



AUSTIN CHAPTER
A Chapter of the Association of Legal Administrators

BOARD MEETING MINUTES

February 11, 2014 Noon to 1:30 PM

Austin Bar Association Bluebonnet Room

1. **Members Present:** Toni Beasley, Andrew Molnau, Karie Rivkin, Shary Tutt, Linda Wood, Ann Jacobson, Linda Siegert, Summer Jurrells, April Stanaland, Kelly Barker, Christine Giles, Elaine Nielsen, James Cornell, Diane Dettmann, Amanda Koplos

Members Not Present: Debbie Roan, Joan McClendon, Chrissie Eastin
2. **Approval of January's Board Meeting Minutes:** Approved
3. **Interim Email Decisions January to February 2014-** Quest Award Scholarship Recipient–Julie Smith and \$2k Scholarship to be drawn at Managing Partner Breakfast. (\$6k)
4. **Treasurer's Report** (Attachment A)
5. **Upcoming Due Dates and Responsibilities**
 - a. February 28– Shary Gonzalez, Secretary, submit Minutes to RMT Communications Officer
 - b. February 28– April Stanaland, Chair, Education and Programs, submit Educational Summary Report to RMT Education Officer
 - c. March 1– Karie Rivkin, President, submit Chapter highlights for ALA News to RMT Communications Officer
6. **Upcoming Educational Opportunities**
 - a. May 18-21, 2014, Annual Conference & Exposition Toronto Convention Centre, Toronto, Canada
 - b. March 27, 2014, Spring Seminar
7. **Old Business**
 - a. Diversity Project: No Action
 - b. Membership Brochure, 2014 Membership Drive: No Action
 - c. Nominations for 2014-15 Nominations Committee and Officers: Toni Beasley and Ann Jacobson are co-chairing
 - d. Scholarships for Outstanding Committee Members: No Action

8. **New Business**

- a. Changes to Newsletter and Website – Communications Committee. Summer Jurrells and Linda Siegert will be co-chairing the new Communications Committee which combines the Newsletter and Website committees. Phase 2 of the website is a priority
- b. Future Committees and Early Transition for Committee Chairs. Kelly Barker will be planning the new board retreat and would like for the old and new committee chairs to get together to turn over the duties and set goals for the next year. Tentatively, the date of the board retreat will be March 22, 2014. Kelly will send an email with details
- c. Scholarships and stipends to 2014 Annual Conference. It was agreed that we will raise the stipends for board of directors and chairs to attend the annual conference to \$2250 for the Board of Directors and \$1,750 for Committee Chairs.
- d. Business Partner guidelines/discussion. The board discussed the appropriateness of business partners hosting dinners, happy hours and other events for the board and members. It was agreed that it is fine that they do this, but that the invitation should come from the business partner and not from a member of the board. The Business Partner committee will discuss and draft guidelines so that we are sure we are being fair and equitable to all business partners. Attached are the committee assignments for the Business Partners (Attachment B)

9. **Committee Reports** (Attachment C)

- 10. **Open Business:** We will provide an honorarium of \$500.00 to Judge Yeakel to the Texas Bar Foundation for his presentation at the Managing Partner Breakfast.
- 11. **Announcements & Adjourn:** Meeting was adjourned at 1:15 PM.
- 12. Next Board Meeting: March 11, 2014 at the Austin Bar Association's Longhorn Room.

5:27 PM

02/10/14

Accrual Basis

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

	<u>Jan 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	54,254.53
Frost Money Market	5,866.36
Total Checking/Savings	<u>60,120.89</u>
Total Current Assets	<u>60,120.89</u>
TOTAL ASSETS	<u>60,120.89</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	45,482.56
Net Income	1,308.80
Total Equity	<u>60,120.89</u>
TOTAL LIABILITIES & EQUITY	<u>60,120.89</u>

