



BOARD MEETING MINUTES

March 12, 2015 11:30 AM – 1:00 PM

Austin Bar Association, Longhorn Room (816 Congress Ave., Third Floor)

1. **Members Present:** Kelly Barker, Karie Rivkin, April Stanaland, Diana Stangl, Shary Tutt, Linda Siegert, Diane Dettmann, Elaine Burr and Linda Woods. Attending as guests were Christine Giles, Mike McDearmon, Chassidy Deckard, and Amanda Koplos.

Members Not Present: Allen Odom, Summer Jurrells

2. **Approval of February Board Meeting Minutes:** Approved after a Motion from Linda Wood and a second by April.
3. **Interim Email Decisions:** Approved request from Elaine Nielsen to apply holiday luncheon raffle prize conference scholarship to Finance Conference for the Legal C-Suite on Sunday, May 17th, prior to ALA Conference & Expo.
4. **Treasurer's Report (Attachment A)** - The February financial statements are attached (as well as an addendum noting expenses paid in early March). It was noted that although we had a total cash balance of \$51,326.04 at the end of February we paid several large expenses in early March and our total cash balance now is \$32,782.29. We are under budget in income year to date, primarily due to BP Sponsorships that have not been sold and luncheon and seminar income being lower than expected.
5. **Upcoming Due Dates and Responsibilities**
 - a. March 31 – Diana Stangl, Secretary, submit Minutes to national.
 - b. March 31 – April Stanaland, Chair, Education and Programs, submit Educational Summary Report to national.
 - c. April 1 – Kelly Barker, President, submit Chapter highlights for ALA News to national.
6. **Upcoming Educational Opportunities**
 - a. ALA Conference & Legal Expo: May 17-20, Nashville.
7. **Old Business**
 - a. Agreed to postpone decision regarding reduction in chapter dues until 2016-17 chapter year.
 - b. Agreed to postpone adoption of financial hardship policy for chapter dues pending experience of ALA with same policy at Association level in 2015-16.

- c. Agreed to offer two member-at-large scholarships to 2015 ALA Conference & Expo. It was noted that one of those has been given away to Elaine Nielsen (she is attending the Finance Conference instead) so we only have one more to give away.
- d. Continuing discussion regarding 2015-16 committee chair transitions. Kelly noted that Mike McDearmon will be the Community Affairs chair, Chassidy Deckard will be the Membership chair, and Amanda Koplos will be the Education Committee chair.
- e. Proposed chapter records retention policy tabled to March meeting.

8. **New Business**

- a. Proposed chapter records retention policy (Shary Tutt). Shary distributed a proposed record retention schedule (**Attachment B**). After discussion, the schedule was approved.
- b. Method for awarding member-at-large scholarships to ALA Conference & Expo. (Urgent: Early bird deadline is March 16th.) Kelly proposed that a drawing be held from the list of active new members. It was decided that a new member was someone who had joined more than 6 months ago but less than 18 months ago and was active on a committee. Kelly and Diane will prepare the list and check with those who meet the criteria to see who is interested in attending and will then draw from that group. The board agreed with this proposal.
- c. 2014-15 budget report (Kelly Barker) (**Attachment C**). Kelly noted that we are about \$11,000 short in income for the budget year. Most of that is because we did not sell all of the silver business partner packages. Some of the shortfall is from membership dues. Diane will send reminder emails out and then follow up with individuals about their renewals. Kelly and Shary noted that they had met earlier to discuss options to consider but noted that it will be Shary and the new board's decision on what cuts to make, if any. Shary noted that the biggest expense item we have is for the conference stipends. They are currently \$2,250 for the board and \$1,750 for other people. Shary discussed the idea of reducing the stipend to \$1,500 for all members. Several board members said that they would not be able to attend if the stipend was cut that much. It was also noted that it is important to have as many officers and board members attend the conference as possible. There was discussion of giving a stipend of \$1,500 for committee chairs and members at large but to keep the stipend for officers at \$2,250. There was also discussion of providing a stipend to only one conference per person instead of a stipend for the conference and the BOL events. It was also noted that we should either cut the retreat for this coming year or try to do it much cheaper than it's been done in the past. Shary said that she is working on scheduling the board workshop and hopes that everyone (both old and new board members) will be able to attend. She is aiming for Saturday, April 11. She will email the group with the final date.

9. **Committee Reports (Attachment D)** - The committee reports are attached. Linda Wood reminded everyone that we need to schedule a meet and greet event for the Business Partners as soon as possible. Linda also distributed a list of the 2015 business partner registrations. Joan agreed to write up a short recap of the Urban Roots event scheduled for March 28 for ATX Connect.

