



Austin Chapter of the Association of Legal Administrators
BOARD MEETING MINUTES
August 10, 2017 11:30 AM to 1:00 PM
Graves Dougherty Hearon & Moody
401 Congress Avenue, Suite 2200, Austin, TX

1. Called to Order: 11:43 a.m.

Members present: Dea McCart, Summer Jurrells, Holly Pulido, Christine Giles, Ana Helton

Members not present: Diane Dettmann, Mike Virga, Tina Terrian, Julie Smith, Diana Stangl, Allen Odom.

2. Interim e-mail decisions: None

3. Approval of July Board Meeting minutes (see attachment)- so motioned by Holly Pulido; seconded by Dea McCart; approved.

4. Treasurer's Report for July (see attachment)- Currently about \$6800 under budget. Reviewed unused stipends to see if any could be released into general funds. Reviewed attendance figures.

5. Upcoming due dates, deadlines and responsibilities

- a. August 31, 2017 – Christine Giles, Secretary, submit July minutes to headquarters.
- b. August 31, 2017 – Tina Terrian, Chair, Education Committee, submit July Educational Summary Report to Headquarters.

6. Upcoming Educational Opportunities and Events

- a. August 10, 2017- Dart Bowl Membership Social, Dart Bowl.
- b. August 24, 2017- Monthly Luncheon; Headliners.
- c. ALA Austin Annual Expo and Education- September 14, 2017.
- d. ALA HR and Finance Conferences- Chicago, IL- October 5-7, 2017.
- e. Business Partner Appreciation event- October 19, 2017.

7. Old Business

- a. Member Questionnaire/ Survey feedback - feedback due by September board meeting. Summer mentioned she would accept comments in any form; hand written notes are welcome.
- b. Job description & Best Practices update- Christine Giles still needs job descriptions and best practices from most.
- c. Board timeline of responsibilities (President's Award of Excellence) checklist- no updates.
- d. Need to confirm date of Holiday Party so Diana Stangl can book the space with her firm. Attendees agreed on December 6th, 6pm-8pm; Summer will notify Diana.
- e. Chapter taxes were prepared, checked and Holly Pulido mailed them out on August 8. Complete.

8. New Business

- a. CLI Recap- Dea McCart passed out several handouts from meeting (attached). Highlights included compliments of the Austin BP Expo. Many chapters are setting up web access for meetings.

Dea encourages everyone to calendar to attend next year: July 19-21 in Denver.

- b. Move September board meeting? Attendees agreed it should be moved; Summer will send out a doodle.com calendar vote to select a new date.
- c. Membership campaign initiative from ALA. Christine agreed to contact Julie Smith and volunteer to do this or support her, as she prefers.
- d. Expo 2018 and BP registration - Ana Helton. Group agreed we would divide up membership roster between Board Members and Membership Committee to contact and recruit attendees.

Christine to prepare three certificates for giveaways to members and vendors: (1) BP Best Costume, credit for 2018 BP fees in same amount as last year, (2) Stipend for member drawing, \$1200, to expire 12/31/18, (3) Voucher for member worth 1 year dues or admission to three lunch and learn.

Summer will advise Tina Terrian it is ok to send Expo email to members.

- e. ALA seeking to define identity- James Cornell to lead an activity at next chapter meeting to receive feedback.

9. Committee Reports (see attached)

- a. Compensation and Benefits: Allen Odom reported to Summer that we are still seriously short on replies. We agreed that enough emails have been sent to members. For this year, we have options of compiling results but not releasing or not finishing the survey and getting a small refund. It was agreed there was no benefit to finishing. Further discussion will be held about whether to try again next year.
- b. Small Firm Group: four new members came to the August meeting.
- c. Membership: We have between 5-10 new members that still need to be lunched and introduced around. All present expressed willingness to participate.

