



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

1. Members present: Diane Dettmann, Summer Jurrells, Linda Siegert, Chassidy Deckard, Holly Pulido, Mike McDearmon, Ana Helton and Dea McCart

Members not present: Kelly Barker, Alan Odom, Christine Giles
2. Interim e-mail decisions: None
3. Approval of December Board Meeting minutes (see attachment) – Mike McDearmon provided an updated date for the Urban Roots event. The revised minutes will be sent to the Board for review and approval under separate e-mail.
4. Treasurer’s Report for December (see attachment) - Reviewed
5. Upcoming due dates, deadlines and responsibilities
 - a. Jan. 31, 2017 – Linda Siegert, Secretary, submit minutes to headquarters
 - b. Jan. 31, 2017 – Dea McCart, Chair, Education Committee, submit Educational Summary Report to Headquarters
 - c. Jan. 31, 2017 – Diane Dettmann, submit President’s Award of Excellence
 - d. Feb. 13, 2017 – Early Bird Registration Deadline for ALA Annual Conference & Expo
 - e. Mar. 15, 2017 – Deadline for 60 Seconds of Fame! Video Contest
6. Upcoming Educational Opportunities and Events
 - a. Feb. 2, 2017 – ALA 101;
 - b. Feb. 25, 2017 – Capital Area Food Bank Volunteer Day
 - c. Mar. 25, 2017 – Urban Roots Volunteer Day
 - d. Apr. 2-5, 2017 – ALA Annual Conference & Expo, Colorado Convention Center
 - e. Annual Conference Virtual Sessions: Problematic Partners: Handling Under-performance and Misbehaviors; The Changing Role of the Legal Secretary; De-Mystifying Data Breaches and Information Security Compliance (available until May 26, 2017)

7. Old Business

- a. Status of Nominating Committee – officer nominees expected by Feb. 3rd – At the time of the board meeting, Bobby Zamen, the board selection, had not yet confirmed. If the nominating committee is unable to confirm Bobby, then they will move to the backup selection of Lauren Stark. It was suggested the Board appoint a secondary backup as a precaution in the event neither Bobby nor Lauren can serve. The secondary backup selected is Julie Smith. Summer Jurrells made a motion to approve the secondary backup selection and Dea McCart seconded the motion. Kelly Barker was later able to confirm the position with Bobby Zamen. It is the Nominating Committee’s Goals to have the new Officers selected by February 3rd.
- b. Final discussion regarding scholarship for ALA Conferences (award in January at luncheon); The Board re-confirmed that to be eligible for the scholarship, you must be present at the January luncheon to win.
- c. Managing Partner Breakfast scheduled for February 28, 2017.
 - i. U. S. Magistrate Judge Andrew Austin finalized topic is, “Law Practice in the 21st Century: What a Digital World and a Global Economy Means for Lawyers and Law Firms;
 - ii. Applying for CLE w/ State Bar of Texas;
 - iii. Electronic invitations to go out approximately Jan. 18th with reminder to be sent Feb 14th; use listserv or Star Chapter;
 - iv. Diane Dettmann to finalize set up with InterContinental and AV group.
- d. Finalize President’s Award of Excellence;
- e. Continue discussion regarding preparation and content for Annual Meeting in February – The Board discussed the installation process of the new Officers and the best time to present them to the membership. Dea McCart suggested we hold the installation at the Spring Seminar since it’s in early March. She will also reach out to the Denver Chapter to get the oath they use for the incoming officers.
- f. Status of new, committed committee chairs – The committees are working on succession planning. Diana Stangl has confirmed she will take over the Community Relations Committee and Bobby Zamen is confirmed for Business Partner Committee in a year. Bobby will act as co-chair to Ana Helton this next fiscal year to allow for a smooth transition of responsibilities. Natalie Low will be the incoming Membership Committee Chair.
- g. Continue discussion regarding silent auction donation for Annual Conference – It was suggested the chapter donate a stay in an Austin landmark hotel. Diane Dettmann will contact the Intercontinental Stephen F. Austin Hotel to see if they would be interested in making a donation to the chapter.

8. New Business

- a. 4th Quarter Membership data – Chassidy Deckard – Reviewed and discussed.
Reduction in membership is due to natural attrition and those leaving the legal field. Recruitment is active and Chassidy is working with headquarters to stay apprised of any changes.

There has been feedback from the current membership that they are not learning anything new. Engagement of seasoned members has lagged.

