



Austin Chapter of the Association of Legal Administrators
BOARD MEETING MINUTES
August 11, 2016 11:30 AM to 1:00 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Members present: Diane Dettmann, Summer Jurrells, Holly Pulido, Chassidy Deckard, Ana Helton, Christine Giles and Linda Siegert

Members not present: Allen Odom, Kelly Barker, Mike McDearmon and Dea McCart

2. Interim e-mail decisions: New Bylaws adopted at Chapter meeting on July 28, 2016. Motion to approve and adopt proposed bylaws was made by Holly Monceaux Pulido and seconded by Dea McCart; motion carried.
3. Approval of July Board Meeting minutes: Holly Pulido made a motion to accept and approve the July minutes and Christine Giles seconded. Motion carries.
4. Treasurer's Report for July (see attachment): Report reviewed by the board. Ana Helton suggested that if we have excess funds that we give back to the membership by reducing annual membership fees or providing a free lunch. Diane Dettmann suggested another scholarship and Holly Pulido proposed a bigger retreat for next year. All options were considered and the board decided that it's too early in the fiscal year to make this decision.
5. Upcoming due dates, deadlines and responsibilities
 - a. Aug. 14 – ALA Compensation & Benefits Survey closes
 - b. Aug. 15 – Chapter Compensation & Benefits Survey closes
 - c. Aug. 31 – Linda Siegert, Secretary, submit minutes to headquarters
 - d. Aug. 31 – Dea McCart, Chair, Education Committee, submit Educational Summary Report to Headquarters
 - e. Sept. 15 – Early Bird deadline to register for Regional Conference in Indianapolis
6. Upcoming Educational Opportunities and Events
 - a. Aug. 17 – Chapter Social at Goodnight, 4:30 – 8:30 pm

- b. Aug. 18 – Monthly Luncheon (New date); Speaker Cameron Vann w/ TLAP
- c. Sept. 8-10 – Regional Legal Mgmt Conference; Regions 1&2, Boston, MA (Diane Dettmann attending)
- d. Sept. 13 – Chapter Board Mtg.; GDHM, 11:30 – 1:00 pm
- e. Sept. 14 – Small Firm Group Meeting
- f. Sept. 22 – Educational & Legal Expo; Intercontinental SFA, 11:30 – 5:30 pm
- g. Annual Conference Virtual Sessions: Problematic Partners: Handling Under-performance and Misbehaviors; The Changing Role of the Legal Secretary; De-Mystifying Data Breaches and Information Security Compliance (available until May 26, 2017)

7. Old Business

- a. Expo – Dea McCart is handling the Expo announcement to the chapters since she handles the educational sessions. She will work with both Ana Helton and Summer Jurrells to prepare and communicate the information. Holly Pulido offered to help, as well. Chassidy Deckard will handle the name badges and tent cards for the event.
- b. Star Chapter – Committee Chair responsibilities; any need for clarification? No clarification needed. Committee Chairs understand their responsibility for up-keeping the website in their areas of responsibility.
- c. Membership – Chassidy Deckard suggested a “Refer A Friend” promo for the chapter. Membership transfer was discussed, however, it was noted that membership is by individual, not firm. To alleviate cost and entice new members, Diane Dettmann suggested we waive the local chapter dues for the first year when a new member joins at the National level. This would allow the chapter to integrate the new member and show value to both the new member and their firm. Holly Pulido suggested that if we implement a “Refer A Friend” program that perhaps the member who refers the new person would receive a discount on their local dues renewal.
- d. ListServ solution/options – Summer Jurrells opened the forum on Star Chapter, however, she noted that members cannot receive notifications unless they are on the thread. Chassidy Deckard said she receives notifications from the Dallas chapter and will find out how they handle their forum.
- e. Two dates on hold at Intercontinental for Managing Partner Breakfast (February 8th and 28th). Topics that have been suggested: (discuss topic and speaker ideas—may need to reach out for a different speaker) – Diane Dettmann is waiting to confirm the date based on speaker availability. Summer Jurrell offered to speak to her managing partner on potential topics. Judy Hissong with Nesso Strategies offered to speak on one of the topics listed below; however, there is concern that this would be the second year in a row with a Nesso Strategies speaker. It’s thought we should diversify if we can.

