



## BOARD MEETING MINUTES

September 11, 2014 11:30 AM – 1:00 PM  
Austin Bar Association, 816 Congress, 3<sup>rd</sup> Floor

1. **Members Present:** Kelly Barker, Karie Rivkin, Diana Stangl, Elaine Burr, Diane Dettmann, Linda Siegert, April Stanaland, Summer Jurrells, Shary Tutt, Linda Wood, Joan Cunningham

**Members Not Present:** Allan Odom

2. **Approval of August's Board Meeting Minutes:** Approved after a Motion from Diane Dettmann and a Second from Karie Rivkin.
3. **Interim Email Decisions:** None.
4. **Treasurer's Report (Attachment A)** - The August financial statements are attached. It was noted that we are under budget for income from membership dues despite having many new members because we waive the chapter membership dues for the first year of membership. We will make a note for the next board to revise those projections when preparing its budget.
5. **Upcoming Due Dates and Responsibilities**
  - a. September 30 – Diana Stangl, Secretary, submit Minutes to national.
  - b. September 30 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
  - c. October 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.
6. **Upcoming Educational Opportunities**
  - a. "Business of Law" Conferences: October 6-8, Ft. Worth; October 27-29, Philadelphia.
  - b. Human Resources Conference for Legal Professionals: November 3-5, Las Vegas.
  - c. Intellectual Property Conference for Legal Professionals: September 18-19, Washington, D.C.
  - d. Large Firm Principal Administrators Retreat: September 18-20, Orlando.
7. **Old Business**
  - a. Update on Business of Law conference scholarship winners and board members attending. Kelly noted that we ended up with an extra stipend for a Business of Law conference because someone had to back out. It was decided to award a \$1,000 scholarship at the Holiday Luncheon in December toward the 2015 International Conference.
  - b. Update on MP Forums ad hoc committee. A letter was mailed out on September 10 to our Managing Partner list about the first forum, scheduled for Thursday, November 6, 2014. It requested RSVP's by Monday, November 3.
  - c. Agreed to change holiday party from evening reception to luncheon and Shary agreed to assist Kelly in planning. The Board provided suggestions to Shary for places to hold the luncheon. We are hoping to have 30 members attend and the Business Partners will also be invited. Summer

agreed to do the invitations. We are tentatively planning for the luncheon to be on December 4, 2014.

d. Announcement regarding Toni Beasley's withdrawal from the Board.

8. **New Business**

a. Change in pricing for monthly luncheon meetings at The Headliners Club. The Headliners Club has notified us that the cost will be increasing. They have other options that they can offer us. April will review the options and work with the Headliners on the changes.

b. Progress report on MP Forums. (see b. above)

c. IDEA Award nominations. Kelly proposed that we submit the MP Forums for an IDEA Award. He will work on the submission.

d. Report on salary survey participation/results. We did have fewer firms participate this year. It was suggested that since we are asking for salary information as of April 1 that maybe we could do the survey earlier in the year since late August/early September seems to be a busy time of year for many people. Allan will be reviewing all the suggestions he has received and report back to the Board with his recommendations. He hopes to be able to release the survey results by the end of September.

e. Other business as required. The Board agreed to Joan's request to invite our contact with the Light the Night event to come to the September luncheon to promote the event. Joan will also send an email out to the Business Partners inviting them to participate in the walk.

9. **Committee Reports (Attachment B)** - The committee reports are attached. The Legal Expo was discussed and the Board was asked to start thinking about next year's Expo and whether we wanted to hold it at the W Hotel again. The suggestion was made to have a microphone in the Exhibit Hall for easier communication. It was also suggested that we create a separate category of Business Partner for our Strategic Partners (e.g., ILTA, LMA, ABA, etc.) and give them lunch privileges at all events like the Expo and Seminars.

Kelly and April reported that the speaker for the October luncheon will be Jerry McPeake, our regional representative. He will be traveling to Austin from Denver. The Board agreed to cover his travel costs if ALA International does not cover them and take him to dinner the night before.

10. **Open Business**

11. **Announcements & Adjourn**

Meeting was adjourned at 12:55. Next Board Meeting: Thursday, October 16, 2014 at 11:30 at Linda Wood's office at 98 San Jacinto, Suite 2000. (Note this is a different date than what was listed in the meeting agenda.)

