



Austin Chapter of the Association of Legal Administrators
BOARD MEETING MINUTES
September 21, 2017 11:30 AM to 1:00 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Called to Order: 11:38 a.m.

Members present: Diana Stangl, Ana Helton, Dea McCart, Summer Jurrells, Christine Giles, Holly Pulido, Mike Virga.

Members not present: Diane Dettmann, Tina Terrian, Julie Smith, Allen Odom.

2. Interim e-mail decisions:

- a. Chapter setup online fundraising campaign for Harvey victims and to support Houston ALA Chapter. Chapter also agreed to collect donations at the Expo to be taken to the Houston Chapter- James Cornell delivered to Houston \$523 dollars in cash and gift cards and a check for \$150 payable to the Red Cross from the collections gathered at the Expo. The Houston chapter was very grateful and said they would be distributing the contribution directly to their 5 chapter members that were directly affected by Harvey.
- b. Agreed to purchase new QuickBooks disk for Treasurer's use.

3. Approval of August Board Meeting minutes (see attachment): Motioned by Summer Jurrells, seconded by Diana Stangl; passed.

4. Treasurer's Report for August (see attachment): Holly Pulido confirmed we are under budget. Part of the reason is the low attendance at the bowling social, which shows we need to continue to work on finding the right combination of events and times to maximize turnout.

5. Upcoming due dates, deadlines and responsibilities:

- a. September 30, 2017 – Christine Giles, Secretary, submit August minutes to headquarters.

- b. September 30, 2017 – Tina Terrian, Chair, Education Committee, submit August Educational Summary Report to Headquarters.
6. Upcoming Educational Opportunities and Events:
- a. ALA HR and Finance Conferences- Chicago, IL- October 5-7, 2017.
 - b. ALA Regional Conference in Nashville, TN – October 12-14, 2017.
 - c. Business Partner Appreciation event- October 19, 2017.
 - d. October 26, 2017- Monthly Luncheon; Headliners.
7. Old Business:
- a. Member Questionnaire/ Survey feedback: Summer Jurrells has received feedback from Tina Terrian and Mike Virga; she will email everyone asking they reply before the next meeting. Dea McCart will do an additional survey about the Expo.
 - b. Job description & Best Practices update: Christine Giles passed out a list of what she has and has not received. Attached.
 - c. Board timeline of responsibilities checklist: Summer will prepare first draft.
8. New Business:
- a. “Retired Member”/“Honorary Member” Designations: Christine Giles wondered whether there was an option for offering something like this to our retiring members. Diana Stangl wondered if that would be a Bylaws question. The group preferred to do something more informal, including giving them invitations to future events without a formal designation of member.
 - b. Listserve: Summer expressed concern that a separate small firm listserv would negatively impact participation in the larger listserv. Group discussion pointed out that members of larger firms may still have interest in the topics or knowledge to share. Agreed that Christine would contact the small firm group and shut down the separate list.

Discussion of benefits of creating a Board listserv, to keep a historical record of emails and facilitate transitions; consensus was it seemed like a good idea.

Moving regular listserv should not occur until after we have prepared membership for the transition. Diane Dettmann will lead the effort with support from Julie Smith to validate current membership rolls and Mike Virga for communication.
 - c. Downtown Vision Survey: Ana Helton presented Business Partner Mike Kennedy’s (Avison) request for the Chapter to distribute the questionnaire to members. The Board agreed that if the survey was branded by the community organization rather than the BP that would be allowed, but not if branded by Avison. Either way, Mike may email membership himself.

- d. Suggested Expo date for 2018: Ana Helton wondered if there were too many events in the last part of the year and we might get better Expo attendance if we moved the event earlier. Board decided it is best not to move it because so many are traveling in the summer.
- e. Managing Partner Breakfast, February 15, 2017 - speaker update: Summer Jurrells has negotiated a discounted rate with Michael Cohen, but the amount is still over budget. As we are running under budget, the Board unanimously agreed to approve the extra expense. Summer will contact the Intercontinental to see if they can assist with hotel room for free or reduced price.
- f. Set Annual Meeting Date: Board agreed on the regular monthly meeting date of February 22, 2018. The meeting will include the affirmation of officers and state of the chapter address.

9. Committee Reports (see attached):

Community Relations: Diana Stangl's suggestion to bring the Light the Night representative to the October luncheon was approved.

Membership: Summer shared Julie Smith's comment that all new members would have been taken to their welcoming lunch by mid-October.

Salary Survey: Summer also shared Allen Odom's concern that the salary survey results are delayed due to late Business Partner ads. Ana Helton was following up.

Business Partners: Discussion of success of the Expo; the venue and layout were well received. Additional discussion of merits of themes and costumes for a professional organization and whether BPs should be included on the Expo committee was referred back to BP Committee for their recommendation.

10. Open Business:

- a. Discussions with Business Partner Don Rogers continue about having him do headshots of Chapter Leadership for a reduced rate on his sponsorship.
- b. Amanda Koplos has agreed to do Facebook posts for the Business Partner Committee.
- c. Mike Virga is working on a Save the Date/At a Glance email to share all upcoming events as well as prepare membership for the listserve transition.
- d. Houston and Alamo chapters have approached our chapter about a 2018 joint retreat. Tabled for discussion in next budget period.

11. Announcements & Adjourn at 12:46 p.m.

12. Next Board Meeting: October 12, 2017.