



BOARD MEETING MINUTES
December 11, 2014 11:30 AM – 1:00 PM
Austin Bar Association, Longhorn Room (816 Congress Ave., Third Floor)

1. **Members Present:** Kelly Barker, Karie Rivkin, Diana Stangl, Linda Siegert, Allen Odom, Shary Tutt, Summer Jurrells, Diane Dettmann. Melissa Joe was also present as a guest.

Members Not Present: Linda Wood, April Stanaland, Elaine Burr, Joan McClendon

2. **Approval of November Board Meeting Minutes:** Approved after a Motion from Karie Rivkin and a second by Diane Dettmann.
3. **Interim Email Decisions:** There were three interim email decisions made by the officers: 1) agreed not to pursue obtaining a chapter credit card or using an alternative payments processor; 2) agreed to form a special committee for the purpose of addressing challenges facing member firms located in the central business district; and 3) agreed to conduct a drawing at the holiday luncheon for a \$2,000 scholarship to the 2015 ALA Legal Conference & Expo in Nashville. (Note that Elaine Nielsen won the drawing at the holiday luncheon.)
4. **Treasurer's Report (Attachment A)** - The November financial statements are attached. It was noted that we have a total cash balance of \$16,608.56. We are well under budget in expenses year to date, primarily due to savings in the BOL conference stipends, speaker fees for programs, and website design fees that have not been spent.
5. **Upcoming Due Dates and Responsibilities**
 - a. December 31 – Diana Stangl, Secretary, submit Minutes to national.
 - b. December 31 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
 - c. January 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.
6. **Upcoming Educational Opportunities**
 - a. Managing Partner/Executive Director Forum: February 23-24, Orlando.
7. **Old Business**
 - a. Agreed to change in venue/date for BP Appreciation Event from Radisson Hotel to Brass House on November 20th.
 - b. Discussed possible changes to BP sponsorship packages for 2016. Discussion was held at this meeting about the status of the sponsorship packages. We are behind on the brass level packages. Linda Siegert noted that she thinks not allowing payment through paypal is hurting the sale of the packages. Changes also need to be made to the registration form to capture more information

from the business partners. Linda has been preparing invoices to send to the partners so that they can request a check from their corporate offices. Discussion was held about using Square to process payments and whether that would be cheaper than paypal. Additional reminders will be sent out to the business partners.

- c. Agreed to look at alternatives to proposed joint presentation with UT Law Career Services Office on nuts and bolts of private practice for new attorneys including possible partnership with State Bar of Texas through the Law Practice Management section.

8. **New Business**

- a. Proposal to reduce 2015-16 membership dues. There was discussion about whether the membership dues should be decreased next year. They are currently \$125/year. New members have their dues waived for the year that they join. There were several proposals discussed, including reducing the annual fee to either \$100 or \$75, providing free monthly luncheons or having a drawing for a free membership or free lunches for a year. Shary agreed to do some analysis and present a proposal at the next board meeting. There was also discussion about waiting one year before doing anything so that both the new business partner packages and a change in dues were done at the same time.
- b. Report from Nominations Committee (Karie Rivkin). Karie reviewed the process for the nominating committee. She will send out an email asking for nominations for the committee. The board selects one person to serve on the committee and the chapter at large will select the other 3 members. Once she has received nominations, Karie will send out a Survey Monkey link for the chapter to select the committee. The Committee will then ask for nominations for officers and work on preparing a slate and send out a Survey Monkey link in February for the election. The results will be announced at the February chapter meeting.
- c. Committee chair transitions in 2015 and proposed updates to committee responsibilities lists. Linda Siegert has a list of committee responsibilities to the business partners that was prepared several years ago and she will send that out for everyone to review so that more discussion can be held at a future meeting.
- d. Report from Downtown Austin Law Firm Alliance committee (Melissa Joe). Melissa reported on the genesis of the formation of the committee. She will be scheduling the first meeting of the committee in the next few weeks. The committee members are Melissa (chair), James Cornell, Shary Tutt, Elaine Burr, Maria Benning, Joan McClendon, Linda Siegert, Linda Wood and Mike Kennedy.
- e. Approval of 2015 ALA Webinar Subscription (\$450). The Board approved subscribing to the ALA Webinar series for 2015.
- f. Electronic retention of Austin ALA chapter records held by Safesite. Shary reported that the chapter has 18 boxes at Safesite. Most of the boxes contain old records from committees. Shary will prepare a retention proposal for the board to review and vote on at a future meeting.
- g. Recommendations for possible changes to salary survey (Allen Odom). Allen noted that we did not have as many participants this year as last year and also have not sold as many surveys. He thinks changing the timing of the survey may help. He will circulate a proposed timeline to the board for consideration for next year. There was discussion that the time frame for the salaries could remain the same and that we just move up when the survey is conducted.
- h. Other business as required. The board discussed the listserv and some of the problems with the current set up. The listserv is currently run through a yahoo account and the account is actually owned by a former member. The board discussed setting up a new listserv through the chapter website and then taking the old listserv down. Summer will research that more and report back to the board.