# **ATTACHMENT A**



**Austin Chapter**  
**Association of Legal Administrators**  
**Treasurer's Report**  
**8/31/2014**

The checking account balance as of 8/31/14 is 17,356.86, and the Money Market balance is \$5,867.37, for a total cash balance of \$23,224.23.

There was \$0 income in August because the Seminar/Expo was held late in the month and the receipts had not been forwarded to me as of the date of this report (September 2, 2014).

Major expenses for August included \$400 parking for the BP Expo (\$35 was unused and will be deposited in September with the Expo receipts), \$652.15 to the Headliners club for July's luncheon, \$190 for the Fidelity Bond premium and \$119 for new member lunches.

We are \$4,750 under budget on income year to date. Some of that is due to timing as we budgeted the seminar income in August instead of September when we will actually receive it. \$1,725 is attributable to membership dues which were lower than expected.

We are under budget \$16,265 in expenses year to date. Most of it is due to timing of the BP Expo and education seminar expenses.

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

	<u>Aug 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checking	17,356.86
Frost Money Market	5,867.37
<b>Total Checking/Savings</b>	<u>23,224.23</u>
<b>Total Current Assets</b>	<u>23,224.23</u>
<b>TOTAL ASSETS</b>	<u><b>23,224.23</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	-23,472.12
<b>Total Equity</b>	<u>23,224.23</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>23,224.23</b></u>

9:44 AM

09/02/14

Accrual Basis

**Austin Chapter - Association of Legal Administrators**

**Profit & Loss**

**August 2014**

	<u>Aug 14</u>
Ordinary Income/Expense	
Expense	
Business Partner Expenses	
Business Partner Expo	
Parking	400.00
Total Business Partner Expo	<u>400.00</u>
Total Business Partner Expenses	400.00
Education Costs	
Chapter Monthly Lunches	652.15
Total Education Costs	<u>652.15</u>
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	<u>190.00</u>
New Member Functions	
New Member Lunches	119.06
Total New Member Functions	<u>119.06</u>
Total Expense	<u>1,361.21</u>
Net Ordinary Income	-1,361.21
Other Income/Expense	
Other Income	
Interest Income	0.15
Total Other Income	<u>0.15</u>
Net Other Income	<u>0.15</u>
Net Income	<u><u>-1,361.06</u></u>

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

	Apr - Aug 14
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Annual Sponsorship	
Silver	925.00
<b>Total Annual Sponsorship</b>	925.00
<b>Education</b>	
Chapter Monthly Lunch Receipts	2,120.00
Seminars	30.00
<b>Total Education</b>	2,150.00
<b>Membership Dues</b>	9,275.00
<b>Total Income</b>	12,350.00
<b>Gross Profit</b>	12,350.00
<b>Expense</b>	
Bank Service Charges/Paypal	66.81
<b>Board Expenses</b>	
Board Meetings	445.19
Board Retreat	423.08
Chapter Awards/Gifts	179.20
Strategic Alliances Committee	400.00
Board Expenses - Other	35.55
<b>Total Board Expenses</b>	1,483.02
<b>Business Partner Expenses</b>	
Business Partner Expo	
Facilities	2,000.00
Parking	400.00
<b>Total Business Partner Expo</b>	2,400.00
Vendor Appreciation Party	526.66
<b>Total Business Partner Expenses</b>	2,926.66
<b>Chapter Leadership Institute</b>	
Board Member-CLI	1,000.00
President - CLI	500.00
<b>Total Chapter Leadership Institute</b>	1,500.00
<b>Chapter Meeting</b>	
Speakers	250.00
<b>Total Chapter Meeting</b>	250.00
<b>Communications</b>	
Design	787.50
Designer Fees	300.00
Monthly Fee	600.00
<b>Total Communications</b>	1,687.50
<b>Community Challenge Expenses</b>	500.00
<b>Education Costs</b>	
Chapter Monthly Lunches	2,457.01
Parking	180.00
Speakers-Education Seminar	529.32
<b>Total Education Costs</b>	3,166.33
<b>Insurance</b>	
Fidelity Bond Premium	190.00
<b>Total Insurance</b>	190.00
<b>Managing Partner Breakfast</b>	153.70
<b>Miscellaneous Expense</b>	
Post Office Box	132.00
<b>Total Miscellaneous Expense</b>	132.00

