



Austin Chapter of the Association of Legal Administrators
BOARD MEETING MINUTES
May 12, 2016 11:30am to 1:00 pm
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Members present: Diane Dettmann, Summer Jurrells, Christine Giles, Kelly Barker, Dea McCart, Holly Monceaux Pulido and Ana Helton

Members not present: Chassidy Deckard, Allen Odom, Mike McDearmon and Linda Siegert

2. Interim e-mail decisions: Agreed on proposed amendments to Chapter Bylaws
3. Approval of April Board Meeting minutes (see attachment) – Holly Monceaux Pulido motioned to approve the minutes and Kelly Barker seconded the motion.
4. Treasurer’s Report for April (see attachment) – The Treasurer’s report was reviewed with the board during budget discussions. Christine Giles requested that all chairs review the timing of the projected budget amounts for accuracy.
5. Upcoming due dates and responsibilities
 - a. May 31 – Linda Siegert, Secretary, submit minutes to headquarters
 - b. May 31 –Dea McCart, Chair, Education Committee, submit Educational Summary Report to Headquarters
6. Upcoming Educational Opportunities and Events
 - a. May 19 – Monthly Luncheon– Reminders are being sent to showcase the event.
 - b. May 22-25-ALA Annual Conference, Los Angeles CA – Diane Dettmann requested that all attendees provide a written review of their time at the conference to share with the chapter.
7. Old Business
 - a. Proposed Bylaws Amendments submitted to ALA 5/11/16- Proposed bylaws were submitted and Diane Dettmann expressed great gratitude to Kelly Barker and the entire taskforce for their work on the bylaws.

- b. Status of Audit- Summer Jurrells and Linda Siegert will need to complete the audit per the bylaws instead of Dea McCart and Ana Helton, as previously assigned.
- c. Status of Star Chapter conversion – Summer Jurrells reported the transfer of the domain was proving difficult because the domain had been setup with an individual’s information and not the chapter’s making it difficult to communicate with Network Solutions about the domain. It was suggested that we contact Nicole Larson to find out if they have a copy of the 501c documentation. Kelly Barker said he would share the inventory of documents/boxes that was done by Shary Tutt.
- d. Monthly luncheons - Other options were considered such as Dine and the St. David’s Episcopal Church, none could offer the space consistently and within the pricing that we needed. There aren’t parking options at Headliners. Dea McCart agreed to contact Headliners about coming back and what the pricing would be and what the parking solution would be for our members. Ana Helton said she would talk to our business partners with car services about picking up on meeting days. The monthly luncheon budget should be set to break even between income and expense.
- e. Budget changes- email vote will be done on the budget after Christine Giles made the changes below.
 - i. Salary Survey income needed to be changed to \$6000.00
 - ii. Change Strategic Alliance budget to \$150
 - iii. Per Diane Dettmann change MP speaker budget to \$2000 (Bob Pittman)
 - iv. Timing change- BPAC will be done after Expo- NOT in July

8. New Business

- a. Compensation Survey- Allen Odom anticipates the same release dates for the survey. Ana Helton requested specs from Allen Odom for the ¼ page ads in the survey and said that BP committee would collect the ads and send over to Allen Odom for use in the survey.
- b. Board Retreat/Date – Holly Monceaux Pulido shared a few of the retreat ideas that had been sent in by membership- The Goodnight, Painting With a Twist, dance classes. Ana Helton suggested a happy hour, James Cornell had sent in a community service event as an idea. Holly Monceaux Pulido agreed to do some more research and get an email out to the board to continue the discussion.

