



**Austin Chapter of the Association of Legal Administrators**  
**BOARD MEETING MINUTES**  
**July 12, 2017 11:30 AM to 1:00 PM**  
**Graves Dougherty Hearon & Moody**  
**401 Congress Avenue, Suite 2200, Austin, TX**

1. Called to Order: 11:33 a.m.

Members present: Summer Jurrells, Dea McCart, Diane Dettmann, Holly Pulido, Mike Virga, Tina Terrian, Diana Stangl, Ana Helton, Julie Smith

Members not present: Christine Giles, Allen Odom

2. Interim e-mail decisions: None
3. Approval of June Board Meeting minutes (see attachment)- Motion to approve made by Holly Pulido, seconded by Diana Stangl; June minutes approved.
4. Treasurer's Report for June (see attachment)- Discussed as outlined and noted that the audit was completed in June.
5. Upcoming due dates, deadlines and responsibilities
  - a. June 30, 2017 – Christine Giles, Secretary, submit June minutes to headquarters
  - b. June 30, 2017 – Tina Terrian, Chair, Education Committee, submit June Educational Summary Report to Headquarters
  - c. July 7, 2017- CLI registration deadline – Dea McCart attending from the Board.
6. Upcoming Educational Opportunities and Events
  - a. July 20, 2017- Monthly Luncheon; Headliners – note that the date is actually July 27, 2017.
  - b. July 20-22, 2017- CLI- Minneapolis, MN
  - c. August 24, 2017- Monthly Luncheon; Headliners
  - d. ALA Austin Annual Expo and Education- September 14, 2017
  - e. Business Partner Appreciation event- October 10, 2017 – note that the date is actually October 19, 2017.

## 7. Old Business

- a. Listserv update- Diane Dettmann & Julie Smith – the process to create the new listserv has not been started, but is planned.
- b. Job description & Best Practices update- Membership, Secretary, Past President and Treasurer have submitted theirs, needs descriptions from everyone else- per Christine Giles. All acknowledged the need to get these submitted. Ana Helton will not be able to do so until October.
- c. Board timeline of responsibilities checklist- follow up from last meeting. Understanding that that this relates to the President's Award of Excellence and each Board member's responsibilities.

## 8. New Business

- a. Comp and Benefits Survey discussion – Discussion regarding continuation of local survey this year as a portion of the fees have been paid. Communication to be sent out and noted at the next luncheon regarding need for participation or the survey may not be sustainable due to many categories receiving less than 5 responses. Participants will be entered into drawings for \$125 gift card and a free survey (2 drawings).
  - b. Member Retirements –Dea McCart will call the four retirees (Boydstun, Burr, Krutsinger, Schulte) to let them know the chapter will recognize their service at the July luncheon. Retirees can attend the luncheon at no cost, and will receive certificates of recognition, flowers, and be seated at a “table of honor.”
  - c. Membership Questionnaire/Survey- drawing? The survey will be sent out after the Expo, likely in October. All are directed to review the survey to determine if questions should be added, deleted or changed, and report back at the September Board meeting.
  - d. Expo attendance ideas- Ana Helton – Ana asked that attendees be encouraged to bring firm decision makers, such as those that approve purchases like office supplies, vendor selection, etc. Tina Terrian will send member communication about the expo/education; Ana will send the business partner communication.
  - e. Chapter Compliance Certification – Discussion regarding membership and determined that the chapter is in compliance with HQ membership requirements.
  - f. Austin Bar Friday CLE sponsorship – Discussion regarding this as a strategic alliance and agreed to pass until next year due to budget. Dea McCart will consider for the next budget term.
9. Committee Reports (see attached) – Discussed. Dea McCart will resend and include the Strategic Alliance committee report. Also discussed suggestions for long-range programs for Community Relations committee.

10. Open Business – Discussion regarding ways to welcome new members via listserv/Star Chapter. Contigo (Brian Fuller, Pres.) new business partner. Diane Dettmann will call Dart Bowl for available dates during the week of August 7-11 for the member social. The social will likely be held from 5:30 – 8:00 p.m.
11. Announcements & Adjourn – Meeting adjourned at 1:02 p.m.
12. Next Board Meeting: August 10, 2017, at GDHM 11:30 am – 1:00 pm

**Draft questions for member survey - feedback requested**

We want to hear from you!

Austin Chapter of the Association of Legal Administrators wants to know what we can do provide you with the information and support that you need. The information you give here will be used to make decisions about how we spend the next year's budget, what education we schedule, and what long term goals we strive for. Please take just a few minutes to give us your thoughts and hopes for your professional development and the Chapter's future direction. To sweeten the pot, each respondent will be entered in a drawing to win a \_\_\_\_\_!

