



**BOARD MEETING MINUTES**  
**June 12, 2014 11:30 AM – 1:00 PM**  
**Austin Bar Association Longhorn Room**

- Members Present: Kelly Barker, Alan Odom, Summer Jurrells, Linda Siegert, Elaine Burr, Shary Tutt, Toni Beasley, Joan McClendon, April Stanaland, Karie Rivkin  
Members Not Present: Diana Stangl, Diane Dettmann, Linda Wood
- Approval of May's Board Meeting Minutes - Approved
- Interim Email Decisions:
  - a. Approval of additional committee chair stipend for 2014 ALA Conference & Expo.
- Treasurer's Report (Attachment A) - Elaine Burr is working on the Chapter tax return. Elaine will audit the PayPal charges as they appear to be about \$1,800 last year. Summer will look into options that have lower fees and can be linked on our website
- Upcoming Due Dates and Responsibilities
  - a. June 30 – Diana Stangl, Secretary, submit Minutes to national.
  - b. June 30 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
  - c. July 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.
- Upcoming Educational Opportunities
  - a. July 18-19, 2014, Chapter Leadership Institute, Hilton Palacio Del Rio, San Antonio, Texas.
  - b. "Business of Law" Conferences: September 4-6, Portland; September 11-13, Chicago; October 6-8, Ft. Worth; October 27-29, Philadelphia.
  - c. Intellectual Property Conference for Legal Professionals: September 18-19, Washington, D.C.
  - d. Large Firm Principal Administrators Retreat: September 18-20, Orlando.
- Old Business
  - a. Approved revised 2014-15 budget.
  - b. Authorized Treasurer to transfer ALA PayPal account to a chapter email address.
  - c. Agreed to permit additional speaker representatives at monthly meetings as paying guests.
  - d. Proposed a President's survey of members as part of a series of recurring member surveys on different topics via website.
- New Business

- a. Regional Council Meeting report from Toronto Conference (Shary Tutt) - Kelly, Shary and James attended the Regional Council Meeting in at the ALA Conference. Shary will provide a copy to the board so the information can be posted on the website.
  - b. Discussion of having another ListServe Unplugged and open it up to business partners. We will need to check with the Business Partner Committee to see if/how this can be done.
  - c. Chapter PayPal account status report (Elaine Burr) - A chapter email address has been set up and Summer is helping get the account set up.
  - d. Proposal to retain Kent Zimmerman as speaker for Managing Partner Breakfast (bio attached as Attachment B). Kelly spoke to Kent Zimmerman and he will speak for a fee of \$4,000. Since this is higher than we usually pay for the speaker, it was suggested that we announce on the Bar Code and possibly partner with the Austin Bar Association if we could make it a CLE. We need to decide by the next meeting so we can book him.
  - e. Stipends for 2014 CLI attendees. Karie, Kelly and Shary are attending. The president-elect is paid for by ALA and the chapter usually provides stipends for two members. It has been suggested that we open it up to all board members who may want to attend. Linda Siegert is apply for the scholarship offered.
  - f. Review of 2014-15 committee goals & objectives (time permitting).
- Committee Reports (Attachment C)
    - a. Community Relations Committee. Joan asked if we could donate \$500 to the Capital Area Food Bank. Approved.
    - b. Compensation and Benefits Committee. It was suggested that we advertise in the Bar Code to get more participants.
    - c. Strategic Alliance Committee – Toni Beasley has suggested that we work with LMA again this year on Legal Build if they are doing that project this year. If not, we should contact LMA, ILTA, ABA to see if we can partner with them on any projects.
  - Open Business
  - Announcements & Adjourn

Next Board Meeting: July 10, 2014.

# **ATTACHMENT A**



**Austin Chapter**  
**Association of Legal Administrators**  
**Treasurer's Report**  
**5/31/2014**

The current checking account balance is \$36,826.77, and the Money Market balance is \$5,866.93, for a total cash balance of \$42,693.70.

Income in May consisted of monthly luncheon receipts of \$440, and membership dues of \$125. The dues do not appear as income because we also refunded the first year dues for another member – the two balanced each other out.

Checks have been issued for all invoices I have received. There are more annual conference stipends that will need to be issued in June as soon as I receive the check requests. Net loss for the month was (\$10,724.35).

The latest budget figures from last month's Board meeting have been entered into Quickbooks.

