



**Austin Chapter of the Association of Legal Administrators**  
**BOARD MEETING AGENDA**  
**July 14, 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, Linda Siegert, Chassidy Deckard, Holly Monceaux and Ana Helton

Members not present: Christine Giles, Kelly Barker, Alan Odom, Mike McDearmon and Dea McCart

2. Interim e-mail decisions: None
3. Approval of June Board Meeting minutes: Summer Jurrells made a motion to accept the June minutes and Chassidy Deckard seconded the motion. Minutes are passed.
4. Treasurer's Report for June (see attachment): Reviewed and discussed by board.
5. Upcoming due dates, deadlines and responsibilities
  - a. July 28 – Early Bird deadline to register for Regional Conference in Boston
  - b. July 29 – Linda Siegert, Secretary, submit minutes to headquarters
  - c. July 29 – Dea McCart, Chair, Education Committee, submit Educational Summary Report to Headquarters
  - d. July 29 – Chapter, Complete ALA's 2016 Compensation & Benefits Survey
  - e. August 15 – Christine Giles, Chapter Treasurer, file 2015 tax return
6. Upcoming Educational Opportunities and Events
  - a. 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)
  - b. July 21-23 – Chapter Leadership Institute (CLI; 4 attending—Dettmann, Jurrells, Siegert-speaking, Monceaux) Holly Monceaux is approved to combine her CLI and committee chair stipend to fully cover her CLI expenses.
  - c. July 28 – Monthly Luncheon (Insurance for the Law Firm; Michelle Wade w/ Lockton)
  - d. August 10 – Small Firm Group Meeting

- e. August 18 – Monthly Luncheon (New date)
7. Old Business
- a. Status of Audit – Completed by Summer Jurrells and Linda Siegert on July 7, 2016. Summer and Linda gave Diane Dettmann the signed audit form on July 14, 2016.
  - b. Star Chapter
    - 1. Summer Jurrells is still working on getting credit card payment option set up on website. Transactions were originally set up as point of sale but need to be e-commerce to allow for online payment. Summer expects to have a resolution by July 15, 2016.
    - 2. Now that Star Chapter is fully functional, the board discussed each committee's responsibility for keeping the information updated. After much feedback and consideration, Linda Siegert made a motion for each committee chair to be directly responsible for creating, posting, communicating and updating the content and events they are responsible for directly on the website. The committee chair may delegate this task to a committee member, however, the chairperson remains responsible for the content being communicated. The goal of this decision is to ensure that each committee is fully integrated into Star Chapter, takes full responsibility for the content and events they manage, and is prepared to train the successor committee chairperson. Content included in the monthly newsletter should also be shared with the Communications Committee so it can be linked back to the event created by the chairperson (or the committee delegate). Chassidy Deckard seconded the motion and the vote was passed unanimously.
  - c. Results of Retreat Ideas Vote/Date – Based on the survey results, the chapter membership voted to hold the annual retreat at Goodnight. The event will be held on August 17, 2016 from 4:30-8:30 p.m.
  - d. ListServ solution/options – are we terminating it in favor of Star Chapter? Chassidy Deckard again pitched the idea of moving away from the listserv to the forum on the chapter website. After consideration, Diane Dettmann would like to revisit next month after gaining more insight.
8. New Business
- a. Membership renewal results – recruit at every opportunity – Diane Dettmann shared feedback from headquarters regarding membership recruitment.
  - b. Status of completed responsibilities for President's Award of Excellence – Diane Dettmann asked each committee chair to review their responsibilities on the President's Award of Excellence checklist. Committee Chairs are to provide an update, at the next board meeting, on what is complete and what still needs to be done.
  - c. Begin discussion regarding Managing Partner Breakfast – Diane Dettmann is starting to plan the 2017 Managing Partner Breakfast. She has asked for an introduction to

Federal Judge Robert Pittman to discuss the speaking opportunity. Should he not be available, she has a back-up plan. Diane also welcomed both speaker and topic ideas. Additionally, she will reach out to the Intercontinental Hotel to reserve a few potential dates. Based on quotes for the expo location, it was felt that our other hotel Business Partners were outside of our budget range.

