



**AUSTIN CHAPTER**  
A Chapter of the Association of Legal Administrators

**BOARD MEETING MINUTES**

**January 8, 2015 11:30 AM – 1:00 PM**

**Austin Bar Association, Longhorn Room**

**816 Congress Ave., Third Floor**

- a. Members Present: ***Diane Dettmann, Karie Rivkin, Shary Tutt, Elaine Burr, Joan McClendon, Summer Jurrells, Allen Odom, Kelly Baker, Linda Wood, Melissa Joe (Guest)***  
Members Not Present: ***April Stanaland, Linda Siegert and Diana Stangl***
- b. Approval of December's Board Meeting Minutes (attachment) ***Karie, moved, Elaine 2<sup>nd</sup> that minutes be approved***
- c. Interim Email Decisions: Agreed to purchase \$1,500 half-table at 2015 Austin Bar Foundation Gala on January 31<sup>st</sup>. Karie will solicit chapter members to attend.
- d. Treasurer's Report (Attachment A) Approved
- e. Upcoming Due Dates and Responsibilities
  - a. January 31 – Diana Stangl, Secretary, submit Minutes to national.
  - b. January 31 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
  - c. February 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.
- f. Upcoming Educational Opportunities
  - a. Managing Partner/Executive Director Forum: February 23-24, Orlando.
- g. Old Business
  - a. Discussion regarding possible reduction in annual chapter membership dues. Shary Tutt agreed to do an impact analysis and present at January board meeting for further discussion. ***Because we have so many unsold BP packages, we decided at this time that we could not afford to reduce the dues at this time. We will discuss again once the BP packages have been revamped.***
  - b. Discussion regarding procedures for 2015-16 Nominations led by Karie Rivkin. Agreed to solicit chapter members for candidates to Nomination Committee followed by call to chapter for officer nominees. Agreed bylaws permit election to be held using Survey Monkey. ***Ballots should go out on 2/1 and voting will end on the day of the annual meeting.***
  - c. Discussion regarding committee chair transitions for 2015-16 and updated committee responsibilities. Linda Siegert agreed to distribute previously compiled list of committee responsibilities to business partner sponsors. Discussion to be continued. ***Linda Siegert prepared a draft. Mike McDearmon will be the new chair of the Community Relations Committee. Linda Wood will be rolling off as chair of the BP committee. Discussions with Linda Siegert to take over chairing that committee. Kelly, as immediate past-president will be the new chair of the Strategic Alliance Committee.***

- d. Approved renewing 2015 ALA webinar subscription for \$450. **Approved**
  - e. Report by Shary Tutt on status of eighteen boxes of chapter records stored offsite. Shary offered to prepare a retention proposal for further discussion. **Tabled until February meeting**
  - f. Alan Odom reported on possible changes to salary survey timeline to improve response rate including proposal to move up date of survey to correspond more closely with survey reporting date for salaries. **Discussed options for dates of the survey to June or July. It was decided that July would be the best time.**
  - g. Discussion regarding changing management of chapter listserv from a Yahoo account to one managed through the chapter website. Summer Jurrells agreed to research and report at future meeting.
- h. New Business
- a. Continued discussion of proposal to reduce 2015-16 membership dues. Review of budget impact analysis prepared by Shary Tutt (see Attachment B). **See old business.**  
Process for membership renewals including a possible new online payment system. **Currently the website is broken regarding membership renewals. Diane Dettmann would like to process membership renewals through Google Drive. No objections.**
  - b. Update from 2015-16 Nominations Committee (Karie Rivkin). **See old business**
  - c. Continued discussion of committee chair transitions in 2015 and possible updates to committee responsibilities lists. **See Old business**
  - d. Proposed date for 2015 Austin ALA Legal Expo & Education Seminar. **September 3<sup>rd</sup> is the proposed date. Linda will book the W Hotel soon.**
  - e. Continued discussion of possible change in salary survey date. **See old business**
  - f. Other business as required. **Kelly discussed that we need something to promote the benefits of ALA and the benefits of attending conferences. We have a tent card used in the past couple of years that can be revised. Shary, Diane and Kelly will work on this.**
  - g. New online payment system to replace PayPal. **Karie reported on Square while there is no annual fee or interim bank fees the charges are 3.5% plus 15¢ per transaction. After some calculation we determined this was not less expense than PayPal. Kelly will discuss the options available from Frost Bank, but for now we will put the PayPal link back on the website.**
  - h. Committee Reports (Attachment C)  
**Business Partner Relations Committee – So far 40 packages are unsold which is way down from where we were in previous years. BP's want more face time with the members and we need to find new companies to be sponsors. Another reminder will be sent out.**  
  