9. Committee Reports – Attached

10. Announcements & Adjourn – Adjourn at 1:06 pm.

11. Next Board Meeting: June 9, 2016



Treasurer's Report 04/30/2016

<u>Bank Account balances at end of statement period:</u>	Checking	\$ 9,197.40
	Money Market	<u>\$60,604.36</u>
	TOTAL	\$69,801.76

Monthly activity:

Income: \$ 4,186.49

- Lunch/Expo income: \$ 60.00
- BP Packages: \$ 675.00
- Member Dues: \$ 2,950.00
- Other: \$ 501.49

Outgo: \$ 806.76

- Chapter Monthly Lunches (3): \$ 466.76
- Website: \$ 216.25
- PayPal Fees: \$ 64.21
- Various: \$ 59.54

Cash Flow (current): Positive **\$ 3,379.73**

Budget and Cash Flow Planning:

- **Unreserved funds at month end: (\$8,730.23)** [Includes Money Market and checking.]
- **Reserves based on budget version 8, which at the time of this report was still not approved by the Board.**
- Cash Flow Projection: *All Chairs, please review the monthly timing of the expenditures to see if they seem reasonable to you. [Note for CF Actual: Real expenditures in black, projections in blue.]*
- Profit & Loss Budget vs. Actual (Full Year Budget): omitted pending finalization of the budget. *[Note: this will not match the YTD exactly because it includes some actual transactions from the current month.]*
-

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							3,925	35,000	10,300	3,000	2,500	55,400
Member Dues	2,950	250							250	250	4,000	1,975	9,675
Lunches & Seminars	60	500	800	800	800	3,000	0	800	540	800		1,500	9,600
Salary Survey	500					0	5,000	3,000	1,500				10,000
Chapter Retreat													0
Other	1	1	1	1						1	1	1	7
TOTAL REVENUE	4,186	751	801	801	800	3,000	5,000	7,725	37,290	11,351	7,001	5,976	84,682
Expenses													
Bank/Paypal Fees	64	25	25	25	25	50	86	150	375	250	125		1,200
Board				50			50				100	250	450
Strategic Alliances			250										250
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			800	540	800	0	493	6,000
Education (excl. Mo. Meals)						1,250						1,100	2,350
Insurance					190								190
MP Breakfast						1,250						6,250	7,500
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	5,550	11,735	1,240	2,910	13,287	7,821	2,565	4,021	3,832	9,468	83,641
Profit (Loss)	3,379	(19,654)	(4,749)	(10,934)	(440)	90	(8,287)	(96)	34,725	7,330	3,169	(3,492)	1,041
Asset adj. (prepaids & AR)	95	75	85	85	85	85	85	85	(935)	85	85	85	0
Net cash flow	3,474	(19,579)	(4,664)	(10,849)	(355)	175	(8,202)	(11)	33,790	7,415	3,254	(3,407)	1,041
Beginning Checking balance	5,724	9,198	9,619	9,955	9,106	8,751	8,926	10,724	10,713	9,503	16,918	10,172	
Transfer (to) from MM		20,000	5,000	10,000				10,000	(35,000)		(10,000)		
Ending Checking balance	9,198	9,619	9,955	9,106	8,751	8,926	10,724	10,713	9,503	16,918	10,172	6,765	
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	50,222	45,558	34,709	34,354	34,529	26,327	26,316	60,106	67,521	70,775	67,368	

Stipends & Scholarships
2016-2017 Fiscal Year

Board Stipends - President	Cap	Spent	Liability
International	2,400.00		2,400.00
Regional	2,000.00		2,000.00
Total	4,400.00	-	4,400.00

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

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

Board Stipends - Secr & Treas	Cap	Spent	Liability
Secretary	2,400.00		2,400.00
Treasurer	2,000.00		2,000.00
Total	4,400.00	-	4,400.00

One event of their choice.

Committee Chair Stipends	Cap	Spent	Liability
Business Partner	1,750.00		1,750.00
Communications	1,750.00		1,750.00
Community Relations	1,750.00		1,750.00
Compensation	-		- <i>declined</i>
Education	1,750.00		1,750.00
Membership	1,750.00		1,750.00
Strategic Alliances/Past Pres.	1,750.00		1,750.00
Total	10,500.00	-	10,500.00

President-CLI	1,000.00		1,000.00
Pres Elect-CLI	1,000.00		1,000.00

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

CLI 2016 Costs Estimate
per person

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

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
			-
Total	14,330.00	-	14,330.00