Kelly noted that due to a change in policy by ALA Headquarters, the chapter can no longer purchase an early bird registration and assign it to a chapter member after a drawing is held without paying a large fee for changing the registration.

There was some discussion about whether the meeting date for the February chapter meeting should be changed because the regular meeting date falls on the same day as the Managing Shareholder breakfast (February 26). No decision was made however.

9. **Committee Reports (Attachment B)** - The committee reports are attached.
10. **Open Business**
11. **Announcements & Adjourn**

Meeting was adjourned at 1:10. Next Board Meeting: Thursday, January 8, 2015 at 11:30 at Austin Bar Association, 816 Congress, 3rd Floor.

ATTACHMENT A



Austin Chapter
Association of Legal Administrators
Treasurer's Report
11/30/2014

The checking account balance as of 11/30/2014 is \$10,740.76, and the Money Market balance is \$5,867.80, for a total cash balance of \$16,608.56.

For the month –

We had \$5,950 income in November which consisted of Salary Survey income (\$1,050), Chapter lunch receipts (\$300), and a few BP sponsorships (\$4,600). As of today, there are no receivables from members for luncheon fees or no-shows.

Total expenses for November were \$5,158.49, which consisted of BoL stipends and scholarships (\$4,639.00), new member events (107.42), Board expenses (\$398.72), and a PayPal fee on a Bronze sponsorship (\$13.35).

Year to Date –

We are \$350 over budget on income year to date, attributable as follows:

- \$5,525 - timing - BP Sponsorships were paid earlier than budgeted;
- (\$1,725) - Membership dues which were lower than expected;
- (\$1,950) - Luncheon and seminar income lower than expected;
- (\$1,300) - Salary survey income slightly lower than expected;
- (\$200) – fewer BP additional reps at the Expo this yea.

We are also under budget \$23,789.92 in expenses year to date:

- (\$805) – BP Expo expenses were less than expected;

- (\$450) - Vendor appreciation party is under budget due to timing. The invoice has not been submitted for reimbursement as of this writing;
- (\$1,368) - CLI expenses were less than expected this year;
- (\$500) - We have \$500 budgeted for Chapter Logo supplies – this has not been used;
- (\$5,780) – Communications – Most of this savings is due to website design fees that were not spent;
- (\$1,000) – Community Challenge is under budget;
- (\$11,401) – Education and Programs are under budget – mostly in speaker fees;
- (5,137) – BOL conference stipends and scholarships. Some stipends were not taken and there remain two stipends that have not been requested;
- \$725 – Newsletter production – the invoice for production of the final 2014 Newsletter;
- \$904 – Managing Partner Breakfast – this is due to timing;
- \$656 – National Conference stipends were slightly over budget;
- \$228 – Board Expenses are slightly over budget.

8:50 AM
12/01/14
Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of November 30, 2014

	<u>Nov 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	10,740.76
Frost Money Market	5,867.80
Total Checking/Savings	<u>16,608.56</u>
Total Current Assets	<u>16,608.56</u>
TOTAL ASSETS	<u>16,608.56</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	-30,087.79
Total Equity	<u>16,608.56</u>
TOTAL LIABILITIES & EQUITY	<u>16,608.56</u>

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

	<u>Nov 14</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	900.00
Gold	3,700.00
Total Annual Sponsorship	<u>4,600.00</u>
Education	
Chapter Monthly Lunch Receipts	300.00
Total Education	<u>300.00</u>
Salary Survey	<u>1,050.00</u>
Total Income	<u>5,950.00</u>
Gross Profit	5,950.00
Expense	
Bank Service Charges/Paypal	13.35
Board Expenses	398.72
New Member Functions	
New Member Lunches	107.42
Total New Member Functions	<u>107.42</u>
Regional Conference	
Board Members	2,000.00
Members At Large	1,639.00
Scholarships	1,000.00
Total Regional Conference	<u>4,639.00</u>
Total Expense	<u>5,158.49</u>
Net Ordinary Income	791.51
Other Income/Expense	
Other Income	
Interest Income	0.14
Total Other Income	<u>0.14</u>
Net Other Income	<u>0.14</u>
Net Income	<u><u>791.65</u></u>