**Community Relations Committee – For \$1,000 we can have 35 people at Urban Roots and can include BP's. The \$1,000 donation was approved.**
  - i. Open Business  
**Karie reported on Square while there is no annual fee or interim bank fees the charges are 3.5% plus 15¢ per transaction**
  - j. Announcements & Adjourn

Next Board Meeting: Thursday, February 12, 2015.

# **ATTACHMENT A**



**Austin Chapter**  
**Association of Legal Administrators**  
**Treasurer's Report**  
**12/31/2014**

The checking account balance as of 12/31/2014 is \$37,170.59, and the Money Market balance is \$5,867.95, for a total cash balance of \$43,038.54. There is one check outstanding dated September 10, 2014 payable to Renee Meisel. We need to contact her to see if the check should be voided and reissued.

**For the month –**

We had \$34,025 income in December which consisted entirely of Business Partner sponsorships, and one payment for additional reps at the expo.

Total expenses for December were \$7,595.17, which consisted of one BoL stipend, the November Chapter lunch, holiday party, BP Appreciation party, and the purchase of ½ table at the Austin Bar Gala.

**Year to Date –**

We are \$4,950 under budget on income year to date, attributable as follows:

- \$175 - BP Sponsorships were slightly higher than budgeted;
- (\$1,725) - Membership dues which were lower than expected;
- (\$1,950) - Luncheon and seminar income lower than expected;
- (\$1,300) - Salary survey income lower than expected;
- (\$150) – fewer BP additional reps at the Expo this year.

We are also under budget \$27,473 in expenses year to date:

- (\$316) – Paypal fees were less than budgeted;

- (\$1,026) – Strategic Alliances are under budget;
- (\$685) – Board Expenses are slightly under budget;
- (\$821) – BP Expo and Appreciation party expenses were less than expected;
- (\$1,368) - CLI expenses were less than expected this year;
- (\$500) - We have \$500 budgeted for Chapter Logo supplies – this has not been used;
- (\$6,638) – Communications – Most of this savings is due to website design fees that were not spent;
- (\$1,000) – Community Challenge is under budget;
- (\$12,546) – Education and Programs are under budget – mostly in speaker fees;
- \$904 – Managing Partner Breakfast – this is due to timing;
- (\$846) – Contributions and gifts are under budget;
- \$656 – National Conference expenses are slightly higher than expected;
- (\$565) – New Member functions are under;
- (\$4,137) – BOL conference stipends and scholarships. Some stipends were not taken;
- \$725 – Newsletter production – the invoice for production of the final 2014 Newsletter;
- \$656 – National Conference stipends were slightly over budget.

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01/06/15

Accrual Basis

## Austin Chapter - Association of Legal Administrators

# Balance Sheet

As of December 31, 2014

	<u>Dec 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checking	37,170.59
Frost Money Market	5,867.95
Total Checking/Savings	<u>43,038.54</u>
Total Current Assets	<u>43,038.54</u>
<b>TOTAL ASSETS</b>	<b><u>43,038.54</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	<u>-3,657.81</u>
Total Equity	<u>43,038.54</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>43,038.54</u></b>