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

	<u>Jan 14</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	4,950.00
Diamond	4,525.00
Gold	10,750.00
Silver	6,475.00
Total Annual Sponsorship	26,700.00
Business Partner Fair	
Additional Reps	100.00
Total Business Partner Fair	100.00
Education	
Chapter Monthly Lunch Receipts	665.00
Total Education	665.00
Total Income	27,465.00
Expense	
Bank Service Charges/Paypal	1,401.76
Board Expenses	
Board Meetings	199.75
Total Board Expenses	199.75
Business Partner Fair Expenses	
Vendor Appreciation Party	82.00
Total Business Partner Fair Expenses	82.00
Education Costs	
Chapter Monthly Lunches	-20.00
Lunches-Education Seminar	-20.00
Total Education Costs	-40.00
Supplies	32.00
Total Expense	1,675.51
Net Ordinary Income	25,789.49
Other Income/Expense	
Other Income	
Interest Income	0.15
Total Other Income	0.15
Net Other Income	0.15
Net Income	<u><u>25,789.64</u></u>

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

Apr '13 - Jan 14

Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	12,600.00
Diamond	12,550.00
Gold	12,600.00
Platinum	3,500.00
Silver	14,800.00
Total Annual Sponsorship	56,550.00
Business Partner Fair	
Additional Reps	150.00
Business Partner Fair - Other	900.00
Total Business Partner Fair	1,050.00
Education	
Chapter Monthly Lunch Receipts	5,160.00
Seminars	1,970.00
Total Education	7,130.00
Joint Chapter Retreat	3,054.03
Membership Dues	9,525.00
Salary Survey	6,725.00
Total Income	84,034.03
Expense	
Bank Service Charges/Paypal	1,405.76
Board Expenses	
Bar Relations	237.29
Board Meetings	926.40
Total Board Expenses	1,163.69
Business Partner Fair Expenses	
Beverages	-945.30
Deposits	8,642.23
Other	881.39
Photographs	325.00
Vendor Appreciation Party	
Parties	600.00
Vendor Appreciation Party - Other	2,753.12
Total Vendor Appreciation Party	3,353.12
Total Business Partner Fair Expenses	12,256.44
Chapter Leadership Institute	
Board Member-CLI	1,145.32
President - CLI	1,049.61
President Elect-CLI	564.92
Total Chapter Leadership Institute	2,759.85
Chapter Retreat	19,243.07
Community Challenge Expenses	723.00
Community Development	675.53
Education Costs	
Audio Visual	757.76
Chapter Monthly Lunches	5,305.88
Holiday Party	1,500.80
Lunches-Education Seminar	-20.00
Parking	311.00
Total Education Costs	7,855.44
Education Seminar	263.35

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

	Apr '13 - Jan 14
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Miscellaneous Expense	
Contributions	250.00
Total Miscellaneous Expense	250.00
National Conference Scholarship	
Board Member Stipend	7,312.79
Chapter Dinner	709.73
First Time Attendee Member	5,005.00
President-National Conference	1,364.00
President Elect-National Confer	2,000.00
Quest Scholarship	1,500.00
Total National Conference Scholarship	17,891.52
New Member Functions	
Miscellaneous	15.00
New Member Lunches	270.71
Total New Member Functions	285.71
Newsletter	
Author Incentives	50.00
Newsletter Production	2,050.00
Total Newsletter	2,100.00
Postage and Delivery	128.00
Regional Conference	
Board Members	4,917.91
Chapter Dinner	681.99
Door Prize	252.15
Members At Large	345.00
Scholarships	1,000.00
Total Regional Conference	7,197.05
Salary Survey Costs	4,550.00
Supplies	2,071.87
Website	
Designer Fees	412.50
Monthly Fee	412.50
Total Website	825.00
Total Expense	81,835.28
Net Ordinary Income	2,198.75
Other Income/Expense	
Other Income	
Interest Income	3.64
Total Other Income	3.64
Other Expense	
Other Expenses	893.59
Total Other Expense	893.59
Net Other Income	-889.95
Net Income	1,308.80

