



AUSTIN CHAPTER
A Chapter of the Association of Legal Administrators

BOARD MEETING MINUTES

January 14, 2014 Noon to 1:30 PM

Austin Bar Association Longhorn Room

1. Members Present: Ann Jacobson, Karie Rivkin, James Cornell, Shary Tutt, Christine Giles, Amanda Koplos, Debbie Roan, Kelly Barker, Toni Beasley, Chrissie Eastin

Members Not Present: Elaine Nielsen, Andrew Molnau, Joan McClendon.
2. Approval of December Board Meeting Minutes - Approved
3. Interim Email Decisions Dec-Jan 2014 - None.
4. Treasurer's Report (Attachment A) - Approved
5. Upcoming Due Dates and Responsibilities
 - a. January 31– Shary Tutt, Secretary, submit Minutes to RMT Communications Officer
 - b. January 31 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to RMT Education Officer
 - c. February 1– Karie Rivkin, President, submit Chapter highlights for ALA News to RMT Communications Officer
 - d. ALA Board of Directors–January 16-18. Reception at GDHM 1-17-14 from 6-7PM. Dinner 7-9PM.
6. Upcoming Educational Opportunities
 - a. May 18-21, 2014, Annual Conference & Exposition Toronto Convention Centre, Toronto, Canada
7. Old Business
 - a. Diversity Project – Toni Beasley is working on this and will talk to the Austin Bar Association about working with us, CLE credit and having the event next summer.
 - b. Membership Brochure, 2014 Membership Drive – Discussion of possibly asking ILTA or LMA to help us come up with format for a new brochure.
 - c. Austin ALA Listserv Unplugged. Flyer is attached. January 30th 5-6PM. This was unanimously approved. There will be no cost and Karie will send the invitation out to the membership. There was also discussion of possibly opening this up to other groups such as ILTA and LMA.
 - d. Biennial MP Breakfast – no discussion

- e. FY Change to Jan-Dec – Discussed the idea of changing our fiscal year to Jan-Dec rather than the board year. ALA Headquarters does not support this change. For now, we will keep the Fiscal Year as is.
8. New Business
- a. Scholarships for Outstanding Committee Members – In past years we provided a stipend for an outstanding committee member to. Discussed whether we want to continue this for the fall conferences.
 - b. Nominations Committee -- Chrissie Eastin is the chair for this committee. The board needs to pick a member to be on the nominating committee. In the past we have asked our Quest award nominee to serve on this committee. If she is not able to serve, we selected two alternates. Chrissie will also reach out to the membership for three at-large members to be on the nominating committee.
9. Quest Award Nominee – Christine Giles will send out a list of the members of our chapter who are eligible to the quest nominee for our chapter.
10. Committee Reports (Attachment B)
- a. Newsletter Committee – Debbie Roan suggested that we look into doing our newsletter in a different way. It was suggested that we link the website and the newsletter, possibly making them one committee. Chrissie Eastin suggested that we focus the newsletter around our monthly meetings to have the newsletter act as a follow-up to our education sessions. Debbie will meeting with the Newsletter Committee and contact other chapters to see what they are doing with their newsletters. The committee will report at the next board meeting.
 - b. Membership Committee – Christine Giles announced that she will be stepping down as the membership committee chair at the end of her term.
11. Open Business - None
12. Announcements & Adjourn – Meeting was adjourned at 1:30 PM.
13. Next Board Meeting: February 11, 2014 at the Austin Bar Association’s Bluebonnet Room. Please note that all but February’s board meetings are scheduled in the Longhorn Room.