9:02 AM

12/01/14

Accrual Basis

Austin Chapter - Association of Legal Administrators

Profit & Loss

April through November 2014

	Apr - Nov 14
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	900.00
Gold	3,700.00
Silver	925.00
Total Annual Sponsorship	5,525.00
Business Partner Fair	
Additional Reps	750.00
Total Business Partner Fair	750.00
Education	
Chapter Monthly Lunch Receipts	2,960.00
Seminars	2,390.00
Total Education	5,350.00
Membership Dues	9,275.00
Salary Survey	4,700.00
Total Income	25,600.00
Gross Profit	25,600.00
Expense	
Bank Service Charges/Paypal	81.91
Board Expenses	
Board Meetings	624.75
Board Retreat	423.08
Chapter Awards/Gifts	179.20
Strategic Alliances Committee	400.00
Board Expenses - Other	434.27
Total Board Expenses	2,061.30
Business Partner Expenses	
Business Partner Expo	
Facilities	2,000.00
Other	75.00
Parking	365.00
Business Partner Expo - Other	2,855.39
Total Business Partner Expo	5,295.39
Vendor Appreciation Party	526.66
Total Business Partner Expenses	5,822.05
Chapter Leadership Institute	
Board Member-CLI	1,500.00
President - CLI	500.00
Chapter Leadership Institute - Other	132.24
Total Chapter Leadership Institute	2,132.24
Chapter Meeting	
Speakers	250.00
Total Chapter Meeting	250.00
Communications	
Design	787.50
Designer Fees	300.00
Monthly Fee	900.00
Total Communications	1,987.50
Community Challenge Expenses	500.00

9:02 AM

12/01/14

Accrual Basis

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

	<u>Apr - Nov 14</u>
Education Costs	
Chapter Monthly Lunches	3,272.04
Parking	204.00
Speakers-Education Seminar	1,552.80
Total Education Costs	<u>5,028.84</u>
Education Seminar	626.16
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>
Managing Partner Breakfast	903.70
Miscellaneous Expense	
Contributions	100.00
Post Office Box	132.00
Total Miscellaneous Expense	<u>232.00</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
Total National Conference Scholarship	<u>20,155.71</u>
New Member Functions	
Buddy Happy Hours	72.98
New Member Lunches	551.74
New Member Functions - Other	35.23
Total New Member Functions	<u>659.95</u>
Newsletter	
Newsletter Production	725.00
Total Newsletter	<u>725.00</u>
Printing and Reproduction	115.65
Regional Conference	
Board Members	4,936.18
Chapter Dinner	495.22
Members At Large	2,134.00
Scholarships	1,000.00
Regional Conference - Other	1,000.00
Total Regional Conference	<u>9,565.40</u>
Salary Survey Costs	4,500.00
Total Expense	<u>55,537.41</u>
Net Ordinary Income	-29,937.41
Other Income/Expense	
Other Income	
Interest Income	1.16
Total Other Income	<u>1.16</u>
Other Expense	
Other Expenses	151.54
Total Other Expense	<u>151.54</u>
Net Other Income	<u>-150.38</u>
Net Income	<u><u>-30,087.79</u></u>

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

9:04 AM
 12/01/14
 Accrual Basis

	Apr - Nov 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	0.00	0.00	0.00	0.0%
Annual Sponsorship - Totebag	900.00	0.00	900.00	100.0%
Bronze	0.00	0.00	0.00	0.0%
Diamond	3,700.00	0.00	3,700.00	100.0%
Gold	0.00	0.00	0.00	0.0%
Platinum	925.00	0.00	925.00	100.0%
Silver	5,525.00	0.00	5,525.00	100.0%
Total Annual Sponsorship	5,525.00	0.00	5,525.00	100.0%
Business Partner Fair	750.00	950.00	-200.00	78.9%
Additional Repts	750.00	950.00	-200.00	78.9%
Total Business Partner Fair	750.00	950.00	-200.00	78.9%
Education				
Chapter Monthly Lunch Receipts	2,960.00	4,900.00	-1,940.00	60.4%
Seminars	2,390.00	2,400.00	-10.00	99.6%
Total Education	5,350.00	7,300.00	-1,950.00	73.3%
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	4,700.00	6,000.00	-1,300.00	78.3%
Total Income	25,600.00	25,250.00	350.00	101.4%
Gross Profit	25,600.00	25,250.00	350.00	101.4%
Expense				
Bank Service Charges/Paypal	81.91	19.65	62.26	416.8%
Board Expenses				
Board Meetings	624.75	1,333.32	-708.57	46.9%
Board Retreat	423.08	0.00	423.08	100.0%
Chapter Awards/Gifts	179.20	500.00	-320.80	35.8%
Strategic Alliances Committee	400.00	0.00	400.00	100.0%
Board Expenses - Other	434.27			
Total Board Expenses	2,061.30	1,833.32	227.98	112.4%
Business Partner Expenses				
Business Partner Expo	0.00	600.00	-600.00	0.0%
AV Rental	0.00	4,000.00	-4,000.00	0.0%
Beverages	2,000.00			
Facilities	75.00	675.00	-600.00	11.1%
Other	365.00	500.00	-135.00	73.0%
Parking				

