



**Austin Chapter of the Association of Legal Administrators**  
**BOARD MEETING AGENDA**  
**June 9, 2016 11:30 AM to 1:00 PM**  
**Graves Dougherty Hearon & Moody**  
**401 Congress Avenue, Suite 2200, Austin, TX**

1. Members present: Chassidy Deckard, Summer Jurrells, Linda Siegert, Diane Dettmann, Kelly Barker, Christine Giles, Ana Helton, Dea McCart  
  
Members not present: Mike McDearmon, Alan Odom
2. Interim e-mail decisions: Version 9 of Budget approved. (Motion by Linda Siegert, with a second by Summer Jurrells). The chapter will return to The Headliners for monthly luncheons as of June 2016.
3. Approval of May Board Meeting minutes: Summer Jurrells motioned to accept the minutes and Christine Giles seconded the motion. Minutes accepted.
4. Treasurer's Report for May (see attachment) – Report reviewed
5. Upcoming due dates and responsibilities
  - a. June 30 – Linda Siegert, Secretary, submit minutes to headquarters
  - b. June 30 – Dea McCart, Chair, Education Committee, submit Educational Summary Report to Headquarters
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. June 23 – Monthly Luncheon (new location)
  - c. July 21-23 – Chapter Leadership Institute (CLI) – Ana Helton, Summer Jurrells, Linda Siegert and Diane Dettmann are attending.
  - d. July 28 – Monthly Luncheon
7. Old Business

- a. Status of Calendar of Chapter Education/Programs – Dea McCart is finalizing and will share at the June 23<sup>rd</sup> luncheon. She will also share with Summer Jurrells to post on the new website.
  - b. Holiday Party Schedule – Diane Dettmann asked we all review our schedules for a potential date. It was decided to hold this event on December 1<sup>st</sup> at the offices of Husch Blackwell. The education committee will handle the food and beverages. The event will be held from 5:30 pm-07:30 pm.
  - c. Status of Audit – Christine Giles will send the box of files and flash drive to Summer Jurrells for Linda Siegert and Summer Jurrells to review and finalize.
  - d. Status of Star Chapter implementation – Go live date is 6/10/16.
    - Domain transfer is finally complete.
    - The officers all have a login and can view the site.
    - Summer Jurrells suggested we pull the Chapter record boxes from Safesite and scan/upload to new website
  - e. Retreat Ideas/Vote/Date – It was determined that we need to schedule the retreat date immediately since we are looking at an August time frame. Summer Jurrells will include the survey in the ATXConnect being released in the next day or so. Final vote date is 6/24/16 and will be announced at the monthly luncheon.
  - f. Follow up from Annual Conference – The chapter ATXConnect will reflect the minutes from the Region 4 meeting held at the annual conference along with a summary of conference events.
8. New Business
- a. ListServ solution/options – Summer Jurrells will research listserv options through Star Chapter. Chassidy Deckard expressed ongoing security and administrative issues with our current listserv.
  - b. Status of WorldPay application – Worldpay is almost ready for use. The 501C(6) documents are still needed for final payment setup. The hope is to utilize the new payment site for all chapter events starting in July.
  - c. Clarification on Secondary Member – Chassidy Deckard requested that a definition be added to the membership part of the website defining what a secondary member is.
9. Committee Reports - Attached
10. Open Business – The chapter proposed bylaws were approved by headquarters and can be sent to the membership for vote. The information will be sent via e-mail and the vote will be held at the next chapter luncheon.
11. Announcements & Adjourn – Adjournment at 12:45 pm.
12. Next Board Meeting: July 14, 2016



## Treasurer's Report 05/31/16

<b><u>Bank Account balances at end of statement period:</u></b>	Checking	\$10,058.48
	Money Market	<u>\$60,604.36</u>
	<b>TOTAL</b>	<b>\$70,662.84</b>

### **Monthly activity:**

*Income:* \$1,331.54

- Lunch/Expo income: \$ 0.00 I think some checks are pending
- BP Packages: \$ 1,330.00
- Other: \$ 1.54

*Outgo:* \$ 553.92

- Chapter Monthly Lunches (3): \$ 437.04
- Website: \$ 85.00
- Fees: \$ 31.88
- Various: \$ 0.00

**Cash Flow (current): Positive** **\$ 777.62**

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

- **Unreserved funds at month end: (\$8,615.57)** [Includes Money Market and checking.]  
An improvement of \$1,299.66 from last month. *Note: last month's unreserved figures were changed due to adjustments to budget.*
- Cash Flow Projection: Real expenditures in black, projections in blue.
- Profit & Loss Budget vs. Actual (Full Year Budget): Omitted due to time constraints *[Note: this will not match the YTD exactly because it includes some actual transactions from the current month.]*