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

	<u>May 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checking	36,826.77
Frost Money Market	5,866.93
Total Checking/Savings	<u>42,693.70</u>
Total Current Assets	<u>42,693.70</u>
<b>TOTAL ASSETS</b>	<b><u>42,693.70</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	<u>-4,002.65</u>
Total Equity	<u>42,693.70</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>42,693.70</u></b>

9:52 AM

06/03/14

Accrual Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
**May 2014**

	<u>May 14</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Education</b>	
Chapter Monthly Lunch Receipts	440.00
<b>Total Education</b>	440.00
<b>Membership Dues</b>	0.00
<b>Total Income</b>	440.00
<b>Expense</b>	
Bank Service Charges/Paypal	3.93
<b>Business Partner Expenses</b>	
Vendor Appreciation Party	297.00
<b>Total Business Partner Expenses</b>	297.00
<b>Education Costs</b>	
Chapter Monthly Lunches	717.37
<b>Total Education Costs</b>	717.37
<b>National Conference Scholarship</b>	
Board Member Stipend	5,151.00
Chapter Dinner	20.20
President-National Conference	2,250.00
Scholarships-Non Board	2,000.00
<b>Total National Conference Scholarship</b>	9,421.20
<b>Newsletter</b>	
Newsletter Production	725.00
<b>Total Newsletter</b>	725.00
<b>Total Expense</b>	11,164.50
<b>Net Ordinary Income</b>	-10,724.50
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	0.15
<b>Total Other Income</b>	0.15
<b>Net Other Income</b>	0.15
<b>Net Income</b>	<u><u>-10,724.35</u></u>

9:56 AM

## Austin Chapter - Association of Legal Administrators

## Profit &amp; Loss

April through May 2014

06/03/14

Accrual Basis

	<u>Apr - May 14</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	925.00
Total Annual Sponsorship	925.00
Education	
Chapter Monthly Lunch Receipts	1,010.00
Seminars	30.00
Total Education	1,040.00
Membership Dues	9,125.00
Total Income	11,090.00
Expense	
Bank Service Charges/Paypal	66.81
Board Expenses	
Board Meetings	117.60
Board Retreat	423.08
Chapter Awards/Gifts	150.00
Strategic Alliances Committee	400.00
Total Board Expenses	1,090.68
Business Partner Expenses	
Vendor Appreciation Party	526.66
Total Business Partner Expenses	526.66
Chapter Meeting	
Speakers	250.00
Total Chapter Meeting	250.00
Communications	
Design	787.50
Monthly Fee	300.00
Total Communications	1,087.50
Education Costs	
Chapter Monthly Lunches	752.37
Parking	180.00
Speakers-Education Seminar	279.32
Total Education Costs	1,211.69
Managing Partner Breakfast	153.70
National Conference Scholarship	
Board Member Stipend	5,151.00
Chapter Dinner	20.20
President-National Conference	2,250.00
Scholarships-Non Board	2,000.00
Silent Auction Items	253.99
Total National Conference Scholarship	9,675.19
New Member Functions	
New Member Lunches	154.17
Total New Member Functions	154.17
Newsletter	
Newsletter Production	725.00
Total Newsletter	725.00
Total Expense	14,941.40
Net Ordinary Income	-3,851.40

9:56 AM

06/03/14

Accrual Basis

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

	<u>Apr - May 14</u>
Other Income/Expense	
Other Income	
Interest Income	0.29
Total Other Income	<u>0.29</u>
Other Expense	
Other Expenses	151.54
Total Other Expense	<u>151.54</u>
Net Other Income	<u>-151.25</u>
Net Income	<u><u>-4,002.65</u></u>