- i. Industry trends (not in a boring way, but in an application – how does this affect my firm – way).
 - ii. Mentoring, training, succession – anything that takes the generational piece into the impact and away from the percentage/numbers discussion.
 - iii. Technology tools that are important to consider and understand (the cloud as a storage device, for one).
 - f. Status of completed responsibilities for President’s Award of Excellence – In process.
8. New Business
- a. Candace Childress, Austin’s Regional Rep, will be attending the Expo as the Chapter’s guest (no charge). She and James Cornell have asked for our comments on draft of ALA’s Strategic Plan by August 29th.
 - b. Communication to members/BPs explaining new website and what to expect from Star Chapter – Summer Jurrells will handle the communication on the new website and provide a short tutorial at the upcoming educational lunch.
 - c. Save the Date communication for all dates through end of year to members and BPs – Ana Helton and Holly Pulido will work together to get this information to the membership and Business Partners.
 - d. Retreat/Social – 17 members RSVP’d and minimum headcount for this event is 40. Holly noted that we should be under budget either way. The membership committee will do a push for the event and Christine Giles suggested we invite prospective new members.
9. Committee Reports – Reviewed by committee
10. Open Business-AYLA has requested someone from the board sit on their committee for their annual fashion show. Chassidy Deckard volunteered and will reach out to the contact with AYL A.
11. Announcements & Adjourn-Adjourn at 12:35 p.m
12. Next Board Meeting: September 13, 2016 (**New Date**) at GDHM 11:30 am – 1:00 pm



Treasurer's Report 07/31/16

<u>Bank Account balances at end of statement period:</u>	Checking	\$ 5,169.27
	Money Market	<u>\$50,608.43</u>
	TOTAL	\$57,777.70

Monthly activity:

Income: \$ 701.29

- Lunch/Expo income: \$ 700.00
- BP Packages: \$
- Member Dues: \$
- Other: \$ 1.29

Outgo: \$ 2,359.95

- Chapter Monthly Lunches: \$
- Salary Survey downpayment: \$ 2,250.00
- Website: \$ 109.95
- Fees: \$
- Stipends: \$
- Various: \$

Cash Flow (current): Negative (\$1,658.66)

Budget and Cash Flow Planning:

- **Unreserved funds at month end: (\$6,151.17)** [Includes Money Market and checking.]
An improvement of \$701.29 from last month.
- Cash Flow Projection: Real expenditures in black, projections in blue.
- We haven't gotten Headliner's bill for last month yet.

Austin Chapter ALA

Cash Flow Budget (Original)

Fiscal Year Ending 3.31.16	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Total</u>
Revenue													
Business Partners	675	675	675					3,925	35,000	10,300	3,000	2,500	56,750
Member Dues	2,950	250			125				250	250	4,000	1,975	9,800
Lunches & Seminars	60	500	800	800	800	3,000	740	800	800	800		1,500	10,600
Salary Survey	500					0	4,000	2,000					6,500
Chapter Retreat													0
Other	1	1	1	1						1	1	1	7
TOTAL REVENUE	4,186	1,426	1,476	801	925	3,000	4,740	6,725	36,050	11,351	7,001	5,976	83,657
Expenses													
Bank/Paypal Fees	64	25	25	25	25	50	86	150	375	250	125		1,200
Board				50			50				50	250	400
Strategic Alliances			150										150
Business Partner Expo			1,750	1,750			500			2,750	2,730		9,480
Vendor Parties (nonExpo)		1,500					250	1,250	1,500		600		5,100
Charitable Contributions			500									1,000	1,500
CLI			2,000	3,750									5,750
Logo Supplies													0
Retreat				2,500									2,500
Community Challenge		150										150	300
Communications	216	85	85	85	85	85	85	85	85	85		204	1,185
Monthly Luncheons	467	500	800	800	800		740	800	800	800	0	493	7,000
Education (excl. Mo. Meals)						1,250						1,100	2,350
Insurance					190								190
MP Breakfast						1,250						5,750	7,000
Miscellaneous	60		45		45	250	45	45	45	45	256		836
Stipends & Scholarships		18,000					10,000	5,400					33,400
New Member		120	70		70			70		70			400
Salary Survey				2,500			2,500						5,000
Small Firm Group		25	25	25	25	25	21	21	20	21	21	21	250
TOTAL EXPENSES	807	20,405	5,450	11,485	1,240	2,910	14,277	7,821	2,825	4,021	3,782	8,968	83,991
Profit (Loss)	3,379	(18,979)	(3,974)	(10,684)	(315)	90	(9,537)	(1,096)	33,225	7,330	3,219	(2,992)	(334)
Asset adj. (prepaids & AR)	95	85	85	85	85	85	85	85	(935)	85	85	85	10
Net cash flow	3,474	(18,894)	(3,889)	(10,599)	(230)	175	(9,452)	(1,011)	32,290	7,415	3,304	(2,907)	(324)
Beginning Checking balance	5,724	9,198	10,304	11,415	10,816	10,586	10,761	11,309	10,298	7,588	15,003	8,307	
Transfer (to) from MM		20,000	5,000	10,000			10,000		(35,000)		(10,000)		
Ending Checking balance	9,198	10,304	11,415	10,816	10,586	10,761	11,309	10,298	7,588	15,003	8,307	5,400	
Money Market balance	60,603	40,603	35,603	25,603	25,603	25,603	15,603	15,603	50,603	50,603	60,603	60,603	
Total Cash in Hand	69,801	50,907	47,018	36,419	36,189	36,364	26,912	25,901	58,191	65,606	68,910	66,003	