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

	<u>Apr - Aug 14</u>
National Conference Scholarship	
Board Member Stipend	10,708.07
Chapter Dinner	693.65
President-National Conference	2,250.00
President Elect-National Confer	2,250.00
Quest Scholarship	2,000.00
Scholarships-Non Board	2,000.00
Silent Auction Items	253.99
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Total National Conference Scholarship	20,155.71
New Member Functions	
New Member Lunches	333.70
New Member Functions - Other	35.23
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Total New Member Functions	368.93
Newsletter	
Newsletter Production	725.00
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Total Newsletter	725.00
Printing and Reproduction	115.65
Salary Survey Costs	2,250.00
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Total Expense	35,671.31
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Net Ordinary Income	-23,321.31
Other Income/Expense	
Other Income	
Interest Income	0.73
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Total Other Income	0.73
Other Expense	
Other Expenses	151.54
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Total Other Expense	151.54
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Net Other Income	-150.81
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Net Income	<u><u>-23,472.12</u></u>

**Austin Chapter - Association of Legal Administrators**

**Profit & Loss Budget vs. Actual**

April through August 2014

	Apr - Aug 14	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Annual Sponsorship</b>		
Annual Sponsorship - Totebag	0.00	0.00
Bronze	0.00	0.00
Diamond	0.00	0.00
Gold	0.00	0.00
Platinum	0.00	0.00
Silver	925.00	0.00
<b>Total Annual Sponsorship</b>	925.00	0.00
<b>Business Partner Fair</b>		
Additional Reps	0.00	900.00
<b>Total Business Partner Fair</b>	0.00	900.00
<b>Education</b>		
Chapter Monthly Lunch Receipts	2,120.00	2,800.00
Seminars	30.00	2,400.00
<b>Total Education</b>	2,150.00	5,200.00
Joint Chapter Retreat	0.00	0.00
Membership Dues	9,275.00	11,000.00
Salary Survey	0.00	0.00
<b>Total Income</b>	12,350.00	17,100.00
<b>Gross Profit</b>	12,350.00	17,100.00
<b>Expense</b>		
Bank Service Charges/Paypal	66.81	19.65
<b>Board Expenses</b>		
Board Meetings	445.19	833.33
Board Retreat	423.08	0.00
Chapter Awards/Gifts	179.20	250.00
Strategic Alliances Committee	400.00	0.00
Board Expenses - Other	35.55	0.00
<b>Total Board Expenses</b>	1,483.02	1,083.33
<b>Business Partner Expenses</b>		
Business Partner Expo		
A/V Rental	0.00	600.00
Beverages	0.00	4,000.00
Facilities	2,000.00	0.00
Other	0.00	675.00
Parking	400.00	500.00
Photographs	0.00	0.00
<b>Total Business Partner Expo</b>	2,400.00	5,775.00
Vendor Appreciation Party		
Parties	0.00	0.00
Vendor Appreciation Party - Other	526.66	476.36
<b>Total Vendor Appreciation Party</b>	526.66	476.36
<b>Total Business Partner Expenses</b>	2,926.66	6,251.36
<b>Chapter Leadership Institute</b>		
Board Member-CLI	1,000.00	2,000.00
President - CLI	500.00	1,000.00
President Elect-CLI	0.00	500.00
<b>Total Chapter Leadership Institute</b>	1,500.00	3,500.00
Chapter Logo Supplies	0.00	500.00
Chapter Meeting		
Speakers	250.00	0.00
<b>Total Chapter Meeting</b>	250.00	0.00
Chapter Retreat	0.00	0.00