9. Committee Reports – Reviewed and discussed by board. The compensation survey is ready and it was determined that Monday, July 18, 2016 is the best release date.
10. Open Business - None
11. Announcements & Adjourn – Adjourned at 12:58 p.m.
12. Next Board Meeting: August 11, 2016 (Summer Jurrells to lead)



## Treasurer's Report 06/30/16

<b><u>Bank Account balances at end of statement period:</u></b>	Checking	\$ 6,744.22
	Money Market	<u>\$50,607.14</u>
	<b>TOTAL</b>	<b>\$57,351.36</b>

### **Monthly activity:**

*Income:* \$1,871.24

- Lunch/Expo income: \$ 1,070.00
- BP Packages: \$ 675.00
- Member Dues: \$ 125.00
- Other: \$ 1.24

*Outgo:* \$15,269.26

- Chapter Monthly Lunches: \$ 0.00
- New Member Lunches: \$ 83.20
- Website: \$ 185.00
- Fees: \$ 3.93
- Stipends: \$14,976.13
- Various: \$ 21.00

**Cash Flow (current): Negative (\$13,398.02)**

### **Budget and Cash Flow Planning:**

- **Unreserved funds at month end: (\$6,852.46)** [Includes Money Market and checking.]  
An improvement of \$1,763.11 from last month.
- Cash Flow Projection: Real expenditures in black, projections in blue.
- Profit & Loss Budget vs. Actual (Full Year Budget). *[Note: this will not match the YTD exactly because it includes some actual transactions from the current month.]*
- Stipend/Scholarships: Robert Matta has not yet submitted for stipend reimbursement. Assuming he does, we will be about \$1800 under budget YTD, but some of those funds might be used to cover CLI or Regional.



**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>
<b>Revenue</b>													
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
<b>TOTAL REVENUE</b>	<b>4,186</b>	<b>1,426</b>	<b>1,476</b>	<b>801</b>	<b>925</b>	<b>3,000</b>	<b>4,740</b>	<b>6,725</b>	<b>36,050</b>	<b>11,351</b>	<b>7,001</b>	<b>5,976</b>	<b>83,657</b>
<b>Expenses</b>													
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
<b>TOTAL EXPENSES</b>	<b>807</b>	<b>20,405</b>	<b>5,450</b>	<b>11,485</b>	<b>1,240</b>	<b>2,910</b>	<b>14,277</b>	<b>7,821</b>	<b>2,825</b>	<b>4,021</b>	<b>3,782</b>	<b>8,968</b>	<b>83,991</b>
<b>Profit (Loss)</b>	<b>3,379</b>	<b>(18,979)</b>	<b>(3,974)</b>	<b>(10,684)</b>	<b>(315)</b>	<b>90</b>	<b>(9,537)</b>	<b>(1,096)</b>	<b>33,225</b>	<b>7,330</b>	<b>3,219</b>	<b>(2,992)</b>	<b>(334)</b>
Asset adj. (prepaids & AR)	95	85	85	85	85	85	85	85	(935)	85	85	85	10
<b>Net cash flow</b>	<b>3,474</b>	<b>(18,894)</b>	<b>(3,889)</b>	<b>(10,599)</b>	<b>(230)</b>	<b>175</b>	<b>(9,452)</b>	<b>(1,011)</b>	<b>32,290</b>	<b>7,415</b>	<b>3,304</b>	<b>(2,907)</b>	<b>(324)</b>
<b>Beginning Checking balance</b>	<b>5,724</b>	<b>9,198</b>	<b>10,304</b>	<b>11,415</b>	<b>10,816</b>	<b>10,586</b>	<b>10,761</b>	<b>11,309</b>	<b>10,298</b>	<b>7,588</b>	<b>15,003</b>	<b>8,307</b>	
Transfer (to) from MM		20,000	5,000	10,000			10,000		(35,000)		(10,000)		
<b>Ending Checking balance</b>	<b>9,198</b>	<b>10,304</b>	<b>11,415</b>	<b>10,816</b>	<b>10,586</b>	<b>10,761</b>	<b>11,309</b>	<b>10,298</b>	<b>7,588</b>	<b>15,003</b>	<b>8,307</b>	<b>5,400</b>	
<b>Money Market balance</b>	<b>60,603</b>	<b>40,603</b>	<b>35,603</b>	<b>25,603</b>	<b>25,603</b>	<b>25,603</b>	<b>15,603</b>	<b>15,603</b>	<b>50,603</b>	<b>50,603</b>	<b>60,603</b>	<b>60,603</b>	
<b>Total Cash in Hand</b>	<b>69,801</b>	<b>50,907</b>	<b>47,018</b>	<b>36,419</b>	<b>36,189</b>	<b>36,364</b>	<b>26,912</b>	<b>25,901</b>	<b>58,191</b>	<b>65,606</b>	<b>68,910</b>	<b>66,003</b>	