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

	Apr 30, 16	Mar 31, 16
ASSETS		
Current Assets		
Checking/Savings		
Frost Bank Checking		
General Operations (Unreserved)	-8,862.97	-6,598.87
Future Budget Income Reserve	0.00	7,400.99
BP Events Reserve	0.00	931.52
Communications Reserve	0.00	171.25
Community Relations	300.00	250.00
Education Reserve	0.00	2,520.37
Monthly Lunches Reserve	5,533.24	-1,801.34
MP Breakfast Reserve	0.00	-176.15
Stipend Reserve- CLI	0.00	949.80
Stipend Reserve- Board & Chairs	12,227.13	509.54
Stipend Reserve- Quest & Non-Bo	0.00	2,019.58
Vendor Parties Reserve	0.00	246.27
Website Redesign	0.00	-699.00
Total Frost Bank Checking	9,197.40	5,723.96
Frost Money Market		
MM General Reserves	132.74	1.48
MM Future Budget Income Res.	0.00	51,351.39
MM BP Events Reserve	14,580.00	4,250.00
MM Charitable Reserve	1,500.00	0.00
MM Communications Reserve	118.75	0.00
MM Education Reserves	2,350.00	0.00
MM MP Breakfast Reserve	7,500.00	0.00
MM Retreat Reserve	2,500.00	0.00
MM Salary Survey Reserve	5,000.00	0.00
MM Stipend Reserve - CLI	5,750.00	0.00
MM Stipend Reserve - Board & Ch	9,472.87	5,000.00
MM Stipend Reserve - Quest & No	11,700.00	0.00
Total Frost Money Market	60,604.36	60,602.87
Total Checking/Savings	69,801.76	66,326.83
Other Current Assets		
Prepaid Expenses - Star Chapter	850.00	935.00
Due From C. Giles	0.00	10.20
Total Other Current Assets	850.00	945.20
Total Current Assets	70,651.76	67,272.03
TOTAL ASSETS	70,651.76	67,272.03
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity	13,329.53	13,329.53
Retained Earnings	53,942.50	22,669.24
Net Income	3,379.73	31,273.26
Total Equity	70,651.76	67,272.03
TOTAL LIABILITIES & EQUITY	70,651.76	67,272.03

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2016

	<u>Apr 16</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	675.00
Total Annual Sponsorship	675.00
Education	
Monthly Lunch Receipts	60.00
Total Education	60.00
Membership Dues	2,950.00
Salary Survey	500.00
Total Income	4,185.00
Gross Profit	4,185.00
Expense	
Bank & Credit Card Fees	64.21
Communications	
Designer Fees	31.25
Website Monthly Fee	185.00
Total Communications	216.25
Education Costs	
Lunches - Monthly meetings	466.76
Total Education Costs	466.76
Stipends & Scholarships	
Silent Auction Items	59.54
Total Stipends & Scholarships	59.54
Total Expense	806.76
Net Ordinary Income	3,378.24
Other Income/Expense	
Other Income	
Interest Income	1.49
Total Other Income	1.49
Net Other Income	1.49
Net Income	<u><u>3,379.73</u></u>



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

STATEMENT ISSUED 04-29-2016

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



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FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

Summary table with columns: BALANCE LAST STATEMENT, DEPOSITS (NO., AMOUNT), WITHDRAWALS (NO., AMOUNT), BALANCE THIS STATEMENT. Values: 7,123.96, 5, 4,130.99, 5, 2,057.55, 9,197.40

Activity Items Processed 22 Cash Processed \$10.20

DEPOSITS/CREDITS

Table with columns: DATE, TRANSACTION, AMOUNT, DATE, TRANSACTION, AMOUNT. Includes deposit of 1,360.20 on 04-05 and 810.00 on 04-25.

Table with columns: DATE, AMOUNT, TRANSACTION, DESCRIPTION. Includes electronic deposits from PAYPAL on 04-04, 04-14, and 04-21.

CHECKS PAID

Table with columns: DATE, CHECK, AMOUNT, DATE, CHECK, AMOUNT, DATE, CHECK, AMOUNT. Includes checks of 1,350.00, 50.00, 131.25, and 59.54.