## Austin Chapter - Association of Legal Administrators

## Profit &amp; Loss Budget vs. Actual

April through August 2014

09/02/14

Accrual Basis

	Apr - Aug 14	Budget
<b>Communications</b>		
Author Incentives	0.00	125.00
Design	787.50	
Designer Fees	300.00	4,169.00
Monthly Fee	600.00	600.00
<b>Total Communications</b>	1,687.50	4,894.00
<b>Community Challenge Expenses</b>	500.00	500.00
<b>Education Costs</b>		
Audio Visual	0.00	250.00
Chapter Monthly Lunches	2,457.01	3,730.00
Facility Rental	0.00	1,400.00
Holiday Party	0.00	0.00
Lunches-Education Seminar	0.00	1,500.00
Parking	180.00	0.00
Speakers-Education Seminar	529.32	5,000.00
Webinars and Audio Conferences	0.00	0.00
<b>Total Education Costs</b>	3,166.33	11,880.00
<b>Insurance</b>		
Fidelity Bond Premium	190.00	190.00
<b>Total Insurance</b>	190.00	190.00
<b>Managing Partner Breakfast</b>	153.70	0.00
<b>Miscellaneous Expense</b>		
Contributions	0.00	200.00
Gifts	0.00	0.00
Other	0.00	100.00
Post Office Box	132.00	128.00
<b>Total Miscellaneous Expense</b>	132.00	428.00
<b>National Conference Scholarship</b>		
Board Member Stipend	10,708.07	8,000.00
Chapter Dinner	693.65	750.00
President-National Conference	2,250.00	2,250.00
President Elect-National Confer	2,250.00	2,250.00
Quest Scholarship	2,000.00	2,000.00
Scholarships-Non Board	2,000.00	4,000.00
Scholarships-Other Conference	0.00	0.00
Silent Auction Items	253.99	250.00
<b>Total National Conference Scholarship</b>	20,155.71	19,500.00
<b>New Member Functions</b>		
Miscellaneous	0.00	250.00
New Member Lunches	333.70	440.00
New Member Functions - Other	35.23	
<b>Total New Member Functions</b>	368.93	690.00
<b>Newsletter</b>		
Newsletter Production	725.00	0.00
<b>Total Newsletter</b>	725.00	0.00
<b>Printing and Reproduction</b>	115.65	
<b>Regional Conference</b>		
Board Members	0.00	0.00
Chapter Dinner	0.00	0.00
Door Prize	0.00	0.00
Members At Large	0.00	0.00
Scholarships	0.00	0.00
<b>Total Regional Conference</b>	0.00	0.00
<b>Salary Survey Costs</b>	2,250.00	2,500.00
<b>Total Expense</b>	35,671.31	51,936.34
<b>Net Ordinary Income</b>	-23,321.31	-34,836.34

9:46 AM  
09/02/14  
Accrual Basis

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

	<u>Apr - Aug 14</u>	<u>Budget</u>
Other Income/Expense		
Other Income		
Interest Income	0.73	2.52
Total Other Income	0.73	2.52
Other Expense		
Other Expenses	151.54	
Total Other Expense	151.54	
Net Other Income	-150.81	2.52
Net Income	<u>-23,472.12</u>	<u>-34,833.82</u>

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

09/02/14

Accrual Basis

	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Annual Sponsorship</b>		
Annual Sponsorship - Totebag	0.00	0.0%
Bronze	0.00	0.0%
Diamond	0.00	0.0%
Gold	0.00	0.0%
Platinum	0.00	0.0%
Silver	925.00	100.0%
<b>Total Annual Sponsorship</b>	925.00	100.0%
<b>Business Partner Fair</b>		
Additional Reps	-900.00	0.0%
<b>Total Business Partner Fair</b>	-900.00	0.0%
<b>Education</b>		
Chapter Monthly Lunch Receipts	-680.00	75.7%
Seminars	-2,370.00	1.3%
<b>Total Education</b>	-3,050.00	41.3%
Joint Chapter Retreat	0.00	0.0%
Membership Dues	-1,725.00	84.3%
Salary Survey	0.00	0.0%
<b>Total Income</b>	-4,750.00	72.2%
<b>Gross Profit</b>	-4,750.00	72.2%
<b>Expense</b>		
Bank Service Charges/Paypal	47.16	340.0%
<b>Board Expenses</b>		
Board Meetings	-388.14	53.4%
Board Retreat	423.08	100.0%
Chapter Awards/Gifts	-70.80	71.7%
Strategic Alliances Committee	400.00	100.0%
Board Expenses - Other		
<b>Total Board Expenses</b>	399.69	136.9%
<b>Business Partner Expenses</b>		
<b>Business Partner Expo</b>		
A/V Rental	-600.00	0.0%
Beverages	-4,000.00	0.0%
Facilities		
Other	-675.00	0.0%
Parking	-100.00	80.0%
Photographs	0.00	0.0%
<b>Total Business Partner Expo</b>	-3,375.00	41.6%
<b>Vendor Appreciation Party</b>		
Parties	0.00	0.0%
Vendor Appreciation Party - Other	50.30	110.6%
<b>Total Vendor Appreciation Party</b>	50.30	110.6%
<b>Total Business Partner Expenses</b>	-3,324.70	46.8%
<b>Chapter Leadership Institute</b>		
Board Member-CLI	-1,000.00	50.0%
President - CLI	-500.00	50.0%
President Elect-CLI	-500.00	0.0%
<b>Total Chapter Leadership Institute</b>	-2,000.00	42.9%
Chapter Logo Supplies	-500.00	0.0%
Chapter Meeting		
Speakers		
<b>Total Chapter Meeting</b>		
Chapter Retreat	0.00	0.0%