**Stipends & Scholarships**  
**2016-2017 Fiscal Year**

<b>Board Stipends - President</b>	Cap	Spent	Liability
International	2,400.00	2,335.55	64.45
Regional	2,000.00		2,000.00
<b>Total</b>	<b>4,400.00</b>	<b>2,335.55</b>	<b>2,064.45</b>

<b>Board Stipends - President Elect</b>	Cap	Spent	Liability
International	2,400.00	2,400.00	-
Regional	-		-
<b>Total</b>	<b>2,400.00</b>	<b>2,400.00</b>	<b>-</b>

*These are guidelines. As long as expenses for each event are reasonable the allocation two may be adjusted.*

<b>Board Stipends - Secr &amp; Treas</b>	Cap	Spent	Liability
Secretary	2,400.00	2,400.00	-
Treasurer	2,000.00	2,000.00	-
<b>Total</b>	<b>4,400.00</b>	<b>4,400.00</b>	<b>-</b>

*One event of their choice.*

<b>Committee Chair Stipends</b>	Cap	Spent	Liability
Business Partner	1,750.00	714.14	1,035.86
Communications	1,750.00		1,750.00
Community Relations	1,750.00		1,750.00
Compensation	-		-
Education	1,750.00		1,750.00
Membership	1,750.00	727.44	1,022.56
Strategic Alliances/Past Pres.	1,750.00		1,750.00
<b>Total</b>	<b>10,500.00</b>	<b>1,441.58</b>	<b>9,058.42</b>

<b>President-CLI</b>	<b>1,000.00</b>		<b>1,000.00</b>
<b>Pres Elect-CLI</b>	<b>1,000.00</b>		<b>1,000.00</b>

<b>Board Members/Chairs-CLI</b>	Cap	Spent	Liability
Secretary	750.00		750.00
Treasurer	-		-
Business Partner	750.00		750.00
Communications	750.00		750.00
Community Relations	750.00		750.00
Compensation	-		-
Education	-		-

Membership	750.00		750.00
Strategic Alliances/Past Pres.	-		-
<b>Total</b>	<b>3,750.00</b>	<b>-</b>	<b>3,750.00</b>

<b>Scholarship-Prior Year</b>	Cap	Spent	Liability
Helton BoL registration fee	1,150.00	1,149.00	1.00
Seamans, Jackson	1,250.00	1,250.00	-
Matta, Robt (Assoc-Alamo) / bkup M. Virga	1,250.00		1,250.00
<b>Total</b>	<b>3,650.00</b>	<b>2,399.00</b>	<b>1,251.00</b>

<b>Quest Scholarship</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-</b>
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<b>Scholarships-Non Board</b>	Cap	Spent	Liability
#1	1,750.00		1,750.00
#2	1,750.00		1,750.00
<b>Total</b>	<b>3,500.00</b>	<b>-</b>	<b>3,500.00</b>