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget:	Budget:	Actual	Projected	Budj:Pro		Proposed	% of	v. 9/5/16/16	Notes
		2 Years Ago	Ending Year	YTD: Ending Year	: Ending Year	j Variance: Ending Year		Budget: New Year	Expense		
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016		2016-2017			
Ordinary Income/Expense											
Income											
Annual Sponsorship											
	Totebag Sponsorship	500	500	500	500	0		500	0.6%		
	BP Credit to expo winner							(450)	-0.5%		
	Silver	14,800	10,175	22,025	25,425	(15,250)		27,000	32.1%		
	Gold	12,600	14,800	14,000	16,000	(1,200)		16,000	19.0%		
	Diamond	12,550	10,700	9,000	9,000	1,700		9,000	10.7%		
	Platinum	3,500	3,050	4,000	4,000	(950)		4,000	4.8%		
	<b>Total Annual Sponsorship</b>	<b>43,950</b>	<b>39,225</b>	<b>49,525</b>	<b>54,925</b>	<b>(15,700)</b>		<b>56,050</b>	<b>66.7%</b>		
Business Partner Expo											
	Additional Reps	1,050	800	700	700	100		700	0.8%		
	<b>Total Business Partner Fair</b>	<b>1,050</b>	<b>800</b>	<b>700</b>	<b>700</b>	<b>100</b>		<b>700</b>	<b>0.8%</b>		
Education											
	Monthly Lunch Receipts	6,300	3,500	4,070	4,070	(570)		7,000	8.3%		
	Seminars (Spring Seminar & Fall Expo)	3,000	3,600	3,150	4,350	(750)		3,600	4.3%		
	<b>Total Education</b>	<b>9,300</b>	<b>7,100</b>	<b>7,220</b>	<b>8,420</b>	<b>(1,320)</b>		<b>10,600</b>	<b>12.6%</b>		
	Chapter Retreats	0	0	0	0	0		0	0.0%		
	Membership Dues	11,000	10,000	5,025	9,400	600		9,800	11.7%		
	Salary Survey	6,000	6,000	5,875	5,875	125		6,500	7.7%		
	<b>Total Income</b>	<b>71,300</b>	<b>63,125</b>	<b>68,345</b>	<b>79,320</b>	<b>(16,195)</b>		<b>83,650</b>	<b>99.6%</b>		
Expense											
	Bank & Credit Card Fees	1,800	1,800	716	1,000	800		1,200	1.4%		
	Board Expenses										
	Advertising and Promotion	293	0	0	0	0		0	0.0%		

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget: 2 Years Ago	Budget: Ending Year	Actual YTD: Ending Year	Projected : Ending Year	Budj:Proj Variance: Ending Year	Proposed Budget: New Year	% of Expense	v. 9/5/16/16	
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016	2016-2017		Notes	
	Board Meetings	2,000	400	453	453	(53)	0	0.0%	GDHM donating parking	
	Board Retreat	350	100	123	373	(273)	200	0.2%		
	Chapter Awards/Gifts	750	200	0	0	200	200	0.2%	gift certs for attendance motivation	
	Strategic Alliances	3,000	1,000	0	0	1,000	150	0.2%		
	<b>Total Board Expenses</b>	<b>6,393</b>	<b>1,700</b>	<b>576</b>	<b>826</b>	<b>874</b>	<b>550</b>	<b>0.7%</b>		
	<b>Business Partner Expenses</b>									
	Business Partner Expo									
	A/V Rental	600	600	1,123	1,123	(523)	1,200	1.4%		
	Food & Beverage	4,000	4,000	5,787	5,787	(1,787)	6,300	7.5%		
	Facilities/Deposits	3,500	5,500	(4,000)	2,850	2,650	1,500	1.8%		
	Other	675	0	314	314	(314)	300	0.4%	BPAC under BP Events	
	Parking	500	500	160	160	340	180	0.2%		
	Photographs	325	0	0	0	0	0	0.0%		
	<b>Total Business Partner Expo</b>	<b>9,600</b>	<b>10,600</b>	<b>3,384</b>	<b>10,234</b>	<b>366</b>	<b>9,480</b>	<b>11.3%</b>		
	<b>BP Events</b>									
	BP Appreciation Party	558	2,500	2,234	2,234	266	2,750	3.3%		
	BP Meet & Greet	0	0	209	584	(584)	600	0.7%	new budget item	
	BPAC						250	0.3%		
	BP/Member Holiday Party	2,000	1,000	692	692	308	1,500	1.8%		
	<b>Total Vendor Appreciation Party</b>	<b>2,558</b>	<b>3,500</b>	<b>3,135</b>	<b>3,510</b>	<b>(10)</b>	<b>5,100</b>	<b>6.1%</b>		
	<b>Total Business Partner Expenses</b>	<b>12,158</b>	<b>14,100</b>	<b>6,519</b>	<b>13,744</b>	<b>356</b>	<b>14,580</b>	<b>17.4%</b>		
	Chapter Supplies/Logo	500	0	0	0	0	0	0.0%		
	Chapter Retreat	0	0	0	0	0	2,500	3.0%		
	Communications							0.0%		
	Author Incentives	300	0	0	0	0	0	0.0%		