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

09/02/14

Accrual Basis

	\$ Over Budget	% of Budget
<b>Communications</b>		
Author Incentives	-125.00	0.0%
Design		
Designer Fees	-3,869.00	7.2%
Monthly Fee	0.00	100.0%
<b>Total Communications</b>	-3,206.50	34.5%
<b>Community Challenge Expenses</b>	0.00	100.0%
<b>Education Costs</b>		
Audio Visual	-250.00	0.0%
Chapter Monthly Lunches	-1,272.99	65.9%
Facility Rental	-1,400.00	0.0%
Holiday Party	0.00	0.0%
Lunches-Education Seminar	-1,500.00	0.0%
Parking	180.00	100.0%
Speakers-Education Seminar	-4,470.68	10.6%
Webinars and Audio Conferences	0.00	0.0%
<b>Total Education Costs</b>	-8,713.67	26.7%
<b>Insurance</b>		
Fidelity Bond Premium	0.00	100.0%
<b>Total Insurance</b>	0.00	100.0%
<b>Managing Partner Breakfast</b>	153.70	100.0%
<b>Miscellaneous Expense</b>		
Contributions	-200.00	0.0%
Gifts	0.00	0.0%
Other	-100.00	0.0%
Post Office Box	4.00	103.1%
<b>Total Miscellaneous Expense</b>	-296.00	30.8%
<b>National Conference Scholarship</b>		
Board Member Stipend	2,708.07	133.9%
Chapter Dinner	-56.35	92.5%
President-National Conference	0.00	100.0%
President Elect-National Confer	0.00	100.0%
Quest Scholarship	0.00	100.0%
Scholarships-Non Board	-2,000.00	50.0%
Scholarships-Other Conference	0.00	0.0%
Silent Auction Items	3.99	101.6%
<b>Total National Conference Scholarship</b>	655.71	103.4%
<b>New Member Functions</b>		
Miscellaneous	-250.00	0.0%
New Member Lunches	-106.30	75.8%
New Member Functions - Other		
<b>Total New Member Functions</b>	-321.07	53.5%
<b>Newsletter</b>		
Newsletter Production	725.00	100.0%
<b>Total Newsletter</b>	725.00	100.0%
<b>Printing and Reproduction</b>		
Regional Conference		
Board Members	0.00	0.0%
Chapter Dinner	0.00	0.0%
Door Prize	0.00	0.0%
Members At Large	0.00	0.0%
Scholarships	0.00	0.0%
<b>Total Regional Conference</b>	0.00	0.0%
<b>Salary Survey Costs</b>	-250.00	90.0%
<b>Total Expense</b>	-16,265.03	68.7%
<b>Net Ordinary Income</b>	11,515.03	66.9%

9:46 AM

09/02/14

Accrual Basis

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

	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense		
Other Income		
Interest Income	-1.79	29.0%
Total Other Income	-1.79	29.0%
Other Expense		
Other Expenses		
Total Other Expense		
Net Other Income	-153.33	-5,984.5%
Net Income	<u>11,361.70</u>	<u>67.4%</u>

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

	<u>Apr - Aug 14</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-23,472.12
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-125.00
Net cash provided by Operating Activities	<u>-23,597.12</u>
Net cash increase for period	-23,597.12
Cash at beginning of period	<u>46,821.35</u>
Cash at end of period	<u><u>23,224.23</u></u>