Attachment A

6:21 AM

01/14/14

Accrual Basis

Austin Chapter - Association of Legal Administrators

Balance Sheet

As of December 31, 2013

| | <u>Dec 31, 13</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Frost Bank Checking | 28,365.70 |
| Frost Money Market | 5,866.21 |
| Total Checking/Savings | <u>34,231.91</u> |
| Total Current Assets | <u>34,231.91</u> |
| TOTAL ASSETS | <u><u>34,231.91</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 13,329.53 |
| Retained Earnings | 45,482.56 |
| Net Income | -24,580.18 |
| Total Equity | <u>34,231.91</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>34,231.91</u></u> |

6:22 AM

01/14/14

Accrual Basis

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

Apr - Dec 13

| | |
|---|------------------|
| Ordinary Income/Expense | |
| Income | |
| Annual Sponsorship | |
| Annual Sponsorship - Totebag | 500.00 |
| Bronze | 7,650.00 |
| Diamond | 8,025.00 |
| Gold | 1,850.00 |
| Platinum | 3,500.00 |
| Silver | 8,325.00 |
| Total Annual Sponsorship | 29,850.00 |
| Business Partner Fair | |
| Additional Reps | 50.00 |
| Business Partner Fair - Other | 900.00 |
| Total Business Partner Fair | 950.00 |
| Education | |
| Chapter Monthly Lunch Receipts | 4,495.00 |
| Seminars | 1,970.00 |
| Total Education | 6,465.00 |
| Joint Chapter Retreat | 3,054.03 |
| Membership Dues | 9,525.00 |
| Salary Survey | 6,725.00 |
| Total Income | 56,569.03 |
| Expense | |
| Bank Service Charges/Paypal | 4.00 |
| Board Expenses | |
| Bar Relations | 237.29 |
| Board Meetings | 825.99 |
| Total Board Expenses | 1,063.28 |
| 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 | 2,671.12 |
| Total Vendor Appreciation Party | 3,271.12 |
| Total Business Partner Fair Expenses | 12,174.44 |
| 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 | 5,325.88 |
| Holiday Party | 1,500.80 |
| Parking | 311.00 |
| Total Education Costs | 7,895.44 |
| Education Seminar | 263.35 |
| Insurance | |
| Fidelity Bond Premium | 190.00 |
| Total Insurance | 190.00 |

6:22 AM

01/14/14

Accrual Basis

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

| | Apr - Dec 13 |
|--|-------------------|
| 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 | 2,039.87 |
| Website | |
| Designer Fees | 412.50 |
| Monthly Fee | 412.50 |
| Total Website | 825.00 |
| Total Expense | 80,259.11 |
| Net Ordinary Income | -23,690.08 |
| Other Income/Expense | |
| Other Income | |
| Interest Income | 3.49 |
| Total Other Income | 3.49 |
| Other Expense | |
| Other Expenses | 893.59 |
| Total Other Expense | 893.59 |
| Net Other Income | -890.10 |
| Net Income | -24,580.18 |

Austin Chapter - Association of Legal Administrators
Profit & Loss
December 2013

| | Dec 13 |
|---|------------------|
| Ordinary Income/Expense | |
| Income | |
| Annual Sponsorship | |
| Annual Sponsorship - Totebag | 500.00 |
| Bronze | 7,200.00 |
| Diamond | 8,025.00 |
| Gold | 1,850.00 |
| Platinum | 3,500.00 |
| Silver | 8,325.00 |
| Total Annual Sponsorship | 29,400.00 |
| Education | |
| Chapter Monthly Lunch Receipts | 140.00 |
| Total Education | 140.00 |
| Joint Chapter Retreat | 285.86 |
| Membership Dues | 1,200.00 |
| Salary Survey | 1,150.00 |
| Total Income | 32,175.86 |
| Expense | |
| Board Expenses | |
| Bar Relations | 237.29 |
| Total Board Expenses | 237.29 |
| Business Partner Fair Expenses | |
| Other | 162.48 |
| Vendor Appreciation Party | 2,194.76 |
| Total Business Partner Fair Expenses | 2,357.24 |
| Chapter Retreat | -1,100.00 |
| Community Development | 175.53 |
| Education Costs | |
| Chapter Monthly Lunches | 739.10 |
| Holiday Party | 1,500.80 |
| Total Education Costs | 2,239.90 |
| Newsletter | |
| Newsletter Production | 600.00 |
| Total Newsletter | 600.00 |
| Regional Conference | |
| Board Members | 1,000.00 |
| Total Regional Conference | 1,000.00 |
| Website | |
| Designer Fees | 187.50 |
| Total Website | 187.50 |
| Total Expense | 5,697.46 |
| Net Ordinary Income | 26,478.40 |
| Other Income/Expense | |
| Other Income | |
| Interest Income | 0.15 |
| Total Other Income | 0.15 |
| Other Expense | |
| Other Expenses | 878.59 |
| Total Other Expense | 878.59 |
| Net Other Income | -878.44 |
| Net Income | 25,599.96 |