Most important benefits of membership [please choose 3]:

- Networking with peers
- Monthly luncheons
- Webinars
- Small firm round table
- Listserve
- Business Partner relationships
- Other (specify)

What do you want more of [please choose 3]:

- Networking opportunities
- Educational events
- Stipends to Conferences
- Chapter Retreats
- Community Service events
- Mentoring
- Other (specify)

What education topics do you most value [please choose 3]:

- Human Resources
- Finance
- Information Technology
- Benefits
- Infrastructure
- Other (specify)

How many ALA events have you attended in the past 12 months?

- None
- 1-2
- 3-5
- 6-10
- More than 10

Do you attend monthly Lunch & Learns?

- Yes
- No

If you do not attend monthly Lunch & Learns, why not?

- I am unable to get away because of work commitments
- The day of the week does not work with my schedule
- I don't want to drive downtown
- I do not like the location
- Topics are not relevant to me
- Other (specify)

Have you attended any ALA sponsored webinars?

- If no, why not?
- If yes, were they valuable to you?

What is the one thing that would bring you to more meetings?

Do you subscribe to the listserve?

- If yes, what do you most like? Least like?
- If no, why not?

Do you use the International ALA message boards?

- If yes, what do you most like? Least like?
- If no, why not?

Do you participate in the Austin Chapter Salary Survey? If no, why not?

- Too busy
- Not comfortable sharing the information
- Not valuable to me
- I prefer the International ALA survey
- Other (specify)

Do you purchase the Salary Survey? If no, why not?

Do you read the Chapter email newsletter?

- If yes, what do you most like? Least like?
- If no, why not?

What would you like to see added the newsletter?

- More member profiles
- More educational content
- More about resources available to members
- Other

How often do you want to hear from your local Chapter?

- Daily
- Weekly
- Biweekly
- Monthly

If these were available, would you be interested in:

- A buddy program to welcome new members?
- Mentoring others in the organization?
- Being mentored by others in the organization?
- A CLM Study Group?
- Other (specify)

Which functions would you be willing to attend if there were additional costs involved?

- Networking opportunities
- Educational events
- Chapter Retreats
- Neighboring Chapters Outreach
- Other (specify)

Leadership in the Chapter is a great way to get to know your peers, develop your skills, gain access to additional educational opportunities, and just plain have fun! If you are interested in talking more with someone about serving as a volunteer, please give your name, email, phone, and mark what areas are of interest: [list Board positions and Committees]

What do you think is an appropriate way to distribute money for conferences?

- Random (Drawings)
- Criteria based: Applicants awarded based on financial need
- Criteria based: Applicants awarded based on service to chapter
- Other

What can our Business Partners do to help you?

- Educational sessions
- Educational emails
- Host networking events
- Product demos
- Other (specify)

What else do you want us to know?

If you would like to have a private visit with a Board member of Committee Chair, please provide your name and contact information.

To be entered for the prize drawing, please enter your name and contact information.



**Treasurer's Report**  
**06/30/2017**

<b><u>Bank Account balances at end of statement period:</u></b>	Checking	\$ 3,988.85
	Money Market	<u>\$81,148.43</u>
	<b>TOTAL</b>	<b>\$85,137.28</b>

**Monthly activity:**

**Income:** **\$1,240.00**

Lunch/Expo income:	\$ 990.00
Membership Dues:	\$ 250.00

**Outgo:** **\$2,280.03**

Chapter Monthly Luncheon:	\$869.16
Speaker Costs:	\$750.00
Strategic Alliance SBOT Annual Mtg	\$325.00
Fidelity Bond Premium	\$232.00
Bank & Credit Card Fees:	\$ 18.87
Website Fee:	\$ 85.00

**Cash Flow (current): Negative** **-\$1,037.36**

**Budget and Cash Flow Planning:**

- The FY 2016 – 2017 Audit was completed by Dea McCart and Holly Pulido (see attached)
- Our new members, Elizabeth Marks and Amy Quinones paid their membership dues in June.
- Our portion for the booth at the State Bar of Texas Annual Meeting was \$325, \$125 under budget.
- June Luncheon RSVPs brought a total of \$660 with 5 guest and Headliner's Club expense of \$737.70 (paid in July).
- In June we paid \$750 for our July luncheon speaker, Judy Hissong.



## **Treasurer's Report**

### **06/30/2017**

- We still have a \$750 deposit from Voya Financial unidentified (listed as 'Other Current Asset' on Balance Sheet). We will have to file and submit to the state as unclaimed funds in August 2017.