* A BREAK IN CHECK NUMBER SEQUENCE # RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

Table with columns: DATE, AMOUNT, TRANSACTION, DESCRIPTION. Includes internet stmt copy req and debit card purchase at Alonti Cafe & Ca.

DAILY BALANCE

Table with columns: DATE, BALANCE, DATE, BALANCE, DATE, BALANCE. Shows balances from 03-31 to 04-29.

4:00 PM

05/02/16

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 04/30/2016

	<u>Apr 30, 16</u>
Beginning Balance	7,123.96
Cleared Transactions	
Checks and Payments - 7 items	-11,530.42
Deposits and Credits - 7 items	13,603.86
Total Cleared Transactions	<u>2,073.44</u>
Cleared Balance	<u>9,197.40</u>
Register Balance as of 04/30/2016	9,197.40
New Transactions	
Checks and Payments - 1 item	-50.00
Total New Transactions	<u>-50.00</u>
Ending Balance	<u>9,147.40</u>

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 04/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,123.96
Cleared Transactions						
Checks and Payments - 7 items						
Check	03/09/2016	1710	Stephen F. Austin H...	X	-1,350.00	-1,350.00
Check	03/29/2016	1715	Davidson Troilo Re...	X	-50.00	-1,400.00
General Journal	04/01/2016	81682		X	-6,000.00	-7,400.00
General Journal	04/01/2016	81682		X	-3,472.87	-10,872.87
Check	04/05/2016	1716	PaperStreet Web D...	X	-131.25	-11,004.12
Check	04/12/2016	1717	Diane Dettmann	X	-59.54	-11,063.66
Check	04/29/2016	DR	Alonti	X	-466.76	-11,530.42
Total Checks and Payments					-11,530.42	-11,530.42
Deposits and Credits - 7 items						
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	04/04/2016			X	847.49	10,320.36
Deposit	04/05/2016			X	1,360.20	11,680.56
Deposit	04/12/2016			X	871.16	12,551.72
Deposit	04/20/2016			X	242.14	12,793.86
Deposit	04/21/2016			X	810.00	13,603.86
Total Deposits and Credits					13,603.86	13,603.86
Total Cleared Transactions					2,073.44	2,073.44
Cleared Balance					2,073.44	9,197.40
Register Balance as of 04/30/2016					2,073.44	9,197.40
New Transactions						
Checks and Payments - 1 item						
Check	05/02/2016		Husch Blackwell, LLP		-50.00	-50.00
Total Checks and Payments					-50.00	-50.00
Total New Transactions					-50.00	-50.00
Ending Balance					2,023.44	9,147.40



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04-29-2016

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



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and debit card payments? Frost Merchant Services can help.
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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
60,602.87	0	1.49	0	.00	60,604.36

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-30	1.49	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
04-07	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
03-31	60,602.87	04-07	60,602.87	04-29	60,604.36

4:03 PM

05/02/16

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 - 2 items	-9,472.87
Deposits and Credits - 3 items	9,474.36
Total Cleared Transactions	<u>1.49</u>
Cleared Balance	<u>60,604.36</u>
Register Balance as of 05/31/2016	60,604.36
Ending Balance	60,604.36

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

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						60,602.87
Cleared Transactions						
Checks and Payments - 2 items						
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
Total Checks and Payments					-9,472.87	-9,472.87
Deposits and Credits - 3 items						
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
Total Deposits and Credits					9,474.36	9,474.36
Total Cleared Transactions					1.49	1.49
Cleared Balance					1.49	60,604.36
Register Balance as of 05/31/2016					1.49	60,604.36
Ending Balance					1.49	60,604.36