Austin Chapter - Association of Legal Administrators Profit & Loss Budget vs. Actual December 2013

| | Dec 13 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------|-----------|----------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Annual Sponsorship | 500.00 | | | |
| Annual Sponsorship - Totetbag | 7,200.00 | | | |
| Bronze | 8,025.00 | | | |
| Diamond | 1,850.00 | | | |
| Gold | 3,500.00 | | | |
| Platinum | 8,325.00 | | | |
| Silver | | | | |
| Total Annual Sponsorship | 29,400.00 | | | |
| Education | | | | |
| Chapter Monthly Lunch Receipts | 140.00 | | | |
| Total Education | 140.00 | | | |
| Joint Chapter Retreat | 285.86 | | | |
| Membership Dues | 1,200.00 | | | |
| Salary Survey | 1,150.00 | | | |
| Total Income | 32,175.86 | | | |
| Expense | | | | |
| Board Expenses | 237.29 | | | |
| Bar Relations | 0.00 | 125.00 | -125.00 | 0.0% |
| Board Meetings | | | | |
| Total Board Expenses | 237.29 | 125.00 | 112.29 | 189.8% |
| Business Partner Fair Expenses | | | | |
| Other | 162.48 | | | |
| Vendor Appreciation Party | 2,194.76 | 1,650.00 | 544.76 | 133.0% |
| Total Business Partner Fair Expenses | 2,357.24 | 1,650.00 | 707.24 | 142.9% |
| Chapter Retreat | | | | |
| Community Development | -1,100.00 | | | |
| Education Costs | 175.53 | | | |
| Chapter Monthly Lunches | | | | |
| Holiday Party | 739.10 | 0.00 | 739.10 | 100.0% |
| Total Education Costs | 1,500.80 | 3,000.00 | -1,499.20 | 50.0% |
| Miscellaneous Expense | 2,239.90 | 3,000.00 | -760.10 | 74.7% |
| 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% |
| 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% |

**Austin Chapter - Association of Legal Administrators
 Profit & Loss Budget vs. Actual
 December 2013**

| | Dec 13 | Budget | \$ Over Budget | % of Budget |
|---------------------------|-----------|-----------|----------------|-------------|
| Newsletter | | | | |
| Newsletter Production | 600.00 | | | |
| Total Newsletter | 600.00 | | | |
| Regional Conference | | | | |
| Board Members | 1,000.00 | | | |
| Total Regional Conference | 1,000.00 | | | |
| Website | | | | |
| Designer Fees | 187.50 | | | |
| Maintenance | 0.00 | 250.00 | -250.00 | 0.0% |
| Monthly Fee | 0.00 | 100.00 | -100.00 | 0.0% |
| Total Website | 187.50 | 350.00 | -162.50 | 53.6% |
| Total Expense | 5,697.46 | 5,375.00 | 322.46 | 106.0% |
| Net Ordinary Income | 26,478.40 | -5,375.00 | 31,853.40 | -492.6% |
| Other Income/Expense | | | | |
| Other Income | 0.15 | | | |
| Interest Income | 0.15 | | | |
| Total Other Income | 0.15 | | | |
| Other Expense | | | | |
| Other Expenses | 878.59 | | | |
| Total Other Expense | 878.59 | | | |
| Net Other Income | -878.44 | | | |
| Net Income | 25,599.96 | -5,375.00 | 30,974.96 | -476.3% |