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

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

STATEMENT ISSUED  
08-29-2014

063141

Page 1 of 2

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

1

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

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

BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT		
20,593.00	0	.00	9	3,117.08		17,475.92

Activity Items Processed

9

Cash Processed

\$0.00

**CHECKS PAID**

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
08-04	1565 #	145.20	08-15	1570 #	35.23	08-15	1573 #	652.15
08-04	1566 #	500.00	08-04	1571 #	132.00	08-25	1575 * #	190.00
08-19	1569 * #	500.00	08-13	1572 #	562.50	08-28	1577 * #	400.00

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

**OTHER WITHDRAWALS/DEBITS**

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-05	.00	INTERNET STMT COPY REQ	

**DAILY BALANCE**

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-31	20,593.00	08-13	19,253.30	08-25	17,875.92
08-04	19,815.80	08-15	18,565.92	08-28	17,475.92
08-05	19,815.80	08-19	18,065.92		

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  
08-29-2014

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AUSTIN CHAPTER OF THE ASSOCIATION

1565  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
7/17/2014

BY TO THE ORDER OF Kelly Barker \$145.20  
One Hundred Forty-Five and 20/100 DOLLARS

Kelly Barker  
TWO SIGNATURES REQUIRED OVER BARS

MEMO  
#001565# 1114000093# 591209000#

08/04/14 #1565 \$145.20

1566  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
7/22/2014

BY TO THE ORDER OF Kelly Barker \$500.00  
Five Hundred and 00/100 DOLLARS

Kelly Barker  
TWO SIGNATURES REQUIRED OVER BARS

MEMO  
CU Stipend  
#001566# 1114000093# 591209000#

08/04/14 #1566 \$500.00

1569  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
7/28/2014

BY TO THE ORDER OF Melissa Joe \$500.00  
Five Hundred and 00/100 DOLLARS

MEMO  
Melissa Joe  
Farrington, Kay & Harmon, LLP  
111 Congress Ave., Ste. 820  
Austin, TX 78701  
CU scholarship  
TWO SIGNATURES REQUIRED OVER BARS

#001569# 1114000093# 591209000#

08/19/14 #1569 \$500.00

1570  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
7/25/2014

BY TO THE ORDER OF Diane Dettmann \$35.23  
Thirty-Five and 23/100 DOLLARS

Diane Dettmann  
TWO SIGNATURES REQUIRED OVER BARS

MEMO  
Membership Committee meeting  
#001570# 1114000093# 591209000#

08/15/14 #1570 \$35.23

1571  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
7/28/2014

BY TO THE ORDER OF U.S. Postal Service \$132.00  
One Hundred Thirty-Two and 00/100 DOLLARS

U.S. Postal Service  
TWO SIGNATURES REQUIRED OVER BARS

MEMO  
Renew PO Box 339  
#001571# 1114000093# 591209000#

08/04/14 #1571 \$132.00

1572  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
7/30/2014

BY TO THE ORDER OF PaperStreet Web Design, Inc. \$562.50  
Five Hundred Sixty-Two and 50/100 DOLLARS

PaperStreet Web Design, Inc.  
218 S.W. 17th St  
Fort Lauderdale, FL 33315  
TWO SIGNATURES REQUIRED OVER BARS

MEMO  
#001572# 1114000093# 591209000#

08/13/14 #1572 \$562.50

1573  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
8/14/2014

BY TO THE ORDER OF Headlines Club \$102.18  
Six Hundred Fifty-Two and 18/100 DOLLARS

Headlines Club  
P. O. Box 87  
Austin, Texas 78767  
TWO SIGNATURES REQUIRED OVER BARS

MEMO  
#001573# 1114000093# 591209000#

08/15/14 #1573 \$652.15

1575  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
8/2/2014

BY TO THE ORDER OF Wortham Insurance & Risk Mgmt. \$190.00  
One Hundred Ninety and 00/100 DOLLARS

Wortham Insurance & Risk Mgmt.  
PO Box 301513  
Dallas, TX 75203-1513  
TWO SIGNATURES REQUIRED OVER BARS

