



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

1. Called to Order: 11:31 a.m.

Members present: Summer Jurrells, Dea McCart, James Cornell, Diane Dettmann, Holly Pulido, Julie Smith, Ana Helton, Mike Virga, and Christine Giles

Members not present: Tina Terrian, Allen Odom, Diana Stangl

2. Interim e-mail decisions: None.
3. Approval of October Board Meeting minutes (see attachment): Motioned by Diane Dettmann; seconded by Summer Jurrells; passed.
4. Treasurer's Report for October (see attachment): Group reviewed unused stipends to determine what is now forfeited. Treasurer Holly Pulido will only carry forward liabilities for non-Board awards that expire next fiscal year.
5. Upcoming due dates, deadlines and responsibilities:
 - a. November 30, 2017 – Christine Giles, Secretary, submit October minutes to Headquarters.
 - b. November 30, 2017 – Tina Terrian, Chair, Education Committee, submit October Educational Summary Report to Headquarters.
6. Upcoming Educational Opportunities and Events:
 - a. November 18, 2017 – Light the Night Walk.
 - b. November 30, 2017 – Monthly Luncheon; Headliners.
 - c. December 6, 2017 – Member Holiday Party; Walsh Gallegos.

7. Old Business:

- a. Tech Pointe visitor presentation (Dustin Bolander): postponed. Holly Pulido will email questions to Dustin and reschedule his visit.
- b. Listserve (Julie Smith): Julie has concerns about the changeover if users don't recall their login information; she is afraid it will require a lot of manual intervention on her part. Several Board members will participate in testing to feel out the magnitude of the issue. Mike Virga will also work on email communications to membership to get them prepared for the transition.
- c. Managing Partner Breakfast update (Summer Jurrells): IHG will comp Mr. Cohen's room.
- d. Holiday party invite/ update: Summer Jurrells will check with Tina Terrian and Diana Stangl about the invitation. Diane Dettmann will buy the wine.
- e. Light the Night Walk (Summer Jurrells): Donations for the event are low. Summer requested Board members do what they can to promote the event through their personal contacts, Facebook, etc.

8. New Business:

- a. Regional Legal Management Conference (James Cornell): Regional Conference will be held in Austin October 18-20, 2018. James recommended we keep this in mind for 2018-19 budget purposes.

The Chapter Expo date will need to be held before September 18 to avoid problems with the "60 Day Rule" – no major event can be scheduled within 100 miles of an HQ event for 30 days before or after.

We hope to maximize local turnout via scholarships, stipends and promotion. The HQ planning committee will soon be in touch with the Chapter looking for assistance preparing visitors guides, pairing with Business Partners and sponsoring a charity, manning tables and other things.

Group discussed possible complementary event be hosted by the Chapter, perhaps a VIP lounge. James advised anything like that would have to be approved by HQ.

- b. Joint Texas Chapter Retreat (James Cornell): Several members are aware of interest from Houston, Ft. Worth and San Antonio Chapters in a joint event with us. James will facilitate communication with all sitting Presidents of Texas Chapters to begin discussion and planning. He reminded us that we need to be aware of the "60 Day Rule" in making the plans. As the 2018 Regional Conference is in Austin in October we have to plan around that.
- c. Nomination Committee timing (Diane Dettmann): Diane is preparing to email the membership to solicit volunteers to serve on the committee. She plans to have the

committee formed by January in order to have the slate of candidates ready by early February. Committee to be comprised of immediate Past President (Diane), three at-large members and one member appointed by the Board.

9. Committee Reports (see attached)

10. Open Business

- a. James Cornell announced he has been selected 2019-2020 Organization President.
- b. The Board agreed that the Compensation and Benefits Committee has likely outlived its usefulness. Participation in the survey has been low and the sample size is no longer statistically significant. Diane Dettmann will consult with James Cornell about any issues we might not be aware of and his recommendation on how to handle the announcement if the incoming Chapter President, Dea McCart, elects to disband it during her term.