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

10:00 AM  
 06/03/14  
 Accrual Basis

	Apr - May 14	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Annual Sponsorship				
Annual Sponsorship - Totebag	0.00	0.00	0.00	0.0%
Bronze	0.00	0.00	0.00	0.0%
Diamond	0.00	0.00	0.00	0.0%
Gold	0.00	0.00	0.00	0.0%
Platinum	0.00	0.00	0.00	0.0%
Silver	925.00	0.00	925.00	100.0%
Total Annual Sponsorship	925.00	0.00	925.00	100.0%
Business Partner Fair				
Additional Reps	0.00	0.00	0.00	0.0%
Total Business Partner Fair	0.00	0.00	0.00	0.0%
Education				
Chapter Monthly Lunch Receipts	1,010.00	1,400.00	-390.00	72.1%
Seminars	30.00	250.00	-220.00	12.0%
Total Education	1,040.00	1,650.00	-610.00	63.0%
Joint Chapter Retreat	0.00	0.00	0.00	0.0%
Membership Dues	9,125.00	11,000.00	-1,875.00	83.0%
Salary Survey	0.00	0.00	0.00	0.0%
Total Income	11,090.00	12,650.00	-1,560.00	87.7%
Expense				
Bank Service Charges/Paypal	66.81	19.65	47.16	340.0%
Board Expenses				
Board Meetings	117.60	333.33	-215.73	35.3%
Board Retreat	423.08	0.00	423.08	100.0%
Chapter Awards/Gifts	150.00	0.00	150.00	100.0%
Strategic Alliances Committee	400.00	0.00	400.00	100.0%
Total Board Expenses	1,090.68	333.33	757.35	327.2%
Business Partner Expenses				
Business Partner Expo				
AV Rental	0.00	0.00	0.00	0.0%
Beverages	0.00	0.00	0.00	0.0%
Other	0.00	0.00	0.00	0.0%
Parking	0.00	0.00	0.00	0.0%
Photographs	0.00	0.00	0.00	0.0%
Total Business Partner Expo	0.00	0.00	0.00	0.0%

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

10:00 AM  
 06/03/14  
 Accrual Basis

	Apr - May 14	Budget	\$ Over Budget	% of Budget
<b>Vendor Appreciation Party</b>				
Parties	0.00	0.00	0.00	0.0%
Vendor Appreciation Party - Other	526.66	0.00	526.66	100.0%
<b>Total Vendor Appreciation Party</b>	<u>526.66</u>	<u>0.00</u>	<u>526.66</u>	<u>100.0%</u>
<b>Total Business Partner Expenses</b>	526.66	0.00	526.66	100.0%
<b>Chapter Leadership Institute</b>				
Board Member-CLI	0.00	0.00	0.00	0.0%
President - CLI	0.00	0.00	0.00	0.0%
President Elect-CLI	0.00	0.00	0.00	0.0%
<b>Total Chapter Leadership Institute</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Chapter Logo Supplies</b>				
Chapter Meeting	0.00	0.00	0.00	0.0%
Speakers	250.00			
<b>Total Chapter Meeting</b>	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Chapter Retreat</b>				
Communications	0.00	0.00	0.00	0.0%
Author Incentives	0.00	50.00	-50.00	0.0%
Design	787.50			
Designer Fees	0.00	1,666.00	-1,666.00	0.0%
Monthly Fee	300.00	300.00	0.00	100.0%
<b>Total Communications</b>	<u>1,087.50</u>	<u>2,016.00</u>	<u>-928.50</u>	<u>53.9%</u>
<b>Community Challenge Expenses</b>				
Education Costs	0.00	0.00	0.00	0.0%
Audio Visual	0.00	100.00	-100.00	0.0%
Chapter Monthly Lunches	752.37	630.00	122.37	119.4%
Facility Rental	0.00	0.00	0.00	0.0%
Holiday Party	0.00	0.00	0.00	0.0%
Lunches-Education Seminar	0.00	0.00	0.00	0.0%
Parking	180.00	0.00	180.00	100.0%
Speakers-Education Seminar	279.32	2,000.00	-1,720.68	14.0%
Webinars and Audio Conferences	0.00	0.00	0.00	0.0%
<b>Total Education Costs</b>	<u>1,211.69</u>	<u>2,730.00</u>	<u>-1,518.31</u>	<u>44.4%</u>
<b>Insurance</b>				
Fidelity Bond Premium	0.00	0.00	0.00	0.0%
<b>Total Insurance</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Managing Partner Breakfast</b>				
	153.70	0.00	153.70	100.0%