## Austin Chapter - Association of Legal Administrators Profit & Loss December 2014

	Dec 14
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	5,850.00
Diamond	10,700.00
Gold	7,400.00
Platinum	3,050.00
Silver	6,475.00
Total Annual Sponsorship	33,975.00
Business Partner Fair	
Additional Reps	50.00
Total Business Partner Fair	50.00
Total Income	34,025.00
Gross Profit	34,025.00
Expense	
Board Expenses	
Board Meetings	122.17
Strategic Alliances Committee	1,500.00
Total Board Expenses	1,622.17
Business Partner Expenses	
Vendor Appreciation Party	
Parties	2,387.49
Total Vendor Appreciation Party	2,387.49
Business Partner Expenses - Other	230.79
Total Business Partner Expenses	2,618.28
Education Costs	
Chapter Monthly Lunches	1,054.75
Holiday Party	1,105.62
Speakers-Education Seminar	194.35
Total Education Costs	2,354.72
Regional Conference	
Board Members	1,000.00
Total Regional Conference	1,000.00
Total Expense	7,595.17
Net Ordinary Income	26,429.83
Other Income/Expense	
Other Income	
Interest Income	0.15
Total Other Income	0.15
Net Other Income	0.15
Net Income	26,429.98

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

	Apr - Dec 14
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Annual Sponsorship</b>	
Annual Sponsorship - Totebag	500.00
Bronze	6,750.00
Diamond	10,700.00
Gold	11,100.00
Platinum	3,050.00
Silver	7,400.00
<b>Total Annual Sponsorship</b>	39,500.00
<b>Business Partner Fair</b>	
Additional Reps	800.00
<b>Total Business Partner Fair</b>	800.00
<b>Education</b>	
Chapter Monthly Lunch Receipts	2,960.00
Seminars	2,390.00
<b>Total Education</b>	5,350.00
<b>Membership Dues</b>	9,275.00
<b>Salary Survey</b>	4,700.00
<b>Total Income</b>	59,625.00
<b>Gross Profit</b>	59,625.00
<b>Expense</b>	
Bank Service Charges/Paypal	81.91
<b>Board Expenses</b>	
Board Meetings	961.41
Board Retreat	423.08
Chapter Awards/Gifts	179.20
Strategic Alliances Committee	1,974.38
<b>Total Board Expenses</b>	3,538.07
<b>Business Partner Expenses</b>	
<b>Business Partner Expo</b>	
Beverages	4,359.48
Other	184.85
Parking	365.00
Business Partner Expo - Other	495.91
<b>Total Business Partner Expo</b>	5,405.24
<b>Vendor Appreciation Party</b>	
Parties	2,387.49
Vendor Appreciation Party - Other	526.66
<b>Total Vendor Appreciation Party</b>	2,914.15
<b>Business Partner Expenses - Other</b>	230.79
<b>Total Business Partner Expenses</b>	8,550.18
<b>Chapter Leadership Institute</b>	
Board Member-CLI	1,500.00
President - CLI	500.00
Chapter Leadership Institute - Other	132.24
<b>Total Chapter Leadership Institute</b>	2,132.24
<b>Communications</b>	
Design	0.00
Designer Fees	1,087.50
Monthly Fee	900.00
<b>Total Communications</b>	1,987.50
<b>Community Challenge Expenses</b>	500.00



## Austin Chapter - Association of Legal Administrators

## Profit &amp; Loss

April through December 2014

01/06/15

Accrual Basis

	Apr - Dec 14
<b>Education Costs</b>	
Chapter Monthly Lunches	4,326.79
Holiday Party	1,105.62
Parking	204.00
Speakers-Education Seminar	1,997.15
<b>Total Education Costs</b>	7,633.56
<b>Education Seminar</b>	626.16
<b>Insurance</b>	
Fidelity Bond Premium	190.00
<b>Total Insurance</b>	190.00
<b>Managing Partner Breakfast</b>	903.70
<b>Miscellaneous Expense</b>	
Contributions	100.00
Post Office Box	132.00
<b>Total Miscellaneous Expense</b>	232.00
<b>National Conference Scholarship</b>	
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
<b>Total National Conference Scholarship</b>	20,155.71
<b>New Member Functions</b>	
Miscellaneous	72.98
New Member Lunches	587.29
New Member Functions - Other	35.23
<b>Total New Member Functions</b>	695.50
<b>Newsletter</b>	
Newsletter Production	725.00
<b>Total Newsletter</b>	725.00
<b>Printing and Reproduction</b>	115.65
<b>Regional Conference</b>	
Board Members	5,936.18
Chapter Dinner	495.22
Members At Large	2,134.00
Scholarships	1,000.00
Regional Conference - Other	1,000.00
<b>Total Regional Conference</b>	10,565.40
<b>Salary Survey Costs</b>	4,500.00
<b>Total Expense</b>	63,132.58
<b>Net Ordinary Income</b>	-3,507.58
<b>Other Income/Expense</b>	
Other Income	
Interest Income	1.31
<b>Total Other Income</b>	1.31
<b>Other Expense</b>	
Other Expenses	151.54
<b>Total Other Expense</b>	151.54
<b>Net Other Income</b>	-150.23
<b>Net Income</b>	-3,657.81