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

9:04 AM
 12/01/14
 Accrual Basis

	Apr - Nov 14	Budget	\$ Over Budget	% of Budget
Photographs	0.00	325.00	-325.00	0.0%
Business Partner Expo - Other	2,855.39			
Total Business Partner Expo	5,295.39	6,100.00	-804.61	86.8%
Vendor Appreciation Party	0.00	500.00	-500.00	0.0%
Parties	526.66	476.36	50.30	110.6%
Vendor Appreciation Party - Other				
Total Vendor Appreciation Party	526.66	976.36	-449.70	53.9%
Total Business Partner Expenses	5,822.05	7,076.36	-1,254.31	82.3%
Chapter Leadership Institute				
Board Member-CLI	1,500.00	2,000.00	-500.00	75.0%
President - CLI	500.00	1,000.00	-500.00	50.0%
President Elect-CLI	0.00	500.00	-500.00	0.0%
Chapter Leadership Institute - Other	132.24			
Total Chapter Leadership Institute	2,132.24	3,500.00	-1,367.76	60.9%
Chapter Logo Supplies	0.00	500.00	-500.00	0.0%
Chapter Meeting	250.00			
Speakers				
Total Chapter Meeting	250.00	500.00	-500.00	0.0%
Chapter Retreat	0.00	0.00	0.00	0.0%
Communications				
Author Incentives	0.00	200.00	-200.00	0.0%
Design	787.50			
Designer Fees	300.00	6,668.00	-6,368.00	4.5%
Monthly Fee	900.00	900.00	0.00	100.0%
Total Communications	1,987.50	7,768.00	-5,780.50	25.6%
Community Challenge Expenses	500.00	1,500.00	-1,000.00	33.3%
Education Costs				
Audio Visual	0.00	400.00	-400.00	0.0%
Chapter Monthly Lunches	3,272.04	4,630.00	-1,357.96	70.7%
Facility Rental	0.00	1,400.00	-1,400.00	0.0%
Holiday Party	0.00	0.00	0.00	0.0%
Lunches-Education Seminar	0.00	1,500.00	-1,500.00	0.0%
Parking	204.00	500.00	-296.00	40.8%
Speakers-Education Seminar	1,552.80	8,000.00	-6,447.20	19.4%
Webinars and Audio Conferences	0.00	0.00	0.00	0.0%
Total Education Costs	5,028.84	16,430.00	-11,401.16	30.6%
Education Seminar	626.16			

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

9:04 AM
 12/01/14
 Accrual Basis

	Apr - Nov 14	Budget	\$ Over Budget	% of Budget
Insurance				
Fidelity Bond Premium	190.00	190.00	0.00	100.0%
Total Insurance	190.00	190.00	0.00	100.0%
Managing Partner Breakfast				
Miscellaneous Expense	903.70	0.00	903.70	100.0%
Contributions	100.00	250.00	-150.00	40.0%
Gifts	0.00	100.00	-100.00	0.0%
Other	0.00	100.00	-100.00	0.0%
Post Office Box	132.00	128.00	4.00	103.1%
Total Miscellaneous Expense	232.00	578.00	-346.00	40.1%
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				
Buddy Happy Hours	72.98	500.00	-500.00	0.0%
Miscellaneous	0.00	680.00	-680.00	0.0%
New Member Lunches	551.74		-128.26	81.1%
New Member Functions - Other	35.23			
Total New Member Functions	659.95	1,180.00	-520.05	55.9%
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	4,936.18	8,000.00	-3,063.82	61.7%
Chapter Dinner	495.22	700.00	-204.78	70.7%
Door Prize	0.00	252.00	-252.00	0.0%
Members At Large	2,134.00	3,750.00	-1,616.00	56.9%