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget:	Budget:	Actual	Projected	j	Proposed	% of	v. 8 4/21/2016	
		2 Years Ago	Ending Year	YTD: Ending Year	: Ending Year	Variance: Ending Year	Budget: New Year	Expense		
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016	2016-2017		Notes	
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)	25,650	30.7%	adding new BP per LS	
	Gold	12,600	14,800	14,000	16,000	(1,200)	16,000	19.1%		
	Diamond	12,550	10,700	9,000	9,000	1,700	9,000	10.8%		
	Platinum	3,500	3,050	4,000	4,000	(950)	4,000	4.8%		
Total Annual Sponsorship		43,950	39,225	49,525	54,925	(15,700)	54,700	65.4%		
Business Partner Expo										
	Additional Reps	1,050	800	700	700	100	700	0.8%		
Total Business Partner Fair		1,050	800	700	700	100	700	0.8%		
Education										
	Monthly Lunch Receipts	6,300	3,500	4,070	4,070	(570)	6,000	7.2%	25 guests x \$30 x 8 mo	
	Seminars (Spring Seminar & Fall Expo)	3,000	3,600	3,150	4,350	(750)	3,600	4.3%		
Total Education		9,300	7,100	7,220	8,420	(1,320)	9,600	11.5%		
Chapter Retreats		0	0	0	0	0	0	0.0%		
Membership Dues		11,000	10,000	5,025	9,400	600	9,675	11.6%		
Salary Survey		6,000	6,000	5,875	5,875	125	10,000	12.0%		
Total Income		71,300	63,125	68,345	79,320	(16,195)	84,675	101.2%		
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%		
	Board Meetings	2,000	400	453	453	(53)	0	0.0%	GDHM donating parking	

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget:	Budget:	Actual	Projected	j	Proposed	% of	v. 8 4/21/2016	
		2 Years Ago	Ending Year	YTD: Ending Year	: Ending Year	Variance: Ending Year	Budget: New Year	Expense		
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016	2016-2017		Notes	
	Board Retreat	350	100	123	373	(273)	250	0.3%		
	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	250	0.3%		
Total Board Expenses		6,393	1,700	576	826	874	700	0.8%		
Business Partner Expenses										
	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%		
Total Business Partner Expo		9,600	10,600	3,384	10,234	366	9,480	11.3%		
BP Events										
	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%		
Total Vendor Appreciation Party		2,558	3,500	3,135	3,510	(10)	5,100	6.1%		
Total Business Partner Expenses		12,158	14,100	6,519	13,744	356	14,580	17.4%		
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%		
	Committee Meetings	100	0	0	0	0	0	0.0%		
	Designer Fees	10,000	1,500	0	600	900	250	0.3%		

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget:	Budget:	Actual	Projected	j	Proposed	% of	v. 8 4/21/2016	
		2 Years Ago	Ending Year	YTD: Ending Year	: Ending Year	Variance: Ending Year	Budget: New Year	Expense		
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016	2016-2017		Notes	
	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	
Total Communications		11,600	2,700	1,375	1,975	725	1,185	1.4%		
Community Challenge Expenses		2,500	500	0	400	100	300	0.4%	excludes donations (in charitable)	
Education Costs										
	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)	6,000	7.2%	Proposed	
	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%		
Total Education Costs		24,900	10,115	8,327	10,102	13	8,350	10.0%		
Insurance										
	Fidelity Bond Premium	190	190	190	190	0	190	0.2%		
Total Insurance		190	190	190	190	0	190	0.2%		
Managing Partner Breakfast										
	MP Speaker	0	0	778	778	(778)	2,500	3.0%		
	MP Venue & Food	6,000	4,000	3,151	3,151	849	5,000	6.0%		
Managing Partner Breakfast		6,000	4,000	3,929	3,929	71	7,500	9.0%		
Miscellaneous Expense										
	Charitable Contributions	750	100	0	750	(650)	1,500	1.8%	See comment	
	Gifts - other	100	100	65	65	35	300	0.4%		

