29.20	-5,273.30
Check	07/22/2014	1568	April Stanaland	X	-1,557.07	-6,830.37
Check	07/22/2014	1567	Renee Cowan	X	-250.00	-7,080.37
Total Checks and Payments					-7,080.37	-7,080.37
Deposits and Credits - 1 item						
Deposit	07/25/2014			X	605.00	605.00
Total Deposits and Credits					605.00	605.00
Total Cleared Transactions					-6,475.37	-6,475.37
Cleared Balance					-6,475.37	20,593.00
Uncleared Transactions						
Checks and Payments - 6 items						
Check	07/17/2014	1565	Kelly Barker		-145.20	-145.20
Check	07/22/2014	1566	Kelly Barker		-500.00	-645.20
Check	07/25/2014	1569	Melissa Joe		-500.00	-1,145.20
Check	07/25/2014	1570	Diane Dettmann		-35.23	-1,180.43
Check	07/28/2014	1571	U.S. Postal Service		-132.00	-1,312.43
Check	07/30/2014	1572	PaperStreet Web D...		-562.50	-1,874.93
Total Checks and Payments					-1,874.93	-1,874.93
Total Uncleared Transactions					-1,874.93	-1,874.93
Register Balance as of 07/31/2014					-8,350.30	18,718.07
Ending Balance					-8,350.30	18,718.07



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

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

STATEMENT ISSUED
07-31-2014

063075

Page 1 of 1

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
301 CONGRESS AVE STE 2100
% ELAINE BURR
AUSTIN TX 78701

0

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anytime with Frost's online banking service - Cash
Manager. To Learn more, visit frostbank.com.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,867.07	0	.15	0	.00	5,867.22

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-31	.15	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-03	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-30	5,867.07	07-03	5,867.07	07-31	5,867.22

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

8:11 AM

08/04/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 07/31/2014

	<u>Jul 31, 14</u>
Beginning Balance	5,867.07
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.15</u>
Total Cleared Transactions	<u>0.15</u>
Cleared Balance	<u>5,867.22</u>
Register Balance as of 07/31/2014	5,867.22
Ending Balance	5,867.22

8:11 AM
08/04/14

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 07/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,867.07
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/31/2014			X	0.15	0.15
Total Deposits and Credits					0.15	0.15
Total Cleared Transactions					0.15	0.15
Cleared Balance					0.15	5,867.22
Register Balance as of 07/31/2014					0.15	5,867.22
Ending Balance					0.15	5,867.22

ATTACHMENT B

ALA Managing Partner Forums

Goals:

1. Provide networking and informal education opportunities for managing partners
2. Increase sense of community and connection among Austin-area law firms
3. Enhance PR for the local chapter of the Association of Legal Administrators (ALA)

Proposed format:

- Relaxed, informal round-table discussion with drinks and hors d'oeuvres.
- A "safe environment" of like-minded professionals.
- Moderator/facilitator recommended to keep conversation fluid.
- Some topics may require outside subject matter experts.
- Day/time: Thursday, 4 – 6 p.m. (A good excuse to avoid rush-hour traffic.)

Schedule:

- Two forums per year, in April and early November.

Possible topics:

- Cyber Security
- Succession planning
- Recruiting lateral partners
- Creating and maintaining a thriving work culture
- Alternative fee arrangements
- Managing multiple generations (attorneys), e.g. Millennials
- Managing practice groups (attorneys) across multiple offices (e.g. what strategies and tools do you use to track and motivate?)
- Decision-making process and criteria for charitable donations
- Decision-making process and criteria for case referrals

Other:

- Create a listserv of interested managing partners (e.g. Yahoo group)

Kick-off:

- Slack & Davis will host the first session in November, 2014

Next steps:

- Mike Slack will write an introductory letter or email that invites managing partners to 1) "save the date" for first forum; 2) gauge interest and 3) generate topic ideas. (Possibly set up a Survey Monkey survey.) Include personal invitation to S&D's Oktoberfest (October 9).

ATTACHMENT C

August 14, 2014 Board Meeting COMMITTEE REPORTS

Business Partner Relations Committee – Linda Wood

No report at this time.

Community Relations Committee – Joan McClendon

No report at this time.

Compensation & Benefits Committee – Allen Odom

As of Monday, August 11, thirteen firms had completed the compensation and benefits survey, and another two had accessed and/or completed some portion of the survey. For reference, I believe 40 firms completed last year's survey. As of Monday, we have approximately eight days until the survey is scheduled to close. I have sent a one-week-remaining reminder and intend to send another a few days out from the survey's close. I think it likely would be a good idea to have Kelly make an appeal as well. I guess one question we should ask is whether we want to extend the August 19 deadline. If we do extend it, what should we set as our new deadline?

Education & Program Committee – April Stanaland

Panelists for 16th Annual Summer Education Session – August 28, 2014 @ W Hotel, Austin Texas

Richard Creel, RPLU, ASLI, MLIS I Senior Vice President
USI Affinity I Professional Insurance Solutions

Renee M. Meisel
Litigation Counsel & SME Cybersecurity Dept.
Dell, Inc.

Ian Faulkingham
Senior Manager of Information Technology Security
Husch Blackwell L.L.P.

We will also have a moderator for the panel and I hope to have that finalized by the end of the day.

Membership Committee – Diane Dettmann

The committee met on July 15, 2014, to discuss ways to increase membership as well as to enhance the experience of joining the Austin Chapter. Present were Diane Dettmann, Laura Angle, Christine Giles, Julie Smith; Meg Land and Marti Lozano were unable to attend. Christine Giles reported that she had reached out to two prospective members, Ruta Perzynsaka and Christiana Gunn to tell them about ALA and the Chapter. Laura and Julie agreed to call them and invite them to be a guest at one of the Chapter luncheons and follow up regarding their interest in joining the Chapter. Diane Dettmann obtained from ALA a current list of members in the area who are not associated with the Chapter and distributed the names to the committee members. Committee members committed to call the four potential members, tell them about the Chapter, invite them to a luncheon and encourage them to join. An up-to-date membership roster was forwarded to Meg Land so she will have correct anniversary dates for sending out cards. Diane will continue to calendar 6-months out from the initial welcome lunch of new members and

will request that another Board member attend a second luncheon. The committee also discussed getting feedback on aligning each new member with a “buddy” or mentor.

Raina Spies, Office Administrator with Allensworth & Porter, joined the Chapter on 7/16/14; her new member lunch is scheduled for 8/27/14. Jason Amyett, Director of Administration w/ Hohmann Taube & Summers, expressed interest in joining the Chapter after his conversation with Meg Land. Diane emailed him, sent him the Chapter enrollment information and invited him to lunch. Kimberly (Kim) Vitray replaced Donna Harmon as the HR Manager at McGinnis Lochridge & Kilgore. She is a member of ALA and Diane is scheduled to take her to lunch on 8/13/14 to tell her about the Chapter. Anna Helton, referred by Kelly Barker, has also been sent Chapter membership information.

We currently have 85 Chapter members.

Communications Committee – Summer Jurrells and Linda Siegert

Communications Committee has made the changes referenced in last month’s update. We’ve also re-established ourselves on Facebook & Twitter. We created #atxlegalexpo14 for everyone tweeting from the expo this year. Our goal is to make our presence strong on twitter and have not only our members tweeting but also our business partners. We’ve also established #atxconnect as ours. Currently there isn’t anyone using this but us.

Strategic Alliances Committee – Toni Beasley

No report at this time.