10. Open Business

- a. Assisting Communications: BP committee will post BP announcements to Facebook; Summer will get out a newsletter asap.
- b. Ana will send out proposed 2018 BP packages to Board for comment.

11. Announcements & Adjourn: 12:33 pm

12. Next Board Meeting: To be determined



Index of Treasurer Reports

- July 2017 Treasurer Report Highlights
- Member Meeting Attendance June 2016 - 2017
- Cash Flow July 2017
- Balance Sheet July 2017
- Profit & Loss July 2017
- Actual and Budgeted Mo. Breakdown w/ Stipend Detail



Treasurer's Report
07/31/2017

<u>Bank Account balances at end of statement period:</u>		\$ 3,120.48
	Checking	
	Money Market	\$81,152.25
	TOTAL	\$84,272.73

Monthly activity:

<u>Income:</u>	\$3,505.00
<hr/>	
Totebag Sponsorship:	\$ 500.00
Business Partner Silver:	\$1,350.00
BP Expo	\$ 150.00
Lunch/Expo income:	\$ 880.00
Membership Dues:	\$ 625.00
<u>Outgo:</u>	\$4,458.37
<hr/>	
Salary Survey Deposit:	\$2,250.00
CLI Stipends	\$ 936.30
Chapter Monthly Luncheon:	\$ 737.70
BP Expo Décor Reimb.	\$ 342.24
Website Fee:	\$ 85.00
Bank & Credit Card Fees:	\$ 82.13
Summer Social Deposit	\$ 25.00
Cash Flow (current):	-\$949.55

Budget and Cash Flow Planning:

- 2016 Taxes were signed off on and filed on August 8, 2017.
- July Luncheon RSVPs brought a total of \$910 in revenue with the breakdown of 38 attendees and Headliner's Club expense of \$1,000.62 (paid in August):
 - 25 Members @ \$30
 - 4 Guests @ \$40
 - 2 Business Partner sponsors & ALA Board President – Complimentary
 - 4 honored retirees – Complimentary
 - 1 Member Coupon