*For any reasonable expenses related to an ALA conference, including registration, hotel, food.*

<b>Member Registration Fees</b>	Cap	Spent	Liability
#1	1,150.00		1,150.00
#2	1,150.00		1,150.00
<b>Total</b>	<b>2,300.00</b>	<b>-</b>	<b>2,300.00</b>

*Pay full early bird registration to any 1 ALA event.*

<b>Total Stipends &amp; Scholarships</b>	<b>38,900.00</b>	<b>14,976.13</b>	<b>23,923.87</b>
Difference from budget (should be zero)	-		

*These are guidelines. As long as expenses for each event are reasonable:*

Recipients of multiple stipends may shift allocations between events

Recipients attending the same event may pool their stipends

Board should offer forfeited scholarships to others if the budget permits

Awards should have expiration dates assigned, generally to be used by the next Internat  
at the discretion of the Board

Unused amounts are forfeited



## Austin Chapter - Association of Legal Administrators Balance Sheet As of June 30, 2016

	Jun 30, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checking	
General Operations (Unreserved)	-2,890.73
Communications Reserve	18.75
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	6,744.22
Frost Money Market	
MM General Reserves	-3,961.73
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	5,000.00
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	50,607.14
Total Checking/Savings	57,351.36
Other Current Assets	
Prepaid Expenses - Star Chapter	680.00
Total Other Current Assets	680.00
Total Current Assets	58,031.36
<b>TOTAL ASSETS</b>	<b>58,031.36</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	53,942.50
Net Income	-9,240.67
Total Equity	58,031.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>58,031.36</b>

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
 June 2016

	Jun 16	Apr - Jun 16
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Annual Sponsorship</b>		
Silver	675.00	2,680.00
<b>Total Annual Sponsorship</b>	675.00	2,680.00
<b>Education</b>		
Monthly Lunch Receipts	990.00	1,050.00
Seminars (Spring & Expo)	80.00	80.00
<b>Total Education</b>	1,070.00	1,130.00
<b>Membership Dues</b>	125.00	3,075.00
<b>Salary Survey</b>	0.00	500.00
<b>Total Income</b>	1,870.00	7,385.00
<b>Gross Profit</b>	1,870.00	7,385.00
<b>Expense</b>		
<b>Bank &amp; Credit Card Fees</b>	3.93	100.02
<b>Communications</b>		
Designer Fees	0.00	31.25
Website Monthly Fee	185.00	455.00
<b>Total Communications</b>	185.00	486.25
<b>Education Costs</b>		
Facility Rental	0.00	125.00
Lunches - Monthly meetings	0.00	778.80
<b>Total Education Costs</b>	0.00	903.80
<b>New Member Functions</b>		
New Member Lunches	83.20	83.20
<b>Total New Member Functions</b>	83.20	83.20
<b>Small Firm Group</b>	21.00	21.00
<b>Stipends &amp; Scholarships</b>		
Board Stipend- President	2,335.55	2,335.55
Board Stipend- President Elect	2,400.00	2,400.00
Board Stipend- Secr & Treas	4,400.00	4,400.00
Committee Chair Stipend	1,441.58	1,441.58
Quest Scholarship	2,000.00	2,000.00
Scholarships-Prior Year	2,399.00	2,399.00
Silent Auction Items	0.00	59.54
<b>Total Stipends &amp; Scholarships</b>	14,976.13	15,035.67
<b>Total Expense</b>	15,269.26	16,629.94
<b>Net Ordinary Income</b>	-13,399.26	-9,244.94
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Interest Income	1.24	4.27
<b>Total Other Income</b>	1.24	4.27
<b>Net Other Income</b>	1.24	4.27
<b>Net Income</b>	-13,398.02	-9,240.67



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

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

STATEMENT ISSUED 06-30-2016

064681

Page 1 of 3

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS C/O NOELKE MAPLES ETAL 901 S MOPAC EXPY STE II200 AUSTIN TX 78746



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Interested in accepting in-store, online or mobile credit and debit card payments? Frost Merchant Services can help. Contact Customer Service at (800)513-7678 to get started.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

