



Austin Chapter of the Association of Legal Administrators
BOARD MEETING AGENDA
February 9, 2017 11:30 AM to 1:00 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Called to Order at 11:40 a.m.

Members present: Diane Dettmann, Summer Jurrells, Chassidy Deckard, Natalie Low, Holly Pulido, Mike McDearmon, Christine Giles, Dea McCart, Ana Helton

Members not present: Allen Odom, Kelly Barker

2. Interim e-mail decisions: In response to Linda Siegert's resignation from the Board, the officers voted to have President-Elect, Summer Jurrells, assume Linda's duties as Secretary during the last two months of the 2016-17 term and she agreed to do so
3. Approval of January Board Meeting minutes (see attachment)- Motion to approve minutes by Christine Giles with Holly Pulido seconding the motion. Minutes are approved.
4. Treasurer's Report for January (see attachment)- Reviewed by Board.
5. Upcoming due dates, deadlines and responsibilities
 - a. Feb. 13, 2017 – Early Bird Registration Deadline for ALA Annual Conference & Expo
 - b. Feb. 28, 2017 – Summer Jurrells, President-Elect and acting Secretary, submit minutes to headquarters
 - c. Feb. 28, 2017 – Dea McCart, Chair, Education Committee, submit Educational Summary Report to Headquarters
 - d. Feb. 28, 2017 – Deadline to join/renew at Association level
 - e. Mar. 13, 2017 – Deadline for Silent Auction donation for Annual Conference
 - f. Mar. 15, 2017 – Deadline for 60 Seconds of Fame! Video Contest- Summer Jurrells will talk to her husband about putting something together.
6. Upcoming Educational Opportunities and Events
 - a. Feb. 23, 2017 – Monthly Luncheon/Annual Meeting; Headliners
 - b. Feb. 28, 2017 – Annual Managing Partners' Breakfast; InterContinental Hotel

- c. Feb. 25, 2017 – Capital Area Food Bank Volunteer Day
- d. Mar. 23, 2017 – Monthly Luncheon/Spring Educational Seminar
- e. Mar. 25, 2017 – Urban Roots Volunteer Day
- f. Annual Conference Virtual Sessions: Problematic Partners: Handling Under-performance and Misbehaviors; The Changing Role of the Legal Secretary; De-Mystifying Data Breaches and Information Security Compliance (available until May 26, 2017)

7. Old Business

- a. President's Award of Excellence submitted on January 24, 2017; Diane Dettmann reported that this had been submitted.
- b. Status of Nominating Committee due diligence and final slate for affirmation; elections will be held the week of February 12.
- c. Managing Partner Breakfast scheduled for February 28, 2017. Diane Dettman reported that we were given a great deal again this year by Intercontinental, the whole bill only went up by \$50. The event has been confirmed at 75, it will be \$25 per person and \$17 per person for parking. Registration will start at 7:30, Diane has requested setup people to be there between 7 and 7:15.
 - i. CLE approved by State Bar of Texas
 - ii. AV needs arranged; \$743; awaiting menu suggestions
 - iii. Reminder invitations to go out Feb. 13th
 - iv. Discussion regarding responsibility for nametags, registration table, signage, etc. Summer Jurells will create signage for downstairs and by the ballroom. Diane Dettmann is bringing the laptop. Chassidy Deckard will do name tags. Ana Helton will do table tents for BP tables and registration table. Natalie Low agreed to help with the update of the PowerPoint for the meeting. Diane Dettmann will get the presentation from the Judge. Presentation should freeze on the BP screen when not doing the presentation.
- d. Continue discussion regarding preparation and content for Annual Meeting in February; drawing? We will have a financial report PowerPoint much like the one we did last year. We will be affirming the 2017-2018 officers. There will be a drawing for gift cards and for a scholarship at \$1150. The other scholarship drawing will be done at the Spring Seminar. Christine Giles will send presentation next week for comments. Christine Giles will order \$50 Visa gift cards for the drawings at the Annual Meeting and Spring Seminar. James Cornell will be presenting at the Annual Meeting- giving a State of the Association message.
- e. Status of new, committed committee chairs; Chassidy Deckard has secured Natalie Low to take over for Membership, Mike McDearmon has secured Diana Stangl to take over for Community Relations and Holly Pulido has secured Mike Virga to take over for Communication.

- f. Continue discussion regarding silent auction donation for Annual Conference. Diane Dettmann contacted Danelle Awtrey at the intercontinental regarding the package for an Austin getaway- Danelle agreed to donate a suite at ISA for a weekend. We will work with BPs to make a bigger package. Chassidy Deckard agreed to contact Fleming's regarding a gift card for dinner for 2. We have \$250 budgeted the gift. Diane or Christine Giles will purchase a \$200 Southwest Travel voucher, we will use the remaining \$50 to do a welcome basket. Summer Jurrells agreed to gather the items from all who are purchasing/securing items, package and send to the Foundation.
8. New Business
 - a. Association Bylaws amendments and voting; Holly Pulido suggested a survey through Star Chapter to receive the votes, it was also suggested that we could do the vote in person at the Annual Meeting. The vote from the President is due by March 24. It was decided to announce the vote and bylaw changes at the Annual Meeting. Dea McCart volunteered to do the vote survey.
 - b. Timeline for Chapter membership renewals; first email about membership renewals will go out next week- will have the full month of March to register. The membership rates and prorate amounts are as follows: 4/1-10/31- \$125.00, 11/1-1/31- \$75.00, 2/1-3/31- \$0.00.
 9. Committee Reports (see attached)
 10. Open Business- Diane Dettmann suggested that the new budget would include some money for a Chapter Dinner at the Annual Conference since we will have such a large member presence there this year.
 11. Announcements & Adjourn at 1:03 p.m.
 12. Next Board Meeting: March 9, 2017, at GDHM 11:30 am – 1:00 pm