10. **Open Business** - None.

11. **Announcements & Adjourn**

Meeting was adjourned at 1:00. Next Board Meeting: Thursday, April 9, 2015 at 11:30 at Austin Bar Association, 816 Congress, 3rd Floor.

ATTACHMENT A



Austin Chapter
Association of Legal Administrators
Treasurer's Report
2/28/2015

The checking account balance as of 2/28/2015 is \$45,457.80, and the Money Market balance is \$5,868.24, for a total cash balance of \$51,326.04. Outstanding expenses that will be paid in March include: The Managing Partner breakfast (approx. \$5,000), the Urban Roots community event (\$1,000), and the February chapter lunch (approx. \$1,000).

PayPal – The 21 day hold on funds remains in place despite our achieving more than 5 sales and having been an account holder in good standing for 60 days.

I will have the new signature cards for the next Board year with me at the March Board meeting in order to get the proper signatures on file by April 1.

For the month –

We had \$4,590 income in February which consisted of \$1,800 BP sponsorships, \$40 chapter lunch receipts, and \$2,750 in membership dues.

Total expenses for January were \$1,195.18 which consisted of board meeting expenses (\$142.65), website maintenance fees (\$75), January chapter luncheon (\$842.87), Paypal expense (\$52.65) and one new member lunch (\$82.01).

Year to Date –

We are \$10,910 under budget on income year to date, attributable as follows:

- (\$8,350) - BP Sponsorships;
- (\$250) – fewer BP additional reps at the Expo this year.
- \$1,275 - Membership dues which were lower than expected;
- (\$675) - Salary survey income lower than expected;

- (\$2,910) - Luncheon and seminar income lower than expected;

We are also under budget \$39,873 in expenses year to date:

- (\$1,661) – Paypal fees – timing - \$1400 was budgeted in January in anticipation of BP payments through Paypal;
- (\$934) – Strategic Alliance expenses are under budget;
- (\$175) – Board Expenses are under budget;
- (\$571) – Chapter Awards/gifts are under budget;
- (1,653) – BP Expo and Appreciation party expenses are under budget – the payment to “save the date” for the 2015 EXPO was budgeted for \$3,500 – the actual payment was \$2,750;
- (\$1,368) CLI expenses were less than expected this year;
- (\$500) - We have \$500 budgeted for Chapter Logo supplies – this has not been used;
- (\$8,279) – Communications – Most of this savings is due to website design fees that were not spent;
- (\$1,000) – Community Challenge is under budget – There is an additional \$1000 budgeted in March for the Urban Roots project;
- (\$15,088) – Education and Programs are under budget – mostly in speaker fees;
- (\$5,096) – Managing Partner Breakfast is under budget due to timing – The invoices for the event will be paid in March;
- (\$730) – Contributions and gifts are under budget;
- \$656 – National Conference expenses are slightly higher than expected;
- (\$642) – 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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03/02/15

Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of February 28, 2015

	<u>Feb 28, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	45,457.80
Frost Money Market	<u>5,868.24</u>
Total Checking/Savings	<u>51,326.04</u>
Total Current Assets	<u>51,326.04</u>
TOTAL ASSETS	<u>51,326.04</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	33,366.82
Net Income	<u>4,629.69</u>
Total Equity	<u>51,326.04</u>
TOTAL LIABILITIES & EQUITY	<u>51,326.04</u>

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03/02/15

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
February 2015

	<u>Feb 15</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Bronze	1,800.00
Total Annual Sponsorship	1,800.00
Education	
Chapter Monthly Lunch Receipts	40.00
Total Education	40.00
Membership Dues	2,750.00
Total Income	4,590.00
Gross Profit	4,590.00
Expense	
Bank Service Charges/Paypal	52.65
Board Expenses	
Board Meetings	136.65
Board Expenses - Other	6.00
Total Board Expenses	142.65
Communications	
Designer Fees	75.00
Total Communications	75.00
Education Costs	
Chapter Monthly Lunches	842.87
Total Education Costs	842.87
New Member Functions	
New Member Lunches	82.01
Total New Member Functions	82.01
Total Expense	1,195.18
Net Ordinary Income	3,394.82
Other Income/Expense	
Other Income	
Interest Income	0.14
Total Other Income	0.14
Net Other Income	0.14
Net Income	<u><u>3,394.96</u></u>