Table with columns: BALANCE LAST STATEMENT, DEPOSITS (NO., AMOUNT), WITHDRAWALS (NO., AMOUNT), BALANCE THIS STATEMENT. Values: 10,058.48, 7, 11,866.07, 10, 15,097.13, 6,827.42

Activity Items Processed 47 Cash Processed \$180.00

DEPOSITS/CREDITS

Table with columns: DATE, TRANSACTION, AMOUNT, DATE, TRANSACTION, AMOUNT. Row: 06-17 DEPOSIT 1,745.00

Table with columns: DATE, AMOUNT, TRANSACTION, DESCRIPTION. Rows: 06-01 10,000.00 INTERNET FUND TRANSFER FROM ACCOUNT XXXXX0378; 06-14 .00 ELECTRONIC DEPOSIT BANKCARD PRE-NOTE 000020360041814; 06-17 .00 ELECTRONIC DEPOSIT BANKCARD PRE-NOTE 000020360041853; 06-21 .00 ELECTRONIC DEPOSIT BANKCARD PRE-NOTE 000020360041814; 06-22 121.07 ELECTRONIC DEPOSIT PAYPAL TRANSFER 5LNJ29PE7AY9E; 06-29 .00 ELECTRONIC DEPOSIT BANKCARD PRE-NOTE 000020360041814

CHECKS PAID

Table with columns: DATE, CHECK, AMOUNT, DATE, CHECK, AMOUNT, DATE, CHECK, AMOUNT. Rows: 06-27 1720 # 21.00 | 06-13 1724 # 2,483.62 | 06-13 1727 # 100.00; 06-13 1721 # 1,504.55 | 06-09 1725 # 1,409.52 | 06-10 1728 # 2,727.44; 06-10 1722 # 1,511.58 | 06-21 1726 # 1,250.00 | 06-20 1729 # 2,400.00; 06-09 1723 # 1,689.42

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

Table with columns: DATE, AMOUNT, TRANSACTION, DESCRIPTION. Rows: 06-07 .00 INTERNET STMT COPY REQ; 06-14 .00 ELECTRONIC DEBIT BANKCARD PRE-NOTE 000020360041814; 06-17 .00 ELECTRONIC DEBIT BANKCARD PRE-NOTE 000020360041853; 06-21 .00 ELECTRONIC DEBIT BANKCARD PRE-NOTE 000020360041814; 06-29 .00 ELECTRONIC DEBIT BANKCARD PRE-NOTE 000020360041814

DAILY BALANCE

Table with columns: DATE, BALANCE, DATE, BALANCE, DATE, BALANCE. Rows: 05-31 10,058.48 | 06-13 8,632.35 | 06-21 6,727.35; 06-01 20,058.48 | 06-14 8,632.35 | 06-22 6,848.42; 06-07 20,058.48 | 06-17 10,377.35 | 06-27 6,827.42; 06-09 16,959.54 | 06-20 7,977.35 | 06-29 6,827.42; 06-10 12,720.52



Frost

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

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

STATEMENT ISSUED 06-30-2016

Page 3 of 3

AUSTIN CHAPTER OF THE ASSOCIATION



DEPOSIT TICKET  
TOTAL DEPOSIT \$1,745.00  
DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

06/17/16	1745.00
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AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
Frost  
\$ 1,745.00  
⑆001721⑆ ⑆114000093⑆ 591209000⑆

06/17/16 #0 \$1,745.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/1/2016  
PAY TO THE ORDER OF Austin Bar Association \$ \*\*21.00  
Twenty-One and 00/100\*\*\*\*\*  
AUSTIN BAR ASSOCIATION  
816 Congress Ave., Ste 700  
Austin TX 78701  
MEMO Invoice 3327  
⑆001720⑆ ⑆114000093⑆ 591209000⑆