MEMO  
#001575# 1114000093# 591209000#

08/25/14 #1575 \$190.00

1577  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
8/28/2014

PAID TO THE ORDER OF CASH \$400.00  
Four Hundred and 00/100 DOLLARS

CASH  
TWO SIGNATURES REQUIRED OVER BARS

MEMO  
To reimburse for parking at Legal EXPO  
#001577# 1114000093# 591209000#

08/28/14 #1577 \$400.00

9:41 AM

09/02/14

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 08/31/2014**

	<u>Aug 31, 14</u>
Beginning Balance	20,593.00
Cleared Transactions	
Checks and Payments - 9 items	<u>-3,117.08</u>
Total Cleared Transactions	<u>-3,117.08</u>
Cleared Balance	<u>17,475.92</u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-119.06</u>
Total Uncleared Transactions	<u>-119.06</u>
Register Balance as of 08/31/2014	<u>17,356.86</u>
Ending Balance	<u>17,356.86</u>

9:41 AM

09/02/14

## Austin Chapter - Association of Legal Administrators

## Reconciliation Detail

Frost Bank Checking, Period Ending 08/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						20,593.00
<b>Cleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	07/17/2014	1565	Kelly Barker	X	-145.20	-145.20
Check	07/22/2014	1566	Kelly Barker	X	-500.00	-645.20
Check	07/25/2014	1569	Melissa Joe	X	-500.00	-1,145.20
Check	07/25/2014	1570	Diane Dettmann	X	-35.23	-1,180.43
Check	07/28/2014	1571	U.S. Postal Service	X	-132.00	-1,312.43
Check	07/30/2014	1572	PaperStreet Web D...	X	-562.50	-1,874.93
Check	08/14/2014	1573	Headliners Club	X	-652.15	-2,527.08
Check	08/21/2014	1575	Wortham Insurance...	X	-190.00	-2,717.08
Check	08/28/2014	1577	CASH	X	-400.00	-3,117.08
Total Checks and Payments					-3,117.08	-3,117.08
Total Cleared Transactions					-3,117.08	-3,117.08
Cleared Balance					-3,117.08	17,475.92
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	08/15/2014	1574	Diane Dettmann		-56.02	-56.02
Check	08/27/2014	1576	Diane Dettmann		-63.04	-119.06
Total Checks and Payments					-119.06	-119.06
Total Uncleared Transactions					-119.06	-119.06
Register Balance as of 08/31/2014					-3,236.14	17,356.86
<b>Ending Balance</b>					<b>-3,236.14</b>	<b>17,356.86</b>



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

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

STATEMENT ISSUED  
08-29-2014

063172

Page 1 of 1

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

0

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

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

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,867.22	0	.15	0	.00	5,867.37

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-31	.15	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-05	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-31	5,867.22	08-05	5,867.22	08-29	5,867.37

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

9:42 AM

09/02/14

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Money Market, Period Ending 08/31/2014**

	<u>Aug 31, 14</u>
Beginning Balance	5,867.22
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.15</u>
Total Cleared Transactions	<u>0.15</u>
Cleared Balance	<b><u>5,867.37</u></b>
Register Balance as of 08/31/2014	<u>5,867.37</u>
Ending Balance	5,867.37

9:42 AM

09/02/14

## Austin Chapter - Association of Legal Administrators

### Reconciliation Detail

Frost Money Market, Period Ending 08/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						5,867.22
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	08/31/2014			X	0.15	0.15
<b>Total Deposits and Credits</b>					0.15	0.15
<b>Total Cleared Transactions</b>					0.15	0.15
<b>Cleared Balance</b>					0.15	5,867.37
<b>Register Balance as of 08/31/2014</b>					0.15	5,867.37
<b>Ending Balance</b>					<u>0.15</u>	<u>5,867.37</u>

# **ATTACHMENT B**

## **September 11, 2014 Board Meeting COMMITTEE REPORTS**

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

See attached.

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

No report at this time

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

The compensation and benefits survey closed with 37 firms responding. That number is three fewer than last year, despite numerous reminders, a deadline extension, and the contest in which we gave away a free report. In thinking ahead to next year, I think if we could get full participation on the part of the chapter's officers and committee heads, we would be in better shape. I know survey participation may be an issue for some of the firms represented through the chapter's leadership, but it may be worth discussing whether we consider survey participation to be an expected facet of board membership. Of course, we would still need to make efforts to increase overall chapter participation as well, and I will spend some time thinking of ways to do so as well as welcome the ideas of others.