11. Announcements & Adjourn at 12:55 p.m.

12. Next Board Meeting: December 13, 2017

Austin Chapter - Association of Legal Administrators

Profit & Loss

October 2017

11/09/17

Cash Basis

	Oct 17
Ordinary Income/Expense	
Income	
Education	
Monthly Lunch Receipts	630.00
Total Education	630.00
Membership Dues	200.00
Salary Survey	125.00
Total Income	955.00
Gross Profit	955.00
Expense	
Bank & Credit Card Fees	31.80
Business Partner Expenses	
Business Partner Expo	
Other	38.41
Total Business Partner Expo	38.41
BP Events	
BP Appreciation Party	2,040.41
Total BP Events	2,040.41
Total Business Partner Expenses	2,078.82
Communications	
Website Monthly Fee	85.00
Total Communications	85.00
New Member Functions	
New Member Lunches	48.98
Total New Member Functions	48.98
Salary Survey Costs	2,250.00
Small Firm Group	27.00
Stipends & Scholarships	
Board Stipend- President	1,727.04
Board Stipend- Sec & Treas	1,724.18
Committee Chair Stipend	1,516.40
Total Stipends & Scholarships	4,967.62
Total Expense	9,489.22
Net Ordinary Income	-8,534.22
Other Income/Expense	
Other Income	
Interest Income	5.19
Total Other Income	5.19
Net Other Income	5.19
Net Income	-8,529.03

Austin Chapter - Association of Legal Administrators

Balance Sheet

11/09/17

As of October 31, 2017

Cash Basis

	<u>Oct 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	
General Operations (Unreserved)	391.42
Community Relations	500.00
Monthly Lunches Reserve	2,346.93
MP Breakfast Reserve	5,000.00
Retreat Reserve	850.00
Stipend Reserve- Board & Chairs	-1,664.90
Total Frost Bank Checking	<u>7,423.45</u>
Frost Money Market	
MM General Reserves	20,510.06
MM BP Events Reserve	6,645.00
MM Charitable Reserve	1,000.00
MM Communications Reserve	960.00
MM Education Reserves	7,140.00
MM MP Breakfast Reserve	2,750.00
MM Retreat Reserve	1,133.00
MM Salary Survey Reserve	1,250.00
MM Stipend Reserve - CLI	1,050.70
MM Stipend Reserve - Board & Ch	8,125.34
MM Stipend Reserve - Quest & No	10,601.00
Frost Money Market - Other	5.19
Total Frost Money Market	<u>61,170.29</u>
Total Checking/Savings	<u>68,593.74</u>
Other Current Assets	
Prepaid Expenses - Star Chapter	340.00
Total Other Current Assets	<u>340.00</u>
Total Current Assets	<u>68,933.74</u>
TOTAL ASSETS	<u><u>68,933.74</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Other Current Liability	750.00
Total Other Current Liabilities	<u>750.00</u>
Total Current Liabilities	<u>750.00</u>
Total Liabilities	<u>750.00</u>
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	81,346.35
Net Income	-26,492.14
Total Equity	<u>68,183.74</u>
TOTAL LIABILITIES & EQUITY	<u><u>68,933.74</u></u>



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

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

STATEMENT ISSUED
10-31-2017

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
ATTN HOLLY PULIDO
900 WEST AVE
AUSTIN TX 78701



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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	
61,165.10	0	5.19	0	.00	61,170.29

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-31	5.19	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-05	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-29	61,165.10	10-05	61,165.10	10-31	61,170.29

Please examine your bank statement upon receipt and report any differences or irregularities as specified in the Deposit Account Agreement and Other Disclosures.

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.

		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. Your Account Balance	\$ _____		
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. Adjusted Checkbook Balance	\$ _____		
		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.

Please examine your bank statement upon receipt and report any differences or irregularities as specified in the Deposit Account Agreement and Other Disclosures.

11:36 AM

11/08/17

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 10/31/2017

	<u>Oct 31, 17</u>	
Beginning Balance		62,652.85
Cleared Transactions		
Checks and Payments - 1 item	-1,500.00	
Deposits and Credits - 3 items	17.44	
	<u>-1,482.56</u>	
Total Cleared Transactions		
		61,170.29
Cleared Balance		
		61,170.29
Register Balance as of 10/31/2017		
		61,170.29
New Transactions		
Checks and Payments - 2 items	-1,703.31	
Deposits and Credits - 1 item	1,703.31	
	<u>0.00</u>	
Total New Transactions		
		61,170.29
Ending Balance		
		61,170.29