06/27/16 #1720 \$21.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/1/2016  
PAY TO THE ORDER OF Diane Detmann \$ \*\*1,504.55  
One Thousand Five Hundred Four and 55/100\*\*\*\*\*  
Diane Detmann  
14600 Sandy Side Drive  
Austin, TX 78728  
MEMO LA Conf 2016  
⑆001721⑆ ⑆114000093⑆ 591209000⑆

06/13/16 #1721 \$1,504.55

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/1/2016  
PAY TO THE ORDER OF Graves Dougherty Heaton & Moody, PC \$ \*\*1,511.58  
One Thousand Five Hundred Eleven and 58/100\*\*\*\*\*  
Graves Dougherty Heaton & Moody, P.C  
401 Congress Ave., Ste 2200  
Austin, TX 78701  
MEMO LA Conf 2016  
⑆001722⑆ ⑆114000093⑆ 591209000⑆

06/10/16 #1722 \$1,511.58

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/1/2016  
PAY TO THE ORDER OF Linda Siegel \$ \*\*1,689.42  
One Thousand Six Hundred Eighty-Nine and 42/100\*\*\*\*\*  
Linda Siegel  
MEMO LA Conf 2016  
⑆001723⑆ ⑆114000093⑆ 591209000⑆

06/09/16 #1723 \$1,689.42

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/1/2016  
PAY TO THE ORDER OF Noelle Maples St. Leger Bryant \$ \*\*2,483.62  
Two Thousand Four Hundred Eighty-Three and 82/100\*\*\*\*\*  
Noelle Maples St. Leger Bryant  
MEMO LA Conf 2016  
⑆001724⑆ ⑆114000093⑆ 591209000⑆

06/13/16 #1724 \$2,483.62

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/1/2016  
PAY TO THE ORDER OF Ana Helton \$ \*\*1,409.52  
One Thousand Four Hundred Nine and 52/100\*\*\*\*\*  
Ana Helton  
MEMO LA Conf 2016  
⑆001725⑆ ⑆114000093⑆ 591209000⑆

06/09/16 #1725 \$1,409.52

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/1/2016  
PAY TO THE ORDER OF Jackson Seamans \$ \*\*1,250.00  
One Thousand Two Hundred Fifty and 00/100\*\*\*\*\*  
Jackson Seamans  
13112 Blismark Drive  
Austin, TX 78748-1067  
MEMO LA Conf 2016  
⑆001726⑆ ⑆114000093⑆ 591209000⑆

06/21/16 #1726 \$1,250.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/1/2016  
PAY TO THE ORDER OF PaperStreet Web Design, Inc. \$ \*\*100.00  
One Hundred and 00/100\*\*\*\*\*  
PaperStreet Web Design, Inc.  
219 S.W. 17th St.  
Fort Lauderdale, FL 33315  
MEMO Invoice 37789  
⑆001727⑆ ⑆114000093⑆ 591209000⑆

06/13/16 #1727 \$100.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/8/2016  
PAY TO THE ORDER OF Chassidy Deckard \$ \*\*2,727.44  
Two Thousand Seven Hundred Twenty-Seven and 44/100\*\*\*\*\*  
Chassidy Deckard  
12020 Timber Heights Dr.  
Austin, TX 78754  
MEMO LA Conference  
⑆001728⑆ ⑆114000093⑆ 591209000⑆

06/10/16 #1728 \$2,727.44

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339 AUSTIN, TX 78767-0339  
8/8/2016  
PAY TO THE ORDER OF Summer Jurells \$ \*\*2,400.00  
Two Thousand Four Hundred and 00/100\*\*\*\*\*  
Summer Jurells  
MEMO 06/20/16 #1729 \$2,400.00  
LA Conference  
⑆001729⑆ ⑆114000093⑆ 591209000⑆