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

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 01/06/15  
 Accrual Basis

	Apr - Dec 14	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Annual Sponsorship	500.00	500.00	0.00	100.0%
Annual Sponsorship - Totebag	6,750.00	12,600.00	-5,850.00	53.6%
Bronze	10,700.00	12,550.00	-1,850.00	85.3%
Diamond	11,100.00	1,850.00	9,250.00	600.0%
Gold	3,050.00	3,500.00	-450.00	87.1%
Platinum	7,400.00	8,325.00	-925.00	88.9%
Silver				
<b>Total Annual Sponsorship</b>	<b>39,500.00</b>	<b>39,325.00</b>	<b>175.00</b>	<b>100.4%</b>
Business Partner Fair				
Additional Reps	800.00	950.00	-150.00	84.2%
<b>Total Business Partner Fair</b>	<b>800.00</b>	<b>950.00</b>	<b>-150.00</b>	<b>84.2%</b>
<b>Education</b>				
Chapter Monthly Lunch Receipts	2,960.00	4,900.00	-1,940.00	60.4%
Seminars	2,390.00	2,400.00	-10.00	99.6%
<b>Total Education</b>	<b>5,350.00</b>	<b>7,300.00</b>	<b>-1,950.00</b>	<b>73.3%</b>
Joint Chapter Retreat	0.00	0.00	0.00	0.0%
Membership Dues	9,275.00	11,000.00	-1,725.00	84.3%
Salary Survey	4,700.00	6,000.00	-1,300.00	78.3%
<b>Total Income</b>	<b>59,625.00</b>	<b>64,575.00</b>	<b>-4,950.00</b>	<b>92.3%</b>
<b>Gross Profit</b>	<b>59,625.00</b>	<b>64,575.00</b>	<b>-4,950.00</b>	<b>92.3%</b>
<b>Expense</b>				
Bank Service Charges/Paypal				
Board Expenses	81.91	398.24	-316.33	20.6%
Board Meetings	961.41	1,499.99	-538.58	64.1%
Board Retreat	423.08	0.00	423.08	100.0%
Chapter Awards/Gifts	179.20	750.00	-570.80	23.9%
Strategic Alliances Committee	1,974.38	3,000.00	-1,025.62	65.8%
<b>Total Board Expenses</b>	<b>3,538.07</b>	<b>5,249.99</b>	<b>-1,711.92</b>	<b>67.4%</b>
<b>Business Partner Expenses</b>				
Business Partner Expo				
AVV Rental	0.00	600.00	-600.00	0.0%
Beverages	4,359.48	4,000.00	359.48	109.0%
Other	184.85	675.00	-490.15	27.4%
Parking	365.00	500.00	-135.00	73.0%
Photographs	0.00	325.00	-325.00	0.0%
Business Partner Expo - Other	495.91			
<b>Total Business Partner Expo</b>	<b>5,405.24</b>	<b>6,100.00</b>	<b>-694.76</b>	<b>88.6%</b>

