



Austin Chapter of the Association of Legal Administrators
BOARD MEETING MINUTES
December 8, 2016 11:30 AM to 1:00 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Called to order at 11:30 a.m.

Members present: Diane Dettmann, Summer Jurrells, Dea McCart, Mike McDearmon, Holly Pulido, Christine Giles, and Ana Helton.

Members not present: Kelly Barker, Allen Odom, Linda Siegert, and Chassidy Deckard.

2. Interim e-mail decisions: Following Mike McDearmon's recommendation on behalf of the Community Relations Committee, Linda Siegert moved to donate \$300 to AYLA's Holiday Baskets/Reindeer Games. Christine Giles seconded and the motion carried.
3. Approval of November Board Meeting minutes (see attachment) Motion to approve minutes by Christine Giles with Summer Jurrells seconding the motion. Minutes are approved.
4. Treasurer's Report for November (see attachment)- Reviewed by Board.
5. Upcoming due dates, deadlines and responsibilities
 - a. Dec. 30 – Linda Siegert, Secretary, submit minutes to headquarters
 - b. Dec. 30 – Dea McCart, Chair, Education Committee, submit Educational Summary Report to Headquarters
 - c. Jan. 17- Business Partner Meet & Greet (added at meeting).
 - d. Feb. 13, 2017 - Early Bird Registration Deadline for ALA Annual Conference & Expo
 - e. Mar. 15, 2017 – Deadline for 60 Seconds of Fame! Video Contest
6. Upcoming Educational Opportunities and Events
 - a. Apr. 2-5, 2017 - ALA Annual Conference & Expo, Colorado Convention Center- Diane Dettmann directed that this should be sent out to members several times- Early Bird ends February 13.

- b. 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. Managing Partner Breakfast scheduled for February 28, 2017.
 - i. Diane Dettmann lunch with Federal Magistrate Andrew Austin has been rescheduled to December 15th to discuss topic: “The Changing Face of the Legal World & How Disputes are Being Resolved” and how/if it can be changed to capture a larger audience.
- b. Status of completed responsibilities for President’s Award of Excellence. – Diane Dettmann asked that anyone who had anything to add to the check off list should scan that information to her and she will compile. Ana Helton was working one-value of ALA testimonials from BPs. Holly Pulido had already completed several and checked them off during the meeting.
- c. Status of new, committed committee chairs.- Mike McDearmon is talking with Diana Stangl to take over for Community Relations. Ana Helton will work with Bobby Zamen as a co-chair to transition in 2018 completely to Bobby Zamen as BP Committee Chair.

8. New Business

- a. Discussion regarding preparation and content for Annual Meeting in February.- Meeting is set for 2/23/17 we will hold a drawing for free lunches and the meeting will be free for all members. Christine will present a brief slideshow to share the state of the Chapter. Topics may include: (1) keeping the salary survey vs. stopping in exchange for participation in the national ALA survey, (2) BP and new member testimonials regarding value of membership.
- b. Scholarship to Annual Conference (award in January) - This lunch will be a joint meeting with ILTA. We will award the scholarship at this Lunch and Learn.
- c. Begin discussion regarding silent auction donation for Annual Conference. - Christine Giles suggested a basket of spirits with Austin originals. This was received with mixed feedback.
- d. Schedule and Status of Nominating Committee- Motion by Mike McDearmon to make Bobby Zamen the Board’s appointee for Nominating Committee, motion seconded by Christine Giles. Unanimous vote by rest of Board present, including Linda Siegert’s proxy vote for Bobby Zamen.

Board drew for 2 other for nominating committee, per bylaw instructions: those drawn were- Ann Pettigrew, Natalie Low & Diana Stangl. Lauren Stark was drawn as a backup.

9. Committee Reports: Mike McDearmon of Community relations announced March 18 as the date for our Urban Roots event. We will be doing the food bank again, but no date has been set yet.

10. Open Business:

- a. Dea McCart suggested the punch-card system for the lunches and/or events. Also, the concept of a discount if members prepaid for their lunches for the year.
- b. Christine Giles mentioned renting the Starlight Drive-in for an event.
- c. Ana Helton said some BPs are interested in sponsoring an event (like the retreat).
- d. There was an open discussion about the frequency of our emails regarding events, it was reported that some complaints had been received because people felt our communications were too numerous and frequent.
- e. Ana Helton will talk to BP committee about moving the Meet and Greet to the 2nd week of April instead of having it in January, due to its proximity to the Lunch and Learn meeting that same week.

11. Announcements & Adjourn at 1:04 p.m.

12. Next Board Meeting: January 12, 2016 at GDHM 11:30 am – 1:00 pm