Austin Chapter - Association of Legal Administrators
Profit & Loss
 April 2014 through February 2015

	Apr '14 - Feb 15
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	9,900.00
Diamond	10,700.00
Gold	14,800.00
Platinum	3,050.00
Silver	9,250.00
	48,200.00
Total Annual Sponsorship	
Business Partner Fair	
Additional Reps	800.00
	800.00
Total Business Partner Fair	
Education	
Chapter Monthly Lunch Receipts	3,400.00
Seminars	2,390.00
	5,790.00
Total Education	
Membership Dues	12,275.00
Salary Survey	5,325.00
	72,390.00
Total Income	
Gross Profit	72,390.00
Expense	
Bank Service Charges/Paypal	138.49
Board Expenses	
Board Meetings	1,235.00
Board Retreat	423.08
Chapter Awards/Gifts	179.20
Strategic Alliances Committee	2,066.12
Board Expenses - Other	6.00
	3,909.40
Total Board Expenses	
Business Partner Expenses	
Business Partner Expo	
Beverages	4,359.48
Facilities	2,750.00
Other	184.85
Parking	365.00
Business Partner Expo - Other	495.91
	8,155.24
Total Business Partner Expo	
Vendor Appreciation Party	
Parties	2,387.49
Vendor Appreciation Party - Other	526.66
	2,914.15
Total Vendor Appreciation Party	
Business Partner Expenses - Other	230.79
	11,300.18
Total Business Partner Expenses	
Chapter Leadership Institute	
Board Member-CLI	1,500.00
President - CLI	500.00
Chapter Leadership Institute - Other	132.24
	2,132.24
Total Chapter Leadership Institute	
Communications	
Design	0.00
Designer Fees	1,162.50
Maintenance	300.00
Monthly Fee	900.00
	2,362.50
Total Communications	

Austin Chapter - Association of Legal Administrators
Profit & Loss
 April 2014 through February 2015

	Apr '14 - Feb 15
Community Challenge Expenses	500.00
Education Costs	
Chapter Monthly Lunches	5,169.66
Holiday Party	1,105.62
Parking	204.00
Speakers-Education Seminar	1,997.15
	8,476.43
Total Education Costs	8,476.43
Education Seminar	626.16
Insurance	
Fidelity Bond Premium	190.00
	190.00
Total Insurance	190.00
Managing Partner Breakfast	903.70
Miscellaneous Expense	
Contributions	100.00
Other	115.65
Post Office Box	132.00
	347.65
Total Miscellaneous Expense	347.65
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
	20,155.71
Total National Conference Scholarship	20,155.71
New Member Functions	
Miscellaneous	72.98
New Member Lunches	669.30
New Member Functions - Other	35.23
	777.51
Total New Member Functions	777.51
Newsletter	
Newsletter Production	725.00
	725.00
Total Newsletter	725.00
Regional Conference	
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
	10,565.40
Total Regional Conference	10,565.40
Salary Survey Costs	4,500.00
	67,610.37
Total Expense	67,610.37
Net Ordinary Income	4,779.63
Other Income/Expense	
Other Income	
Interest Income	1.60
	1.60
Total Other Income	1.60
Other Expense	
Other Expenses	151.54
	151.54
Total Other Expense	151.54
Net Other Income	-149.94
Net Income	4,629.69

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April 2014 through February 2015

2:36 PM
 03/02/15
 Accrual Basis

	Apr '14 - Feb 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Annual Sponsorship - Totebag	500.00	500.00	0.00	100.0%
Bronze	9,900.00	12,600.00	-2,700.00	78.6%
Diamond	10,700.00	12,550.00	-1,850.00	85.3%
Gold	14,800.00	12,600.00	2,200.00	117.5%
Platinum	3,050.00	3,500.00	-450.00	87.1%
Silver	9,250.00	14,800.00	-5,550.00	62.5%
Total Annual Sponsorship	48,200.00	56,550.00	-8,350.00	85.2%
Business Partner Fair				
Additional Reps	800.00	1,050.00	-250.00	76.2%
Total Business Partner Fair	800.00	1,050.00	-250.00	76.2%
Education				
Chapter Monthly Lunch Receipts	3,400.00	6,300.00	-2,900.00	54.0%
Seminars	2,390.00	2,400.00	-10.00	99.6%
Total Education	5,790.00	8,700.00	-2,910.00	66.6%
Joint Chapter Retreat	0.00	0.00	0.00	0.0%
Membership Dues	12,275.00	11,000.00	1,275.00	111.6%
Salary Survey	5,325.00	6,000.00	-675.00	88.8%
Total Income	72,390.00	83,300.00	-10,910.00	86.9%
Gross Profit	72,390.00	83,300.00	-10,910.00	86.9%
Expense				
Bank Service Charges/Paypal	138.49	1,800.00	-1,661.51	7.7%
Board Expenses				
Advertising and Promotion	0.00	0.00	0.00	0.0%
Board Meetings	1,235.00	1,833.33	-598.33	67.4%
Board Retreat	423.08	0.00	423.08	100.0%
Chapter Awards/Gifts	179.20	750.00	-570.80	23.9%
Strategic Alliances Committee	2,066.12	3,000.00	-933.88	68.9%
Board Expenses - Other	6.00			
Total Board Expenses	3,909.40	5,583.33	-1,673.93	70.0%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2014 through February 2015