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

5:29 PM
 02/10/14
 Accrual Basis

	Jan 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	0.00	500.00	-500.00	0.0%
Annual Sponsorship - Totebag	4,950.00	11,250.00	-6,300.00	44.0%
Bronze	4,525.00	10,700.00	-6,175.00	42.3%
Diamond	10,750.00	14,800.00	-4,050.00	72.6%
Gold	0.00	3,500.00	-3,500.00	0.0%
Platinum	6,475.00	20,350.00	-13,875.00	31.8%
Silver				
Total Annual Sponsorship	26,700.00	61,100.00	-34,400.00	43.7%
Business Partner Fair				
Additional Reps	100.00			
Total Business Partner Fair	100.00			
Education				
Chapter Monthly Lunch Receipts	665.00	600.00	65.00	110.8%
Total Education	665.00	600.00	65.00	110.8%
Total Income	27,465.00	61,700.00	-34,235.00	44.5%
Expense				
Bank Service Charges/Paypal	1,401.76	750.00	651.76	186.9%
Board Expenses				
Bar Relations	0.00	750.00	-750.00	0.0%
Board Meetings	199.75	125.00	74.75	159.8%
Total Board Expenses	199.75	875.00	-675.25	22.8%
Business Partner Fair Expenses				
Vendor Appreciation Party	82.00			
Total Business Partner Fair Expenses	82.00			
Education Costs				
Chapter Monthly Lunches	-20.00	740.00	-760.00	-2.7%
Luncheon Giveaways	0.00	25.00	-25.00	0.0%
Lunches-Education Seminar	-20.00			
Speakers-Education Seminar	0.00	1,000.00	-1,000.00	0.0%
Webinars and Audio Conferences	0.00	1,200.00	-1,200.00	0.0%
Total Education Costs	-40.00	2,965.00	-3,005.00	-1.3%
Managing Partner Breakfast	0.00	2,000.00	-2,000.00	0.0%
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%

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Accrual Basis

Austin Chapter - Association of Legal Administrators

Profit & Loss Budget vs. Actual

January 2014

	Jan 14	Budget	\$ Over Budget	% of Budget
New Member Functions				
New Member Lunches	0.00	100.00	-100.00	0.0%
Total New Member Functions	0.00	100.00	-100.00	0.0%
Supplies	32.00			
Website				
Monthly Fee	0.00	100.00	-100.00	0.0%
Total Website	0.00	100.00	-100.00	0.0%
Total Expense	1,675.51	6,940.00	-5,264.49	24.1%
Net Ordinary Income	25,789.49	54,760.00	-28,970.51	47.1%
Other Income/Expense				
Other Income	0.15			
Interest Income	0.15			
Total Other Income	0.15			
Net Other Income	0.15			
Net Income	25,789.64	54,760.00	-28,970.36	47.1%

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Accrual Basis

Austin Chapter - Association of Legal Administrators

Profit & Loss Budget vs. Actual

April 2013 through January 2014

	Apr '13 - Jan 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	500.00	500.00	0.00	100.0%
Annual Sponsorship - Totebag	12,600.00	11,250.00	1,350.00	112.0%
Bronze	12,550.00	10,700.00	1,850.00	117.3%
Diamond	12,600.00	14,800.00	-2,200.00	85.1%
Gold	3,500.00	3,500.00	0.00	100.0%
Platinum	14,800.00	20,350.00	-5,550.00	72.7%
Silver				
Total Annual Sponsorship	56,550.00	61,100.00	-4,550.00	92.6%
Business Partner Fair				
Additional Reps	150.00	1,000.00	-850.00	15.0%
Business Partner Fair - Other	900.00			
Total Business Partner Fair	1,050.00	1,000.00	50.00	105.0%
Education				
Chapter Monthly Lunch Receipts	5,160.00	4,800.00	360.00	107.5%
Seminars	1,970.00	2,250.00	-280.00	87.6%
Total Education	7,130.00	7,050.00	80.00	101.1%
Joint Chapter Retreat	3,054.03			
Membership Dues	9,525.00	10,500.00	-975.00	90.7%
Salary Survey	6,725.00	6,000.00	725.00	112.1%
Total Income	84,034.03	85,650.00	-1,615.97	98.1%
Expense				
Bank Service Charges/Paypal	1,405.76	800.00	605.76	175.7%
Board Expenses				
Advertising and Promotion	0.00	500.00	-500.00	0.0%
Bar Relations	237.29	1,500.00	-1,262.71	15.8%
Board Meetings	926.40	2,050.00	-1,123.60	45.2%
PLMW Event	0.00	150.00	-150.00	0.0%
Total Board Expenses	1,163.69	4,200.00	-3,036.31	27.7%
Business Partner Fair Expenses				
AV Rental	0.00	600.00	-600.00	0.0%
Beverages	-945.30	1,750.00	-2,695.30	-54.0%
Deposits	8,642.23			
Facilities	0.00	300.00	-300.00	0.0%
Food	0.00	1,375.00	-1,375.00	0.0%
Other	881.39	250.00	631.39	352.6%
Parking	0.00	750.00	-750.00	0.0%
Photographs	325.00	250.00	75.00	130.0%