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

| | Apr - Dec 13 | Budget | \$ Over Budget | % of Budget |
|--------------------------------|--------------|-----------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Annual Sponsorship | 500.00 | | | |
| Annual Sponsorship - Totebag | 7,650.00 | | | |
| Bronze | 8,025.00 | | | |
| Diamond | 1,850.00 | | | |
| Gold | 3,500.00 | | | |
| Platinum | 8,325.00 | | | |
| Silver | | | | |
| Total Annual Sponsorship | 29,850.00 | | | |
| Business Partner Fair | | | | |
| Additional Reps | 50.00 | | | |
| Business Partner Fair - Other | 900.00 | 1,000.00 | -950.00 | 5.0% |
| Total Business Partner Fair | 950.00 | 1,000.00 | -50.00 | 95.0% |
| Education | | | | |
| Chapter Monthly Lunch Receipts | 4,495.00 | 4,200.00 | 295.00 | 107.0% |
| Seminars | 1,970.00 | 2,250.00 | -280.00 | 87.6% |
| Total Education | 6,465.00 | 6,450.00 | 15.00 | 100.2% |
| 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 | 56,569.03 | 23,950.00 | 32,619.03 | 236.2% |
| Expense | | | | |
| Bank Service Charges/Paypal | | 50.00 | -46.00 | 8.0% |
| Board Expenses | 0.00 | 500.00 | -500.00 | 0.0% |
| Advertising and Promotion | 237.29 | 750.00 | -512.71 | 31.6% |
| Bar Relations | 825.99 | 1,925.00 | -1,099.01 | 42.9% |
| Board Meetings | 0.00 | 150.00 | -150.00 | 0.0% |
| PLMW Event | | | | |
| Total Board Expenses | 1,063.28 | 3,325.00 | -2,261.72 | 32.0% |
| 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 through December 2013

| | Apr - Dec 13 | Budget | \$ Over Budget | % of Budget |
|---|-----------------|------------------|-------------------|---------------|
| Vendor Appreciation Party Parties | 600.00 | | | |
| Vendor Appreciation Party - Other | 2,671.12 | 2,500.00 | 171.12 | 106.8% |
| Total Vendor Appreciation Party | 3,271.12 | 2,500.00 | 771.12 | 130.8% |
| Total Business Partner Fair Expenses | 12,174.44 | 7,775.00 | 4,399.44 | 156.6% |
| 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 | 5,325.88 | 5,220.00 | 105.88 | 102.0% |
| 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 | 150.00 | -150.00 | 0.0% |
| Lunches-Education Seminar | 0.00 | 3,750.00 | -3,750.00 | 0.0% |
| Parking | 311.00 | | | |
| Speakers-Education Seminar | 0.00 | 7,500.00 | -7,500.00 | 0.0% |
| Total Education Costs | 7,895.44 | 20,720.00 | -12,824.56 | 38.1% |
| Education Seminar Insurance | 263.35 | | | |
| Fidelity Bond Premium | 190.00 | 190.00 | 0.00 | 100.0% |
| Total Insurance | 190.00 | 190.00 | 0.00 | 100.0% |
| Miscellaneous Expense Contributions | 250.00 | 550.00 | -300.00 | 45.5% |
| Gifts | 0.00 | 100.00 | -100.00 | 0.0% |
| Other | 0.00 | 350.00 | -350.00 | 0.0% |
| Post Office Box | 0.00 | 124.00 | -124.00 | 0.0% |
| Total Miscellaneous Expense | 250.00 | 1,124.00 | -874.00 | 22.2% |

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

| | Apr - Dec 13 | 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 | 900.00 | -629.29 | 30.1% |
| Promo Gifts | 0.00 | 250.00 | -250.00 | 0.0% |
| Total New Member Functions | 285.71 | 1,450.00 | -1,164.29 | 19.7% |
| 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 | 4,500.00 | 50.00 | 101.1% |
| Supplies | 2,039.87 | | | |
| 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 | 900.00 | -487.50 | 45.8% |
| Total Website | 825.00 | 12,087.50 | -11,262.50 | 6.8% |
| Total Expense | 80,259.11 | 111,081.50 | -30,822.39 | 72.3% |
| Net Ordinary Income | -23,690.08 | -87,131.50 | 63,441.42 | 27.2% |