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 Accrual Basis

	Apr '14 - Feb 15	Budget	\$ Over Budget	% of Budget
Business Partner Expenses				
Business Partner Expo				
AV Rental	0.00	600.00	-600.00	0.0%
Beverages	4,359.48	4,000.00	359.48	109.0%
Deposits	0.00	3,500.00	-3,500.00	0.0%
Facilities	2,750.00			
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			
Total Business Partner Expo	8,155.24	9,600.00	-1,444.76	85.0%
Vendor Appreciation Party				
Parties	2,387.49	2,795.00	-407.51	85.4%
Vendor Appreciation Party - Other	526.66	558.36	-31.70	94.3%
Total Vendor Appreciation Party	2,914.15	3,353.36	-439.21	86.9%
Business Partner Expenses - Other	230.79			
Total Business Partner Expenses	11,300.18	12,953.36	-1,653.18	87.2%
Chapter Leadership Institute				
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			
Total Chapter Leadership Institute	2,132.24	3,500.00	-1,367.76	60.9%
Chapter Logo Supplies				
Chapter Retreat	0.00	500.00	-500.00	0.0%
Communications	0.00	0.00	0.00	0.0%
Author Incentives	0.00	275.00	-275.00	0.0%
Committee Meetings	0.00	0.00	0.00	0.0%
Design	0.00			
Designer Fees	1,162.50	9,167.00	-8,004.50	12.7%
Maintenance	300.00			
Monthly Fee	900.00	1,200.00	-300.00	75.0%
Total Communications	2,362.50	10,642.00	-8,279.50	22.2%
Community Challenge Expenses				
Community Challenge Expenses	500.00	1,500.00	-1,000.00	33.3%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2014 through February 2015

	Apr '14 - Feb 15	Budget	\$ Over Budget	% of Budget
Education Costs				
Audio Visual	0.00	550.00	-550.00	0.0%
Chapter Monthly Lunches	5,169.66	6,115.00	-945.34	84.5%
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	11,000.00	-9,002.85	18.2%
Webinars and Audio Conferences	0.00	500.00	-500.00	0.0%
Total Education Costs	8,476.43	23,565.00	-15,088.57	36.0%
Education Seminar	626.16			
Insurance				
Fidelity Bond Premium	190.00	190.00	0.00	100.0%
Total Insurance	190.00	190.00	0.00	100.0%
Managing Partner Breakfast	903.70	6,000.00	-5,096.30	15.1%
Miscellaneous Expense				
Contributions	100.00	750.00	-650.00	13.3%
Gifts	0.00	100.00	-100.00	0.0%
Other	115.65	100.00	15.65	115.7%
Post Office Box	132.00	128.00	4.00	103.1%
Total Miscellaneous Expense	347.65	1,078.00	-730.35	32.2%
National Conference Scholarship				
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%
Total National Conference Scholarship	20,155.71	19,500.00	655.71	103.4%
New Member Functions				
Miscellaneous	72.98	500.00	-427.02	14.6%
New Member Lunches	669.30	920.00	-250.70	72.8%
New Member Functions - Other				
Total New Member Functions	777.51	1,420.00	-642.49	54.8%
Newsletter				
Newsletter Production	725.00	0.00	725.00	100.0%
Total Newsletter	725.00	0.00	725.00	100.0%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
 April 2014 through February 2015