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

3:12 PM  
 01/06/15  
 Accrual Basis

	Apr - Dec 14	Budget	\$ Over Budget	% of Budget
<b>Vendor Appreciation Party</b>				
Parties	2,387.49	2,795.00	-407.51	85.4%
Vendor Appreciation Party - Other	526.66	476.36	50.30	110.6%
<b>Total Vendor Appreciation Party</b>	<b>2,914.15</b>	<b>3,271.36</b>	<b>-357.21</b>	<b>89.1%</b>
<b>Business Partner Expenses - Other</b>	<b>230.79</b>	<b>9,371.36</b>	<b>-821.18</b>	<b>91.2%</b>
<b>Total Business Partner Expenses</b>	<b>8,550.18</b>	<b>3,500.00</b>	<b>-1,367.76</b>	<b>60.9%</b>
<b>Chapter Leadership Institute</b>				
Board Member-CLI	1,500.00	2,000.00	-500.00	75.0%
President - CLI	500.00	1,000.00	-500.00	50.0%
President Elect-CLI	0.00	500.00	-500.00	0.0%
Chapter Leadership Institute - Other	132.24			
<b>Total Chapter Leadership Institute</b>	<b>2,132.24</b>	<b>3,500.00</b>	<b>-1,367.76</b>	<b>60.9%</b>
<b>Chapter Logo Supplies</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>Chapter Retreat</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Communications</b>				
Author Incentives	0.00	225.00	-225.00	0.0%
Design	0.00			
Designer Fees	1,087.50	7,501.00	-6,413.50	14.5%
Monthly Fee	900.00	900.00	0.00	100.0%
<b>Total Communications</b>	<b>1,987.50</b>	<b>8,626.00</b>	<b>-6,638.50</b>	<b>23.0%</b>
<b>Community Challenge Expenses</b>	<b>500.00</b>	<b>1,500.00</b>	<b>-1,000.00</b>	<b>33.3%</b>
<b>Education Costs</b>				
Audio Visual	0.00	450.00	-450.00	0.0%
Chapter Monthly Lunches	4,326.79	5,330.00	-1,003.21	81.2%
Facility Rental	0.00	1,400.00	-1,400.00	0.0%
Holiday Party	1,105.62	2,000.00	-894.38	55.3%
Lunches-Education Seminar	0.00	1,500.00	-1,500.00	0.0%
Parking	204.00	500.00	-296.00	40.8%
Speakers-Education Seminar	1,997.15	9,000.00	-7,002.85	22.2%
Webinars and Audio Conferences	0.00	0.00	0.00	0.0%
<b>Total Education Costs</b>	<b>7,633.56</b>	<b>20,180.00</b>	<b>-12,546.44</b>	<b>37.8%</b>
<b>Education Seminar</b>	<b>626.16</b>			
<b>Insurance</b>				
Fidelity Bond Premium	190.00	190.00	0.00	100.0%
<b>Total Insurance</b>	<b>190.00</b>	<b>190.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Managing Partner Breakfast</b>	<b>903.70</b>	<b>0.00</b>	<b>903.70</b>	<b>100.0%</b>

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

3:12 PM  
 01/06/15  
 Accrual Basis

	Apr - Dec 14	Budget	\$ Over Budget	% of Budget
<b>Miscellaneous Expense</b>				
Contributions	100.00	750.00	-650.00	13.3%
Gifts	0.00	100.00	-100.00	0.0%
Other	0.00	100.00	-100.00	0.0%
Post Office Box	132.00	128.00	4.00	103.1%
<b>Total Miscellaneous Expense</b>	<b>232.00</b>	<b>1,078.00</b>	<b>-846.00</b>	<b>21.5%</b>
<b>National Conference Scholarship</b>				
Board Member Stipend	10,708.07	8,000.00	2,708.07	133.9%
Chapter Dinner	693.65	750.00	-56.35	92.5%
President-National Conference	2,250.00	2,250.00	0.00	100.0%
President Elect-National Confer	2,250.00	2,250.00	0.00	100.0%
Quest Scholarship	2,000.00	2,000.00	0.00	100.0%
Scholarships-Non Board	2,000.00	4,000.00	-2,000.00	50.0%
Scholarships-Other Conference	0.00	0.00	0.00	0.0%
Silent Auction Items	253.99	250.00	3.99	101.6%
<b>Total National Conference Scholarship</b>	<b>20,155.71</b>	<b>19,500.00</b>	<b>655.71</b>	<b>103.4%</b>
<b>New Member Functions</b>				
Miscellaneous	72.98	500.00	-427.02	14.6%
New Member Lunches	587.29	760.00	-172.71	77.3%
New Member Functions - Other	35.23			
<b>Total New Member Functions</b>	<b>695.50</b>	<b>1,260.00</b>	<b>-564.50</b>	<b>55.2%</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>Printing and Reproduction</b>				
Regional Conference	115.65			
Board Members	5,936.18	8,000.00	-2,063.82	74.2%
Chapter Dinner	495.22	700.00	-204.78	70.7%
Door Prize	0.00	252.00	-252.00	0.0%
Members At Large	2,134.00	3,750.00	-1,616.00	56.9%
Scholarships	1,000.00	2,000.00	-1,000.00	50.0%
Regional Conference - Other	1,000.00			
<b>Total Regional Conference</b>	<b>10,565.40</b>	<b>14,702.00</b>	<b>-4,136.60</b>	<b>71.9%</b>
<b>Salary Survey Costs</b>				
Salary Survey Costs	4,500.00	4,550.00	-50.00	98.9%
<b>Total Expense</b>	<b>63,132.58</b>	<b>90,605.59</b>	<b>-27,473.01</b>	<b>69.7%</b>
<b>Net Ordinary Income</b>	<b>-3,507.58</b>	<b>-26,030.59</b>	<b>22,523.01</b>	<b>13.5%</b>