**Austin Chapter - Association of Legal Administrators**  
**Statement of Cash Flows**  
June 2017

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	<u>Jun 17</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-1,037.36
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Expenses - Star Chapter	85.00
Net cash provided by Operating Activities	<u>-952.36</u>
Net cash increase for period	-952.36
Cash at beginning of period	<u>86,089.64</u>
Cash at end of period	<u><u>85,137.28</u></u>

**Austin Chapter - Association of Legal Administrators**  
**Balance Sheet**  
 As of June 30, 2017

	Jun 30, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Frost Bank Checking</b>	
General Operations (Unreserved)	2,108.01
BP Events Reserve	500.00
Monthly Lunches Reserve	1,380.84
<b>Total Frost Bank Checking</b>	3,988.85
<b>Frost Money Market</b>	
MM General Reserves	15,919.09
MM BP Events Reserve	13,945.00
MM Charitable Reserve	1,500.00
MM Communications Reserve	960.00
MM Education Reserves	7,140.00
MM Monthly Lunch Reserve	2,848.30
MM MP Breakfast Reserve	7,750.00
MM Retreat Reserve	2,008.00
MM Salary Survey Reserve	5,000.00
MM Stipend Reserve - CLI	2,000.00
MM Stipend Reserve - Board & Ch	11,477.04
MM Stipend Reserve - Quest & No	10,601.00
<b>Total Frost Money Market</b>	81,148.43
<b>Total Checking/Savings</b>	85,137.28
<b>Other Current Assets</b>	
Prepaid Expenses - Star Chapter	680.00
<b>Total Other Current Assets</b>	680.00
<b>Total Current Assets</b>	85,817.28
<b>TOTAL ASSETS</b>	<b>85,817.28</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Other Current Liability	750.00
<b>Total Other Current Liabilities</b>	750.00
<b>Total Current Liabilities</b>	750.00
<b>Total Liabilities</b>	750.00
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	81,346.35
Net Income	-9,608.60
<b>Total Equity</b>	85,067.28
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>85,817.28</b>

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
June 2017

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	<u>Jun 17</u>
Ordinary Income/Expense	
Income	
Education	
Monthly Lunch Receipts	990.00
Total Education	990.00
Membership Dues	250.00
Total Income	1,240.00
Gross Profit	1,240.00
Expense	
Bank & Credit Card Fees	18.87
Board Expenses	
Strategic Alliances Committee	325.00
Total Board Expenses	325.00
Communications	
Website Monthly Fee	85.00
Total Communications	85.00
Education Costs	
Lunches - Monthly meetings	869.16
Speakers-all except MP Bkfst	750.00
Total Education Costs	1,619.16
Insurance	
Fidelity Bond Premium	232.00
Total Insurance	232.00
Total Expense	2,280.03
Net Ordinary Income	-1,040.03
Other Income/Expense	
Other Income	
Interest Income	2.67
Total Other Income	2.67
Net Other Income	2.67
Net Income	<u><u>-1,037.36</u></u>