2:36 PM
 03/02/15
 Accrual Basis

	Apr '14 - Feb 15	Budget	\$ Over Budget	% of Budget
Regional Conference				
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			
Total Regional Conference	10,565.40	14,702.00	-4,136.60	71.9%
Salary Survey Costs	4,500.00	4,550.00	-50.00	98.9%
Total Expense	67,610.37	107,483.69	-39,873.32	62.9%
Net Ordinary Income	4,779.63	-24,183.69	28,963.32	-19.8%
Other Income/Expense				
Other Income	1.60	4.00	-2.40	40.0%
Interest Income	0.00	0.00	0.00	0.0%
Other Income	1.60	4.00	-2.40	40.0%
Total Other Income	3.20	8.00	-4.80	-60.0%
Other Expense				
Other Expenses	151.54			
Total Other Expense	151.54			
Net Other Income	-148.34	4.00	-153.94	-3,748.5%
Net Income	4,629.69	-24,179.69	28,809.38	-19.1%



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

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

STATEMENT ISSUED
02-27-2015

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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 1,200+ ATMs across Texas including participating HEB
and Valero Corner Stores. So you're never far from Frost.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
42,154.72	9	4,539.30	5	1,093.57	45,600.45

Activity Items Processed

29

Cash Processed

\$0.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
02-02	DEPOSIT	20.00	02-09	DEPOSIT	900.00
02-18	DEPOSIT	125.00	02-20	DEPOSIT	625.00
02-26	DEPOSIT	1,220.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-09	438.60	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28LYWY9L2
02-13	242.14	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28MA9KCR2
02-25	242.14	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28N25N8JA
02-25	726.42	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28MZSQEAE

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
02-02	1622 #	91.74	02-09	1624 #	75.00	02-25	1625 #	82.01
02-05	1623 #	842.87						

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-02	1.95	DEBIT CARD PURCHASE	PP*9819CODE 402-935-7733 CARD: 1738028
02-03	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
01-30	42,154.72	02-09	42,501.76	02-20	43,493.90
02-02	42,081.03	02-13	42,743.90	02-25	44,380.45
02-03	42,081.03	02-18	42,868.90	02-26	45,600.45
02-05	41,238.16				

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
02-27-2015

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AUSTIN CHAPTER OF THE ASSOCIATION

DATE	DESCRIPTION	AMOUNT	BALANCE
2/16/15	STRAIGHT	20.00	
TOTAL		20.00	

DEPOSIT TICKET TOTAL \$ 20.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

#001623# #114000093# 591209000# 20

02/02/15 #0 \$20.00

DATE	DESCRIPTION	AMOUNT	BALANCE
2/11/15	CHURCH	125.00	
TOTAL		125.00	

DEPOSIT TICKET TOTAL \$ 125.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

#001623# #114000093# 591209000# 20

02/18/15 #0 \$125.00

DATE	DESCRIPTION	AMOUNT	BALANCE
2/18/15	ALBANY	125.00	
TOTAL		125.00	

DEPOSIT TICKET TOTAL \$ 125.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

#001623# #114000093# 591209000# 20

DATE	DESCRIPTION	AMOUNT	BALANCE
2/9/15	PERSONAL	900.00	
TOTAL		900.00	

DEPOSIT TICKET TOTAL \$ 900.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

#001623# #114000093# 591209000# 20

02/09/15 #0 \$900.00

DATE	DESCRIPTION	AMOUNT	BALANCE
2/10/15	PERSONAL	625.00	
TOTAL		625.00	

DEPOSIT TICKET TOTAL \$ 625.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

#001623# #114000093# 591209000# 20

02/20/15 #0 \$625.00

1822

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 328 AUSTIN, TX 78767-0328

1/14/2015

PAY TO THE ORDER OF Melissa Joe \$ 91.74

Ninety-One and 74/100 DOLLARS

MEMO Melissa Joe
Hence Scarborough, LLP
400 W. 15th St, Suite 450
Austin, TX 78701