- b. Timeline for Chapter membership renewals - Discussed

9. Committee Reports (see attached) - Reviewed

- a. ALA 101 Discussion – Ana Helton. The Business Partner Committee will hold an event called “ALA 101” to integrate new business partners into the chapter early in the sponsorship year. The Board discussed the Meet & Greet, which includes business partners and members, and decided to hold the event themed around baseball. The event will be called “Swing into Spring” and include all business partners, members and their families. Location for the event is tentatively at the UT Baseball field and will include a game.

10. Open Business – Diane Dettmann met with Karie Rivkin (Reg. 4 rep) and discussed ways to further create impact within the legal community through strategic alliance. Some opportunities they are considering are:

- a. Targeting other membership’s newsletters and providing articles
- b. Submitting an article to the practice management of the Bar.

Dea McCart suggested the chapter also reach out to the liberal arts department within UT, as they have expressed interest also.

Diane and Karie would like to also increase visibility within the State Bar through an exhibitor’s booth at their annual conference. Since there is interest by several Texas chapters, it was proposed they all share a booth to increase awareness of ALA. The committed chapters are Fort Worth, Dallas, Houston and San Antonio. If Austin joins it will be \$500 per chapter for the booth. The event is scheduled in June but the fee is due now. The event will be held in Dallas and the Austin chapter can be represented by either Karie Rivkin or James Cornell, who both serve ALA on a regional level. Holly Pulido made a motion to participate and pay for the booth. Chassidy Deckard seconded the motion.

11. Announcements & Adjourn – Adjourn at 1:00 pm

12. Next Board Meeting: February 9, 2017, at GDHM 11:30 am – 1:00 pm



Treasurer's Report 12/31/16

<u>Bank Account balances at end of statement period:</u>	Checking	\$ 9,062.50
	Money Market	<u>\$62,959.72</u>
	TOTAL	\$72,022.22

Monthly activity:

Income: \$ 6,181.57

- Lunch/Expo income: \$ 30.00
- BP Packages: \$ 6,025.00
- Membership dues: \$ 125.00
- Other: \$ 1.57

Outgo: \$ 767.33

- Chapter Monthly Lunches: \$ 0.00
- Website: \$ 85.00
- Charitable: \$ 300.00
- Credit card fees: \$ 178.69
- Various BP: \$ 203.64

Cash Flow (current): Positive **\$ 5,414.24**

Budget and Cash Flow Planning:

- **This is a truncated report.** Cash flow from QuickBooks is included but the additional spreadsheets are omitted.
- **Unreserved funds at month end: \$5,506.75** [Includes Money Market and checking.] An improvement of \$522.52 from last month.
- **12/31/15 Unreserved was: (\$8,859.10)** Twelve month improvement of \$14,365.85.
- **BP Receipts as of 1/11/17: \$39,125.00** Detail attached. They have been escrowed for the upcoming budget year.

Austin Chapter - Association of Legal Administrators BP Income

01/12/17

Accrual Basis

November 1, 2016 through January 11, 2017

Type	Date	Num	Name	Memo	Split	Amount
Annual Sponsorship						
Silver						
Deposit	11/05/2016		Rebecca Prewitt	2017: RL Barclay	General Operations (Un...	675.00
Deposit	11/07/2016		Mark Anderson	2017: Rippe	General Operations (Un...	675.00
Deposit	11/07/2016		Patricia May	2017: JPM	General Operations (Un...	675.00
Deposit	11/08/2016		Brenda Johnson	2017: SW Solutions	General Operations (Un...	675.00
Deposit	11/14/2016		Molly Waterman	2017: Hotel Van Za...	General Operations (Un...	675.00
Deposit	11/15/2016		George Ross	2017: Knight Office	General Operations (Un...	675.00
Deposit	11/15/2016		James Elam	2017: DigATX/ProLit	General Operations (Un...	675.00
Deposit	11/16/2016		MoveCorp	2017	General Operations (Un...	675.00
Deposit	11/18/2016		InterContinental ...	2017 (Rosie Muguer...	General Operations (Un...	675.00
Deposit	11/24/2016		Linda Petty	2017: Attorney Res...	General Operations (Un...	675.00
Deposit	12/03/2016		Blake Miller	Four Seasons	Future Budget Income ...	675.00
Deposit	12/04/2016		Ron Weltmann	LawMed/TLIE	Future Budget Income ...	675.00
Deposit	12/06/2016		Jackie Bennett	Move Solutions	Future Budget Income ...	675.00
Deposit	01/11/2017	5236	Hotel Van Zandt	2017	Future Budget Income ...	675.00
Deposit	01/11/2017	378...	McCoy-Rockfor...	2017	Future Budget Income ...	675.00
Total Silver						10,125.00
Gold						
Deposit	11/14/2016		Mindshift Techn...	2017	General Operations (Un...	2,000.00
Deposit	11/30/2016	1465	momentum Sear...	2017	Future Budget Income ...	2,000.00
Deposit	12/07/2016		Katy Mozeley	Capital Vending	Future Budget Income ...	2,000.00
Deposit	12/08/2016		Jerry Frey	CBRE 2017	Future Budget Income ...	2,000.00
Deposit	01/11/2017	835...	Canon Solutions...	2017	Future Budget Income ...	2,000.00
Deposit	01/11/2017	11286	EatOutIn	2017	Future Budget Income ...	2,000.00
Deposit	01/11/2017	038...	Avison Young (...)	2017	Future Budget Income ...	2,000.00
Deposit	01/11/2017	635...	Frost Bank	2017	Future Budget Income ...	2,000.00
Total Gold						16,000.00
Diamond						
Deposit	11/08/2016		Dustin Bolander	2017: Tech Pointe	General Operations (Un...	3,000.00
Deposit	11/09/2016		Sarah Wastaff	2017: Maxwell Lock...	General Operations (Un...	3,000.00
Deposit	11/30/2016	120...	DOCUmation	2017	Future Budget Income ...	3,000.00
Total Diamond						9,000.00
Platinum						
Deposit	11/08/2016		Jonathan Wheless	2017: Aquila	General Operations (Un...	4,000.00
Total Platinum						4,000.00
Total Annual Sponsorship						39,125.00
TOTAL						39,125.00