11:37 AM

Austin Chapter - Association of Legal Administrators

11/08/17

Reconciliation Detail

Frost Money Market, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						62,652.85
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	09/18/2017			X	-1,500.00	-1,500.00
Total Checks and Payments					-1,500.00	-1,500.00
Deposits and Credits - 3 items						
Deposit	08/31/2017			X	6.29	6.29
Deposit	09/28/2017			X	5.96	12.25
Deposit	10/28/2017			X	5.19	17.44
Total Deposits and Credits					17.44	17.44
Total Cleared Transactions					-1,482.56	-1,482.56
Cleared Balance					-1,482.56	61,170.29
Register Balance as of 10/31/2017					-1,482.56	61,170.29
New Transactions						
Checks and Payments - 2 items						
Transfer	11/02/2017				-1,664.90	-1,664.90
Transfer	11/02/2017				-38.41	-1,703.31
Total Checks and Payments					-1,703.31	-1,703.31
Deposits and Credits - 1 Item						
Transfer	11/02/2017				1,703.31	1,703.31
Total Deposits and Credits					1,703.31	1,703.31
Total New Transactions					0.00	0.00
Ending Balance					-1,482.56	61,170.29



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AUSTIN TX 78701



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FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
17,740.52	7	1,005.00	9	8,587.53	10,157.99

Activity Items Processed 23 Cash Processed \$0.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
10-27	DEPOSIT	240.00			
DATE	AMOUNT	TRANSACTION	DESCRIPTION		
10-06	125.00	ELECTRONIC DEPOSIT	WorldPay BNKCRD DEP L1004 831418538		
10-11	125.00	ELECTRONIC DEPOSIT	WorldPay BNKCRD DEP L1009 831418538		
10-18	120.00	ELECTRONIC DEPOSIT	WorldPay BNKCRD DEP L1016 831418538		
10-19	185.00	ELECTRONIC DEPOSIT	WorldPay BNKCRD DEP L1017 831418538		
10-20	180.00	ELECTRONIC DEPOSIT	WorldPay BNKCRD DEP L1018 831418538		
10-26	30.00	ELECTRONIC DEPOSIT	WorldPay BNKCRD DEP L1024 831418538		

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
10-16	1808 #	56.90	10-12	1811 * #	1,238.06	10-17	1817 * #	2,250.00
10-04	1809 #	106.44	10-26	1814 * #	2,025.96	10-16	1818 #	787.96

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

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION		
10-04	31.80	ELECTRONIC DEBIT	WorldPay MTHLY CHGS L0930 831418538		
10-05	.00	INTERNET STMT COPY REQ			
10-16	50.00	ELECTRONIC DEBIT	WorldPay BNKCRD DEP L1012 831418538		
10-20	2,040.41	DEBIT CARD PURCHASE	FLEWINGS 5402 AUSTIN		CARD: 3288956

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-29	17,740.52	10-12	16,614.22	10-19	13,774.36
10-04	17,602.28	10-16	15,719.36	10-20	11,913.95
10-05	17,602.28	10-17	13,469.36	10-26	9,917.99
10-06	17,727.28	10-18	13,589.36	10-27	10,157.99
10-11	17,852.28				

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2. Subtract Line A (Checks / other debits not shown on this statement)		- \$ _____
3. Subtotal		\$ _____
4. Add Deposits / other credits not shown on statement		+ \$ _____
5. Your Account Balance		\$ _____
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. Adjusted Checkbook Balance		\$ _____
	Total (Line A)	

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AUSTIN CHAPTER OF THE ASSOCIATION