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget:	Budget:	Actual	Projected	Budj:Pro		Proposed	% of	v. 9/5/16/16	
		2 Years Ago	Ending Year	YTD: Ending Year	: Ending Year	j Variance: Ending Year		Budget: New Year	Expense		
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016		2016-2017		Notes	
	Committee Meetings	100	0	0	0	0		0	0.0%		
	Designer Fees	10,000	1,500	0	600	900		250	0.3%		
	Maintenance	0	0	175	175	(175)		0	0.0%		
	Monthly Fee	1,200	1,200	1,200	1,200	0		935	1.1%	Change to Star Chapter	
	<b>Total Communications</b>	<b>11,600</b>	<b>2,700</b>	<b>1,375</b>	<b>1,975</b>	<b>725</b>		<b>1,185</b>	<b>1.4%</b>		
	<b>Community Challenge Expenses</b>	<b>2,500</b>	<b>500</b>	<b>0</b>	<b>400</b>	<b>100</b>		<b>300</b>	<b>0.4%</b>	excludes donations (in charitable)	
	<b>Education Costs</b>										
	Audio Visual	600	250	395	895	(645)		0	0.0%	No AV for Spring Seminar	
	Facility Rental	1,400	0	0	75	(75)		400	0.5%	8 LNL & 4 hrs Spring Seminar	
	Food for committee meetings		0	46	46	(46)		0	0.0%		
	Luncheon Giveaways		0	0	0	0		150	0.2%		
	Lunches-Education Seminar	3,000	1,300	0	1,200	100		800	1.0%		
	Lunches-Monthly meetings	6,900	6,000	7,406	7,406	(1,406)		7,000	8.3%		
	Parking	500	300	0	0	300		0	0.0%	garage is <\$10- most walk	
	Speakers- All events except MP Bkfst	12,000	2,000	0	0	2,000		1,000	1.2%		
	Webinars and Audio Conferences	500	265	480	480	(215)		0	0.0%		
	<b>Total Education Costs</b>	<b>24,900</b>	<b>10,115</b>	<b>8,327</b>	<b>10,102</b>	<b>13</b>		<b>9,350</b>	<b>11.1%</b>		
	<b>Insurance</b>										
	Fidelity Bond Premium	190	190	190	190	0		190	0.2%		
	<b>Total Insurance</b>	<b>190</b>	<b>190</b>	<b>190</b>	<b>190</b>	<b>0</b>		<b>190</b>	<b>0.2%</b>		
	<b>Managing Partner Breakfast</b>										
	MP Speaker	0	0	778	778	(778)		2,000	2.4%		
	MP Venue & Food	6,000	4,000	3,151	3,151	849		5,000	6.0%		
	<b>Managing Partner Breakfast</b>	<b>6,000</b>	<b>4,000</b>	<b>3,929</b>	<b>3,929</b>	<b>71</b>		<b>7,000</b>	<b>8.3%</b>		

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget: 2 Years Ago	Budget: Ending Year	Actual YTD: Ending Year	Projected : Ending Year	Budj:Proj Variance: Ending Year	Proposed Budget: New Year	% of Expense	v. 9/5/16/16	
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016	2016-2017		Notes	
<b>Miscellaneous Expense</b>										
	Charitable Contributions	750	100	0	750	(650)	1,500	1.8%	See comment	
	Gifts - other	100	100	65	65	35	300	0.4%		
	Other	100	100	0	0	100	0	0.0%		
	Post Office Box	128	128	136	136	(8)	136	0.2%		
<b>Total Miscellaneous Expense</b>		<b>1,078</b>	<b>428</b>	<b>201</b>	<b>951</b>	<b>(523)</b>	<b>1,936</b>	<b>2.3%</b>		
<b>New Member Functions</b>										
	Miscellaneous	500	0	0	0	0	0	0.0%		
	New Member Lunches	1,000	800	302	402	398	400	0.5%		
<b>Total New Member Functions</b>		<b>1,500</b>	<b>800</b>	<b>302</b>	<b>402</b>	<b>398</b>	<b>400</b>	<b>0.5%</b>		
<b>Stipends &amp; Scholarships</b>									See Stipends Tab for details on this section	
	Board Stipend - President	4,250	2,150	2,150	2,150	0	4,400	5.2%		
	Board Stipend - President Elect	4,250	4,150	3,937	3,937	213	2,400	2.9%		
	Board Stipends - Sec & Treas	12,000	4,150	3,754	3,754	396	4,400	5.2%		
	Committee Chair Stipends	0	6,000	3,749	3,749	2,251	10,500	12.5%		
	Chapter Dinners	1,450	0	0	0	0	0	0.0%		
	Board Members/Chairs-CLI	2,000	2,000	1,945	1,945	55	3,750	4.5%		
	President - CLI	1,000	1,000	0	0	1,000	1,000	1.2%		
	President Elect-CLI	500	0	105	105	(105)	1,000	1.2%	No longer paid by HQ	
	Quest Scholarship	2,000	2,000	2,000	2,000	0	2,000	2.4%		
	Scholarships-Non Board	6,000	2,000	1,980	1,980	20	3,500	4.2%	% of total expenses to board/chair	32.7%
	Member Registration Fees	3,750	2,000	0	0	2,000	2,300	2.7%	% of total expenses to general	13.6%
	Scholarship-Prior Year	0	2,000	0	0	2,000	3,650	4.3%	% of stipends to general members	29.4%
	Silent Auction Items	502	250	0	250	0	250	0.3%		
<b>Total Stipends &amp; Scholarships</b>		<b>37,702</b>	<b>27,700</b>	<b>19,620</b>	<b>19,870</b>	<b>7,830</b>	<b>39,150</b>	<b>46.6%</b>		