**Austin Chapter ALA  
Cash Flow Actual and Budget**

Black Numbers = Actual

Blue Numbers = projected/budgeted

Fiscal Year Ending 3.31.18	<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>
<b>Revenue</b>													
<b>Business Partners</b>	1,350	675				800		25,000	6,000	18,000	2,500	4,000	58,325
<b>Member Dues</b>	2,075	75	250							500	1,075	4,800	8,775
<b>Lunches &amp; Seminars</b>	650	490	990	800	1,000	1,300	1,000	1,000		1,200		650	9,080
<b>Salary Survey</b>							3,000	2,000					5,000
<b>Chapter Retreat</b>													0
<b>Other</b>	3	3	3	1	1	1	1		1	2	2	2	20
<b>TOTAL REVENUE</b>	4,078	1,243	1,243	801	1,001	2,101	4,001	28,000	6,001	19,702	3,577	9,452	81,200
<b>Expenses</b>													
<b>Bank/Paypal Fees</b>	53	17	19	20	161	130	50	550	200	100	100	100	1,500
<b>Board</b>					100							300	400
<b>Strategic Alliances</b>			325			250		175					750
<b>Business Partner Expo</b>						9,095					1,750		10,845
<b>Vendor Parties (nonExpo)</b>							2,750		250	100			3,100
<b>Charitable Contributions</b>		(500)				500					500	500	1,000
<b>CLI</b>				2,000									2,000
<b>Logo Supplies</b>												450	450
<b>Community Challenge</b>	0										300		300
<b>Member Outreach/Networking</b>	992				1,500						508		3,000
<b>Communications</b>	85	85	85	110	85	85	85	85	85	85		85	960
<b>Monthly Luncheons</b>	711	790	869	737	750		730	712		700			6,000
<b>Education (excl. Mo. Meals)</b>		150	750		350	2,000	1,000	890	1,000		1,000		7,140
<b>Insurance</b>			232										232
<b>MP Breakfast</b>						750		2,000				5,000	7,750
<b>Miscellaneous</b>				60		500			100			300	960
<b>Stipends &amp; Scholarships</b>	10,278	1,175		5,750		6,080	8,474						31,757
<b>New Member</b>	31			100		100	69						300
<b>Salary Survey</b>				2,250			2,750						5,000
<b>Small Firm Group</b>		24		25		25		26		25		25	150
<b>TOTAL EXPENSES</b>	12,150	1,742	2,280	11,052	2,946	19,515	15,908	4,438	1,635	1,010	4,158	6,760	83,594
<b>Profit (Loss)</b>	<b>(8,072)</b>	<b>(499)</b>	<b>(1,037)</b>	<b>(10,251)</b>	<b>(1,945)</b>	<b>(17,414)</b>	<b>(11,907)</b>	<b>23,562</b>	<b>4,366</b>	<b>18,692</b>	<b>(581)</b>	<b>2,692</b>	<b>(2,394)</b>
<b>Asset adj. (prepaids &amp; AR)</b>	(850)	85	85	85	85	85	85	85	85	85	85		0
<b>Net cash flow</b>	<b>(8,922)</b>	<b>(414)</b>	<b>(952)</b>	<b>(10,166)</b>	<b>(1,860)</b>	<b>(17,329)</b>	<b>(11,822)</b>	<b>23,647</b>	<b>4,451</b>	<b>18,777</b>	<b>(496)</b>	<b>2,692</b>	<b>(2,394)</b>
<b>Beginning Checking balance</b>	15,822	6,536	4,944	3,989	3,822	6,961	4,631	2,808	6,455	5,905	4,680	(818)	
<b>Transfer (to) from MM</b>	0			10,000	5,000	15,000	10,000	(20,000)	(5,000)	(20,000)	(5,000)	5,000	
<b>Ending Checking balance</b>	6,536	4,944	3,989	3,822	6,961	4,631	2,808	6,455	5,905	4,680	(818)	6,872	<b>6,872</b>
<b>Money Market balance</b>	79,968	81,146	81,148	71,149	66,150	51,151	41,152	61,152	66,153	86,155	91,157	86,159	<b>86,159</b>
<b>Total Cash in Hand</b>	<b>86,504</b>	<b>86,090</b>	<b>85,137</b>	<b>74,971</b>	<b>73,111</b>	<b>55,783</b>	<b>43,961</b>	<b>67,608</b>	<b>72,059</b>	<b>90,836</b>	<b>90,340</b>	<b>93,032</b>	<b>93,032</b>
	<b>Under (Over) Budget</b>												<b>1,217.39</b>