**Member Meeting Attendance
June 2016 - July 2017**

Registrations	Joined	Full Name	Company Name	Email address
29		Christine Giles	Noelke Maples St. Leger Bryant, LLP	cgiles@nmsb-law.com
26		Ana Helton	Riggs & Ray PC	ahelton@r-alaw.com
19		Dea McCart	Ryan Law Firm LLP	dea.mccart@ryanlawllp.com
18		Melissa Joe	Hance Scarborough LLP	mjoe@hslawmail.com
17		Summer Jurells, PHR, SHRM-CP	Bickerstaff Heath Delgado Acosta	sjurells@bickerstaff.com
16		James Cornell, III	Graves Dougherty Hearon & Moody, P.C.	jcornell@gdhm.com
16		John Wagner	Scott Douglass & McConnico	vwagner@scottdoug.com
15		Mike Virga	Germer Beaman & Brown PLLC	mvirga@germer-austin.com
15		Diane Dettmann, PHR, SHRM-CP	Graves Dougherty Hearon & Moody	ddettmann@gdhm.com
15		Holly Pulido	Howry Breen & Herman LLP	hpulido@howrybreen.com
14		Bonnie Zook	Slack & Davis, LLP	bzook@slackdavis.com
14		Bobby Zamen	Scott Douglass & McConnico	bzamen@scottdoug.com
13		Mike McDearmon	Andrews Kurth L.L.P.	mmcdearmon@andrewskurth.com
12		Ann Jacobson	Winstead PC	ajacobson@winstead.com
11		Karie Rivkin	Eichelbaum Wardell Hansen Powell & Mehl, P.C.	krivkin@edlaw.com
10		Ann Pettigrew	Parsley Energy	apettigrew@parsleyenergy.com
10		Jeanne Schulte	Giordani, Swanger, Ripp Jetel LLP	jschulte@gsrjlaw.com
10		Diana Stangl	Walsh, Gallegos, Treviño, Russo & Kyle PC	dstangl@wabsa.com
10		Maria K. Benning		mkbenning@gmail.com
10		Alyssa Gault	Giordani, Swanger, Ripp Jetel LLP	agault@gsrjlaw.com
10		Chassidy Deckard	Husch Blackwell, LLP.	chassidydeckard@paulhastings.com
9		Julie Smith	Smith Law Group LLLP	julie@appealsplus.com
9		Lauren Davis Stark	Finimore Kay Harrison & Ford LLP	lstark@fkhpartners.com
8		Christina Terrian, PHR, SHRM-CP	Pirkey Barber, PLLC	cterrian@pirkeybarber.com
7		Linda Wood	Fritz Byrne Head & Gilstrap, PLLC	lwood@fbhg.law
7		Elaine Nielsen	Graves Dougherty Hearon & Moody	enielsen@gdhm.com
7		Sherrie Marino	McLean & Howard LLP	smarino@mcleanhowardlaw.com
6		Elaine Burr	Chamberlain McHaney	eburr@chamberlainmchaney.com
6		Ellen Boydston	Gray & Becker, PC	ellen.boydstun@graybecker.com
6		Amanda Koplos, CLM, CPA	Bowman and Brooke, LLP	amanda.koplos@bowmanandbrooke.com
5	2005	Rebekah Murphy	Hanna & Plaut, LLP	rmurphy@hannaplaut.com
5	1999	Edna Diaz	Locke Lord, LLP	ediaz@lockelord.com
5	2007	Laura Angle	State Bar of Texas	langle@texasbar.com
4	2013	Liz Elmquist	Lloyd, Gosselink, Rochelle & Townsend, PC	eelmquist@lglawfirm.com
4	2006	Debra Krutsinger	Walsh, Gallegos, Treviño, Russo & Kyle PC	dkrutsinger@wabsa.com
4	NEW	Leanna Hill	The Fowler Law Firm PC	lhill@thefowlerlawfirm.com
4	2014	Kimberly Vitray, SPHR	McGinnis, Lochridge & Kilgore, LLP	kvitray@mcginnislaw.com
3	2002	Andrew Molnau, CLM	Burns Anderson Jury & Brenner LLP	amolnau@bajb.com
3	NEW	Amy Quinones	Giordani Swanger Ripp & Jetel, LLP	aquinones@gsrjlaw.com
3	NEW	Martha Olsen	Law Office of Becky Beaver	molsen@beckybeaverlaw.com
3	1994	Debbie Roan, PHR, CLM	Bracewell LLP	debbie.roan@bracewelllaw.com
3	2016	Teresa Kennedy	Hopper Mikeska, PLLC	tkennedy@hoppermikeska.com
2	2012	Lilian Morales	Hance Scarborough LLP	lmorales@hslawmail.com
2	2000	Becky Shafer	Thompson Coe Cousins & Irons, LLP	bshafer@thompsoncoe.com
2	2001	Kelly Barker, CLM	Wilson, Sonsini, Goodrich & Rosati, PC	kbarker@wsgr.com
2	2003	Robert Matta	Davidson & Troilo Ream & Garza PC	rmatta@dtrglaw.com
1	2009	Kennon Welch	Alexander Dubose Jefferson & Townsend LLP	kwelch@adjtlaw.com
1	2009	Elizabeth Walker	Beck, Redden & Secrest LLP	ewalker@brsfirm.com
1	2008	Lisa Woodward	Strasburger & Price LLP	lisa.woodward@strasburger.com
1	2008	Maggie Powell	Powell & Leon LLP	mppowell@powell-leon.com
1	2004	Joan McClendon	McKool Smith, P.C.	jmcclendon@mckoolsmith.com
1	2016	Kimberly Balkum	Armbrust & Brown, PLLC	kbalkum@abaustin.com
1	2003	Marti Lozano	Haynes and Boone, LLP	marti.lozano@haynesboone.com
1	NEW	Sheila Kusch	Osborne, Helman, Knebel & Scott, LLP	skusch@ohkslaw.com
1	NEW	Joni Bures	Powell & Leon, LLP	jbures@powell-leon.com
1	1992	Jo Ann McNeil	Armbrust & Brown, PLLC	jmcneil@abaustin.com
1	1997	Penny Arnold	McElroy, Sullivan & Miller, LLP	parnold@msmtx.com
1	NEW	Jerry Moffitt, Ms	DuBois Bryant & Campbell	jmoffitt@dbellp.com
1	2015	Eden Minucci, CLM	Minucci Consulting, LLC	edenminucci@gmail.com
1	1997	Meg Land	Baker Botts LLP	margaret.land@bakerbotts.com
NEW		Ashley Haun	Ogletree Deakins Nash Smoak & Stewart PC	ashley.haun@ogletree.com
2015		Kassandra Ward	Thompson & Knight LLP	kassandra.ward@tklaw.com
2015		Mike Harder	Naman, Howell, Smith & Lee PLLC	harder@namanhowell.com
2009		Leah Walters	Ogletree Deakins Nash Smoak & Stewart, PC	leah.walters@odnss.com
2001		Sandra Gable	Whitehurst, Harkness, Brees, Cheng, et al	sgable@nationaltriallaw.com
NEW		Alice Bolander	Norton Rose Fulbright	alice.bolander@nortonrosefulbright.com
2005		Chrissie Eastin	Lourie & Cutler P.C.	ceastin@louriecutler.com
1997		Pamela Hicks	Naman, Howell, Smith & Lee PLLC	hicks@namanhowell.com
NEW		Kim Williams	JacksonLewis	kim.williams@jacksonlewis.com
2013		Kathie A. Klein	Richie & Gueringer, P.C.	kklein@rg-austin.com