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

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 Accrual Basis

	Apr '13 - Jan 14	Budget	\$ Over Budget	% of Budget
Vendor Appreciation Party				
Parties	600.00			
Vendor Appreciation Party - Other	2,753.12	2,500.00	253.12	110.1%
Total Vendor Appreciation Party	3,353.12	2,500.00	853.12	134.1%
Total Business Partner Fair Expenses	12,256.44	7,775.00	4,481.44	157.6%
Chapter Leadership Institute				
Board Member-CLI	1,145.32	3,000.00	-1,854.68	38.2%
President - CLI	1,049.61	1,500.00	-450.39	70.0%
President Elect-CLI	564.92	500.00	64.92	113.0%
Total Chapter Leadership Institute	2,759.85	5,000.00	-2,240.15	55.2%
Chapter Retreat	19,243.07	15,000.00	4,243.07	128.3%
Community Challenge Expenses	723.00	1,500.00	-777.00	48.2%
Community Development	675.53			
Education Costs				
Audio Visual	757.76	600.00	157.76	126.3%
Chapter Monthly Lunches	5,305.88	5,960.00	-654.12	89.0%
Facility Rental	0.00	500.00	-500.00	0.0%
Holiday Party	1,500.80	3,000.00	-1,499.20	50.0%
Luncheon Giveaways	0.00	175.00	-175.00	0.0%
Lunches-Education Seminar	-20.00	3,750.00	-3,770.00	-0.5%
Parking	311.00			
Speakers-Education Seminar	0.00	8,500.00	-8,500.00	0.0%
Webinars and Audio Conferences	0.00	1,200.00	-1,200.00	0.0%
Total Education Costs	7,855.44	23,685.00	-15,829.56	33.2%
Education Seminar	263.35			
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	0.00	2,000.00	-2,000.00	0.0%
Miscellaneous Expense				
Contributions	250.00	650.00	-400.00	38.5%
Gifts	0.00	100.00	-100.00	0.0%
Other	0.00	400.00	-400.00	0.0%
Post Office Box	0.00	124.00	-124.00	0.0%
Total Miscellaneous Expense	250.00	1,274.00	-1,024.00	19.6%

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

	Apr '13 - Jan 14	Budget	\$ Over Budget	% of Budget
National Conference Scholarship				
Board Member Stipend	7,312.79	8,500.00	-1,187.21	86.0%
Chapter Dinner	709.73	700.00	9.73	101.4%
First Time Attendee Member	5,005.00	2,910.00	2,095.00	172.0%
Member of Yr-National Conf	0.00	3,000.00	-3,000.00	0.0%
President-National Conference	1,364.00	2,000.00	-636.00	68.2%
President Elect-National Confer	2,000.00	2,000.00	0.00	100.0%
Quest Scholarship	1,500.00	1,500.00	0.00	100.0%
Total National Conference Scholarship	17,891.52	20,610.00	-2,718.48	86.8%
New Member Functions				
Miscellaneous	15.00	300.00	-285.00	5.0%
New Member Lunches	270.71	1,000.00	-729.29	27.1%
Promo Gifts	0.00	250.00	-250.00	0.0%
Total New Member Functions	285.71	1,550.00	-1,264.29	18.4%
Newsletter				
Author Incentives	50.00	450.00	-400.00	11.1%
Newsletter Production	2,050.00	2,250.00	-200.00	91.1%
Reprint Permissions	0.00	300.00	-300.00	0.0%
Total Newsletter	2,100.00	3,000.00	-900.00	70.0%
Postage and Delivery				
Regional Conference	128.00			
Board Members	4,917.91	8,000.00	-3,082.09	61.5%
Chapter Dinner	681.99	1,000.00	-318.01	68.2%
Door Prize	252.15	250.00	2.15	100.9%
Members At Large	345.00	3,500.00	-3,155.00	9.9%
Scholarships	1,000.00	2,000.00	-1,000.00	50.0%
Total Regional Conference	7,197.05	14,750.00	-7,552.95	48.8%
Salary Survey Costs	4,550.00			
Supplies	2,071.87	4,500.00	50.00	101.1%
Website				
Committee Meetings	0.00	100.00	-100.00	0.0%
Design	0.00	10,000.00	-10,000.00	0.0%
Designer Fees	412.50	137.50	275.00	300.0%
Maintenance	0.00	950.00	-950.00	0.0%
Monthly Fee	412.50	1,000.00	-587.50	41.3%
Total Website	825.00	12,187.50	-11,362.50	6.8%
Total Expense	81,835.28	118,021.50	-36,186.22	69.3%
Net Ordinary Income	2,198.75	-32,371.50	34,570.25	-6.8%