**Austin Chapter ALA  
Cash Flow Budget (Original)**

Fiscal Year Ending 3.31.18	<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>
<b>Revenue</b>													
Business Partners	1,350					800		25,000	6,000	18,000	2,500	4,000	57,650
Member Dues	2,075	125								500	1,075	4,800	8,575
Lunches & Seminars	650		1,100	800	1,000	1,300	1,000	1,000		1,200		650	8,700
Salary Survey							3,000	2,000					5,000
Chapter Retreat													0
Other	3	0	1	1	1	1	1		1	2	2	2	15
<b>TOTAL REVENUE</b>	<b>4,078</b>	<b>125</b>	<b>1,101</b>	<b>801</b>	<b>1,001</b>	<b>2,101</b>	<b>4,001</b>	<b>28,000</b>	<b>6,001</b>	<b>19,702</b>	<b>3,577</b>	<b>9,452</b>	<b>79,940</b>
<b>Expenses</b>													
Bank/Paypal Fees	53	97	50	20	50	130	50	550	200	100	100	100	1,500
Board					100							300	400
Strategic Alliances		250				250			250				750
Business Partner Expo						9,095					1,750		10,845
Vendor Parties (nonExpo)							2,750		250	100			3,100
Charitable Contributions		(500)				500					500	500	1,000
CLI				2,000									2,000
Logo Supplies												450	450
Community Challenge	0										300		300
Member Outreach/Networking	1,092				1,500						408		3,000
Communications	85	85	85	110	85	85	85	85	85	85		85	960
Monthly Luncheons	711	750	750	750	750		750	750		789			6,000
Education (excl. Mo. Meals)		500		1,000	100	2,000	1,000	540	1,000		1,000		7,140
Insurance					190								190
MP Breakfast						750		2,000				5,000	7,750
Miscellaneous			60			500			100			300	960
Stipends & Scholarships	10,278	1,175		5,750		6,080	8,474						31,757
New Member	31		100			100	69						300
Salary Survey						2,500	2,500						5,000
Small Firm Group		25		25		25		25		25		25	150
<b>TOTAL EXPENSES</b>	<b>12,250</b>	<b>2,382</b>	<b>1,045</b>	<b>9,655</b>	<b>2,775</b>	<b>22,015</b>	<b>15,678</b>	<b>3,950</b>	<b>1,885</b>	<b>1,099</b>	<b>4,058</b>	<b>6,760</b>	<b>83,552</b>
<b>Profit (Loss)</b>	<b>(8,172)</b>	<b>(2,257)</b>	<b>56</b>	<b>(8,854)</b>	<b>(1,774)</b>	<b>(19,914)</b>	<b>(11,677)</b>	<b>24,050</b>	<b>4,116</b>	<b>18,603</b>	<b>(481)</b>	<b>2,692</b>	<b>(3,612)</b>
Asset adj. (prepaids & AR)	(850)	85	85	85	85	85	85	85	85	85	85		0
<b>Net cash flow</b>	<b>(9,022)</b>	<b>(2,172)</b>	<b>141</b>	<b>(8,769)</b>	<b>(1,689)</b>	<b>(19,829)</b>	<b>(11,592)</b>	<b>24,135</b>	<b>4,201</b>	<b>18,688</b>	<b>(396)</b>	<b>2,692</b>	<b>(3,612)</b>
<b>Beginning Checking balance</b>	<b>15,460</b>	<b>6,436</b>	<b>4,263</b>	<b>9,403</b>	<b>10,633</b>	<b>13,943</b>	<b>9,114</b>	<b>7,521</b>	<b>11,656</b>	<b>10,856</b>	<b>9,542</b>	<b>9,144</b>	
Transfer (to) from MM	0		5,000	10,000	5,000	15,000	10,000	(20,000)	(5,000)	(20,000)			
<b>Ending Checking balance</b>	<b>6,436</b>	<b>4,263</b>	<b>9,403</b>	<b>10,633</b>	<b>13,943</b>	<b>9,114</b>	<b>7,521</b>	<b>11,656</b>	<b>10,856</b>	<b>9,542</b>	<b>9,144</b>	<b>11,834</b>	
<b>Money Market balance</b>	<b>79,968</b>	<b>79,968</b>	<b>74,969</b>	<b>64,970</b>	<b>59,971</b>	<b>44,972</b>	<b>34,973</b>	<b>54,973</b>	<b>59,974</b>	<b>79,976</b>	<b>79,978</b>	<b>79,980</b>	
<b>Total Cash in Hand</b>	<b>86,404</b>	<b>84,232</b>	<b>84,373</b>	<b>75,604</b>	<b>73,915</b>	<b>54,086</b>	<b>42,494</b>	<b>66,629</b>	<b>70,830</b>	<b>89,519</b>	<b>89,122</b>	<b>91,814</b>	

# ALA FINANCIAL AUDIT CHECKLIST

This form was drafted by the Austin Chapter, ALA. This checklist was developed for our own audit purposes, and may be useful as a guideline for other chapters. The recommendations may or may not necessarily reflect the opinion of the National Association, and some items may not be applicable to a given chapter.

Chapter:	Austin Chapter
Fiscal Year being Audited:	2016-2017
Tax Year, if Different	2016
Board Member Auditor(s) or outside entity – If board members, two preferred (should not include the person who was treasurer for the time period being audited, and ideally at least one should not have been a signer on the account for audited time period)	Dea McCart- President Elect Holly Pulido- Treasurer
Date of Audit:	06-09-2017
Who was the treasurer during the fiscal year being audited, and how can you reach him/her?	Christine Giles
Software program being used, if any:	QuickBooks

## CHECKING ACCOUNT No. 59-1209000 WITH FROST BANK

Item Checked	Notes, if any
* Are all bank statements available and reconciled? - Is there a reconciliation report (showing uncleared checks, etc.) attached to the bank statement? - Are they reconciled by someone OTHER than a signer on the account?	Month 1 ___*__ Statement? ___*__ Rec. report? _____ Non-Signer Reconciler? Month 2 ___*__ Statement? ___*__ Rec. report? _____ Non-Signer Reconciler? Month 3 ___*__ Statement? ___*__ Rec. report? _____ Non-Signer Reconciler? Month 4 ___*__ Statement? ___*__ Rec. report? _____ Non-Signer Reconciler? Month 5 ___*__ Statement? ___*__ Rec. report? _____ Non-Signer Reconciler? Month 6 ___*__ Statement? ___*__ Rec. report? _____ Non-Signer Reconciler? Month 7 ___*__ Statement? ___*__ Rec. report? _____ Non-Signer Reconciler?