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07/06/16

## Austin Chapter - Association of Legal Administrators Reconciliation Summary

Frost Bank Checking, Period Ending 06/30/2016

	<u>Jun 30, 16</u>
Beginning Balance	10,058.48
Cleared Transactions	
Checks and Payments - 14 items	-24,561.32
Deposits and Credits - 8 items	21,330.26
Total Cleared Transactions	<u>-3,231.06</u>
Cleared Balance	<u><u>6,827.42</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-83.20
Total Uncleared Transactions	<u>-83.20</u>
Register Balance as of 06/30/2016	<u><u>6,744.22</u></u>
New Transactions	
Checks and Payments - 1 item	-2,250.00
Deposits and Credits - 1 item	700.00
Total New Transactions	<u>-1,550.00</u>
Ending Balance	<u><u>5,194.22</u></u>

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Bank Checking, Period Ending 06/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						10,058.48
<b>Cleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Check	06/01/2016	eft	Transfer	X	-5,587.75	-5,587.75
Check	06/01/2016	1724	Noelke Maples St. L...	X	-2,483.62	-8,071.37
Check	06/01/2016	1723	Linda Siegert	X	-1,689.42	-9,760.79
Check	06/01/2016	1722	Graves Dougherty ...	X	-1,511.58	-11,272.37
Check	06/01/2016	1721	Diane Dettmann	X	-1,504.55	-12,776.92
Check	06/01/2016	1725	Ana Helton	X	-1,409.52	-14,186.44
Check	06/01/2016	1726	Jackson Seamans	X	-1,250.00	-15,436.44
Check	06/01/2016	1725	Ana Helton	X	-1,149.00	-16,585.44
Check	06/01/2016	1727	PaperStreet Web D...	X	-1,000.00	-16,685.44
Check	06/01/2016	1720	Austin Bar Associati...	X	-21.00	-16,706.44
Check	06/08/2016	1728	Chassidy Deckard	X	-2,727.44	-19,433.88
Check	06/08/2016	1729	Summer Jurrells	X	-2,400.00	-21,833.88
Check	06/08/2016	1728	Chassidy Deckard	X	-2,000.00	-23,833.88
Check	06/08/2016	1728	Chassidy Deckard	X	-727.44	-24,561.32
Total Checks and Payments					-24,561.32	-24,561.32
<b>Deposits and Credits - 8 items</b>						
Check	06/01/2016	eft	Transfer	X	118.75	118.75
Check	06/01/2016	1725	Ana Helton	X	1,149.00	1,267.75
Check	06/01/2016	eft	Transfer	X	2,000.00	3,267.75
Check	06/01/2016	eft	Transfer	X	3,469.00	6,736.75
Check	06/01/2016	eft	Transfer	X	10,000.00	16,736.75
Check	06/08/2016	1728	Chassidy Deckard	X	2,727.44	19,464.19
Deposit	06/17/2016			X	1,745.00	21,209.19
Deposit	06/20/2016			X	121.07	21,330.26
Total Deposits and Credits					21,330.26	21,330.26
Total Cleared Transactions					-3,231.06	-3,231.06
Cleared Balance					-3,231.06	6,827.42
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	06/29/2016	DR	La Condesa		-83.20	-83.20
Total Checks and Payments					-83.20	-83.20
Total Uncleared Transactions					-83.20	-83.20
Register Balance as of 06/30/2016					-3,314.26	6,744.22
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	07/06/2016	1730	Readex Research I...		-2,250.00	-2,250.00
Total Checks and Payments					-2,250.00	-2,250.00
<b>Deposits and Credits - 1 item</b>						
Deposit	07/08/2016				700.00	700.00
Total Deposits and Credits					700.00	700.00
Total New Transactions					-1,550.00	-1,550.00
<b>Ending Balance</b>					<b>-4,864.26</b>	<b>5,194.22</b>



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

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

STATEMENT ISSUED  
06-30-2016

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Page 1 of 2

AUSTIN CHAPTER OF THE ASSOCIATION  
OF LEGAL ADMINISTRATORS  
C/O NOELKE MAPLES ETAL  
901 S MOPAC EXPY STE II200  
AUSTIN TX 78746



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and debit card payments? Frost Merchant Services can help.  
Contact Customer Service at (800)513-7678 to get started.