Austin Chapter - Association of Legal Administrators
Balance Sheet
 As of July 31, 2016

	Jul 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	
General Operations (Unreserved)	-4,440.73
Communications Reserve	-6.20
Community Relations	300.00
Education Reserve	500.00
Monthly Lunches Reserve	6,096.20
Stipend Reserve- Board & Chairs	1,650.00
Stipend Reserve- Quest & Non-Bo	1,070.00
Total Frost Bank Checking	5,169.27
Frost Money Market	
MM General Reserves	-1,710.44
MM BP Events Reserve	14,580.00
MM Charitable Reserve	1,500.00
MM Communications Reserve	935.00
MM Education Reserves	1,850.00
MM MP Breakfast Reserve	7,000.00
MM Retreat Reserve	2,500.00
MM Salary Survey Reserve	2,750.00
MM Stipend Reserve - CLI	5,750.00
MM Stipend Reserve - Board & Ch	9,472.87
MM Stipend Reserve - Quest & No	5,981.00
Total Frost Money Market	50,608.43
Total Checking/Savings	55,777.70
Other Current Assets	
Prepaid Expenses - Star Chapter	595.00
Total Other Current Assets	595.00
Total Current Assets	56,372.70
TOTAL ASSETS	56,372.70
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	53,942.50
Net Income	-10,899.33
Total Equity	56,372.70
TOTAL LIABILITIES & EQUITY	56,372.70

Austin Chapter - Association of Legal Administrators

Profit & Loss

July 2016

	Jul 16	Apr - Jul 16
Ordinary Income/Expense		
Income		
Annual Sponsorship		
Silver	0.00	2,680.00
Total Annual Sponsorship	0.00	2,680.00
Education		
Monthly Lunch Receipts	700.00	1,750.00
Seminars (Spring & Expo)	0.00	80.00
Total Education	700.00	1,830.00
Membership Dues	0.00	3,075.00
Salary Survey	0.00	500.00
Total Income	700.00	8,085.00
Gross Profit	700.00	8,085.00
Expense		
Bank & Credit Card Fees	0.00	100.02
Communications		
Designer Fees	0.00	31.25
Maintenance	24.95	24.95
Website Monthly Fee	85.00	540.00
Total Communications	109.95	596.20
Education Costs		
Facility Rental	0.00	125.00
Lunches - Monthly meetings	0.00	778.80
Total Education Costs	0.00	903.80
New Member Functions		
New Member Lunches	0.00	83.20
Total New Member Functions	0.00	83.20
Salary Survey Costs	2,250.00	2,250.00
Small Firm Group	0.00	21.00
Stipends & Scholarships		
Board Stipend- President	0.00	2,335.55
Board Stipend- President Elect	0.00	2,400.00
Board Stipend- Secr & Treas	0.00	4,400.00
Committee Chair Stipend	0.00	1,441.58
Quest Scholarship	0.00	2,000.00
Scholarships-Prior Year	0.00	2,399.00
Silent Auction Items	0.00	59.54
Total Stipends & Scholarships	0.00	15,035.67
Total Expense	2,359.95	18,989.89
Net Ordinary Income	-1,659.95	-10,904.89
Other Income/Expense		
Other Income		
Interest Income	1.29	5.56
Total Other Income	1.29	5.56
Net Other Income	1.29	5.56
Net Income	-1,658.66	-10,899.33

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
July 2016

	<u>Jul 16</u>
OPERATING ACTIVITIES	
Net Income	-1,658.66
Adjustments to reconcile Net Income	
to net cash provided by operations:	
Prepaid Expenses - Star Chapter	<u>85.00</u>
Net cash provided by Operating Activities	<u>-1,573.66</u>
Net cash increase for period	-1,573.66
Cash at beginning of period	<u>57,351.36</u>
Cash at end of period	<u><u>55,777.70</u></u>

8:07 AM

08/10/16

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 07/31/2016

	<u>Jul 31, 16</u>
Beginning Balance	6,827.42
Cleared Transactions	
Checks and Payments - 4 items	-4,608.15
Deposits and Credits - 2 items	<u>2,950.00</u>
Total Cleared Transactions	<u>-1,658.15</u>
Cleared Balance	<u>5,169.27</u>
Register Balance as of 07/31/2016	5,169.27
Ending Balance	5,169.27