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

10:00 AM  
 06/03/14  
 Accrual Basis

	Apr - May 14	Budget	\$ Over Budget	% of Budget
<b>Miscellaneous Expense</b>				
Contributions	0.00	200.00	-200.00	0.0%
Gifts	0.00	0.00	0.00	0.0%
Other	0.00	0.00	0.00	0.0%
Post Office Box	0.00	0.00	0.00	0.0%
<b>Total Miscellaneous Expense</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.0%</b>
<b>National Conference Scholarship</b>				
Board Member Stipend	5,151.00	8,000.00	-2,849.00	64.4%
Chapter Dinner	20.20	750.00	-729.80	2.7%
President-National Conference	2,250.00	2,250.00	0.00	100.0%
President Elect-National Confer	0.00	2,250.00	-2,250.00	0.0%
Quest Scholarship	0.00	2,000.00	-2,000.00	0.0%
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%
<b>Total National Conference Scholarship</b>	<b>9,675.19</b>	<b>19,500.00</b>	<b>-9,824.81</b>	<b>49.6%</b>
<b>New Member Functions</b>				
Miscellaneous	0.00	0.00	0.00	0.0%
New Member Lunches	154.17	180.00	-25.83	85.7%
<b>Total New Member Functions</b>	<b>154.17</b>	<b>180.00</b>	<b>-25.83</b>	<b>85.7%</b>
<b>Newsletter</b>				
Newsletter Production	725.00	0.00	725.00	100.0%
<b>Total Newsletter</b>	<b>725.00</b>	<b>0.00</b>	<b>725.00</b>	<b>100.0%</b>
<b>Regional Conference</b>				
Board Members	0.00	0.00	0.00	0.0%
Chapter Dinner	0.00	0.00	0.00	0.0%
Door Prize	0.00	0.00	0.00	0.0%
Members At Large	0.00	0.00	0.00	0.0%
Scholarships	0.00	0.00	0.00	0.0%
<b>Total Regional Conference</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Salary Survey Costs</b>				
Salary Survey Costs	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>14,941.40</b>	<b>24,978.98</b>	<b>-10,037.58</b>	<b>59.8%</b>
<b>Net Ordinary Income</b>	<b>-3,851.40</b>	<b>-12,328.98</b>	<b>8,477.58</b>	<b>31.2%</b>
<b>Other Income/Expense</b>				
Other Income	0.29	1.00	-0.71	29.0%
Interest Income	0.29	1.00	-0.71	29.0%
<b>Total Other Income</b>	<b>0.29</b>	<b>1.00</b>	<b>-0.71</b>	<b>29.0%</b>

10:00 AM

06/03/14

Accrual Basis

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

	Apr - May 14	Budget	\$ Over Budget	% of Budget
Other Expense				
Other Expenses	151.54			
Total Other Expense	151.54			
Net Other Income	-151.25	1.00	-152.25	-15,125.0%
Net Income	<b>-4,002.65</b>	<b>-12,327.98</b>	<b>8,325.33</b>	<b>32.5%</b>

10:00 AM

06/03/14

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

	<u>Apr - May 14</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-4,002.65
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-125.00
Net cash provided by Operating Activities	<u>-4,127.65</u>
Net cash increase for period	-4,127.65
Cash at beginning of period	<u>46,821.35</u>
Cash at end of period	<u><u>42,693.70</u></u>



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

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

STATEMENT ISSUED  
05-30-2014

059626

Page 1 of 2

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

0

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

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

DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	
49,476.77	3	561.07	6	46,544.97

Activity Items Processed

26

Cash Processed

\$60.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
05-02	DEPOSIT	20.00	05-28	DEPOSIT	420.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-14	121.07	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 4UEJ283B7MMWQ

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
05-05	1517 #	500.00	05-15	1534 * #	500.32	05-20	1542 #	725.00
05-05	1523 * #	925.18	05-05	1541 * #	125.00	05-30	1548 * #	717.37

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-05	.00	INTERNET STMT COPY REQ	
05-05	.00	INTERNET STMT COPY REQ	
05-05	.00	INTERNET STMT COPY REQ	
05-06	.00	INTERNET STMT COPY REQ	
05-06	.00	INTERNET STMT COPY REQ	
05-06	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-30	49,476.77	05-06	47,946.59	05-20	46,842.34
05-02	49,496.77	05-14	48,067.66	05-28	47,262.34
05-05	47,946.59	05-15	47,567.34	05-30	46,544.97