I am currently reviewing survey results and receiving ads from the business partners. Once I have all the ads, I will get them to the vendor, and shortly thereafter (perhaps one week) the report will be ready for rendering in PDF format and posting to the survey site. I need to prepare the message soliciting purchase of the report and get that out to folks likely within the next week as well. I have already had some interest from folks wanting to purchase the report, but I have asked them to be patient and let them know I will try to give them as much heads up as possible so they can send a check and have immediate access.

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

No report at this time

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

Jason Amyett, Director of Administration for Hohmann, Taube & Summers, joined the chapter on 8/20/14; Christine Giles and Julie Smith took welcomed him with a new member lunch on 9/10/14. Diane Dettmann and Elaine Burr took new member Raina Spies, Office Administrator for Allensworth & Porter, to lunch on 8/27/14.

Diane Dettmann sent recruitment letters/emails to the following new ALA members:

Linda Trial, Office Manager at Kuhn Hobbs;  
Jaime Diedrich, Controller at Bickerstaff Heath Delgado & Acosta;  
Desiny Villarreal, Firm Administrator at Beatty Bangle Strama; and  
Ana Helton, Temporary Office Manager for Riggs, Aleshire & Ray.

Desiny Villarreal responded that she is interested in joining, will review our website and get back in contact with us. Unfortunately, it turned out that Ana Helton did not renew her 2014 ALA national

membership, so she is not currently eligible to join the chapter. She was informed of the \$99 special; however, she is waiting to rejoin until after she has a permanent position.

We currently have 87 Chapter members (including one retired).

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

The Communications Committee tweeted this year from the expo and has picked up new twitter followers. Our goal is to broaden our impact through social media and get our BP's to follow us hashtag or mention us as well.

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

No report at this time.

COST ANALYSIS EXPO/EDUCAITON 2014

BUSINESS PARTNER REGISTRATION

Total BP registered		48
Additional attending rep 21 @\$50	\$	1,050.00
Paid addl rep by check	\$	(250.00)
Paid addl rep at time of sponsor fee	\$	<u>(100.00)</u>
Balance owed on addl rep fee	\$	700.00

Businss partners attending lunch 25

ATTENDEE REGISTRATION

	# Registered	Fee	Owed	Paid	Bal Due
Attendee Registration - All events	60	\$ 40.00	\$ 2,400.00	\$ 1,760.00	\$ 640.00
Attendee Registration - Expo and HH	3	\$ -	\$ -	\$ -	\$ -

REGISTRATION STATICS

Attendees Members	43
Attendee Non-Membes	20
Number of No Shows	unable to determine was not recorded during check in

COST ANALYSIS

Total Costs for Education/Expo	\$	8,795.39
Less Additional Rep fee	\$	(1,050.00)
Less: Attendee Registration fee	\$	<u>(2,400.00)</u>
Balance chapter expense	\$	5,345.39
Per person cost 48+63=111	\$	48.16

2014 EXPO/EDUCATION BUDGET vs ACTUAL

Business Partner Expenses - EXPO		Actual	Budget
1)	AV Rental	\$ 398.80	\$ 600.00
2)	Beverages/Lunch		
3)	Lunch (82)	\$ 3,790.27	
4)	Beverages/Happy Hour	\$ 1,388.67	
5)	3* Sub Total- Lunch/ Beverages	\$ 5,178.94	\$ 5,500.00
6)	Facility Rental	\$ 1,947.23	\$ 1,500.00
7)	Other Expenses/Décor/prizes	\$ 570.91	\$ 675.00
8)	4* Parking	\$ 182.50	\$ 500.00
9)	Photographs	\$ -	\$ 325.00
10)	TOTALS	\$ 8,278.38	\$ 9,100.00

Education Expenses		Actual	Budget
1)	AV Rental	\$ 334.51	\$ 600.00
2)	*1 Lunch	see line 5	In line 5 above
3)	*2 Parking	\$ 182.50	\$ 250.00
	TOTALS	\$ 517.01	\$ 850.00

1 Lunch budget of \$3000.00 for spring and fall education; allocated 1/2 to fall

2 Allocated 1/2 parking budget to fall session

3 Includes \$4000 BP budget and \$1500 from Education budget

4 Parking allocated 50% to each committee

NOTE: Final numbers include service charges at 22% and tax at 8.25%