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

| | Apr - Dec 13 | Budget | \$ Over Budget | % of Budget |
|----------------------|--------------|------------|----------------|-------------|
| Other Income/Expense | | | | |
| Other Income | 3.49 | | | |
| Interest Income | | | | |
| Total Other Income | 3.49 | | | |
| Other Expense | | | | |
| Other Expenses | 893.59 | | | |
| Total Other Expense | 893.59 | | | |
| Net Other Income | -890.10 | | | |
| Net Income | -24,580.18 | -87,131.50 | 62,551.32 | 28.2% |

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

| | <u>Apr - Dec 13</u> |
|--|-------------------------|
| OPERATING ACTIVITIES | |
| Net Income | -24,580.18 |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| Prepaid Income-Member Dues | -625.00 |
| Net cash provided by Operating Activities | <u>-25,205.18</u> |
| Net cash increase for period | -25,205.18 |
| Cash at beginning of period | 59,437.09 |
| Cash at end of period | <u><u>34,231.91</u></u> |

6:25 AM

01/14/14

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
December 2013

| | <u>Dec 13</u> |
|---|-------------------------|
| OPERATING ACTIVITIES | |
| Net Income | 25,599.96 |
| Net cash provided by Operating Activities | <u>25,599.96</u> |
| Net cash increase for period | 25,599.96 |
| Cash at beginning of period | <u>8,631.95</u> |
| Cash at end of period | <u><u>34,231.91</u></u> |



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

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

STATEMENT ISSUED
12-31-2013

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



Page 1 of 1

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Want a gift that's easy to buy, wrap and mail? A Gift Card from Frost is perfect for holidays, weddings and special occasions. Pick one up today at any Frost location.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000

| BALANCE LAST STATEMENT | DEPOSITS | | WITHDRAWALS | | BALANCE THIS STATEMENT |
|------------------------|----------|-----------|-------------|----------|------------------------|
| | NO. | AMOUNT | NO. | AMOUNT | |
| 3,460.23 | 4 | 31,885.27 | 6 | 5,437.96 | 29,907.54 |

DEPOSITS/CREDITS

| DATE | TRANSACTION | AMOUNT | DATE | TRANSACTION | AMOUNT |
|-------|-------------|-----------|-------|-------------|----------|
| 12-10 | DEPOSIT | 1,250.43 | 12-20 | DEPOSIT | 6,338.43 |
| 12-30 | DEPOSIT | 11,850.00 | | | |

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|-----------|--------------------|-------------------------------|
| 12-11 | 12,446.41 | ELECTRONIC DEPOSIT | PAYPAL TRANSFER 4UEJ27NJ5W7G8 |

CHECKS PAID

| DATE | CHECK | AMOUNT | DATE | CHECK | AMOUNT | DATE | CHECK | AMOUNT |
|-------|--------|----------|-------|--------|----------|-------|--------|--------|
| 12-12 | 1487 # | 500.00 | 12-11 | 1489 # | 2,357.24 | 12-31 | 1491 # | 739.10 |
| 12-12 | 1488 # | 1,516.80 | 12-12 | 1490 # | 87.53 | 12-16 | 1492 # | 237.29 |

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|--------|------------------------|-------------|
| 12-10 | .00 | INTERNET STMT COPY REQ | |
| 12-10 | .00 | INTERNET STMT COPY REQ | |

DAILY BALANCE

| DATE | BALANCE | DATE | BALANCE | DATE | BALANCE |
|-------|-----------|-------|-----------|-------|-----------|
| 11-29 | 3,460.23 | 12-12 | 12,695.50 | 12-30 | 30,646.64 |
| 12-10 | 4,710.66 | 12-16 | 12,458.21 | 12-31 | 29,907.54 |
| 12-11 | 14,799.83 | 12-20 | 18,796.64 | | |