**Member Meeting Attendance
June 2016 - July 2017**

2005	Corina Rodriguez	Abel Law Group LLP	crodriguez@abel-ip.com
NEW	Mary Marks	Deats Durst & Owen, PLLC	emarks@ddollaw.com
2013	Nancy McClaran	Dykema Cox Smith	NMcClaran@dykema.com
2013	Jo Ann Mungia	Mitchell Williams Selig Gates & Woodyard PLLC	jmungia@mwlaw.com
2015	Julie Lewis	Jackson Walker LLP	jlewis@jw.com
1986	Mary Smith, PHR	Davis & Wright, PC	msmith@dwlaw.com
2006	Kerry Stigler	George Brothers Kincaid & Horton, LLP	kstigler@georgeandbrothers.com
NEW	Amanda Jennings	Fish & Richardson, PC	jennings@fr.com
2013	Allen Odom	Bickerstaff Heath Delgado Acosta	aodom@bickerstaff.com
2014	Raina Spies	Allensworth and Porter, LLP	ras@aaaplaw.com
2015	Lula Ivey, PHR, SHRM-CP	Nossaman	livey@nossaman.com

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
July 2017

	<u>Jul 17</u>
OPERATING ACTIVITIES	
Net Income	-949.55
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Expenses - Star Chapter	85.00
Net cash provided by Operating Activities	<u>-864.55</u>
Net cash increase for period	-864.55
Cash at beginning of period	<u>85,137.28</u>
Cash at end of period	<u><u>84,272.73</u></u>

