



Austin Chapter of the Association of Legal Administrators
BOARD MEETING AGENDA
March 9, 2017 3:00 PM to 4:30 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Called to Order at 3:10 p.m.

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

Members not present: Allen Odom, Kelly Barker, Mike McDearmon

2. Interim e-mail decisions: Agreed to increase scholarship to be drawn at Spring Seminar from \$1150 to \$1200. Agreed to transfer scholarship won by Elaine Burr at Annual meeting to Elaine Nielsen at Ms. Burr's request. Agreed to extend deadline from 9/30/2017-10/31/2017 to allow Bonnie Zook to use scholarship won last year for the Regional Legal Management Conference in Nashville in October.
3. Approval of January Board Meeting minutes (see attachment)- Motion to approve minutes by Holly Pulido with Christine Giles seconding the motion. Minutes are approved.
4. Treasurer's Report for January (see attachment)- Reviewed by Board. Christine Giles reported that we still do not know where a \$750 deposit to Chapter's checking account came from. The credit has been placed as a liability.
5. Upcoming due dates, deadlines and responsibilities
 - a. Mar. 13, 2017 – Deadline for Silent Auction donation for Annual Conference- this will be mailed tomorrow 3/10/2017 by Summer Jurrells.
 - b. Mar. 15, 2017 – Deadline for 60 Seconds of Fame! Video Contest- no entry
 - c. Mar. 31, 2017- Summer Jurrells, President-Elect and acting Secretary, submit minutes to headquarters.
 - d. Mar. 31, 2017- Dea McCart, Chair, Education Committee, submit Educational Summary Report to Headquarters
6. Upcoming Educational Opportunities and Events

- a. Mar. 23, 2017 – Monthly Luncheon/Spring Educational Seminar- Gensler will do an extended version of their presentation, 11am-2:45pm. Aquila will introduce the speakers. Dea McCart will send reminder tomorrow, 3/10. Only 12 RSVPs so far.
- b. Mar. 25, 2017 – Urban Roots Volunteer Day
- c. 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. Status of new, committed committee chairs. Tina Terrian confirmed as taking over as the Chair of Education/Programs.
- b. Finalize silent auction donation for Annual Conference. Summer Jurrells will mail this out tomorrow, 3/10/2017.
- c. Update on chapter membership renewals. Chassidy Deckard reported that 80 have registered at the national level. 31 members have renewed at the local level. Another reminder goes out today 3/9/2017. Committee will make phone calls to members who need to renew in mid-March.
- d. Association Bylaws amendments and voting. Diane Dettmann confirmed that she would be voting yes to accept the bylaws as amended.

8. New Business

- a. HQ notified of new officers; discussion regarding final transitions. Discussion about new job descriptions for each Chair, committee and officers to make transitions easier in the future.
- b. April BP event (baseball game, golf tournament)- Ana Helton. Board definitely wants to do this event. The discussion of budget was tabled to discuss in the workshop immediately following board meeting. Event will be Tuesday game. Innovative Technology asked about ALA sponsoring a golf tournament that Innovative Technology would organize. Board decided this is not something we want to do at this time.

9. Committee Reports (see attached)

10. Open Business-

- a. Holly Pulido stated that invitations and reminders needed to be coordinated better so that we are not sending out too many things at once. Suggested we add a communication scheduled to the Board Agenda so everyone would know when things would be going out to the membership.

- b. Ana Helton will ask Don Rogers about becoming the Chapter's photographer in lieu of paying a sponsorship fee.
 - c. Holly Pulido motion to purchase shirts for Annual conference attendees to wear to the opening event in Denver. She proposed a \$500 cap to spend on these shirts. Chassidy Deckard seconded the motion and it passed. Tina Terrain would follow up with Office Edge (a BP) to see if they could do the shirts for us too.
11. Announcements & Adjourn at 4:22 p.m.
12. Next Board Meeting: April 13, 2017, at GDHM 11:30 am – 1:00 pm