8:07 AM

08/10/16

Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 07/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,827.42
Cleared Transactions						
Checks and Payments - 4 items						
Check	06/29/2016	DR	La Condesa	X	-83.20	-83.20
Check	07/05/2016	DR	StarChapter	X	-24.95	-108.15
Check	07/06/2016	1730	Readex Research I...	X	-2,250.00	-2,358.15
General Journal	07/06/2016	81687		X	-2,250.00	-4,608.15
Total Checks and Payments					-4,608.15	-4,608.15
Deposits and Credits - 2 items						
General Journal	07/06/2016	81687		X	2,250.00	2,250.00
Deposit	07/08/2016			X	700.00	2,950.00
Total Deposits and Credits					2,950.00	2,950.00
Total Cleared Transactions					-1,658.15	-1,658.15
Cleared Balance					-1,658.15	5,169.27
Register Balance as of 07/31/2016					-1,658.15	5,169.27
Ending Balance					-1,658.15	5,169.27



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

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STATEMENT ISSUED
07-29-2016

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AUSTIN CHAPTER OF THE ASSOCIATION
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FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
6,827.42	1	700.00	3	2,358.15	5,169.27

Activity Items Processed 22 Cash Processed \$60.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
07-08	DEPOSIT	700.00			

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
07-18	1730 #	2,250.00						

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-05	83.20	DEBIT CARD PURCHASE	LA CONDESA AUSTIN CARD: 2295408
07-05	24.95	DEBIT CARD PURCHASE	STARCHAPTER LLC BALTIMORE CARD: 2295408
07-07	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-30	6,827.42	07-07	6,719.27	07-18	5,169.27
07-05	6,719.27	07-08	7,419.27		

8:05 AM

08/10/16

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 07/31/2016

	<u>Jul 31, 16</u>
Beginning Balance	50,607.14
Cleared Transactions	
Checks and Payments - 1 item	-2,250.00
Deposits and Credits - 2 items	2,251.29
	<u>1.29</u>
Total Cleared Transactions	
Cleared Balance	<u>50,608.43</u>
Register Balance as of 07/31/2016	50,608.43
Ending Balance	50,608.43

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 07/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50,607.14
Cleared Transactions						
Checks and Payments - 1 item						
General Journal	07/06/2016	81687		X	-2,250.00	-2,250.00
Total Checks and Payments					-2,250.00	-2,250.00
Deposits and Credits - 2 items						
General Journal	07/06/2016	81687		X	2,250.00	2,250.00
Deposit	07/31/2016			X	1.29	2,251.29
Total Deposits and Credits					2,251.29	2,251.29
Total Cleared Transactions					1.29	1.29
Cleared Balance					1.29	50,608.43
Register Balance as of 07/31/2016					1.29	50,608.43
Ending Balance					1.29	50,608.43



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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
50,607.14	0	1.29	0	.00	50,608.43

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-31	1.29	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
07-07	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-30	50,607.14	07-07	50,607.14	07-29	50,608.43



August 11, 2016 Board Meeting COMMITTEE REPORTS

BUSINESS PARTNER RELATIONS COMMITTEE – Ana Helton

- Registration for the Legal Expo went out to our Business Partners on July 28.
- 30 Business Partners already registered for the Expo.
- Once Christine receives check from the new Diamond BP (Digital Fortress) our income from BP packages this year will be **\$57,375** (verses \$44,100 collected last year) = 30% increase in BP revenue.
- BP Committee is working already on 2017 Business Partners Renewal packages. We will hand out a summary of the sponsorship benefits that Linda S. put together at the Legal Expo.

COMMUNITY RELATIONS COMMITTEE – Mike McDearmon

No report at this time.

COMPENSATION & BENEFITS COMMITTEE – Allen Odom

The 2016 salary and benefits survey deadline was extended and we have received a typical response.

EDUCATION & PROGRAMS COMMITTEE – Dea McCart

No report at this time.

MEMBERSHIP COMMITTEE – Chassidy Deckard

No report at this time.

COMMUNICATIONS COMMITTEE – Holly Monceaux

Working with various committees to help them learn the ropes on posting their own events and sending their own communications out regarding events. Lots of communication has been sent regarding the chapter's social event coming up on August 17 at The GoodNight- we have 14 registered to attend as of 9:30am 8/10.

STRATEGIC ALLIANCES COMMITTEE – Kelly Barker

No report at this time.

SMALL FIRM GROUP – Ana Helton & Christine Giles

No report at this time.