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of July 31, 2017

	<u>Jul 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	
General Operations (Unreserved)	969.58
BP Events Reserve	657.76
Monthly Lunches Reserve	643.14
Retreat Reserve	850.00
Total Frost Bank Checking	<u>3,120.48</u>
Frost Money Market	
MM General Reserves	19,997.21
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	1,133.00
MM Salary Survey Reserve	2,750.00
MM Stipend Reserve - CLI	1,050.70
MM Stipend Reserve - Board & Ch	11,477.04
MM Stipend Reserve - Quest & No	10,601.00
Total Frost Money Market	<u>81,152.25</u>
Total Checking/Savings	<u>84,272.73</u>
Other Current Assets	
Prepaid Expenses - Star Chapter	595.00
Total Other Current Assets	<u>595.00</u>
Total Current Assets	<u>84,867.73</u>
TOTAL ASSETS	<u>84,867.73</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	750.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	81,346.35
Net Income	-10,558.15
Total Equity	<u>84,117.73</u>
TOTAL LIABILITIES & EQUITY	<u>84,867.73</u>

Austin Chapter - Association of Legal Administrators

Profit & Loss

08/03/17

July 2017

Cash Basis

	Jul 17
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Totebag Sponsorship	500.00
Silver	1,350.00
Total Annual Sponsorship	1,850.00
Business Partner Expo	150.00
Education	
Monthly Lunch Receipts	880.00
Total Education	880.00
Membership Dues	625.00
Total Income	3,505.00
Gross Profit	3,505.00
Expense	
Bank & Credit Card Fees	82.13
Business Partner Expenses	
Business Partner Expo	342.24
Total Business Partner Expenses	342.24
Communications	
Website Monthly Fee	85.00
Total Communications	85.00
Education Costs	
Lunches - Monthly meetings	737.70
Total Education Costs	737.70
Member Outreach & Networking	
Retreat/Social	25.00
Total Member Outreach & Networking	25.00
Salary Survey Costs	2,250.00
Stipends & Scholarships	
Chapter Leadership Institute	
President Elect-CLI	949.30
Total Chapter Leadership Institute	949.30
Total Stipends & Scholarships	949.30
Total Expense	4,471.37
Net Ordinary Income	-966.37
Other Income/Expense	
Other Income	
Interest Income	3.82
Total Other Income	3.82
Other Expense	
Other Expenses	-13.00
Total Other Expense	-13.00
Net Other Income	16.82
Net Income	-949.55

**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>
Revenue													
Business Partners	1,350	675		2,000		800		25,000	6,000	18,000	2,500	4,000	60,325
Member Dues	2,075	75	250	625						500	1,075	4,800	9,400
Lunches & Seminars	650	490	990	880	1,000	1,300	1,000	1,000		1,200		650	9,160
Salary Survey							3,000	2,000					5,000
Chapter Retreat													0
Other	3	3	3	4	1	1	1		1	2	2	2	23
TOTAL REVENUE	4,078	1,243	1,243	3,509	1,001	2,101	4,001	28,000	6,001	19,702	3,577	9,452	83,908
Expenses													
Bank/Paypal Fees	53	17	19	82	99	130	50	550	200	100	100	100	1,500
Board					100							300	400
Strategic Alliances			325			250		175					750
Business Partner Expo				342		8,753					1,750		10,845
Vendor Parties (nonExpo)							2,750		250	100			3,100
Charitable Contributions		(500)				500					500	500	1,000
Logo Supplies												450	450
Community Challenge	0										300		300
Member Outreach/Networking	992			25	875						508		2,400
Communications	85	85	85	85	85	85	85	85	85	85		85	935
Monthly Luncheons	711	790	869	738	749	85	730	712	85	700			6,000
Education (excl. Mo. Meals)		150	750		350	2,000	1,000	890	1,000		1,000		7,140
Insurance			232										232
MP Breakfast						750		2,000				5,000	7,750
Miscellaneous						500		60	100			300	960
Stipends & Scholarships	10,278	1,175		-13		9,000	10,100						30,540
CLI				949									949
New Member	31				100	100	69						300
Salary Survey				2,250			2,750						5,000
Small Firm Group		24			25	25		26		25		25	150
TOTAL EXPENSES	12,150	1,742	2,280	4,458	2,383	22,093	17,534	4,498	1,635	1,010	4,158	6,760	80,701
Profit (Loss)	(8,072)	(499)	(1,037)	(949)	(1,382)	(19,992)	(13,533)	23,502	4,366	18,692	(581)	2,692	3,207
Asset adj. (prepays & AR)	(850)	85	85	85	85	85	85	85	85	85	85		0
Net cash flow	(8,922)	(414)	(952)	(864)	(1,297)	(19,907)	(13,448)	23,587	4,451	18,777	(496)	2,692	3,207
Beginning Checking balance	15,822	6,536	4,944	3,989	3,121	6,822	1,915	(1,534)	2,053	1,503	278	(5,220)	
Transfer (to) from MM	0				5,000	15,000	10,000	(20,000)	(5,000)	(20,000)	(5,000)	5,000	
Ending Checking balance	6,536	4,944	3,989	3,121	6,822	1,915	(1,534)	2,053	1,503	278	(5,220)	2,470	2,470
Money Market balance	79,968	81,146	81,148	81,152	76,153	61,154	51,155	71,155	76,156	96,158	101,160	96,162	96,162
Total Cash in Hand	86,504	86,090	85,137	84,273	82,976	63,069	49,621	73,208	77,659	96,436	95,940	98,632	98,632
	Under (Over) Budget												6,817.87