	<p>Month 8 ___*___Statement? ___*___Rec. report? _____Non-Signer Reconciler?</p> <p>Month 9 ___*___Statement? ___*___Rec. report? _____Non-Signer Reconciler?</p> <p>Month 10 ___*___Statement? ___*___Rec. report? _____Non-Signer Reconciler?</p> <p>Month 11 ___*___Statement? ___*___Rec. report? _____Non-Signer Reconciler?</p> <p>Month 12 ___*___Statement? ___*___Rec. report? _____Non-Signer Reconciler?</p> <p>Notes:</p>
<p>* Is there backup documentation available for each disbursement? Randomly check some transactions, check some particularly large disbursements, and review disbursements to board members or other individuals.</p>	<p>The following randomly-selected disbursements were verified and DID or DID NOT have backup documentation:</p> <ul style="list-style-type: none"> <li>• #1757 to Headliner Club for \$685.12 DID</li> <li>• #1718 to Husch Blackwell for \$125.00 DID</li> <li>• #1742 to Garrett Picou for \$300.00 DID</li> <li>• #1774 to Urban Roots for \$500.00 DID</li> </ul> <p>The following particularly large disbursements were verified and DID or DID NOT have backup documentation:</p> <ul style="list-style-type: none"> <li>• 03/01/17 DEBIT to Intercontinental Stephen F Austin for \$2,938.19</li> <li>• 09/26/16 DEBIT to Intercontinental Stephen F Austin for \$8,329.60</li> <li>• 03/14/17 DEBIT to University of Texas Athletics for \$451.00</li> <li>• 11/28/16 DEBIT to Whole Foods Market for \$549.91</li> </ul> <p>The following checks to board members or other individuals were verified and DID or DID NOT have backup documentation:</p> <ul style="list-style-type: none"> <li>• #1717 to Diane Dettmann for \$59.64 DID</li> <li>• #1721 to Diane Dettmann for \$1,504.55 DID</li> <li>• #1723 to Linda Siegert for \$1,689.42 DID</li> <li>• #1725 to Ana Helton for 1,409.52 DID</li> <li>• #1729 to Summer Jurells for \$2,400 DID</li> <li>• #1737 to Linda Siegert for \$703.72 DID</li> </ul>
<p>* Are copies of deposits available (including copies of each check and bank-stamped receipt with correct total)? (random check)</p>	<p>Randomly selected the following deposits from the physical check register, and then looked at deposit copies to verify:</p> <ul style="list-style-type: none"> <li>• Deposit 10/20/16 for \$4,705.00; Copies of ALL checks? YES Reconciled? YES</li> <li>• Deposit 04/01/16 for \$847.49; Copies of ALL CC? YES Reconciled? YES</li> <li>• Deposit 08/10/16 for \$2,150.00; Copies of ALL checks? YES Reconciled? YES</li> <li>• Deposit 03/23/17 for \$330.00; Copies of ALL checks? YES Reconciled? YES</li> </ul> <p>Notes:</p>

CHECKING ACCOUNT NO. 59 1210378 WITH Frost Bank

\* Are all bank statements available and reconciled?  
 - Is there a reconciliation report (showing uncleared checks, etc.) attached to the bank statement?  
 - Are they reconciled by someone OTHER than a signer on the account?

Month 1 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 2 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 3 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 4 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 5 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 6 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 7 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 8 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 9 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 10 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 11 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?  
 Month 12 \_\_\_\*\_\_\_ Statement? \_\_\_\*\_\_\_ Rec. report? \_\_\_\_\_ Non-Signer Reconciler?

Notes:

\* Is there backup documentation available for each disbursement?  
 Randomly check some transactions, check some particularly large disbursements, and review disbursements to board members or other individuals.

The following randomly-selected disbursements were verified and DID or DID NOT have backup documentation: N/A

# \_\_\_\_\_ dtd \_\_\_\_\_ to \_\_\_\_\_ for  
 \$ \_\_\_\_\_ DID or \_\_\_\_\_ did NOT  
 # \_\_\_\_\_ dtd \_\_\_\_\_ to \_\_\_\_\_ for  
 \$ \_\_\_\_\_ DID or \_\_\_\_\_ did NOT  
 # \_\_\_\_\_ dtd \_\_\_\_\_ to \_\_\_\_\_ for  
 \$ \_\_\_\_\_ DID or \_\_\_\_\_ did NOT  
 # \_\_\_\_\_ dtd \_\_\_\_\_ to \_\_\_\_\_ for  
 \$ \_\_\_\_\_ DID or \_\_\_\_\_ did NOT

The following particularly large disbursements were verified and DID or DID NOT have backup documentation:

# \_\_\_\_\_ dtd \_\_\_\_\_ to \_\_\_\_\_ for  
 \$ \_\_\_\_\_ DID or \_\_\_\_\_ did NOT  
 # \_\_\_\_\_ dtd \_\_\_\_\_ to \_\_\_\_\_ for  
 \$ \_\_\_\_\_ DID or \_\_\_\_\_ did NOT  
 # \_\_\_\_\_ dtd \_\_\_\_\_ to \_\_\_\_\_ for  
 \$ \_\_\_\_\_ DID or \_\_\_\_\_ did NOT  
 # \_\_\_\_\_ dtd \_\_\_\_\_ to \_\_\_\_\_ for  
 \$ \_\_\_\_\_ DID or \_\_\_\_\_ did NOT

The following checks to board members or other individuals were verified and DID or DID NOT have backup documentation:



# _____	dtd _____	to _____	for
\$ _____	_____	DID or _____	did NOT
# _____	dtd _____	to _____	for
\$ _____	_____	DID or _____	did NOT
# _____	dtd _____	to _____	for
\$ _____	_____	DID or _____	did NOT
# _____	dtd _____	to _____	for
\$ _____	_____	DID or _____	did NOT
# _____	dtd _____	to _____	for
\$ _____	_____	DID or _____	did NOT
# _____	dtd _____	to _____	for
\$ _____	_____	DID or _____	did NOT
# _____	dtd _____	to _____	for
\$ _____	_____	DID or _____	did NOT

<p>* Are copies of deposits available (including copies of each check and bank-stamped receipt with correct total)? (random check)</p>	<p>Randomly selected the following deposits from the physical check register, and then looked at deposit copies to verify: N/A</p> <p>Deposit dtd _____ for \$ _____</p> <p>Copies of ALL checks? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Bank-stamped receipt with correct total? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Deposit dtd _____ for \$ _____</p> <p>Copies of ALL checks? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Bank-stamped receipt with correct total? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Deposit dtd _____ for \$ _____</p> <p>Copies of ALL checks? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Bank-stamped receipt with correct total? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Notes:</p>
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**GENERAL ITEMS**

<p>Treasurer's reports - copy of each month's report available? What reports constitute a full report (e.g. monthly cash flow? YTD cash flow? balance sheet? budget report? others?)</p>	<p>Reports should consist of the following:</p> <ol style="list-style-type: none"> <li>1. Summary of Month</li> <li>2. Balance Sheet</li> <li>3. Profit &amp; Loss</li> <li>4. Bank Statements</li> <li>5. Bank Reconciliations</li> </ol> <p>Month 1    X Complete</p> <p>Month 2    X Complete</p> <p>Month 3    X Complete</p> <p>Month 4    X Complete</p> <p>Month 5    X Complete</p> <p>Month 6    X Complete</p> <p>Month 7    X Complete</p> <p>Month 8    X Complete</p> <p>Month 9    X Complete</p> <p>Month 10   X Complete</p> <p>Month 11   X Complete</p> <p>Month 12   X Complete</p>
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Form W-9s	<p>Does the treasurer have on file current Form W-9s for business partners which are not incorporated? (This form verifies the legal nature of the entity, such as sole proprietorship, incorporated entity, etc., requires their tax ID # for tax reporting purposes, AND attests to whether they are subject to backup withholding).</p> <p><input type="checkbox"/> * <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
Form 1099s	<p>Were 1099s issued to any unincorporated entities which were paid more than the limit established by the IRS as triggering a Form 1099?</p> <p>YES 1096 totaled \$1,634.00</p>
Tax Return - Applicable tax return(s) filed for most recent tax period? (Form 990? sales tax form? other?)	<p>Form 990-EZ for tax period beginning April 1, 2015 and ending March 31, 2016 was filed on July 25, 2016.</p> <p>Form 990-EZ for tax period beginning April 1, 2016 and ending March 31, 2017 is due to be filed by July 31, 2017 but has not yet been filed.</p>
Budget - was one done, and regular reports given?	<p><input type="checkbox"/> * <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

Auditor(s) Signatures:

*Don McAuliffe*                      *Greg Stulide*

Signature    Signature



## **JULY 13, 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.

We are working on the Expo. Last month I have sent a detailed information to bps regarding Expo, parking etc. BP registration for the Expo will go out July 26.

Linda Wood already purchased decorations for the event and is working on the brochure. I will try to involve Bobby Zamen as much as I can to prepare him for next year.

Upcoming dates: Expo - September 14, 2017; BP Appreciation Event – October 19, 2017.

### **COMMUNITY RELATIONS COMMITTEE – Diana Stangl**

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

We are definitely doing the Light the Night Walk on November 18 at Circuit of the Americas. I will be getting our team set up this month so that we can start getting donations.

We are looking into scheduling a date for the Central Texas Food Bank and Urban Roots – we need to decide what time of year we want to do each of those. I am also looking into the Big Brothers/Big Sisters BowlForKids event for 2018. I believe it will be in March.