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

	Apr '13 - Jan 14	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income	3.64			
Interest Income	3.64			
Total Other Income	893.59			
Other Expense	893.59			
Other Expenses	893.59			
Total Other Expense	-889.95			
Net Other Income	1,308.80	-32,371.50	33,680.30	-4.0%
Net Income				

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
April 2013 through January 2014

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02/10/14

Apr '13 - Jan 14

OPERATING ACTIVITIES

Net Income	1,308.80
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-625.00
Net cash provided by Operating Activities	<u>683.80</u>
Net cash increase for period	683.80
Cash at beginning of period	59,437.09
Cash at end of period	<u><u>60,120.89</u></u>

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02/10/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 01/31/2014

	<u>Jan 31, 14</u>
Beginning Balance	29,907.54
Cleared Transactions	
Checks and Payments - 7 items	-2,239.25
Deposits and Credits - 7 items	27,203.24
Total Cleared Transactions	<u>24,963.99</u>
Cleared Balance	<u>54,871.53</u>
Uncleared Transactions	
Checks and Payments - 3 items	-617.00
Total Uncleared Transactions	<u>-617.00</u>
Register Balance as of 01/31/2014	<u>54,254.53</u>
Ending Balance	<u>54,254.53</u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 01/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						29,907.54
Cleared Transactions						
Checks and Payments - 7 items						
Check	11/10/2013	1486	Elaine Nielsen	X	-50.00	-50.00
Check	12/10/2013	1493	PaperStreet Web D...	X	-187.50	-237.50
Check	12/30/2013	1501	Sokovox	X	-600.00	-837.50
Check	12/30/2013	1500	Capital Area Food ...	X	-88.00	-925.50
Check	12/31/2013	1503	Elaine Nielsen	X	-1,000.00	-1,925.50
Check	1/14/2014	1504	Amanda Koplos	X	-281.75	-2,207.25
Check	1/29/2014		Frost Bank	X	-32.00	-2,239.25
Total Checks and Payments					-2,239.25	-2,239.25
Deposits and Credits - 7 items						
Check	10/23/2013	1477	Amanda Koplos	X	0.00	0.00
Deposit	12/31/2013			X	1,100.00	1,100.00
Deposit	1/13/2014			X	3,675.00	4,775.00
Deposit	1/16/2014			X	16,623.24	21,398.24
Deposit	1/17/2014			X	3,700.00	25,098.24
Deposit	1/30/2014			X	685.00	25,783.24
Deposit	1/31/2014			X	1,420.00	27,203.24
Total Deposits and Credits					27,203.24	27,203.24
Total Cleared Transactions					24,963.99	24,963.99
Cleared Balance					24,963.99	54,871.53
Uncleared Transactions						
Checks and Payments - 3 items						
Check	2/6/2012	1283	Nuance Communic...		-45.00	-45.00
Check	4/30/2013	1414	Urban Roots		-500.00	-545.00
Check	12/30/2013	1502	April Stanaland		-72.00	-617.00
Total Checks and Payments					-617.00	-617.00
Total Uncleared Transactions					-617.00	-617.00
Register Balance as of 01/31/2014					24,346.99	54,254.53
Ending Balance					24,346.99	54,254.53

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02/10/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 01/31/2014