**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>
Revenue													
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
TOTAL REVENUE	4,078	125	1,101	801	1,001	2,101	4,001	28,000	6,001	19,702	3,577	9,452	79,940
Expenses													
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
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
CLI				2,000									2,000
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
TOTAL EXPENSES	12,250	2,382	1,045	9,655	2,775	22,015	15,678	3,950	1,885	1,099	4,058	6,760	83,552
Profit (Loss)	(8,172)	(2,257)	56	(8,854)	(1,774)	(19,914)	(11,677)	24,050	4,116	18,603	(481)	2,692	(3,612)
Asset adj. (prepaids & AR)	(850)	85	85	85	85	85	85	85	85	85	85	85	0
Net cash flow	(9,022)	(2,172)	141	(8,769)	(1,689)	(19,829)	(11,592)	24,135	4,201	18,688	(396)	2,692	(3,612)
Beginning Checking balance	15,460	6,436	4,263	9,403	10,633	13,943	9,114	7,521	11,656	10,856	9,542	9,144	
Transfer (to) from MM	0		5,000	10,000	5,000	15,000	10,000	(20,000)	(5,000)	(20,000)			
Ending Checking balance	6,436	4,263	9,403	10,633	13,943	9,114	7,521	11,656	10,856	9,542	9,144	11,834	
Money Market balance	79,968	79,968	74,969	64,970	59,971	44,972	34,973	54,973	59,974	79,976	79,978	79,980	
Total Cash in Hand	86,404	84,232	84,373	75,604	73,915	54,086	42,494	66,629	70,830	89,519	89,122	91,814	

**Stipends & Scholarships
2017-2018 Fiscal Year**

Board Stipends - President	Cap	Spent	Liability
International	1,750.00	1,022.96	727.04
Regional	1,000.00		1,000.00
Total	2,750.00	1,022.96	1,727.04

Board Stipends - President Elect	Cap	Spent	Liability
International	2,000.00	1,454.81	- <i>relinquished remainder of Denver funds</i>
Regional	2,000.00		2,000.00
Total	4,000.00	1,454.81	2,000.00

These are guidelines. As long as expenses for each event are reasonable the allocation between the two may be adjusted.

Board Stipends - Secr /Treas/Past Pres	Cap	Spent	Liability
Secretary	2,000.00		2,000.00
Treasurer	2,000.00	2,000.00	-
Strategic Alliances/Past Pres.	2,000.00	1,750.00	250.00
Total	6,000.00	3,750.00	2,250.00

One event of their choice.