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



**Frost**

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

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

STATEMENT ISSUED  
05-30-2014

Page 2 of 2

AUSTIN CHAPTER OF THE ASSOCIATION

5/1/14

DATE	5/1/14
AMOUNT	20.00
DESCRIPTION	
MEMO	

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

\$ 20.00

#001517# 41140000934 591209000# 20

05/02/14 #0 \$20.00

5/28/14

DATE	5/28/14
AMOUNT	420.00
DESCRIPTION	
MEMO	

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

\$ 420.00

#001517# 41140000934 591209000# 20

05/28/14 #0 \$420.00

1517

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 239 AUSTIN, TX 78767-0239

5/28/2014

PAY TO THE ORDER OF Neevo Strategies \$500.00

Five Hundred and 00/100 DOLLARS

Neevo Strategies  
314 22th Avenue  
Seattle, WA 98122

TWO SIGNATURES REQUIRED OVER \$500

MEMO

#001517# 41140000934 591209000#

05/05/14 #1517 \$500.00

1523

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 239 AUSTIN, TX 78767-0239

5/1/2014

PAY TO THE ORDER OF Neevo Strategies \$325.18

Three Hundred Twenty-Five and 18/100 DOLLARS

Neevo Strategies  
314 22th Avenue  
Seattle, WA 98122

TWO SIGNATURES REQUIRED OVER \$500

MEMO

#001523# 41140000934 591209000#

05/05/14 #1523 \$925.18

1534

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 239 AUSTIN, TX 78767-0239

4/16/2014

PAY TO THE ORDER OF Wilson Sorrell Goodrich & Rosati \$500.32

Five Hundred and 32/100 DOLLARS

Wilson Sorrell Goodrich & Rosati  
Attn: Kelly Barker  
500 S. Capital of TX Highway, 5th Floor  
Austin, TX 78746-5548

TWO SIGNATURES REQUIRED OVER \$500

MEMO

#001534# 41140000934 591209000#

05/15/14 #1534 \$500.32

1541

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 239 AUSTIN, TX 78767-0239

5/1/2014

PAY TO THE ORDER OF McLean & Howard LLP \$125.00

One Hundred Twenty-Five and 00/100 DOLLARS

McLean & Howard LLP  
Attn: Sharie Marino  
601 S. Mopac Express, Ste 225  
Austin, TX 78746

TWO SIGNATURES REQUIRED OVER \$500

MEMO

Refund 1st year dues

#001541# 41140000934 591209000#

05/05/14 #1541 \$125.00

1542

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 239 AUSTIN, TX 78767-0239

5/16/2014

PAY TO THE ORDER OF Sokovik \$725.00

Seven Hundred Twenty-Five and 00/100 DOLLARS

Sokovik  
16 Puerto Drive  
Santa Fe, NM 87508

TWO SIGNATURES REQUIRED OVER \$500

MEMO

#001542# 41140000934 591209000#

05/20/14 #1542 \$725.00

1548

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 239 AUSTIN, TX 78767-0239

5/26/2014

PAY TO THE ORDER OF Headliners Club \$717.37

Seven Hundred Seventeen and 37/100 DOLLARS

Headliners Club  
P. O. Box 97  
Austin, Texas 78767

TWO SIGNATURES REQUIRED OVER \$500

MEMO

ALA luncheon 4/2/14

#001548# 41140000934 591209000#

05/30/14 #1548 \$717.37

9:39 AM

06/03/14

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 05/31/2014**

	<u>May 31, 14</u>
Beginning Balance	49,476.77
Cleared Transactions	
Checks and Payments - 7 items	-3,496.80
Deposits and Credits - 3 items	565.00
Total Cleared Transactions	<u>-2,931.80</u>
Cleared Balance	<u><b>46,544.97</b></u>
Uncleared Transactions	
Checks and Payments - 6 items	<u>-9,718.20</u>
Total Uncleared Transactions	<u>-9,718.20</u>
Register Balance as of 05/31/2014	<u><b>36,826.77</b></u>
Ending Balance	<u><b>36,826.77</b></u>



9:39 AM

06/03/14

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Bank Checking, Period Ending 05/31/2014**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						49,476.77
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	03/26/2014	1517	Nesso Strategies	X	-500.00	-500.00
Check	03/31/2014	1523	Nesso Strategies	X	-925.18	-1,425.18
Check	04/16/2014	1534	Wilson Sonsini Goo...	X	-500.32	-1,925.50
Check	05/01/2014	1541	McLean & Howard L...	X	-125.00	-2,050.50
Check	05/15/2014	1542	Sokovox	X	-725.00	-2,775.50
General Journal	05/15/2014	81657		X	-3.93	-2,779.43
Check	05/29/2014	1548	Headliners Club	X	-717.37	-3,496.80
Total Checks and Payments					-3,496.80	-3,496.80
<b>Deposits and Credits - 3 items</b>						
Deposit	05/01/2014			X	20.00	20.00
Deposit	05/13/2014			X	125.00	145.00
Deposit	05/29/2014			X	420.00	565.00
Total Deposits and Credits					565.00	565.00
Total Cleared Transactions					-2,931.80	-2,931.80
Cleared Balance					-2,931.80	46,544.97
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	05/29/2014	1549	Karie Rivkin		-3,151.11	-3,151.11
Check	05/29/2014	1543	Kelly Barker		-2,250.00	-5,401.11
Check	05/29/2014	1545	Graves Dougherty H...		-1,750.00	-7,151.11
Check	05/29/2014	1546	Linda Wood		-1,151.00	-8,302.11
Check	05/29/2014	1547	Linda Siegert		-1,119.09	-9,421.20
Check	05/29/2014	1544	Graves Dougherty H...		-297.00	-9,718.20
Total Checks and Payments					-9,718.20	-9,718.20
Total Uncleared Transactions					-9,718.20	-9,718.20
Register Balance as of 05/31/2014					-12,650.00	36,826.77
<b>Ending Balance</b>					<b>-12,650.00</b>	<b>36,826.77</b>