	<u>Jan 31, 14</u>
Beginning Balance	5,866.21
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.15</u>
Total Cleared Transactions	<u>0.15</u>
Cleared Balance	<u>5,866.36</u>
Register Balance as of 01/31/2014	<u>5,866.36</u>
Ending Balance	5,866.36

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02/10/14

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Frost Money Market, Period Ending 01/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,866.21
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	1/31/2014			X	0.15	0.15
Total Deposits and Credits					0.15	0.15
Total Cleared Transactions					0.15	0.15
Cleared Balance					0.15	5,866.36
Register Balance as of 01/31/2014					0.15	5,866.36
Ending Balance					0.15	5,866.36

Attachment B

Committee Assignments for 2014 Business Partners

As a committee chair you will be responsible for meeting all of the obligations that we have promised to our Business Partners throughout the year. If you are rolling off the Board in March you will also be responsible for passing this information on to your successor. By working together we will ensure that we have given our BPs everything they have paid for in the year. The last page of this document contains a list of the Business Partners by sponsorship level for reference, and the BP Database will be provided to you via email.

Chapter President (Karie Rivkin) & President-Elect (Kelly Barker)

__ Invite BPs to Managing Partner Breakfast. Invitations should go out ASAP. Reps will be invited as follows:

- Platinum (3 reps – 3 tables)
- Diamond (2 reps each – 8 tables)
- Gold (1 rep each – 8 tables)

BPs are promised that they will have a signage on the table stating that the table is sponsored by them and they will be encouraged to seat 1 representative at their respective tables. Thus your event needs to have at least 19 tables.

__ Organize an ALA Board Meet & Greet. Last year we held a breakfast in the conference space at 301 Congress and provided breakfast tacos and coffee/sodas. This should be done in April, as soon as the new board is seated. You can invite committee chairs or other members if desired. Reps will be invited as follows:

- Platinum (3 reps)
- Diamond (3 reps)
- Gold (2 reps)
- Silver (2 reps)
- Bronze (1 rep)

Website Committee

__Place a rotating banner ad on the front of the website for the Platinum sponsor, AQUILA Commercial. Ad will be provided to you by _____ This ad will remain on the home page for the *duration of 2014*.

__Place a rotating banner ad on the front of the website for the Diamond sponsors – each for three months as follows.

January – March: Capitol Vending & Coffee

April – June: Commercial Texas

July – September: DOCUvation

October – December: GCS Technologies

__Update the database of website listing by business specialty. (Attached)

__Update the database to include descriptions from each company (to be sent by _____).

Newsletter Committee

__Place a rotating banner ad on **all issues** of our electronic quarterly newsletter for AQUILA Commercial.

__Place a rotating banner ad on **one issue** of our electronic quarterly newsletter for our Diamond Sponsors as follows:

- 1st Quarter: GCS Technologies
- 2nd Quarter: DOCUmentation
- 3rd Quarter: Commercial Texas
- 4th Quarter: Capitol Vending & Coffee

__Place a rotating banner ad on **one issue** of our electronic quarterly newsletter for our 8 Gold Sponsors (2 per quarter):

- 1st Quarter: CBRE and Frost Bank
- 2nd Quarter: Jones Lang LaSalle and mindSHIFT Technologies, Inc.
- 3rd Quarter: Momentum Legal Search and Oxford Commercial/Cushman & Wakefield
- 4th Quarter: Rockford Business Interiors and Texas Document Solutions

__Offer an opportunity to AQUILA Commercial to submit an educational article at least once within the year. Article is to be reviewed by the Board (or committee) and submission is not a guarantee that they will be used.

__Offer an opportunity to the Diamond sponsors to submit an educational article at least once within the year. Article is to be reviewed by the Board (or committee) and submission is not a guarantee that they will be used.