Committee Chair Stipends	Cap	Spent	Liability
Business Partner	1,750.00		1,750.00
Communications	1,750.00	1,551.91	- <i>relinquished remainder of Denver funds</i>
Community Relations	1,750.00	1,750.00	-
Compensation	-		- <i>declined</i>
Education	-		- <i>declined</i>
Membership	1,750.00		1,750.00
Total	7,000.00	3,301.91	3,500.00

President-CLI	1,000.00	-	1,000.00
Pres Elect-CLI	1,000.00	949.30	50.70

Board Members/Chairs-CLI	Cap	Spent	Liability
Secretary	-		- <i>declined</i>
Treasurer	-		- <i>declined</i>
Business Partner	-		- <i>declined</i>
Communications	-		- <i>declined</i>
Community Relations	-		- <i>declined</i>
Compensation	-		- <i>declined</i>
Education	-		- <i>declined</i>
Membership	-		- <i>declined</i>
Strategic Alliances/Past Pres.	-		- <i>declined</i>
Total	-	-	-

Scholarship-Prior Year	Cap	Spent	Liability	Expiration
Zook	1,750.00		1,750.00	10/31/2017

HANDOUTS FROM CHAPTER LEADERSHIP INSTITUTE

Chapters 76-105 Members

How to become better “partners” with business partners rather than vendors. Chapters moving away from business expos – what type of events are being held?

- Golf outings
- Speed dating
- Progressive dinners/lunches
- Tie with educational session

Send pie chart to members to show how much \$\$ business partners bring in.

Success with corporate members? How to get them engaged?

- Very different needs. Work on a collaboration effort to keep in touch.

What is the benefit of having student members?

- Look at the business schools. Many students don't know this career exists.
- Bring in new energy. A new talent pool to choose from.
- Reduced membership fee

Do you do election of officers by having people run against each other or does the Board select the next officers and then send out a ballot?

- Nominating committee
- Bring a new person on each year and have the natural progression through the leadership board position.

What technology is being used to run meetings? If the capability to watch later, will that cause a drop off in attendance?

- Cyber Chapter uses Any Meeting
- Try Facebook Live, WebEx

How to tighten up the budgets?

- Reducing amount of chapter meetings
- Business Partner Advisory Board to provide feedback

Diversity and Inclusion within the Chapter

- Give a scholarship to a student. Applications are required.
- Stuff backpacks and give to inner city school – member went to school the first day of school and handed out the backpacks full of school supplies.

How does your chapters use social media to promote events?

- Form a committee - IFTTT or Hootsuite to post on all things at once
- Group text

- Autodial

Member engagement – have an event and the cost for the business partner is to bring another customer that is not a member and have membership committee follow up with that person. Change the way you think of engagement. Send a survey listing all activities the chapter offers and then have the members select what they participated in.

Chapters with 76-105 Members: Breakouts by Chapter Size

Business Partners

How to create a partnership.

Expo vs. progressive lunches/dinners.

San Diego - Legal resource fair/expo and cocktails & connections - speed dating with BPs.

Pittsburgh - Baseball game and golf game with BPs in addition to expo. Expo starts with lunch.

Include educational sessions with BP expo/event? Some do, some don't. Austin does.

Evaluation of ROI for BPs. Chapter needs to understand that BPs provide money for the chapter. Have treasurer prepare pie chart of where chapter funds come from.

Member appreciation event - baseball game - that included BPs, but members weren't told ahead of time that BPs would be there.

Membership

Recruitment of corporate members. Does everyone do it? How do you do it?

Puget Sound - has a lot of corporate legal departments (Seattle). There is a Corporate Legal Operations Consortium (CLOC). The chapter is working on creating opportunities to come together, rather than being in the same organization. Collaboration.

Student members - what is the benefit to this? Business schools might be a better association than those trained as paralegals. Arizona has worked hard on this. They see it as a talent pool & an increase in energy for the chapter. An introduction to the world of legal management.

Competition with technical companies like Google in Seattle & Austin.