TWO SIGNATURES REQUIRED OVER \$500

#001623# #114000093# 591209000#

02/26/15 #0 \$1,220.00

1623

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 328 AUSTIN, TX 78767-0328

2/20/15

PAY TO THE ORDER OF HeadStarts Club \$ 842.87

Eight Hundred Forty-Two and 87/100 DOLLARS

MEMO ALA Luncheon

TWO SIGNATURES REQUIRED OVER \$500

#001623# #114000093# 591209000#

02/05/15 #1623 \$842.87

1625

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 328 AUSTIN, TX 78767-0328

2/6/2015

PAY TO THE ORDER OF Diane Detmann \$ 82.01

Eighty-Two and 01/100 DOLLARS

MEMO Diane Detmann
14900 Sandy Side Drive
Austin, TX 79328

TWO SIGNATURES REQUIRED OVER \$500

#001625# #114000093# 591209000#

02/25/15 #1625 \$82.01

1624

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 328 AUSTIN, TX 78767-0328

2/3/2015

PAY TO THE ORDER OF PaperStreet Web Design, Inc. \$ 75.00

Seventy-Five and 00/100 DOLLARS

MEMO PaperStreet Web Design, Inc.
218 S.W. 17th St
Fort Lauderdale, FL 33315

TWO SIGNATURES REQUIRED OVER \$500

#001624# #114000093# 591209000#

02/09/15 #1624 \$75.00

2:33 PM
03/02/15

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 02/28/2015

	<u>Feb 28, 15</u>
Beginning Balance	42,154.72
Cleared Transactions	
Checks and Payments - 5 items	-1,093.57
Deposits and Credits - 9 items	4,539.30
Total Cleared Transactions	<u>3,445.73</u>
Cleared Balance	<u><u>45,600.45</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-142.65
Total Uncleared Transactions	<u>-142.65</u>
Register Balance as of 02/28/2015	<u><u>45,457.80</u></u>
Ending Balance	45,457.80

2:33 PM
03/02/15

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 02/28/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						42,154.72
Cleared Transactions						
Checks and Payments - 5 items						
Check	01/14/2015	1622	Melissa Joe	X	-91.74	-91.74
Check	02/02/2015	1623	Headliners Club	X	-842.87	-934.61
Check	02/02/2015		PayPal	X	-1.95	-936.56
Check	02/03/2015	1624	PaperStreet Web D...	X	-75.00	-1,011.56
Check	02/06/2015	1625	Diane Dettmann	X	-82.01	-1,093.57
Total Checks and Payments					-1,093.57	-1,093.57
Deposits and Credits - 9 items						
Deposit	02/02/2015			X	20.00	20.00
Deposit	02/09/2015			X	900.00	920.00
Deposit	02/10/2015			X	438.60	1,358.60
Deposit	02/16/2015			X	242.14	1,600.74
Deposit	02/18/2015			X	125.00	1,725.74
Deposit	02/20/2015			X	625.00	2,350.74
Deposit	02/26/2015			X	242.14	2,592.88
Deposit	02/26/2015			X	726.42	3,319.30
Deposit	02/26/2015			X	1,220.00	4,539.30
Total Deposits and Credits					4,539.30	4,539.30
Total Cleared Transactions					3,445.73	3,445.73
Cleared Balance					3,445.73	45,600.45
Uncleared Transactions						
Checks and Payments - 3 items						
Check	02/11/2015	1626	Kelly Barker		-124.65	-124.65
Check	02/13/2015	1627	Austin Bar Associati...		-12.00	-136.65
Check	02/27/2015	1628	Austin Bar Associati...		-6.00	-142.65
Total Checks and Payments					-142.65	-142.65
Total Uncleared Transactions					-142.65	-142.65
Register Balance as of 02/28/2015					3,303.08	45,457.80
Ending Balance					3,303.08	45,457.80



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

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

STATEMENT ISSUED
02-27-2015

063625

Page 1 of 1

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 1,200+ 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	
5,868.10	0	.14	0	.00	5,868.24

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-28	.14	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
02-03	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
01-30	5,868.10	02-03	5,868.10	02-27	5,868.24

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

2:28 PM

03/02/15

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 02/28/2015

	<u>Feb 28, 15</u>
Beginning Balance	5,868.10
Cleared Transactions	
Deposits and Credits - 1 item	0.14
Total Cleared Transactions	<u>0.14</u>
Cleared Balance	<u>5,868.24</u>
Register Balance as of 02/28/2015	5,868.24
Ending Balance	5,868.24

2:28 PM
03/02/15

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 02/28/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,868.10
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2015			X	0.14	0.14
Total Deposits and Credits					0.14	0.14
Total Cleared Transactions					0.14	0.14
Cleared Balance					0.14	5,868.24
Register Balance as of 02/28/2015					0.14	5,868.24
Ending Balance					0.14	5,868.24



Austin Chapter
Association of Legal Administrators
Treasurer's Report
2/28/2015 - addendum

Several expenses were paid in early March as follows:

Managing Partner breakfast	\$10,206.59
Spring Education seminar	6,145.03
Second deposit on 2015 Expo	2,750.00
Community Challenge – Urban Roots	1,000.00
Headliners Club – Feb meeting	842.87
Total	<hr/> \$20,944.49