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

3:12 PM  
 01/06/15  
 Accrual Basis

	Apr - Dec 14	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
Interest Income	1.31	3.72	-2.41	35.2%
Total Other Income	1.31	3.72	-2.41	35.2%
Other Expense				
Other Expenses	151.54			
Total Other Expense	151.54			
Net Other Income	-150.23	3.72	-153.95	-4,038.4%
Net Income	<b>-3,657.81</b>	<b>-26,026.87</b>	<b>22,369.06</b>	<b>14.1%</b>

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

	<u>Apr - Dec 14</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-3,657.81
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-125.00
<b>Net cash provided by Operating Activities</b>	<u>-3,782.81</u>
 Net cash increase for period	 -3,782.81
Cash at beginning of period	<u>46,821.35</u>
Cash at end of period	<u><u>43,038.54</u></u>



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

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

STATEMENT ISSUED  
12-31-2014

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

0

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

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
11,265.76	4	34,045.00	7	4,008.33	41,302.43

Activity Items Processed

41

Cash Processed

\$50.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
12-01	DEPOSIT	20.00	12-05	DEPOSIT	20,775.00
12-18	DEPOSIT	5,050.00	12-31	DEPOSIT	8,200.00

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
12-02	1607 #	495.00	12-12	1612 #	1,000.00	12-22	1614 #	15.00
12-09	1609 * #	1,054.75	12-15	1613 #	1,105.62	12-15	1615 #	230.79
12-24	1611 * #	107.17						

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
12-02	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11-28	11,265.76	12-09	30,511.01	12-22	33,209.60
12-01	11,285.76	12-12	29,511.01	12-24	33,102.43
12-02	10,790.76	12-15	28,174.60	12-31	41,302.43
12-05	31,565.76	12-18	33,224.60		