Advertising at UT Law & UT Liberal Arts.

National & local reduction in dues. \$49 student membership.

Leadership Succession

How are leaders selected/elected? In most chapters the Nominating Committee recommends one person for each position, so that there is not an "election" and a choice having to be made between two people.

San Diego - new person comes on board each year. Succession planning is quite structured, so everyone knows who will have a position.

Technology Use for Chapter Meetings

Cyber Chapter - all meetings are online. Chapter uses AnyMeeting (\$750/year). Allows 200 people to attend. Can record the meeting for later viewing by members. Will investigate FaceBook Live.

Many firms block use of FaceBook at work.

San Diego - Concern about recording meetings, because then members may not physically attend the meetings.

Some people may watch the chapter meetings and then be interested in coming.

Puget Sound didn't see any substantial increase or decrease in attendance when they were recording their meetings.

Gateway - Did a live meeting last week. Didn't record it. 30 attended and 10 watched online. Won't do it every time.

Reaching out to independent members using a live meeting? They will be doing this in Texas soon.

Budgets

Some chapters are reducing the number of chapter meetings per year.

BP Advisory Board - Pittsburgh

Asking BPs their advice on what they want.

Diversity & Inclusion

Maryland - \$1,000 scholarship for Maryland high school students on the topic of diversity & inclusion.

Backpack program for school which included business partners.

Houston chapter - birthday boxes for children.

Social Media

Cyber Chapter - uses Twitter.

Most chapter aren't using social media, or doing it well.

Houston – has a social media committee. They are using Hootsuite (www.hootsuite.com) – which allows them to manage all of their social media in one place & post to all avenues at the same time.

Ifttt - another program that some chapters are using.

One chapter is using group texts to remind chapter members about meetings. The members have to opt in.

Member Engagement

New members kickoff

Ask BPs to bring administrator who is not a member of the chapter.

Survey to members - what did you participate in this year? Members engage in different ways - not necessarily attending regular meetings.

Do different types of events to appeal to different types of people.

Houston - Painting pottery

Karaoke

Golf/bowling/paint event

Some events should not revolve around alcohol, for those who may not want to or be able to partake.

Webinars

ALA webinar program - new program seems to be better. Some chapters aren't using them. Participation is not good at some chapters. If you buy the bundle, you can show it at a different time. Gave up due to technical difficulties last year.

Online Courses

Difficult to set up. Only works through Chrome.



August 10, 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 in full speed preparation for the upcoming Expo. Our committee is meeting next week to discuss last preparation items and finalize 2018 registration for business partners. We have 47 business partners that already signed up for the Expo.

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:

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.

We are meeting at the end of the month to start working on the 2018 speaker line-up. I will need some guidance from the board on best timing for announcements for the Expo.

MEMBERSHIP COMMITTEE – Julie Power Smith

Committee Members: Summer Jurrells, Christine Giles, Karie Rivkin, Laura Angle, Meg Land, Marti Lozano, and Diane Dettmann. Chassidy moved to Houston and remains a member of the chapter and is available to help mentor the committee as well.

There have been 10 new members since April. 5 of them in July. All have been invited to the listserv. There are 5 to take to lunch in the coming month. In the month of August, my plan is to schedule a meeting of the membership committee for September, finalize lunches for the 5 new members, get with Diane regarding the new listserv and make a post on the listserv about the 10 new members since April. The membership committee will assist at the Expo with name tags and Ana and I plan to talk this week about further ways the membership committee can support the Expo.

COMMUNICATIONS COMMITTEE – Mike Virga

Committee Members: Summer Jurrells, Holly Pulido, Karie Rivkin

Nothing to report at this time.

Nothing to report at this time.

ROUND TABLE GROUP MEETINGS:

SMALL FIRM GROUP – Ana Helton & Christine Giles

Small Firm round table had 6 people. We had few new members in that group. The discussion was about strategy for training replacement during transition.