James Cornell sent some suggestions as well and so we will be exploring those. One would be a long range and ongoing project and would involve setting up internship opportunities for high school students. The Orange County ALA Chapter has a program called Project SELF <http://ocbarfoundation.org/program/project-self/> .

James was also wondering if we would want to do a school supply drive or something similar.

I would like some input from the board to take back to the committee.

### **COMPENSATION & BENEFITS COMMITTEE – Allen Odom**

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**

Nothing to report at this time.

### **COMMUNICATIONS COMMITTEE – Mike Virga**

Committee Members: Summer Jurrells, Holly Pulido, Karie Rivkin

I met with James Cornell a couple weeks back to discuss some possible new strategies for generating consistent, relevant content on our social media as well as in our newsletters. He will be helping to supplement with articles from time to time and we are considering a more structured topic-oriented focus on social media...for example July could be HR heavy, August could focus on financials, September would be a spotlight month for business partners to hype up/go-hand-in-hand with the expo, etc. Holly, Karie and I will be on a go-to-meeting today to discuss some of those insights as well as other possible ideas to further engage our membership. I can give another update in that regard at the meeting. I am working on more consistent communication with individual board members as well.

Nothing to report at this time.

### **SMALL FIRM GROUP – Ana Helton & Christine Giles**

We had a very small group in June (2 people); it was very productive. The group discussed best ways to hire a good paralegal.



**Austin Chapter of the Association of Legal Administrators**  
**BOARD MEETING MINUTES**  
**June 8, 2017 11:30 AM to 1:00 PM**  
**Graves Dougherty Hearon & Moody**  
**401 Congress Avenue, Suite 2200, Austin, TX**

1. Called to Order: 11:36 a.m.

Members present: Dea McCart, Mike Virga, Holly Pulido, Julie Smith, Diane Dettmann, and Christine Giles

Members not present: Summer Jurrells, Allen Odom, Tina Terrian, Ana Helton, Diana Stangl

2. Interim e-mail decisions:
  - a. Budget approved via email vote.
  - b. Julie Smith took over as Membership Chair.
  - c. Fidelity bond renewed, coverage increased to include computer & transfer fraud.
3. Approval of May Board Meeting minutes (see attachment)- Motion by Holly Pulido; second by Mike Virga; passed.
4. Treasurer's Report for May (see attachment)-
5. Upcoming due dates, deadlines and responsibilities
  - a. June 30, 2017 – Christine Giles, Secretary, submit May minutes to headquarters
  - b. June 30, 2017 – Tina Terrian, Chair, Education Committee, submit May Educational Summary Report to Headquarters
  - c. July 7, 2017- CLI registration deadline
6. Upcoming Educational Opportunities and Events
  - a. June 22, 2017 – Monthly Luncheon; Headliners
  - b. July 27, 2017- Monthly Luncheon; Headliners
  - c. July 20-22, 2017- CLI- Minneapolis, MN
  - d. ALA Austin Annual Expo and Education- September 14, 2017

e. Business Partner Appreciation event- October 10, 2017.

7. Old Business

a. Audit team update: Dea McCart and Holly Pulido will meet on June 9, 2017 to conduct the audit.

b. Listserv/ forum options- information provided by Diane Dettmann.

Board agreed that moving to a forum, which requires log in to access and does not send out immediate notifications, would not serve the membership as well as our current system. However, since we don't have exclusive control over our current listserv we will set up a new Yahoo Listserv. Diane Dettmann agreed to do that with assistance from Julie Smith in validating the membership list is accurate and complete. Diane will coordinate with Mike Virga to make sure members are informed of the change so they can accept the enrollment.

c. President's Award of Excellence- committee updates. The Board went through items that were assigned to Secretary, "Board" or with specific person not specified.

d. Communication timeline submissions. Mike Virga still needs these and will follow up with all the Committee Chairs.

e. Best practices document submissions. Christine Giles still needs these and will email everyone.

8. New Business

a. TAPS Sponsorship (per Karie Rivkin). Karie will also do a presentation at TAPS. This will also contribute to the President's Award of Excellence application under the last item on page 1.

b. Nevada State Bar meeting- ALA table coverage (per James Cornell): James has coordinated a schedule with the Board to cover the slots at the conference. This will also contribute to the President's Award of Excellence application under the last item on page 1.

9. Committee Reports (see attached). Dea McCart requested that every month each Committee Chair reply to her request for committee reports, even if only to state "nothing to report". She also requests we give a list of their current committee members with each report.

10. Open Business: none.

11. Announcements & Adjourn: 12:54 p.m.

12. Next Board Meeting: July 13, 2017, at GDHM 11:30 am – 1:00 pm