DATE	DESCRIPTION	AMOUNT
10/17/17	1474	240.00
10/17/17	1475	240.00
10/17/17	1476	240.00
10/17/17	1477	240.00
10/17/17	1478	240.00
10/17/17	1479	240.00
10/17/17	1480	240.00
10/17/17	1481	240.00
10/17/17	1482	240.00
10/17/17	1483	240.00
10/17/17	1484	240.00
10/17/17	1485	240.00
10/17/17	1486	240.00
10/17/17	1487	240.00
10/17/17	1488	240.00
10/17/17	1489	240.00
10/17/17	1490	240.00
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10/17/17	1500	240.00
10/17/17	1501	240.00
10/17/17	1502	240.00
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10/17/17	1597	240.00
10/17/17	1598	240.00
10/17/17	1599	240.00
10/17/17	1600	240.00
10/17/17	1601	240.00
10/17/17	1602	240.00
10/17/17	1603	240.00
10/17/17	1604	240.00
10/17/17	1605	240.00
10/17/17	1606	240.00
10/17/17	1607	240.00
10/17/17	1608	240.00
10/17/17	1609	240.00
10/17/17	1610	240.00
10/17/17	1611	240.00
10/17/17	1612	240.00
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10/17/17	1627	240.00
10/17/17	1628	240.00
10/17/17	1629	240.00
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10/17/17	1636	240.00
10/17/17	1637	240.00
10/17/17	1638	240.00
10/17/17	1639	240.00
10/17/17	1640	240.00
10/17/17	1641	240.00
10/17/17	1642	240.00
10/17/17	1643	240.00
10/17/17	1644	240.00
10/17/17	1645	240.00
10/17/17	1646	240.00
10/17/17	1647	240.00
10/17/17	1648	240.00
10/17/17	1649	240.00
10/17/17	1650	240.00
10/17/17	1651	240.00
10/17/17	1652	240.00
10/17/17	1653	240.00
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10/17/17	1656	240.00
10/17/17	1657	240.00
10/17/17	1658	240.00
10/17/17	1659	240.00
10/17/17	1660	240.00
10/17/17	1661	240.00
10/17/17	1662	240.00
10/17/17	1663	240.00
10/17/17	1664	240.00
10/17/17	1665	240.00
10/17/17	1666	240.00
10/17/17	1667	240.00
10/17/17	1668	240.00
10/17/17	1669	240.00
10/17/17	1670	240.00
10/17/17	1671	240.00
10/17/17	1672	240.00
10/17/17	1673	240.00
10/17/17	1674	240.00
10/17/17	1675	240.00
10/17/17	1676	240.00
10/17/17	1677	240.00
10/17/17	1678	240.00
10/17/17	1679	240.00
10/17/17	1680	240.00
10/17/17	1681	240.00
10/17/17	1682	240.00
10/17/17	1683	240.00
10/17/17	1684	240.00
10/17/17	1685	240.00
10/17/17	1686	240.00
10/17/17	1687	240.00
10/17/17	1688	240.00
10/17/17	1689	240.00
10/17/17	1690	240.00
10/17/17	1691	240.00
10/17/17	1692	240.00
10/17/17	1693	240.00
10/17/17	1694	240.00
10/17/17	1695	240.00
10/17/17	1696	240.00
10/17/17	1697	240.00
10/17/17	1698	240.00
10/17/17	1699	240.00
10/17/17	1700	240.00

DELIVERY TRACK

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

\$ 240.00

⑆11140000934⑆ 591209000⑆ 20

10/27/17 #0 \$240.00

1808

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

10282017

BY TO THE ORDER OF: Diane Dellmann \$ 56.90

Five and 56/100

Diane Dellmann
1400 Sandy Side Drive
Austin, TX 78728

MEMO: Lunch Angel Cafe

TWO SIGNATURES REQUIRED OVER \$500

⑆001808⑆ ⑆11140000934⑆ 591209000⑆

10/16/17 #1808 \$56.90

1809

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

10282017

BY TO THE ORDER OF: Smith Law Group \$ 106.44

One Hundred Six and 44/100

Smith Law Group
1200 Capital of TX HWY 8
Box 3, Box 603
Austin, TX 78748

MEMO: New Member Lunch & Supplies Rechargecard

TWO SIGNATURES REQUIRED OVER \$500

⑆001809⑆ ⑆11140000934⑆ 591209000⑆

10/04/17 #1809 \$106.44

1811

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

10132017

BY TO THE ORDER OF: Steward Health Delgado Acosta LLP \$ 1,238.06

One Thousand Two Hundred Thirty-Eight and 06/100

Steward Health Delgado Acosta LLP
3711 S. Harbor Expy
Building One, Suite 301
Austin, TX 78748