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget: 2 Years Ago	Budget: Ending Year	Actual YTD: Ending Year	Projected : Ending Year	Budj:Proj Variance: Ending Year	Proposed Budget: New Year	% of Expense	v. 9/5/16/16	
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016	2016-2017		Notes	
Salary Survey Costs		4,550	4,500	4,500	4,500	0	5,000	6.0%		
Small Firm Group		0	250	174	214	36	250	0.3%		
Visitor Hospitality		0	0	180	180	(180)	400	0.5%	new budget item	
<b>Total Expense</b>		<b>110,871</b>	<b>68,783</b>	46,609	58,283	10,500	<b>83,991</b>	100.0%		
<b>Net Ordinary Income</b>		<b>(39,571)</b>	<b>(5,658)</b>	21,736	21,037	(26,695)	<b>(341)</b>	-0.4%		
Other Income/Expense						0		0.0%		
Other Income						0		0.0%		
Interest Income		4	4	5	7	(3)	7	0.0%		
<b>Total Other Income</b>		<b>4</b>	<b>4</b>	5	7	(3)	<b>7</b>	0.0%		
<b>Net Other Income</b>		<b>4</b>	<b>4</b>	5	7	(3)	<b>7</b>	0.0%		
<b>Net Income</b>		<b>(39,567)</b>	<b>(5,654)</b>	21,741	21,044	(26,698)	<b>(334)</b>	-0.4%		



**Austin Chapter ALA  
Cash Flow Actual and Budget**

Black Numbers = Actual

Blue Numbers = projected/budgeted

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	1,330	675					3,925	35,000	10,300	3,000	2,500	57,405	
Member Dues	2,950				125				250	250	4,000	1,975	9,550	
Lunches & Seminars	60		800	800	800	3,000	740	800	800	800		1,500	10,100	
Salary Survey	500					0	4,000	2,000					6,500	
Chapter Retreat													0	
Other	1	2	1	1						1	1	1	8	
<b>TOTAL REVENUE</b>	<b>4,186</b>	<b>1,332</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>83,563</b>	
<b>Expenses</b>														
Bank/Paypal Fees	64	32	25	25	25	50	86	150	375	250	125		1,207	
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	437	800	800	800		740	800	800	800	0	493	6,937	
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			70		70			70		70			280	
Salary Survey				2,500			2,500						5,000	
Small Firm Group			25	25	25	25	21	21	20	21	21	21	225	
<b>TOTAL EXPENSES</b>	<b>807</b>	<b>554</b>	<b>25,100</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>83,790</b>	
<b>Profit (Loss)</b>	<b>3,379</b>	<b>778</b>	<b>(23,624)</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>(227)</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>863</b>	<b>(23,539)</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>(217)</b>	
<b>Beginning Checking balance</b>	5,724	9,198	10,059	(8,481)	(9,081)	(9,311)	(9,136)	(8,588)	(9,599)	(12,309)	(4,895)	(11,592)		
Transfer (to) from MM			5,000	10,000			10,000		(35,000)		(10,000)			
<b>Ending Checking balance</b>	9,198	10,059	(8,481)	(9,081)	(9,311)	(9,136)	(8,588)	(9,599)	(12,309)	(4,895)	(11,592)	(14,500)	<b>5,400</b>	
<b>Money Market balance</b>	60,603	60,605	55,606	45,607	45,607	45,607	35,607	35,607	70,607	70,608	80,609	80,610	<b>60,603</b>	
<b>Total Cash in Hand</b>	<b>69,801</b>	<b>70,664</b>	<b>47,125</b>	<b>36,526</b>	<b>36,296</b>	<b>36,471</b>	<b>27,019</b>	<b>26,008</b>	<b>58,298</b>	<b>65,713</b>	<b>69,017</b>	<b>66,110</b>	<b>66,003</b>	
													<b>Under (Over) Budget</b>	<b>96.62</b>