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget: 2 Years Ago	Budget: Ending Year	Actual YTD: Ending Year	Projected : Ending Year	j Variance: Ending Year	Proposed Budget: New Year	% of Expense	v. 8 4/21/2016	
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016	2016-2017		Notes	
	Other	100	100	0	0	100	0	0.0%		
	Post Office Box	128	128	136	136	(8)	136	0.2%		
	Total Miscellaneous Expense	1,078	428	201	951	(523)	1,936	2.3%		
	New Member Functions									
	Miscellaneous	500	0	0	0	0	0	0.0%		
	New Member Lunches	1,000	800	302	402	398	400	0.5%		
	Total New Member Functions	1,500	800	302	402	398	400	0.5%		
	Stipends & Scholarships								See Stipends Tab for details on this section	
	Board Stipend - President	4,250	2,150	2,150	2,150	0	4,400	5.3%		
	Board Stipend - President Elect	4,250	4,150	3,937	3,937	213	2,400	2.9%		
	Board Stipends - Secr & Treas	12,000	4,150	3,754	3,754	396	4,400	5.3%		
	Committee Chair Stipends	0	6,000	3,749	3,749	2,251	10,500	12.6%		
	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	32.8%
	Member Registration Fees	3,750	2,000	0	0	2,000	2,300	2.7%	% of total expenses to general	13.7%
	Scholarship-Prior Year	0	2,000	0	0	2,000	3,650	4.4%	% of stipends to general members	29.4%
	Silent Auction Items	502	250	0	250	0	250	0.3%		
	Total Stipends & Scholarships	37,702	27,700	19,620	19,870	7,830	39,150	46.8%		
	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	

ALA 2016-17 Budget vs. Prior Year Budget & Actual		Budget: 2 Years Ago	Budget: Ending Year	Actual YTD: Ending Year	Projected : Ending Year	j Variance: Ending Year	Proposed Budget: New Year	% of Expense	v. 8 4/21/2016	
		2014-2015	2015-2016	2015-2016	2015-2016	2015-2016	2016-2017		Notes	
Total Expense		110,871	68,783	46,609	58,283	10,500	83,641	100.0%		
Net Ordinary Income		(39,571)	(5,658)	21,736	21,037	(26,695)	1,034	1.2%		
Other Income/Expense						0		0.0%		
Other Income						0		0.0%		
Interest Income		4	4	5	7	(3)	7	0.0%		
Total Other Income		4	4	5	7	(3)	7	0.0%		
Net Other Income		4	4	5	7	(3)	7	0.0%		
Net Income		(39,567)	(5,654)	21,741	21,044	(26,698)	1,041	1.2%		



May 12, 2016 Board Meeting COMMITTEE REPORTS

BUSINESS PARTNER RELATIONS COMMITTEE – Ana Helton

- 2016 BP Appreciation event is scheduled for 13th of October at Flemings;
- 2017 BP Meet & Greet event is scheduled for January 17, 2017, 11th Floor Conference Center at 401 Congress Avenue, 8:00-9:30 am.
- 2017 Expo - Linda Siegert will be working with Four Seasons to reserve location for the Expo 2017, we are hoping to have our 2017 Expo around August 24.
- Committee will be working on sending out 2016 Expo RSVP email to the Business Partners by mid-July.

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

The committee met on May 5 to finalize monthly luncheon topics for the remainder of the board year. Once speakers are confirmed, the committee will post the schedule to the website. We hope to also have a venue selected before the July meeting.

Committee Members

Dea McCart, Chair
Summer Jurrells
Bonnie Zook
Michael Virga
Amanda Koplos
Diane Stangl

MEMBERSHIP COMMITTEE – Chassidy Deckard

No report at this time.

COMMUNICATIONS COMMITTEE – Holly Monceaux

98% of all the work has been completed on the site, Summer Jurrells will be working through a “punch-list” this week with the Star Chapter point of contact. At the end of May our website powered by PaperStreet will be going down and we will be announcing our new website to the chapter. We are planning a roll-out date of May 23. Some board training has been done, the links to the trainings have all been sent out and are available to all board members/committee chairs. We are encouraging all board members/committee chairs to complete the Star Chapter trainings that are available online as each chair will be charged with creating and sending updates and invites on behalf of their committee area.

STRATEGIC ALLIANCES COMMITTEE – Kelly Barker

No report at this time.

SMALL FIRM GROUP – Christine Giles

Small firm group: excited to move the invites, RSVPs, etc. to the Star Chapter website.