The checking account balance is now at \$26,914.05

ATTACHMENT B

RECORD RETENTION SCHEDULE

Description of record(s)	Disposition	Manner of Record Keeping
Corporate/ Organizational Records:		
Incorporation documents, bylaws, and charter	Permanent	To be maintained by President.
Tax-exemption documents including application for tax exemption (IRS Form 1023), IRS determination letter, and any related documents	Permanent	To be maintained by Treasurer.
Meeting/board documents including agendas, minutes and related documents	Permanent	To be maintained electronically by Secretary.
Contracts	Seven years	Originals to be maintained by Treasurer.
Financial Records:		
Year-end Treasurer's financial report/statement	Permanent	To be maintained by Treasurer. Files over 3 years may be maintained in offsite storage
Treasurer's reports, monthly	Seven years	To be maintained by Treasurer. Files over 3 years may be maintained in offsite storage
Bank statements, canceled checks, check registers, investment statements, and related documents	Seven years	To be maintained by Treasurer. Files over 3 years may be maintained in offsite storage
IRS Forms	Seven years	To be maintained by Treasurer. Files over 3 years may be maintained in offsite storage
Committee Records:		
Member applications and renewals	One year	To be maintained by membership chair
Year-End membership spreadsheet	Permanent	Electronic copy only.
Other committee documents	One year	Pertinent documents to be passed to the next committee chair for use as reference.
Internal Communications:		
Email	One year	Pertinent communications should be incorporated into board meeting minutes or passed onto next chair/office for reference.
Awards/Certificates/Plaques:		
Chapter awards	30 days	Awards should be kept by the officer or committee chair at the time the award is received.

ATTACHMENT C

Austin Chapter - Association of Legal Administrators
Profit & Loss Prev Year Comparison
April 2013 through March 2014

ALA 2014-2015 Budget vs. Actual		Budget	Actual	Variance				
		Apr 14 - Mar 15	Apr '14 - Feb 15	Apr 14 - Feb 15				
Notes								
Ordinary Income/Expense								
Income								
Annual Sponsorship								Business Partner Relations
Annual Sponsorship	1 totebag @ \$500	500	500	0				
Bronze	25 @ \$450	12,600	9,900	2,700				Education Committee
Diamond	4 @ \$2675	12,550	10,700	1,850				
Gold	8 @ \$1850	12,600	14,800	(2,200)				Community Relations
Platinum	1 @ \$3500	3,500	3,050	450				
Silver	22 @ \$925	14,800	9,250	5,550				Membership Committee
Total Annual Sponsorship	Renewal Period Dec	56,550	48,200	8,350				
Business Partner Fair								Communications Committee
Additional Reps	\$50 each	1,050	800	250				
Total Business Partner Fair		1,050	800	250				Salary Survey Committee
Education								
Chapter Monthly Lunch Receipts	\$20*35 member * 9 luncheons	6,300	3,400	2,900				Strategic Alliances Committee
Seminars	Summer/Spring Seminar	3,000	2,390	610				
Total Education		9,300	5,790	3,510				
Joint Chapter Retreat	No retreat in 2014	0	0	0				
Membership Dues	\$125 * 88	11,000	12,275	(1,275)				
Salary Survey	Release in Sept/Oct	6,000	5,325	675				
Total Income		83,900	72,390	11,510				
Expense								
Bank Service Charges/Paypal		1,800	138	1,662				
Board Expenses								
Advertising and Promotion		293	0	293				
Strategic Alliances		3,000	2,066	934				
Board Meetings		2,000	1,235	765				
Board Retreat		350	423	(73)				
Chapter Awards/Gifts		750	179	571				
Total Board Expenses		6,393	3,903	2,490				
Business Partner Expenses								
Business Partner Expo August								
A/V Rental		600	0	600				
Beverages		4,000	4,359	(359)				
Facilities/Deposits	\$3500 deposit for Fall Expo paid 2/14	3,500	2,750	750				
Other		675	185	490				
Parking		500	365	135				
Photographs		325	496	(171)				
Total Business Partner Expo		9,600	8,155	1,445				
Vendor Appreciation Party								
Parties		2,795	2,387	408				
Vendor Appreciation Party - Other		558	527	31				
Total Vendor Appreciation Party		3,353	2,914	439				

Austin Chapter - Association of Legal Administrators
Profit & Loss Prev Year Comparison
April 2013 through March 2014