**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>	

**Business Partner Events**  
**2016-2017 Fiscal Year**

	Budget	Spent	Over (under)
Expo 2016	9,480.00		9,480.00
Meet & Greet 2017	600.00		600.00
Holiday 2016	1,500.00		1,500.00
Vendor Appr 2016	2,750.00		2,750.00
BPAC	250.00		250.00
Total	14,580.00	-	14,580.00

**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>-</b>	<b>2,400.00</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		1,750.00
Strategic Alliances/Past Pres.	1,750.00		1,750.00
<b>Total</b>	<b>10,500.00</b>	<b>714.14</b>	<b>9,785.86</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>

**Quest Scholarship** **2,000.00** **-** **2,000.00**

<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>9,848.69</b>	<b>29,051.31</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

**CLI 2016 Costs Estimate**  
per person

Registration	499
Gas	25
Meals	75
Hotel (w roommate) 4 nights	400
Total	999



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

	May 31, 16	Apr 30, 16
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>Frost Bank Checking</b>		
General Operations (Unreserved)	-9,064.85	-9,862.97
Community Relations	300.00	300.00
Education Reserve	500.00	0.00
Monthly Lunches Reserve	6,096.20	6,533.24
Stipend Reserve- Board & Chairs	12,227.13	12,227.13
<b>Total Frost Bank Checking</b>	10,058.48	9,197.40
<b>Frost Money Market</b>		
MM General Reserves	449.28	-52.26
MM BP Events Reserve	14,580.00	14,580.00
MM Charitable Reserve	1,500.00	1,500.00
MM Communications Reserve	1,053.75	1,053.75
MM Education Reserves	1,850.00	2,350.00
MM MP Breakfast Reserve	7,000.00	7,000.00
MM Retreat Reserve	2,500.00	2,500.00
MM Salary Survey Reserve	5,000.00	5,000.00
MM Stipend Reserve - CLI	5,750.00	5,750.00
MM Stipend Reserve - Board & Ch	9,472.87	9,472.87
MM Stipend Reserve - Quest & No	11,450.00	11,450.00
<b>Total Frost Money Market</b>	60,605.90	60,604.36
<b>Total Checking/Savings</b>	70,664.38	69,801.76
<b>Other Current Assets</b>		
Prepaid Expenses - Star Chapter	765.00	850.00
<b>Total Other Current Assets</b>	765.00	850.00
<b>Total Current Assets</b>	71,429.38	70,651.76
<b>TOTAL ASSETS</b>	<b>71,429.38</b>	<b>70,651.76</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Opening Bal Equity	13,329.53	13,329.53
Retained Earnings	53,942.50	53,942.50
Net Income	4,157.35	3,379.73
<b>Total Equity</b>	71,429.38	70,651.76
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>71,429.38</b>	<b>70,651.76</b>



## Austin Chapter - Association of Legal Administrators Profit & Loss May 2016

	May 16	Apr - May 16
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Annual Sponsorship</b>		
Silver	1,330.00	2,005.00
<b>Total Annual Sponsorship</b>	1,330.00	2,005.00
<b>Education</b>		
Monthly Lunch Receipts	0.00	60.00
<b>Total Education</b>	0.00	60.00
<b>Membership Dues</b>	0.00	2,950.00
<b>Salary Survey</b>	0.00	500.00
<b>Total Income</b>	1,330.00	5,515.00
<b>Gross Profit</b>	1,330.00	5,515.00
<b>Expense</b>		
<b>Bank &amp; Credit Card Fees</b>	31.88	96.09
<b>Communications</b>		
Designer Fees	0.00	31.25
Website Monthly Fee	85.00	270.00
<b>Total Communications</b>	85.00	301.25
<b>Education Costs</b>		
Facility Rental	125.00	125.00
Lunches - Monthly meetings	312.04	778.80
<b>Total Education Costs</b>	437.04	903.80
<b>Stipends &amp; Scholarships</b>		
Silent Auction Items	0.00	59.54
<b>Total Stipends &amp; Scholarships</b>	0.00	59.54
<b>Total Expense</b>	553.92	1,360.68
<b>Net Ordinary Income</b>	776.08	4,154.32
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Interest Income	1.54	3.03
<b>Total Other Income</b>	1.54	3.03
<b>Net Other Income</b>	1.54	3.03
<b>Net Income</b>	777.62	4,157.35



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

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

STATEMENT ISSUED  
05-31-2016

065004

Page 1 of 2

AUSTIN CHAPTER OF THE ASSOCIATION  
OF LEGAL ADMINISTRATORS  
C/O NOELKE MAPLES ETAL  
901 S MOPAC EXPY II-200  
AUSTIN TX 78746



0

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.