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



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STATEMENT ISSUED 12-31-2014

Page 2 of 2

AUSTIN CHAPTER OF THE ASSOCIATION

DEPOSIT TICKET TOTAL \$20.00

12/01/14 #0 \$20.00

DEPOSIT TICKET TOTAL \$505.00

12/18/14 #0 \$5,050.00

DEPOSIT TICKET TOTAL \$495.00

12/02/14 #1607 \$495.00

DEPOSIT TICKET TOTAL \$1,054.75

12/24/14 #1611 \$107.17

DEPOSIT TICKET TOTAL \$1,054.75

12/09/14 #1609 \$1,054.75

DEPOSIT TICKET TOTAL \$1,105.62

12/15/14 #1613 \$1,105.62

DEPOSIT TICKET TOTAL \$20775.00

12/05/14 #0 \$20,775.00

DEPOSIT TICKET TOTAL \$8,200.00

12/31/14 #0 \$8,200.00

DEPOSIT TICKET TOTAL \$1,000.00

12/12/14 #1612 \$1,000.00

DEPOSIT TICKET TOTAL \$15.00

12/22/14 #1614 \$15.00

DEPOSIT TICKET TOTAL \$230.79

12/22/14 #1614 \$15.00

DEPOSIT TICKET TOTAL \$230.79

12/15/14 #1615 \$230.79



2:15 PM

01/06/15

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 12/31/2014**

	<u>Dec 31, 14</u>
Beginning Balance	11,265.76
Cleared Transactions	
Checks and Payments - 7 items	-4,008.33
Deposits and Credits - 4 items	34,045.00
Total Cleared Transactions	<u>30,036.67</u>
Cleared Balance	<u><b>41,302.43</b></u>
Uncleared Transactions	
Checks and Payments - 4 items	-4,131.84
Total Uncleared Transactions	<u>-4,131.84</u>
Register Balance as of 12/31/2014	<u><b>37,170.59</b></u>
New Transactions	
Checks and Payments - 3 items	-440.87
Deposits and Credits - 1 item	125.00
Total New Transactions	<u>-315.87</u>
Ending Balance	<u><b>36,854.72</b></u>

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Bank Checking, Period Ending 12/31/2014**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						11,265.76
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	11/17/2014	1607	Slack & Davis, L.L.P.	X	-495.00	-495.00
Check	12/02/2014	1609	Headliners Club	X	-1,054.75	-1,549.75
Check	12/05/2014	1611	Kelly Barker	X	-107.17	-1,656.92
Check	12/08/2014	1613	Shary Tutt	X	-1,105.62	-2,762.54
Check	12/08/2014	1612	Bickerstaff Heath D...	X	-1,000.00	-3,762.54
Check	12/11/2014	1614	Austin Bar Associati...	X	-15.00	-3,777.54
Check	12/12/2014	1615	Graves Dougherty ...	X	-230.79	-4,008.33
Total Checks and Payments					-4,008.33	-4,008.33
<b>Deposits and Credits - 4 items</b>						
Deposit	11/26/2014		Linda Trial	X	20.00	20.00
Deposit	12/05/2014			X	20,775.00	20,795.00
Deposit	12/18/2014			X	5,050.00	25,845.00
Deposit	12/30/2014			X	8,200.00	34,045.00
Total Deposits and Credits					34,045.00	34,045.00
Total Cleared Transactions					30,036.67	30,036.67
Cleared Balance					30,036.67	41,302.43
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	09/10/2014	1585	Renee M. Meisel		-50.00	-50.00
Check	12/05/2014	1610	Wilson Sonsini Goo...		-2,387.49	-2,437.49
Check	12/19/2014	1616	Austin Bar Foundati...		-1,500.00	-3,937.49
Check	12/31/2014	1617	Radisson Hotel & S...		-194.35	-4,131.84
Total Checks and Payments					-4,131.84	-4,131.84
Total Uncleared Transactions					-4,131.84	-4,131.84
Register Balance as of 12/31/2014					25,904.83	37,170.59
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
General Journal	01/02/2015	81660			-3.93	-3.93
Check	01/06/2015	1619	PaperStreet Web D...		-300.00	-303.93
Check	01/06/2015	1618	Kelly Barker		-136.94	-440.87
Total Checks and Payments					-440.87	-440.87
<b>Deposits and Credits - 1 item</b>						
Deposit	01/02/2015				125.00	125.00
Total Deposits and Credits					125.00	125.00
Total New Transactions					-315.87	-315.87
<b>Ending Balance</b>					<b>25,588.96</b>	<b>36,854.72</b>



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12-31-2014

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

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,867.80	0	.15	0	.00	5,867.95

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
12-31	.15	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
12-02	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11-28	5,867.80	12-02	5,867.80	12-31	5,867.95

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

2:12 PM

01/06/15

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Money Market, Period Ending 12/31/2014**

	<u>Dec 31, 14</u>
Beginning Balance	5,867.80
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.15</u>
Total Cleared Transactions	<u>0.15</u>
Cleared Balance	<u><b>5,867.95</b></u>
Register Balance as of 12/31/2014	5,867.95
Ending Balance	5,867.95

2:12 PM

01/06/15

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 12/31/2014**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						5,867.80
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/31/2014			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	5,867.95
<b>Register Balance as of 12/31/2014</b>					0.15	5,867.95
<b>Ending Balance</b>					<u>0.15</u>	<u>5,867.95</u>