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

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 12/31/2013

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|------|-----------------------|-----|------------------|------------------|
| Beginning Balance | | | | | | 3,460.23 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 6 items | | | | | | |
| Check | 12/10/2013 | 1489 | James Cornell | X | -2,357.24 | -2,357.24 |
| Check | 12/10/2013 | 1488 | Karie Rivkin | X | -1,516.80 | -3,874.04 |
| Check | 12/10/2013 | 1491 | Headliners Club | X | -739.10 | -4,613.14 |
| Check | 12/10/2013 | 1487 | Eichelbaum Wardell... | X | -500.00 | -5,113.14 |
| Check | 12/10/2013 | 1492 | Chrissie Eastin | X | -237.29 | -5,350.43 |
| Check | 12/10/2013 | 1490 | Joan McClendon | X | -87.53 | -5,437.96 |
| Total Checks and Payments | | | | | -5,437.96 | -5,437.96 |
| Deposits and Credits - 4 items | | | | | | |
| Deposit | 12/9/2013 | | | X | 1,250.43 | 1,250.43 |
| Deposit | 12/10/2013 | | | X | 12,446.41 | 13,696.84 |
| Deposit | 12/20/2013 | | | X | 6,338.43 | 20,035.27 |
| Deposit | 12/30/2013 | | | X | 11,850.00 | 31,885.27 |
| Total Deposits and Credits | | | | | 31,885.27 | 31,885.27 |
| Total Cleared Transactions | | | | | 26,447.31 | 26,447.31 |
| Cleared Balance | | | | | 26,447.31 | 29,907.54 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 9 items | | | | | | |
| Check | 2/6/2012 | 1283 | Nuance Communic... | | -45.00 | -45.00 |
| Check | 4/30/2013 | 1414 | Urban Roots | | -500.00 | -545.00 |
| Check | 10/23/2013 | 1477 | Amanda Koplos | | -99.34 | -644.34 |
| Check | 11/10/2013 | 1486 | Elaine Nielsen | | -50.00 | -694.34 |
| Check | 12/10/2013 | 1493 | PaperStreet Web D... | | -187.50 | -881.84 |
| Check | 12/30/2013 | 1501 | Sokovox | | -600.00 | -1,481.84 |
| Check | 12/30/2013 | 1500 | Capital Area Food ... | | -88.00 | -1,569.84 |
| Check | 12/30/2013 | 1502 | April Stanaland | | -72.00 | -1,641.84 |
| Check | 12/31/2013 | 1503 | Elaine Nielsen | | -1,000.00 | -2,641.84 |
| Total Checks and Payments | | | | | -2,641.84 | -2,641.84 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 12/31/2013 | | | | 1,100.00 | 1,100.00 |
| Total Deposits and Credits | | | | | 1,100.00 | 1,100.00 |
| Total Uncleared Transactions | | | | | -1,541.84 | -1,541.84 |
| Register Balance as of 12/31/2013 | | | | | 24,905.47 | 28,365.70 |
| New Transactions | | | | | | |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 1/13/2014 | | | | 3,675.00 | 3,675.00 |
| Total Deposits and Credits | | | | | 3,675.00 | 3,675.00 |
| Total New Transactions | | | | | 3,675.00 | 3,675.00 |
| Ending Balance | | | | | 28,580.47 | 32,040.70 |

6:20 AM

01/14/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 12/31/2013

| | <u>Dec 31, 13</u> |
|--|-------------------------|
| Beginning Balance | 3,460.23 |
| Cleared Transactions | |
| Checks and Payments - 6 items | -5,437.96 |
| Deposits and Credits - 4 items | 31,885.27 |
| Total Cleared Transactions | <u>26,447.31</u> |
| Cleared Balance | <u><u>29,907.54</u></u> |
| Uncleared Transactions | |
| Checks and Payments - 9 items | -2,641.84 |
| Deposits and Credits - 1 item | 1,100.00 |
| Total Uncleared Transactions | <u>-1,541.84</u> |
| Register Balance as of 12/31/2013 | <u><u>28,365.70</u></u> |
| New Transactions | |
| Deposits and Credits - 1 item | 3,675.00 |
| Total New Transactions | <u>3,675.00</u> |
| Ending Balance | <u><u>32,040.70</u></u> |