MEMO: HR Conference 2017, Chicago, IL

TWO SIGNATURES REQUIRED OVER \$500

⑆001811⑆ ⑆11140000934⑆ 591209000⑆

10/12/17 #1811 \$1,238.06

1814

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

10282017

BY TO THE ORDER OF: Noelle Mepher BL Legal Sprint \$ 2,025.96

Two Thousand Twenty-Five and 96/100

Noelle Mepher BL Legal Sprint

MEMO: 2017 Regional Conference Expend

TWO SIGNATURES REQUIRED OVER \$500

⑆001814⑆ ⑆11140000934⑆ 591209000⑆

10/26/17 #1814 \$2,025.96

1817

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

1082017

BY TO THE ORDER OF: Researx Research \$ 2,250.00

Two Thousand Two Hundred Fifty and 00/100

Researx Research
2201 Tower Drive West
Schaumburg, IL 60193

MEMO: Lunche 2422-1850

TWO SIGNATURES REQUIRED OVER \$500

⑆001817⑆ ⑆11140000934⑆ 591209000⑆

10/17/17 #1817 \$2,250.00

1818

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

1082017

BY TO THE ORDER OF: Diane Dellmann \$ 787.96

Seven Hundred Eighty-Six and 96/100

Diane Dellmann
1400 Sandy Side Drive
Austin, TX 78728

MEMO: Angela Sanford Lunch & HR Conf

TWO SIGNATURES REQUIRED OVER \$500

⑆001818⑆ ⑆11140000934⑆ 591209000⑆

10/16/17 #1818 \$787.96

4:54 PM

11/08/17

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 10/31/2017

	Oct 31, 17
Beginning Balance	17,362.06
Cleared Transactions	
Checks and Payments - 23 items	-14,621.87
Deposits and Credits - 16 items	7,417.80
Total Cleared Transactions	-7,204.07
Cleared Balance	10,157.99
Uncleared Transactions	
Checks and Payments - 6 items	-2,734.54
Total Uncleared Transactions	-2,734.54
Register Balance as of 10/31/2017	7,423.45
New Transactions	
Checks and Payments - 4 items	-296.43
Deposits and Credits - 1 Item	75.00
Total New Transactions	-221.43
Ending Balance	7,202.02

Austin Chapter - Association of Legal Administrators Reconciliation Detail

11/08/17

Frost Bank Checking, Period Ending 10/31/2017

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						17,362.06
Cleared Transactions						
Checks and Payments - 23 items						
Check	08/02/2017			X	-8.00	-8.00
Check	08/11/2017		Dart Bowl	X	-187.10	-195.10
Check	08/11/2017		Dart Bowl	X	-157.00	-352.10
Check	08/11/2017		Dart Bowl	X	-152.72	-504.82
General Journal	08/18/2017	81706	Ana Helton	X	-38.41	-543.23
Check	08/31/2017		American Red Cross	X	-500.00	-1,043.23
Check	08/31/2017		Facebook	X	-10.00	-1,053.23
Check	08/31/2017		Frost Bank	X	-8.00	-1,061.23
Check	09/06/2017		SecureNet	X	-51.75	-1,112.98
Check	09/10/2017	1805	Smith Law Group	X	-46.97	-1,159.95
Check	09/28/2017	1809	Smith Law Group	X	-106.44	-1,266.39
Check	09/28/2017	1808	Diane Dettmann	X	-56.90	-1,323.29
Check	10/04/2017		SecureNet	X	-31.80	-1,355.09
Check	10/09/2017	1817	Readex Research Inc.	X	-2,250.00	-3,605.09
Check	10/09/2017	1818	Diane Dettmann	X	-787.96	-4,393.05
Check	10/12/2017	1811	Bickerstaff Heath De...	X	-1,238.06	-5,631.11
Deposit	10/12/2017			X	-50.00	-5,681.11
Transfer	10/16/2017			X	-2,018.05	-7,699.16
Check	10/19/2017	cc	Flemings	X	-2,040.41	-9,739.57
Check	10/23/2017	1814	Noelke Maples St. L...	X	-2,025.96	-11,765.53
General Journal	10/23/2017	81704	Riggs & Ray PC	X	-1,003.03	-12,768.56
Transfer	11/02/2017			X	-1,703.31	-14,471.87
Transfer	11/02/2017			X	-150.00	-14,621.87
Total Checks and Payments					-14,621.87	-14,621.87
Deposits and Credits - 16 items						
Check	08/18/2017	1802	Ana Helton	X	0.00	0.00
Transfer	09/18/2017			X	1,500.00	1,500.00
Deposit	10/04/2017			X	125.00	1,625.00
Deposit	10/09/2017			X	125.00	1,750.00
Deposit	10/16/2017			X	120.00	1,870.00
Transfer	10/16/2017			X	2,018.05	3,888.05
Deposit	10/17/2017			X	185.00	4,073.05
Deposit	10/18/2017			X	180.00	4,253.05
Deposit	10/20/2017			X	0.00	4,253.05
Check	10/23/2017	1812	Riggs & Ray PC	X	0.00	4,253.05
Deposit	10/26/2017			X	30.00	4,283.05
Deposit	10/27/2017			X	240.00	4,523.05
General Journal	10/30/2017	81704R	Riggs & Ray PC	X	1,003.03	5,526.08
Transfer	11/02/2017			X	150.00	5,676.08
Transfer	11/02/2017			X	1,703.31	7,379.39
General Journal	11/08/2017	81706R	Ana Helton	X	38.41	7,417.80
Total Deposits and Credits					7,417.80	7,417.80
Total Cleared Transactions					-7,204.07	-7,204.07
Cleared Balance					-7,204.07	10,157.99
Uncleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	08/03/2017	1799	Headliners Club		-1,000.62	-1,000.62
Check	09/10/2017	1804	Headliners Club		-703.89	-1,704.51
Check	10/23/2017	1813	Austin Bar Association		-27.00	-1,731.51
Check	10/30/2017	1816	Riggs & Ray PC		-519.00	-2,250.51
Check	10/30/2017	1819	Ana Helton		-445.62	-2,696.13
Check	10/30/2017	1815	Ana Helton		-38.41	-2,734.54
Total Checks and Payments					-2,734.54	-2,734.54
Total Uncleared Transactions					-2,734.54	-2,734.54
Register Balance as of 10/31/2017					-9,938.61	7,423.45