ALA 2014-2015 Budget vs. Actual		Notes	Budget	Actual	Variance				
			Apr 14 - Mar 15	Apr '14 - Feb 15	Apr 14 - Feb 15				
Business Partner Expenses - Other				231					
Total Business Partner Expenses			12,953	11,300	1,653				
Chapter Leadership Institute					0				
	Board Member-CLI	2 @ \$1000	2,000	1,500	500				
	President - CLI	1 @ 1000	1,000	500	500				
	President Elect-CLI	1 @ \$500 (paid by National)	500	132	368				
Total Chapter Leadership Institute			3,500	2,132	1,368				
Chapter Supplies/Logo			500	0	500				
Chapter Retreat		No retreat in 2014	0	0	0				
Community Challenge Expenses			2,500	500	2,000				
Education Costs									
	Audio Visual		600	0	600				
	Chapter Monthly Lunches		6,900	5,170	1,730				
	Facility Rental		1,400	0	1,400				
	Holiday Party		2,000	1,106	894				
	Luncheon Giveaways		0	0	0				
	Lunches-Education Seminar	(spring & fall)	3,000	626	2,374				
	Parking		500	204	296				
	Speakers-Education Seminar		12,000	1,997	10,003				
	Webinars and Audio Conferences		500	0	500				
Total Education Costs			26,900	9,103	17,797				
Insurance									
	Fidelity Bond Premium		190	190	0				
Total Insurance			190	190	0				
Managing Partner Breakfast			6,000	904	5,096				
Miscellaneous Expense									
	Contributions	Donations/Memorials	750	100	650				
	Gifts		100	0	100				
	Other		100	116	(16)				
	Post Office Box		128	132	(4)				
Total Miscellaneous Expense			1,078	348	730				
National Conference Scholarship		5/2014							
	Board Member Stipend	\$2250 (2) Officers; \$1750 (2) committee chair	8,000	10,708	(2,708)				
	Chapter Dinner		750	694	56				
	President-National Conference		2,250	2,250	0				
	President Elect-National Confer		2,250	2,250	0				
	Quest Scholarship		2,000	2,000	0				
	Scholarships-Non Board	2 @ \$2000	4,000	2,000	2,000				
	Scholarships-Other Conference	Finance/HR	0	0	0				
	Silent Auction Items		250	254	(4)				
Total National Conference Scholarship			19,500	20,156	(656)				
New Member Functions									

Austin Chapter - Association of Legal Administrators
Profit & Loss Prev Year Comparison
April 2013 through March 2014

ALA 2014-2015 Budget vs. Actual		Notes	Budget	Actual	Variance				
			Apr 14 - Mar 15	Apr '14 - Feb 15	Apr 14 - Feb 15				
	Miscellaneous		500	73	427				
	New Member Functions - Other		0	35					
	New Member Lunches		1,000	669	331				
	Total New Member Functions		1,500	777	723				
	Educational Conference								
	Board Members	8 @ \$1000	8,000	5,936	2,064				
	Chapter Dinner		700	495	205				
	Door Prize		252	0	252				
	Members At Large	10 @ \$375	3,750	2,134	1,616				
	Scholarships	2	2,000	1,000	1,000				
	Regional Conference - Other		0	1,000	(1,000)				
	Total Educational Conferences		14,702	10,565	4,137				
	Salary Survey Costs		4,550	4,500	50				
	Communications				0				
	Author Incentives		300	0	300				
	Committee Meetings		100	0	100				
	Designer Fees		10,000	1,163	8,837				
	Maintenance		0	300	(300)				
	Monthly Fee		1,200	900	300				
	Newsletter Production		0	725	(725)				
	Total Website		11,300	2,363	8,937				
	Total Expense		113,666	67,604	46,061				
	Net Ordinary Income		(29,766)	4,786	(34,551)				
	Other Income/Expense				0				
	Other Income				0				
	Interest Income		4	2	2				
	Total Other Income		4	2	2				
	Net Other Income		4	2	2				
	Net Income		(29,762)	4,788	(34,550)				
	Feb 2015 Cash Balance:		\$51,326.00						

ATTACHMENT D

March 12, 2015 Board Meeting COMMITTEE REPORTS

Business Partner Relations Committee – Linda Wood

No report at this time.

Community Relations Committee – Joan McClendon

We currently have 30 people signed up for the Urban Roots event on 3/28/15.

Compensation & Benefits Committee – Allen Odom

No report at this time.

Education & Program Committee – April Stanaland

No report at this time.

Membership Committee – Diane Dettmann

Report to be given at meeting

Communications Committee – Summer Jurrells and Linda Siegert

No report at this time

Strategic Alliances Committee – Karie Rivkin

No report at this time.

DALFA – Melissa Joe

No report at this time