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

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

STATEMENT ISSUED
12-31-2013

043651

Page 1 of 1

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

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Want a gift that's easy to buy, wrap and mail? A Gift Card from Frost is perfect for holidays, weddings and special occasions. Pick one up today at any Frost location.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

| BALANCE LAST STATEMENT | DEPOSITS | | WITHDRAWALS | | BALANCE THIS STATEMENT |
|------------------------|----------|--------|-------------|--------|------------------------|
| | NO. | AMOUNT | NO. | AMOUNT | |
| 5,866.06 | 0 | .15 | 0 | .00 | 5,866.21 |

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

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|--------|---------------|-------------|
| 12-31 | .15 | INTEREST PAID | |

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

| DATE | AMOUNT | TRANSACTION | DESCRIPTION |
|-------|--------|------------------------|-------------|
| 12-10 | .00 | INTERNET STMT COPY REQ | |
| 12-10 | .00 | INTERNET STMT COPY REQ | |

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

| DATE | BALANCE | DATE | BALANCE | DATE | BALANCE |
|-------|----------|-------|----------|-------|----------|
| 11-29 | 5,866.06 | 12-10 | 5,866.06 | 12-31 | 5,866.21 |

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

6:20 AM

01/14/14

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 12/31/2013

| | <u>Dec 31, 13</u> |
|--|-------------------|
| Beginning Balance | 5,866.06 |
| Cleared Transactions | |
| Deposits and Credits - 1 item | <u>0.15</u> |
| Total Cleared Transactions | <u>0.15</u> |
| Cleared Balance | <u>5,866.21</u> |
| Register Balance as of 12/31/2013 | 5,866.21 |
| Ending Balance | 5,866.21 |

6:20 AM

01/14/14

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 12/31/2013

| Type | Date | Num | Name | Clr | Amount | Balance |
|--------------------------------------|------------|-----|------|-----|-------------|-----------------|
| Beginning Balance | | | | | | 5,866.06 |
| Cleared Transactions | | | | | | |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 12/31/2013 | | | X | 0.15 | 0.15 |
| Total Deposits and Credits | | | | | 0.15 | 0.15 |
| Total Cleared Transactions | | | | | 0.15 | 0.15 |
| Cleared Balance | | | | | 0.15 | 5,866.21 |
| Register Balance as of 12/31/2013 | | | | | 0.15 | 5,866.21 |
| Ending Balance | | | | | 0.15 | 5,866.21 |

Attachment B

January 14, 2014 Board Meeting

COMMITTEE REPORTS

Business Partner Relations Committee – James Cornell

I will provide an update on where we are with the Business Partner Registration for 2014, next steps with the Committee on securing a venue for the Legal Expo and will remind everyone about the ALA Board Meeting on January 17. I have been able to add \$2,775 to our sponsorship total for 2014 with two late registrants. Total income is now \$55,000.

Community Relations Committee – Joan McClendon

Erica Gongora, MPA, Senior Campaign Manager, Light the Night, The Leukemia and Lymphoma Society sent an email on 1/8/14:

Please Save-the-Date and join us on Thursday, February 6th from 11:30am-1pm at the Radisson Downtown Austin for our Annual Light the Night Awards Luncheon.

We reached a huge milestone this year and raised \$1,000,000 in the fight against blood cancer! We could not have done it without your support of our mission and our patients and their families.

A formal invitation should soon be arriving to you in the mail. I hope to see you on Thursday, February 6th!

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 to report. All is good.

Education & Program Committee – April Stanaland

No reports at this time but will have updates at the board meeting on 1/14.

Membership Committee – Christine Giles

No updates this month.

Newsletter Committee – Debbie Roan

An abbreviated newsletter for the 4th quarter was published on January 2, 2014. Special thanks to Karie for her assistance in getting this out during the holidays.

Past Presidents Advisory Counsel – Ann Jacobsen

I am assisting James and Toni with the ALA Board Meeting which is being held in Austin on January 16 – 18 at the Driskill Hotel by putting together gift bags for the Board attendees. Chrissie Eastin is also helping with this small project.

During our last Board meeting, it was decided we would have further future conversations about ALA's IDEA program. Those attending the ALA Conference in Toronto will attend the IDEA award presentation to learn more about the program so we can consider Business Partner and other concepts related to the new program which replaced the Chapter Awards program.

Website Committee – Amanda Koplos

No report this month.