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

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
60,604.36	0	1.54	0	.00	60,605.90

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-31	1.54	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-03	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-29	60,604.36	05-03	60,604.36	05-31	60,605.90

Please notify us of any changes of address immediately. To change your address, follow these instructions.

- 1) Make changes to the address information shown on the front of this statement.
- 2) List all accounts which should be updated including Checking, Savings, Money Market, CDs and Loans.

Account Number \_\_\_\_\_ Account Number \_\_\_\_\_  
 Account Number \_\_\_\_\_ Account Number \_\_\_\_\_  
 Account Number \_\_\_\_\_ Account Number \_\_\_\_\_

Signature \_\_\_\_\_

- 3) Clip and return to the bank and address listed on the front of this statement.

### How to balance your checkbook:

This worksheet will help you balance your checkbook. Before you begin, you'll need your checkbook register, your statement and any outstanding transactions not entered in your register.

Worksheet		Check Number/ Other Debits	Amount
1. Enter balance shown on front of statement	\$ _____		
2. Subtract Line A (Checks / other debits not shown on this statement)	- \$ _____		
3. Subtotal	\$ _____		
4. Add Deposits / other credits not shown on statement	+ \$ _____		
> 5. <b>Your Account Balance</b>	\$ _____		
6. Enter Your checkbook balance	\$ _____		
7. Subtract any bank charges that have not been entered in your checkbook	- \$ _____		
8. Subtotal	\$ _____		
9. Add any interest or other credits appearing on your statement that have not been entered in your checkbook	+ \$ _____		
>10. <b>Adjusted Checkbook Balance</b>	\$ _____	Total (Line A)	

1. Be sure your checkbook register is complete. Verify that all outstanding transactions have been entered in your register.
2. Compare the check information on the front of the statement with your checkbook register. In your register, mark all the checks, ATM withdrawals or other debits on your statement to indicate that the funds have been withdrawn from your account. List any checks or other debits that are in your register, but not on your statement in the space provided above.
3. In your register, mark all deposits and other credits on your statement to indicate that the funds have been credited to your account. Write any deposits or other credits that are in your register, but not on your statement on Line 4.
4. To verify your statement balance, complete the worksheet above. Your account balance (Line 5) should match your adjusted checkbook balance figure (Line 10). If these balances are different, check the addition in your checkbook and review each step in the balancing procedure.

If you find any errors, please notify us immediately by calling the number or writing to the address listed on the front side of this statement. You should notify us of any errors within 60 days of receiving your statement.

3:00 PM

06/08/16

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
Frost Money Market, Period Ending 05/31/2016

	<u>May 31, 16</u>
Beginning Balance	60,602.87
Cleared Transactions	
Checks and Payments - 3 items	-9,972.87
Deposits and Credits - 5 items	9,975.90
Total Cleared Transactions	<u>3.03</u>
Cleared Balance	<b><u>60,605.90</u></b>
Register Balance as of 05/31/2016	60,605.90
New Transactions	
Checks and Payments - 4 items	-15,587.75
Deposits and Credits - 1 item	5,587.75
Total New Transactions	<u>-10,000.00</u>
Ending Balance	<b><u>50,605.90</u></b>

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 05/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						60,602.87
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
General Journal	04/01/2016	81682		X	-6,000.00	-6,000.00
General Journal	04/01/2016	81682		X	-3,472.87	-9,472.87
General Journal	05/04/2016	81683		X	-500.00	-9,972.87
Total Checks and Payments					-9,972.87	-9,972.87
<b>Deposits and Credits - 5 items</b>						
General Journal	04/01/2016	81682		X	3,472.87	3,472.87
General Journal	04/01/2016	81682		X	6,000.00	9,472.87
Deposit	04/30/2016			X	1.49	9,474.36
General Journal	05/04/2016	81683		X	500.00	9,974.36
Deposit	05/31/2016			X	1.54	9,975.90
Total Deposits and Credits					9,975.90	9,975.90
Total Cleared Transactions					3.03	3.03
Cleared Balance					3.03	60,605.90
Register Balance as of 05/31/2016					3.03	60,605.90
<b>New Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	06/01/2016	eft	Transfer		-10,000.00	-10,000.00
Check	06/01/2016	eft	Transfer		-3,469.00	-13,469.00
Check	06/01/2016	eft	Transfer		-2,000.00	-15,469.00
Check	06/01/2016	eft	Transfer		-118.75	-15,587.75
Total Checks and Payments					-15,587.75	-15,587.75
<b>Deposits and Credits - 1 item</b>						
Check	06/01/2016	eft	Transfer		5,587.75	5,587.75
Total Deposits and Credits					5,587.75	5,587.75
Total New Transactions					-10,000.00	-10,000.00
<b>Ending Balance</b>					<b>-9,996.97</b>	<b>50,605.90</b>