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11/08/17

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 10/31/2017

Type	Date	Num	Name	Ctr	Amount	Balance
New Transactions						
Checks and Payments - 4 items						
Check	11/02/2017	1820	Tina Terrian		-150.00	-150.00
Check	11/08/2017	1821	Julie Smith		-96.59	-246.59
Check	11/08/2017		SecureNet		-29.84	-276.43
Check	11/08/2017		Facebook		-20.00	-296.43
Total Checks and Payments					-296.43	-296.43
Deposits and Credits - 1 item						
Deposit	11/08/2017				75.00	75.00
Total Deposits and Credits					75.00	75.00
Total New Transactions					-221.43	-221.43
Ending Balance					-10,160.04	7,202.02

Austin Chapter - Association of Legal Administrators

Statement of Cash Flows

April 1 through November 9, 2017

	<u>Apr 1 - Nov 9, 17</u>
OPERATING ACTIVITIES	
Net Income	-26,798.57
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Expenses - Star Chapter	<u>-255.00</u>
Net cash provided by Operating Activities	<u>-27,053.57</u>
Net cash increase for period	-27,053.57
Cash at beginning of period	<u>95,425.88</u>
Cash at end of period	<u><u>68,372.31</u></u>



November 2017 Board Meeting COMMITTEE REPORTS

BUSINESS PARTNER RELATIONS COMMITTEE – Ana Helton

Committee Members: Summer Jurrells, Dea McCart, Bobby Zamen, John Wagner, Karie Rivkin, Linda Wood, Amanda Koplos, Kim Vitray, James Cornell.

I have prepared the draft of the 2018 Registration and will work with committee members on finalizing the registration. We would like to email the registration to the business partners on November 15.

COMMUNITY RELATIONS COMMITTEE – Diana Stangl

Committee Members: Summer Jurrells, Mike McDearmon, Kelly Barker, Ana Helton, Marti Lozano, Joan McClendon, Jacquelin Bennett, James Cornell.

Nothing to report at this time.

COMPENSATION & BENEFITS COMMITTEE – Allen Odom

Committee Members: Elaine Nielsen, Kerry Stigler, Deb Krutsinger, Summer Jurrells

Nothing to report at this time.

EDUCATION & PROGRAMS COMMITTEE – Tina Terrian

Committee Members: Summer Jurrells, Dea McCart, James Cornell, Diana Stangl, Bonnie Zook, Amanda Koplos, Karie Rivkin.

Nothing to report at this time.

MEMBERSHIP COMMITTEE – Julie Power Smith

Committee Members: Summer Jurrells, Christine Giles, Karie Rivkin, Laura Angle, Meg Land, Marti Lozano, Elaine Nielsen and Diane Dettmann

The membership committee took Alice Bolander and Elizabeth Marks out to lunch this past month. Marti Lozano is continuing to send out anniversary cards and several committee members have followed up on leads for possible new members. I am working with Diane and Summer on getting the new list serve up and running.

COMMUNICATIONS COMMITTEE – Mike Virga

Committee Members: Summer Jurrells, Dea McCart, Holly Pulido, Karie Rivkin

Nothing to report at this time.

ROUND TABLE GROUP MEETINGS:

SMALL FIRM GROUP – Ana Helton & Christine Giles

Rebekah Murphy chaired. Discussed health insurance.