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

9:04 AM
 12/01/14
 Accrual Basis

	Apr - Nov 14	Budget	\$ Over Budget	% of Budget
Scholarships	1,000.00	2,000.00	-1,000.00	50.0%
Regional Conference - Other	1,000.00			
Total Regional Conference	9,565.40	14,702.00	-5,136.60	65.1%
Salary Survey Costs	4,500.00	4,550.00	-50.00	98.9%
Total Expense	55,537.41	79,327.33	-23,789.92	70.0%
Net Ordinary Income	-29,937.41	-54,077.33	24,139.92	55.4%
Other Income/Expense				
Other Income	1.16	3.57	-2.41	32.5%
Interest Income				
Total Other Income	1.16	3.57	-2.41	32.5%
Other Expense				
Other Expenses	151.54			
Total Other Expense	151.54			
Net Other Income	-150.38	3.57	-153.95	-4,212.3%
Net Income	-30,087.79	-54,073.76	23,985.97	55.6%

8:53 AM

12/01/14

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

	<u>Apr - Nov 14</u>
OPERATING ACTIVITIES	
Net Income	-30,087.79
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-125.00
Net cash provided by Operating Activities	<u>-30,212.79</u>
Net cash increase for period	-30,212.79
Cash at beginning of period	<u>46,821.35</u>
Cash at end of period	<u><u>16,608.56</u></u>



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

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

STATEMENT ISSUED
11-28-2014

068263

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

0

Guard your card and monitor your debit card activity
with real-time alerts sent straight to your phone.
Sign up for Debit Card Alerts in My Frost today.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
10,282.85	7	5,916.65	10	4,933.74	11,265.76

Activity Items Processed

33

Cash Processed

\$100.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
11-17	DEPOSIT	1,050.00	11-21	DEPOSIT	260.00
11-24	DEPOSIT	20.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-21	1,850.00	ACCOUNT TRANSFER	FROM ACCOUNT xxxxx0663 <i>Barclay</i>
11-24	450.00	ELECTRONIC DEPOSIT	R. L. BARCLAY & ACH Pmt 4970172693
11-24	1,850.00	MISCELLANEOUS CREDIT	ACCOUNTS PAYABLE <i>Frost</i>
11-26	436.65	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 4UEJ2865UQNWC

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
11-03	1598 #	55.90	11-05	1602 #	495.00	11-25	1605 #	1,000.00
11-03	1599 #	72.98	11-14	1603 #	1,000.00	11-18	1606 #	398.72
11-17	1600 #	100.00	11-18	1604 #	649.00	11-21	1608 * #	1,107.42
11-03	1601 #	54.72						

* A BREAK IN CHECK NUMBER SEQUENCE

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-04	.00	INTERNET STMT COPY REQ	
11-24	.00	INTERNET CHK COPY REQ	
11-24	.00	INTERNET CHK COPY REQ	
11-28	.00	INTERNET CHK COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-31	10,282.85	11-14	8,604.25	11-24	11,829.11
11-03	10,099.25	11-17	9,554.25	11-25	10,829.11
11-04	10,099.25	11-18	8,506.53	11-26	11,265.76
11-05	9,604.25	11-21	9,509.11	11-28	11,265.76

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 11-28-2014

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AUSTIN CHAPTER OF THE ASSOCIATION

DATE	DESCRIPTION	AMOUNT	BALANCE
11/17/14	DEPOSIT TICKET TOTAL	1050.00	

DEPOSIT TICKET TOTAL \$ 1050.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 1050.00

⑆114000093⑆ 591209000⑆ 20

DATE	DESCRIPTION	AMOUNT	BALANCE
11/21/14	DEPOSIT TICKET TOTAL	260.00	

DEPOSIT TICKET TOTAL \$ 260.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 260.00

⑆114000093⑆ 591209000⑆ 20

11/17/14 #0 \$1,050.00

DATE	DESCRIPTION	AMOUNT	BALANCE
11/17/14	DEPOSIT TICKET TOTAL	1050.00	

DEPOSIT TICKET TOTAL \$ 1050.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 1050.00

⑆114000093⑆ 591209000⑆ 20

11/21/14 #0 \$260.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

10/22/2014

PAY TO THE ORDER OF Diane Dettmann \$55.00

Fifty-Five and 00/100 DOLLARS

Diane Dettmann
1400 Sandy Side Drive
Austin, TX 78728

TWO SIGNATURES REQUIRED OVER \$500

MEMO

⑆001598⑆ ⑆114000093⑆ 591209000⑆

11/24/14 #0 \$20.00

DATE	DESCRIPTION	AMOUNT	BALANCE
11/24/14	DEPOSIT TICKET TOTAL	20.00	

DEPOSIT TICKET TOTAL \$ 20.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
Frost
\$ 20.00