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

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

STATEMENT ISSUED  
05-31-2016

064976

Page 1 of 3

AUSTIN CHAPTER OF THE ASSOCIATION  
OF LEGAL ADMINISTRATORS  
C/O NOELKE MAPLES ETAL  
901 S MOPAC EXPY II-200  
AUSTIN TX 78746



0

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**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
9,197.40	2	1,310.12	3	449.04	10,058.48

Activity Items Processed 3 Cash Processed \$0.00

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-13	655.12	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ29LTTWUDN
05-26	655.00	WIRE TRANSFER	FROST BANK WIRE IN 02884

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
05-12	1718 #	125.00	05-26	1719 #	312.04			

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-03	.00	INTERNET STMT COPY REQ	
05-26	12.00	WIRE TRANSFER CHARGE	FROST BANK WIRE FEE 02884

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-29	9,197.40	05-12	9,072.40	05-26	10,058.48
05-03	9,197.40	05-13	9,727.52		

Please notify us of any changes of address immediately. To change your address, follow these instructions.

- 1) Make changes to the address information shown on the front of this statement.
- 2) List all accounts which should be updated including Checking, Savings, Money Market, CDs and Loans.

Account Number \_\_\_\_\_ Account Number \_\_\_\_\_  
 Account Number \_\_\_\_\_ Account Number \_\_\_\_\_  
 Account Number \_\_\_\_\_ Account Number \_\_\_\_\_

Signature \_\_\_\_\_

- 3) Clip and return to the bank and address listed on the front of this statement.

### How to balance your checkbook:

This worksheet will help you balance your checkbook. Before you begin, you'll need your checkbook register, your statement and any outstanding transactions not entered in your register.

Worksheet		Check Number/ Other Debits	Amount
1. Enter balance shown on front of statement	\$ _____		
2. Subtract Line A (Checks / other debits not shown on this statement)	- \$ _____		
3. Subtotal	\$ _____		
4. Add Deposits / other credits not shown on statement	+ \$ _____		
> 5. <b>Your Account Balance</b>	\$ _____		
6. Enter Your checkbook balance	\$ _____		
7. Subtract any bank charges that have not been entered in your checkbook	- \$ _____		
8. Subtotal	\$ _____		
9. Add any interest or other credits appearing on your statement that have not been entered in your checkbook	+ \$ _____		
>10. <b>Adjusted Checkbook Balance</b>	\$ _____	Total (Line A)	

1. Be sure your checkbook register is complete. Verify that all outstanding transactions have been entered in your register.
2. Compare the check information on the front of the statement with your checkbook register. In your register, mark all the checks, ATM withdrawals or other debits on your statement to indicate that the funds have been withdrawn from your account. List any checks or other debits that are in your register, but not on your statement in the space provided above.
3. In your register, mark all deposits and other credits on your statement to indicate that the funds have been credited to your account. Write any deposits or other credits that are in your register, but not on your statement on Line 4.
4. To verify your statement balance, complete the worksheet above. Your account balance (Line 5) should match your adjusted checkbook balance figure (Line 10). If these balances are different, check the addition in your checkbook and review each step in the balancing procedure.

If you find any errors, please notify us immediately by calling the number or writing to the address listed on the front side of this statement. You should notify us of any errors within 60 days of receiving your statement.



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


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

STATEMENT ISSUED  
05-31-2016


Page 3 of 3

AUSTIN CHAPTER OF THE ASSOCIATION



<b>AUSTIN CHAPTER OF THE ASSOCIATION</b> OF LEGAL ADMINISTRATORS PO BOX 338 AUSTIN, TX 78767-0338		1718 5/12/16
PAY TO THE ORDER OF Husch Blackwell, LLP	\$ **125.00	5/2/2016
One Hundred Twenty-Five and 00/100		
Husch Blackwell, LLP Attn: C. Deckerd 111 Congress Ave. Ste. 1400 Austin, TX 78701	TWO SIGNATURES REQUIRED OVER \$500 	DOLLARS
MEMO Invoice 001 dated 4/14/16		
*001718* 114000931 59209000*		