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

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

STATEMENT ISSUED  
05-30-2014

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Page 1 of 1

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

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

**BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,866.78	0	.15	0	.00	5,866.93

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-31	.15	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-05	.00	INTERNET STMT COPY REQ	
05-05	.00	INTERNET STMT COPY REQ	
05-06	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-30	5,866.78	05-06	5,866.78	05-30	5,866.93
05-05	5,866.78				

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

9:43 AM

06/03/14

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Money Market, Period Ending 05/31/2014**

	<u>May 31, 14</u>
Beginning Balance	5,866.78
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.15</u>
Total Cleared Transactions	<u>0.15</u>
<b>Cleared Balance</b>	<b><u>5,866.93</u></b>
Register Balance as of 05/31/2014	5,866.93
Ending Balance	5,866.93

9:43 AM

06/03/14

## Austin Chapter - Association of Legal Administrators

### Reconciliation Detail

Frost Money Market, Period Ending 05/31/2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						5,866.78
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2014			X	0.15	0.15
Total Deposits and Credits					0.15	0.15
Total Cleared Transactions					0.15	0.15
Cleared Balance					0.15	5,866.93
Register Balance as of 05/31/2014					0.15	5,866.93
Ending Balance					0.15	5,866.93

# **ATTACHMENT B**



**Kent Zimmerman** of the Zeughauser Group is a former general counsel and CEO who counsels leaders of top-ranked global, international, national, regional, and specialty firms. He is a contributor to *The National Law Journal*, Lexis-Nexis sites, and appears routinely in the mainstream and legal media, including *The Wall Street Journal*, *BusinessWeek*, *The American Lawyer Magazine*, *Am Law Daily*, on wire stories by Reuters, and on the websites of CNBC and MSNBC. He also has appeared on FOX News, Bloomberg, Sirius Satellite Radio, and National Public Radio shows.

**+ Add to My Speakers**



# **ATTACHMENT C**

## **June 12, 2014 Board Meeting COMMITTEE REPORTS**

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

Nothing new to report

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

Our next event is the Capitol Area Food Bank - Saturday, June 28 from 9 – 12:00. We have 12 slots available. We have 12 people signed up for this event with 3 teenagers on hold who can sub in if needed.

Light the Night (The Leukemia & Lymphoma's South Central Austin Chapter). We will participate in the 2014 Light the Night event (Saturday, October 25th at Lake Park at Mueller).

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

My committee met last week and discussed edits to both the compensation and benefits portions of the survey. By and large, we believe last year's survey was very well put together, and we do not anticipate any dramatic changes being made this year. We are in the process of reviewing a few proposed edits as a committee, and I plan to get those edits to my survey contact, Dick Rogers, by this Friday. My next steps are working on a master list of those we will solicit to complete the survey and in getting the appropriate business partner/ad information squared away.

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

June 26, 2014 Lunch & Learn is on HB 300  
Speaker: Nora Belcher, the Executive Director of Texas e-Health Alliance  
Business Partner: Capitol Vending and Coffee

July 24, 2014 Lunch & Learn is on Workplace Bullying.  
Speaker: Renee L. Cowan, Ph.D., Assistant Professor, Department of Communication, UTSA  
Business Partner: TBD

August 28, 2014 Summer Educational Seminar & Legal EXPO at The W Hotel. Will be finalizing speaker by the end of this month.

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

Sandra Calhoun, Human Resources Director with Shannon, Gracey, Ratliff, & Miller, LLP in Fort Worth, joined the Austin Chapter on June 3, 2014, as a Secondary Member. I spoke with Sandra on June 10th and I expect to receive her check for \$75 within the week. She will let me know when she is in the Austin area next and I will take her to lunch.

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

The Communication Committee just finished the Chapter's first news e-mail blast. The goal is to send this out monthly, which means we've already started working on July. We are currently waiting on Paperstreet to finish the work we've approved which will enhance the home page of our website and make it more relevant.

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

Nothing new to report