⑆114000093⑆ 591209000⑆ 20

11/03/14 #1598 \$55.90

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

10/27/2014

PAY TO THE ORDER OF Bobby Zeman \$72.00

Seventy-Two and 00/100 DOLLARS

Bobby Zeman

TWO SIGNATURES REQUIRED OVER \$500

MEMO

⑆001599⑆ ⑆114000093⑆ 591209000⑆

11/03/14 #1599 \$72.98

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

10/28/2014

PAY TO THE ORDER OF Diane Dettmann \$54.72

Fifty-Four and 72/100 DOLLARS

Diane Dettmann
1400 Sandy Side Drive
Austin, TX 78728

TWO SIGNATURES REQUIRED OVER \$500

MEMO
New Member Lunch

⑆001601⑆ ⑆114000093⑆ 591209000⑆

11/17/14 #1600 \$100.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

11/4/2014

PAY TO THE ORDER OF Graves Dougherty Hearon & Moody \$100.00

Four Hundred Ninety-Five and 00/100 DOLLARS

Graves Dougherty Hearon & Moody
401 Congress Ave., Suite 2200
Austin, TX 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO
J. Cornell - Business of Law registration reimbursement

⑆001602⑆ ⑆114000093⑆ 591209000⑆

11/03/14 #1601 \$54.72

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

11/7/2014

PAY TO THE ORDER OF Marie Rivkin \$54.72

One Thousand and 00/100 DOLLARS

Marie Rivkin

TWO SIGNATURES REQUIRED OVER \$500

MEMO
HR conference spend

⑆001603⑆ ⑆114000093⑆ 591209000⑆

11/05/14 #1602 \$495.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

11/7/2014

PAY TO THE ORDER OF Melissa Joe \$495.00

Five Hundred Ninety-Five and 00/100 DOLLARS

Melissa Joe

TWO SIGNATURES REQUIRED OVER \$500

MEMO

⑆001604⑆ ⑆114000093⑆ 591209000⑆

11/14/14 #1603 \$1,000.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

11/10/2014

PAY TO THE ORDER OF Diane Dettmann \$1,000.00

One Thousand and 00/100 DOLLARS

Diane Dettmann
1400 Sandy Side Drive
Austin, TX 78728

TWO SIGNATURES REQUIRED OVER \$500

MEMO
ALA - HR conference Las Vegas spend

⑆001605⑆ ⑆114000093⑆ 591209000⑆

11/18/14 #1604 \$649.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

11/12/2014

PAY TO THE ORDER OF Kelly Barker \$398.72

Three Hundred Ninety-Eight and 72/100 DOLLARS

Kelly Barker

TWO SIGNATURES REQUIRED OVER \$500

MEMO

⑆001606⑆ ⑆114000093⑆ 591209000⑆

11/25/14 #1605 \$1,000.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

11/10/2014

PAY TO THE ORDER OF Diane Dettmann \$1,000.00

One Thousand and 00/100 DOLLARS

Diane Dettmann
1400 Sandy Side Drive
Austin, TX 78728

TWO SIGNATURES REQUIRED OVER \$500

MEMO
ALA - HR conference Las Vegas spend

⑆001605⑆ ⑆114000093⑆ 591209000⑆

11/18/14 #1606 \$398.72

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS
PO BOX 236
AUSTIN, TX 78767-0236

11/12/2014

PAY TO THE ORDER OF Kelly Barker \$398.72

Three Hundred Ninety-Eight and 72/100 DOLLARS

Kelly Barker

TWO SIGNATURES REQUIRED OVER \$500

MEMO

⑆001606⑆ ⑆114000093⑆ 591209000⑆



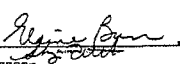
P.O. Box 1727 Austin, Texas 78767 Member FDIC

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

STATEMENT ISSUED
11-28-2014

Page 3 of 3

AUSTIN CHAPTER OF THE ASSOCIATION

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS PO BOX 239 AUSTIN, TX 78767-0239		1608 11/17/2014
PAY TO THE ORDER OF	Noelle English Maples St. Leger, LLP	\$ 1,107.42
One Thousand One Hundred Seven and 42/100		DOLLARS
Noelle English Maples St. Leger, LLP		TWO SIGNATURES REQUIRED OVER NEW
MEMO		
001608 111400009314 591209000*		