05/12/16 #1718 \$125.00

<b>AUSTIN CHAPTER OF THE ASSOCIATION</b> OF LEGAL ADMINISTRATORS PO BOX 338 AUSTIN, TX 78767-0338		1719 5/20/16
PAY TO THE ORDER OF Bonnie Zook	\$ **312.04	5/20/2016
Three Hundred Twelve and 04/100		
Bonnie Zook 40 Slack + Davis 2705 Bee Cave Rd #220 Austin TX 78746	TWO SIGNATURES REQUIRED OVER \$500 	DOLLARS
MEMO Monthly luncheon 5/19/16		
*001719* 114000931 59209000*		

05/26/16 #1719 \$312.04





2:58 PM

06/08/16

## Austin Chapter - Association of Legal Administrators Reconciliation Summary

Frost Bank Checking, Period Ending 05/31/2016

	<u>May 31, 16</u>
Beginning Balance	9,197.40
Cleared Transactions	
Checks and Payments - 4 items	-949.04
Deposits and Credits - 3 items	1,810.12
Total Cleared Transactions	<u>861.08</u>
Cleared Balance	<b><u>10,058.48</u></b>
Register Balance as of 05/31/2016	10,058.48
New Transactions	
Checks and Payments - 10 items	-16,706.44
Deposits and Credits - 5 items	16,736.75
Total New Transactions	<u>30.31</u>
Ending Balance	<b><u>10,088.79</u></b>

## Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 05/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,197.40
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	05/02/2016	1718	Husch Blackwell, LLP	X	-125.00	-125.00
General Journal	05/04/2016	81683		X	-500.00	-625.00
Check	05/20/2016	1719	Bonnie Zook	X	-312.04	-937.04
Check	05/26/2016	fee	Frost Bank	X	-12.00	-949.04
Total Checks and Payments					-949.04	-949.04
<b>Deposits and Credits - 3 items</b>						
General Journal	05/04/2016	81683		X	500.00	500.00
Deposit	05/11/2016			X	655.12	1,155.12
Deposit	05/26/2016			X	655.00	1,810.12
Total Deposits and Credits					1,810.12	1,810.12
Total Cleared Transactions					861.08	861.08
Cleared Balance					861.08	10,058.48
Register Balance as of 05/31/2016					861.08	10,058.48
<b>New Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	06/01/2016	eft	Transfer		-5,587.75	-5,587.75
Check	06/01/2016	1724	Noelke Maples St. L...		-2,483.62	-8,071.37
Check	06/01/2016	1723	Linda Siegert		-1,689.42	-9,760.79
Check	06/01/2016	1722	Graves Dougherty ...		-1,511.58	-11,272.37
Check	06/01/2016	1721	Diane Dettmann		-1,504.55	-12,776.92
Check	06/01/2016	1725	Ana Helton		-1,409.52	-14,186.44
Check	06/01/2016	1726	Jackson Seamans		-1,250.00	-15,436.44
Check	06/01/2016	1725	Ana Helton		-1,149.00	-16,585.44
Check	06/01/2016	1727	PaperStreet Web D...		-100.00	-16,685.44
Check	06/01/2016	1720	Austin Bar Associati...		-21.00	-16,706.44
Total Checks and Payments					-16,706.44	-16,706.44
<b>Deposits and Credits - 5 items</b>						
Check	06/01/2016	eft	Transfer		118.75	118.75
Check	06/01/2016	1725	Ana Helton		1,149.00	1,267.75
Check	06/01/2016	eft	Transfer		2,000.00	3,267.75
Check	06/01/2016	eft	Transfer		3,469.00	6,736.75
Check	06/01/2016	eft	Transfer		10,000.00	16,736.75
Total Deposits and Credits					16,736.75	16,736.75
Total New Transactions					30.31	30.31
<b>Ending Balance</b>					<b>891.39</b>	<b>10,088.79</b>



## **June 9, 2016 Board Meeting COMMITTEE REPORTS**

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

- James, Linda and Ana made the updates to the ALA Rules and Regulations for the 2016 Legal Expo (Danelle with Stephen F. Austin updated the hotel requirements section).
- Business Partners Relations committee had a chance to review the draft of the 2016 Legal Expo Registration form.
- With Summer's help this month we will start working with our website company on the 2016 Expo Registration form.

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

No report at this time.

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

No report at this time.

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

No report at this time.

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

1. Lunch with Quency Perkins- Houston Office Manager and Firm Benefits Manager at Munsch Hardt
  - a. Interested in becoming a secondary member
2. New member- Suzie Cordoba, Office manager at Weisbart Springer Hayes

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

- Our go live with Star Chapter is scheduled for Thursday 6/9. Many thanks to Christine Giles and her work to get the WorldPay aspect of the site up and running. An Expo registration page and form are being worked on by Star Chapter and should be ready for feedback within the next week.

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

No report at this time.

### **SMALL FIRM GROUP – Christine Giles**

No report at this time.