__Make sure that all BP contacts are receiving a copy of our newsletter.

__List the following Silver BPs as sponsors of at least one quarterly newsletter. There are 17 total Silver BP's:

- 1st Quarter: choose 4
- 2nd Quarter: choose 4
- 3rd Quarter: choose 4
- 4th Quarter: choose 5

Salary Survey Committee

__Place an ad for AQUILA Commercial on the electronic Salary Survey. It must remain there for at least one year.

__Place a full page ad for AQUILA Commercial in the PDF copy of the Salary Survey.

__Place a half-page ad for the Diamond Sponsors in the PDF copy of the Salary Survey.

__Place a quarter-page ad for the Silver Sponsors in the PDF copy of the Salary Survey.

Business Partner Relations Committee

__ Hold Business Partner Social Event (Fall). Invitations should be issued as follows:

Platinum (3 reps)
Diamond (3 reps)
Gold (2 reps)
Silver (2 reps)

__ Notify the following sponsors of their selection to participate in the Business Partner Advisory Committee.

Platinum : AQUILA Commercial (guaranteed participation for 1 rep)

Diamond : (guaranteed participation for 1 rep) for each of the following:
Capitol Coffee & Vending
Commercial Texas
DOCUmentation
GCS Technologies

Gold: (random drawing for 2 companies, 1 rep each)
CBRE
Rockford Business Interiors

Silver: (random drawing for 2 companies, 1 rep each)
Southwest Solutions
Safesite, Inc.

Bronze: (random drawing for 2 companies, 1 rep each)
Rainmaker Document Technologies
Attorney Resource

__ Hold at least one meeting of the Business Partner Advisory Committee. Invite Board Members, Committee Members and BPs as listed above. Contact information is attached.

__ Send copy of Membership directory to all BPs by _____.

__ When assigning tables for Legal Expo make sure to give Platinum BP (AQUILA Commercial) preference on where they want to be located.

__ Contact Special Counsel to arrange for Tote Bag sponsorship.

__ Give oral recognition at the Expo to the Platinum Sponsor, AQUILA Commercial.

Education Committee

__ Invite appropriate representatives to the monthly Chapter luncheons (April Stanaland will provide the names of the sponsors.

January

February

March (none – educational seminar in lieu of monthly luncheon)

April

May

June

July

August (none – Expo in lieu of monthly luncheon)

September

October

November

December (none – holiday party in lieu of monthly luncheon)

__ Invite Platinum Sponsor to be the "Speaker Sponsor" of the Spring Educational Seminar. 2 representatives will be invited to attend and will be asked to introduce the speaker.

__ Invite sponsors to attend the Holiday Party as follows:

Platinum Sponsor (3 reps)
Diamond Sponsors (2 reps)

__ Invite Platinum sponsor to have 5 minutes to speak before the seminar that immediately precedes the Expo.

__ Invite BPs to attend the luncheon and seminar immediately preceding the Expo as follows:

Platinum (3 reps)
Diamond (3 reps)
Gold (2 reps)

PLATINUM:

AQUILA Commercial

DIAMOND:

Capitol Vending and Coffee
Commercial Texas
DOCUmentation
GCS Technologies

GOLD:

CBRE
Frost Bank
Jones Lang LaSalle
mindSHIFT Technologies, Inc.
Momentum Legal Search
Oxford Commercial/Cushman & Wakefield
Rockford Business Interiors
Texas Document Solutions

SILVER:

Contego Information Management
Corporate Floors
ERGOS Technology Partners
ILTA Austin
Innovative Computing Services
IST Management Services
Lakeway Resort and Spa
LMA Austin
Nuance
Safesite, Inc.
Sigma Information Group, Inc.
Southwest Solutions
Special Counsel
State Bar of Texas
STG Design
Thomson Reuters
USI Affinity

BRONZE:

ALL-STATE LEGAL
Arthur J. Gallagher & Co.
Attorney Resource
B2 Management & Consulting
Central Transportation Systems
CSG/Computer Support Group
Fabulous Affairs Catering
Gravity Systems, Inc.
InterContinental Stephen F. Austin
JPM Enterprises
Kilpatrick Equipment Co. (KEC)
Legal Network

Lockton Companies, LLC
LUX Art Consulting
Mercury Communication Services of Austin , LLC
Move Solutions, Ltd.
MoveCorp
MyAustinCoach
Office Edge
Office Furniture NOW!
ProStar Services
Rainmaker Document Technologies
Scarab Consulting
Technology Pointe
tw telecom
Wolff Logics

Attachment C

February 11, 2014 Board Meeting

COMMITTEE REPORTS

Business Partner Relations Committee – James Cornell

We are securing the W Hotel for our 2014 Summer Educational Seminar and Legal Expo on Thursday, August 28, 2014. The Committee is looking to make some exciting changes to the format and thinks the new venue will be fun for our members as well as Business Partners.