# **ATTACHMENT B**

**From:** [Tutt, Shary](#)  
**To:** [Barker, Kelly](#); [Siebert, Linda](#); "Karle Rivkin"; "Elaine Burr"; Diana Stangl; "Wood, Linda"; "Dettmann, Diane E."; "sjurrells@bickerstaff.com"; "Stanaland, April"; "Joan McClendon"; "Allen Odom"  
**Subject:** Discussion of either reducing our annual  
**Date:** Friday, December 12, 2014 12:51:21 PM

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I've done some analysis of how much our income would be by reducing our annual dues and/or providing free monthly luncheons. I based this analysis on having 80 regular/associate members and did not include our secondary members or new members. I also assumed that we would have an average of 30 members attend the monthly luncheons. I used 9 meetings as a base and did not include the spring seminar, summer seminar and expo. We also don't have a luncheon in December.

I just wanted to get this information out so we have a chance to review some potential options before our next meeting. Please let me know your thoughts.

#members	\$125 annual dues		_\$100 annual dues		_\$75 annual dues	
80	\$ 125.00	\$ 10,000.00	\$ 100.00	\$ 8,000.00	\$ 75.00	\$ 6,000.00

#attendees	Cost	Income/person/year	9 mtgs	6mtgs (3 free)	5 mtgs (4 free)	0 mtgs (9 free)
30	\$ 20.00	\$ 600.00	\$ 5,400.00	\$ 3,600.00	\$ 3,000.00	\$ -

	Income	Loss
\$125/0 free mtgs	\$ 15,400.00	\$ -
\$125/3 free mtgs	\$ 13,600.00	\$ 1,800.00
\$125/4 free mtgs	\$ 13,000.00	\$ 2,400.00
\$125/9 free mtgs	\$ 10,000.00	\$ 5,400.00

\$100/0 free mtgs	\$ 13,400.00	\$ 2,000.00
\$100/3 free mtgs	\$ 11,600.00	\$ 3,800.00
\$100/4 free mtgs	\$ 11,000.00	\$ 4,400.00
\$100/9 free mtgs	\$ 8,000.00	\$ 7,400.00

\$75/0 free mtgs	\$ 11,400.00	\$ 4,000.00
\$75/3 free mtgs	\$ 9,600.00	\$ 5,800.00
\$75/4 free mtgs	\$ 9,000.00	\$ 6,400.00
\$75/9 free mtgs	\$ 6,000.00	\$ 9,400.00

**Shary Tutt** | Office Administrator

**AKIN GUMP STRAUSS HAUER & FELD LLP**

600 Congress Avenue | Suite 1350 | Austin, TX 78701 | USA | Direct: +1 512.499.6275 | Internal: 36275  
 Fax: +1 512.499.6290 | Mobile: +1 512.413.5587 | [stutt@akingump.com](mailto:stutt@akingump.com) | [akingump.com](http://akingump.com)

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# **ATTACHMENT C**



## January 8, 2015 Board Meeting COMMITTEE REPORTS

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

Current sponsorship packages available 15 Silver at \$925.00 each, and 5 Bronze at \$450.00. Silver is far behind on previous years and a plan to increase needs to be discussed at board meeting.

The Expo for 2015 will be at the W again with possible dates of Friday, August 28th or Wed Sept 2nd or Thurs Sept 3rd. Same deal as last year was negotiated.

A “BP Spring Fling” was suggested by Linda Wood and sent to the Board for feedback. A date needs to be determined at the Thursday board meeting.

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

1/6/15: Community Relations Committee conference call, attended by Joan McClendon, Kelly Barker, Diana Stangl, Marti Lozano, Jacqueline Bennett, and Mike McDearmon. Kelly Barker will contact Urban Roots to determine if there are any dates available in spring 2015 for an event. Mike McDearmon will contact Austin Children’s Services (ACS) to find out more info, and we hope to plan an event with ACS in the near future.

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

No report at this time

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

No report at this time

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

Ana Helton, Office Manager for Riggs Aleshire & Ray, PC, joined the chapter on 1/5/15; we are working on scheduling a new member lunch with Ana.

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

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

No report at this time

### **Strategic Alliances Committee –**

No report at this time.