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

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
60,605.90	0	1.24	1	10,000.00	50,607.14

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-30	1.24	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-01	10,000.00	INTERNET FUND TRANSFER	TO ACCOUNT XXXXX9000
06-07	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05-31	60,605.90	06-07	50,605.90	06-30	50,607.14
06-01	50,605.90				

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07/06/16

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
Frost Money Market, Period Ending 06/30/2016

	<u>Jun 30, 16</u>
Beginning Balance	60,605.90
Cleared Transactions	
Checks and Payments - 4 items	-15,587.75
Deposits and Credits - 2 items	5,588.99
	<u>-9,998.76</u>
Total Cleared Transactions	
Cleared Balance	<u><b>50,607.14</b></u>
Register Balance as of 06/30/2016	50,607.14
Ending Balance	50,607.14



**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 06/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						60,605.90
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	06/01/2016	eft	Transfer	X	-10,000.00	-10,000.00
Check	06/01/2016	eft	Transfer	X	-3,469.00	-13,469.00
Check	06/01/2016	eft	Transfer	X	-2,000.00	-15,469.00
Check	06/01/2016	eft	Transfer	X	-118.75	-15,587.75
Total Checks and Payments					-15,587.75	-15,587.75
<b>Deposits and Credits - 2 items</b>						
Check	06/01/2016	eft	Transfer	X	5,587.75	5,587.75
Deposit	06/30/2016			X	1.24	5,588.99
Total Deposits and Credits					5,588.99	5,588.99
Total Cleared Transactions					-9,998.76	-9,998.76
Cleared Balance					-9,998.76	50,607.14
Register Balance as of 06/30/2016					-9,998.76	50,607.14
<b>Ending Balance</b>					<b>-9,998.76</b>	<b>50,607.14</b>



## **July 14, 2016 Board Meeting COMMITTEE REPORTS**

### **BUSINESS PARTNER RELATIONS COMMITTEE – Ana Helton**

- Ana and Summer will be working on finalizing the BP Registration for the Legal Expo this week. It is my intention to get it out to our BPs third week of July.
- Our next project is to have all BP events on our website. I am hoping to have events on the calendar 6 + month ahead.
- This year at the Legal Expo we will offer lunch to Silver BPs for a \$50 fee.
- Business Partner Committee will meet July 12 to discuss details for the Legal Expo and start working on 2017 Registration Packages.
- Linda Siegert created a Summary of BP Benefits that will be very helpful for our BPs and different committees.

### **COMMUNITY RELATIONS COMMITTEE – Mike McDearmon**

No report at this time.

### **COMPENSATION & BENEFITS COMMITTEE – Allen Odom**

The 2016 salary and benefits survey should be ready to open either tomorrow (Friday) or Monday. Monday would be best since no one is likely to work on the survey over the weekend. At any rate, we are very close, and the survey will open before the next Board meeting. Please advise if the Board feels the opening of the survey should be delayed.

### **EDUCATION & PROGRAMS COMMITTEE – Dea McCart**

No report at this time.

### **MEMBERSHIP COMMITTEE – Chassidy Deckard**

No report at this time.

### **COMMUNICATIONS COMMITTEE – Holly Monceaux**

We are working with the Business Partner Committee to get the registration open and available for BPs. We have also been working with the BP Committee to get the sponsorship pages into the format they have requested.

### **STRATEGIC ALLIANCES COMMITTEE – Kelly Barker**

No report at this time.

### **SMALL FIRM GROUP – Ana Helton & Christine Giles**

We had 7 people at our June meeting and had great discussions regarding payroll providers, HIPPA training, billing software and cloud computing. Our next meeting will be on July 13. We will have several people on vacation so I do not expect a huge turnout, however we will still have the meeting. In addition, Chris had a lunch meeting with the new ALA member, Suzie Cordoba, and invited her to our small firm group meetings. I will follow up with her next week before our small firm group meeting.