11/21/14 #1608 \$1,107.42

8:48 AM

12/01/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 11/30/2014

	<u>Nov 30, 14</u>
Beginning Balance	10,282.85
Cleared Transactions	
Checks and Payments - 10 items	-4,933.74
Deposits and Credits - 6 items	5,916.65
Total Cleared Transactions	<u>982.91</u>
Cleared Balance	<u><u>11,265.76</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-545.00
Deposits and Credits - 1 item	20.00
Total Uncleared Transactions	<u>-525.00</u>
Register Balance as of 11/30/2014	<u><u>10,740.76</u></u>
Ending Balance	10,740.76

Elaine Burr

From: Barker, Kelly <KBarker@wsgr.com>
Sent: Tuesday, November 25, 2014 9:40 AM
To: Siegert, Linda; Elaine Burr
Cc: Wood, Linda
Subject: RE: BP ACH credits

Thanks for all this info, Linda, and to both you and Elaine for dealing with this process.

From: Siegert, Linda [mailto:Linda.Siegert@huschblackwell.com]
Sent: Tuesday, November 25, 2014 9:33 AM
To: 'Elaine Burr'; Barker, Kelly
Cc: Wood, Linda
Subject: RE: BP ACH credits

The \$1850 was a direct transfer from Frost for their sponsorship. Typically you should see BP info on all ACH payments, but transfers made from accounts within the bank will not show the info and I'll need to ask. Not sure how many BP's bank at Frost, but I'm happy to track down any "unknowns".

Have a wonderful Thanksgiving!

Linda Siegert
Procurement Analyst
Direct: 512.370.3419
Linda.Siegert@huschblackwell.com

From: Elaine Burr [mailto:EBurr@chmc-law.com]
Sent: Tuesday, November 25, 2014 9:04 AM
To: Barker, Kelly
Cc: Siegert, Linda; Wood, Linda
Subject: RE: BP ACH credits

Correct.

From: Barker, Kelly [mailto:KBarker@wsgr.com]
Sent: Tuesday, November 25, 2014 8:50 AM
To: Elaine Burr
Cc: Siegert, Linda; Wood, Linda
Subject: Re: BP ACH credits

So I am just trying to understand how this works. Are you going online to check our Frost account and you see these transactions but there is no detail?

Kelly

On Nov 25, 2014, at 8:30 AM, "Elaine Burr" <EBurr@chmc-law.com> wrote:

We received B2Legal's \$1850 on Friday. There was no name on it and Linda S. figured it out. Thank you, Linda.

Yesterday we received \$450 from RL Barclay
And

\$1850 "Miscellaneous credit". There is no way for me to see where it is coming from. Also, I thought that Frost would send me an email when an electronic deposit was made to our account. That does not appear to be working. I set up a task in my Outlook to check the balance every morning.

For next year, might we consider some type of plan to make it easier to associate ACH payments with the BP's?

I feel like all I do is complain and I am sorry about that.

Elaine

This email and any attachments thereto may contain private, confidential, and privileged material for the sole use of the intended recipient. Any review, copying, or distribution of this email (or any attachments thereto) by others is strictly prohibited. If you are not the intended recipient, please contact the sender immediately and permanently delete the original and any copies of this email and any attachments thereto.

Elaine Burr

From: Siegert, Linda <Linda.Siegert@huschblackwell.com>
Sent: Monday, November 24, 2014 8:54 AM
To: Elaine Burr
Cc: Kelly Barker
Subject: RE: ALA deposit

Deposit is confirmed as payment from B2 Legal. Thanks!

Linda Siegert
Procurement Analyst
Direct: 512.370.3419
Linda.Siegert@huschblackwell.com

From: Elaine Burr [mailto:EBurr@chmc-law.com]
Sent: Monday, November 24, 2014 8:18 AM
To: Siegert, Linda
Cc: Kelly Barker
Subject: ALA deposit

Please forgive the brevity of this email but I need to get payroll submitted this AM.

There is an "account transfer" on our checking account in the amount of \$1,850 this morning from account 591360663 with no other info. I suspect it is a BP payment, but I don't know who it is.