The Committee is also working to schedule a date in April for the Board Meet and Greet with our Business Partners.

Community Relations Committee – Joan McClendon

Saturday, March 29, 2014, from 10:00 a.m. - 2:00 p.m. (need 8 to 10 volunteers) - We are scheduling another Community Relations event on Saturday, March 29, 2014, at the Dress for Success Austin boutique, located at 701 Tillery Street, Ste. A-5, Box 11, Austin, Texas 78702. We will work from 10:00 a.m. - 2:00 p.m. as image consultants to coach clients, suiting them for their job interviews or new careers while providing encouragement. We will also assist with inventory maintenance, sorting through donations and boutique upkeep. We need 8 to 10 volunteers. This is for women only and if anyone would like to bring their daughter, she must be at least 16 years of age. Would also like to request that the Austin ALA make a \$500 contribution to Dress for Success (Austin) when we volunteer at the boutique on 3/29/14.

I'd like to send an email out to our Austin ALA group regarding the Dress for Success event and ask for donations to be brought to the Jan, Feb & March Austin ALA luncheons. Mia Johns, Program Manager, Dress for Success (Austin), has provided receipts that we can pass out to those who donate. We also have instructions from Dress for Success for donation guidelines. They accept all donations, but the most pressing needs are:

- Black Handbags
- Black Shoes – Size 9 and up
- Bras – Size 40 D and up
- Mascara
- Clothing – Size 16 and up

Compensation & Benefits Committee – Andrew Molnau

The compensation committee has nothing new to report.

Education & Program Committee – April Stanaland

No report at this time.

Membership Committee – Christine Giles

Added two members:

- Chassidy Deckard/Husch Blackwell She's been working for law firms for a while but this is her first job as Administrator
- Mike McDearmon /Pirkey Barber ALA National member since 2001 but new to Austin (he's from out of town)

This brings our membership total to 94 – but it sounds like we are losing a few members so this may drop a bit.

Newsletter Committee – Debbie Roan

I will be meeting with the website committee soon to discuss a possible merger of the newsletter committee with the website committee to form a chapter communications committee. We will be discussing future goals and initiatives for the new committee.

Past Presidents Advisory Counsel – Ann Jacobsen

Toni Beasley and I are co-chairing the Nominating Committee and our Chapter's process to elect new officers for the 2014-2015 term. Julie Smith has graciously agreed to be the Board's recommended member to participate in this process. Toni has sent the email calling for committee member recommendations. As soon as we assemble the Nominating Committee, we will move on to the next phase which is the nomination of officers. Our goal is to meet the February 27th deadline for a vote.

I am assisting Karie with some of the details for the Managing Partner Breakfast to be held on Thursday, February 20th, at the Stephen F. Austin Hotel. Judge Yeakel is our guest speaker.

Website Committee – Amanda Koplos

The website committee met on Thursday, Feb 6, 2013. The purpose of the meeting was to discuss the Chapter website and its past, present and future. I presented a brief history of the website, then I showed some examples of what our current site does and how it is limited and then we discussed where the website is headed. We then discussed what is next in our Phase 2 of Website development. We agreed that the following items should be addressed:

- 1) Moving the management of our directory/listserv into a centralized location that is easy to maintain. We agreed it should be more interactive with profiles and automatic enrollment

2) Making sure that whatever form the updated newsletter takes that it drives traffic to the website.

3) Adding the ability to RSVP and pay for events

4) Getting a calendar that is easy to use and is comprehensive

Under Kelly's direction we discussed the need for a communications committee with co-chairs. This committee would be responsible for both designing and maintaining the website as well as disseminating timely news to the chapter. Linda Siegert and Summer Jurrells volunteered to co-chair this new committee. They are going to meet with Kelly, Karie and Amanda (and any other interested board member) very soon. The purpose of that meeting will be to map out both how the committee will look and the direction it is going to take. Other members of the website committee are also very anxious to take on roles and hopefully some items can be delegated to all of them right away.