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 11/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,282.85
Cleared Transactions						
Checks and Payments - 10 items						
Check	10/22/2014	1598	Diane Dettmann	X	-55.90	-55.90
Check	10/27/2014	1600	Foundation of ALA	X	-100.00	-155.90
Check	10/27/2014	1599	Bobby Zamen	X	-72.98	-228.88
Check	10/29/2014	1601	Diane Dettmann	X	-54.72	-283.60
Check	11/04/2014	1602	Graves Dougherty ...	X	-495.00	-778.60
Check	11/07/2014	1603	Karie Rivkin	X	-1,000.00	-1,778.60
Check	11/07/2014	1604	Melissa Joe	X	-649.00	-2,427.60
Check	11/10/2014	1605	Diane Dettmann	X	-1,000.00	-3,427.60
Check	11/12/2014	1606	Kelly Barker	X	-398.72	-3,826.32
Check	11/17/2014	1608	Noelke English Map...	X	-1,107.42	-4,933.74
Total Checks and Payments					-4,933.74	-4,933.74
Deposits and Credits - 6 items						
Deposit	11/17/2014			X	1,050.00	1,050.00
Deposit	11/21/2014			X	260.00	1,310.00
Deposit	11/21/2014		B2 Legal Managem...	X	1,850.00	3,160.00
Deposit	11/24/2014		Sherrie Marino	X	20.00	3,180.00
Deposit	11/24/2014			X	436.65	3,616.65
Deposit	11/24/2014			X	2,300.00	5,916.65
Total Deposits and Credits					5,916.65	5,916.65
Total Cleared Transactions					982.91	982.91
Cleared Balance					982.91	11,265.76
Uncleared Transactions						
Checks and Payments - 2 items						
Check	09/10/2014	1585	Renee M. Meisel		-50.00	-50.00
Check	11/17/2014	1607	Slack & Davis, L.L.P.		-495.00	-545.00
Total Checks and Payments					-545.00	-545.00
Deposits and Credits - 1 item						
Deposit	11/26/2014				20.00	20.00
Total Deposits and Credits					20.00	20.00
Total Uncleared Transactions					-525.00	-525.00
Register Balance as of 11/30/2014					457.91	10,740.76
Ending Balance					457.91	10,740.76



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STATEMENT ISSUED
11-28-2014

068294

Page 1 of 1

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

0

Guard your card and monitor your debit card activity
with real-time alerts sent straight to your phone.
Sign up for Debit Card Alerts in My Frost today.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,867.66	0	.14	0	.00	5,867.80

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-30	.14	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-04	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-31	5,867.66	11-04	5,867.66	11-28	5,867.80

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

8:22 AM

12/01/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 11/30/2014

	<u>Nov 30, 14</u>
Beginning Balance	5,867.66
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.14</u>
Total Cleared Transactions	<u>0.14</u>
Cleared Balance	<u>5,867.80</u>
Register Balance as of 11/30/2014	5,867.80
Ending Balance	5,867.80

8:22 AM
12/01/14

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 11/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,867.66
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2014			X	0.14	0.14
Total Deposits and Credits					0.14	0.14
Total Cleared Transactions					0.14	0.14
Cleared Balance					0.14	5,867.80
Register Balance as of 11/30/2014					0.14	5,867.80
Ending Balance					0.14	5,867.80

ATTACHMENT B

December 11, 2014 Board Meeting COMMITTEE REPORTS

Business Partner Relations Committee – Linda Wood

The BP Appreciation was a huge success in spite of the rain. Everyone seem to love the venue and the jazz music was a great added touch.

BP sponsor registration is off to a good start but I am concerned at the number of Silver sponsors we currently have registered. As of today: Platinum filled, Diamond filled, Gold 5 of 8 filled, Silver 4 of 22 filled, Bronze 15 of 25 filled. I don't have a point of reference to compare to prior years to know if we are on target. I have sent out 2 reminder emails to our BP reminding them of registration. The registration does not have a company name but only the name of the person who registered. Linda Siegert will be comparing those to her paid list and letting us know where we stand on total registered and paid. We may need to set up a calling group to be sure everyone gets the word.

Community Relations Committee – Joan McClendon

The Community Relations Committee is in discussions regarding organizing a community relations event for Early 2015. We should make a decision soon.

Compensation & Benefits Committee – Allen Odom

No report at this time

Education & Program Committee – April Stanaland

No report at this time

Membership Committee – Diane Dettmann

Diane Dettmann audited the chapter membership for year-end totals and discovered the member count to be off by one from what was previously reported. ALA national reports a total of 87 members; the Austin chapter membership breaks down as follows: 77 primary; 7 secondary; 3 associate; 1 retired lifetime (does not count w/ national) for a total of 88 members.

Meg Land continues to send anniversary cards to current chapter members, and members of the committee continue to reach out to prospective chapter members.

Communications Committee – Summer Jurrells and Linda Siegert

The Communications Committee did not publish a monthly e-blast for December due to lack of content and the general business of everyone. We will resume in January. Also, starting in January, we will work with the BP Committee to spotlight our 2015 BP's on social media weekly.

Strategic Alliances Committee – Vacant

No report at this time.