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

Fiscal Year Ending 3.31.16	<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	675	675	675					3,925	35,000	10,300	3,000	2,500	56,750
Member Dues	2,950	250			125				250	250	4,000	1,975	9,800
Lunches & Seminars	60	500	800	800	800	3,000	740	800	800	800		1,500	10,600
Salary Survey	500					0	4,000	2,000					6,500
Chapter Retreat													0
Other	1	1	1	1						1	1	1	7
TOTAL REVENUE	4,186	1,426	1,476	801	925	3,000	4,740	6,725	36,050	11,351	7,001	5,976	83,657
Expenses													
Bank/Paypal Fees	64	25	25	25	25	50	86	150	375	250	125		1,200
Board				50			50				50	250	400
Strategic Alliances			150										150
Business Partner Expo			1,750	1,750			500			2,750	2,730		9,480
Vendor Parties (nonExpo)		1,500					250	1,250	1,500		600		5,100
Charitable Contributions			500									1,000	1,500
CLI			2,000	3,750									5,750
Logo Supplies													0
Retreat				2,500									2,500
Community Challenge		150										150	300
Communications	216	85	85	85	85	85	85	85	85	85		204	1,185
Monthly Luncheons	467	500	800	800	800		740	800	800	800	0	493	7,000
Education (excl. Mo. Meals)						1,250						1,100	2,350
Insurance					190								190
MP Breakfast						1,250						5,750	7,000
Miscellaneous	60		45		45	250	45	45	45	45	256		836
Stipends & Scholarships		18,000					10,000	5,400					33,400
New Member		120	70		70			70		70			400
Salary Survey				2,500			2,500						5,000
Small Firm Group		25	25	25	25	25	21	21	20	21	21	21	250
TOTAL EXPENSES	807	20,405	5,450	11,485	1,240	2,910	14,277	7,821	2,825	4,021	3,782	8,968	83,991
Profit (Loss)	3,379	(18,979)	(3,974)	(10,684)	(315)	90	(9,537)	(1,096)	33,225	7,330	3,219	(2,992)	(334)
Asset adj. (prepaids & AR)	95	85	85	85	85	85	85	85	(935)	85	85	85	10
Net cash flow	3,474	(18,894)	(3,889)	(10,599)	(230)	175	(9,452)	(1,011)	32,290	7,415	3,304	(2,907)	(324)
Beginning Checking balance	5,724	9,198	10,304	11,415	10,816	10,586	10,761	11,309	10,298	7,588	15,003	8,307	
Transfer (to) from MM		20,000	5,000	10,000			10,000		(35,000)		(10,000)		
Ending Checking balance	9,198	10,304	11,415	10,816	10,586	10,761	11,309	10,298	7,588	15,003	8,307	5,400	
Money Market balance	60,603	40,603	35,603	25,603	25,603	25,603	15,603	15,603	50,603	50,603	60,603	60,603	
Total Cash in Hand	69,801	50,907	47,018	36,419	36,189	36,364	26,912	25,901	58,191	65,606	68,910	66,003	

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01/12/17

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
April 1, 2016 through January 12, 2017

	<u>Apr 1, '16 - Jan 12, 17</u>
OPERATING ACTIVITIES	
Net Income	14,486.99
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Expenses - Star Chapter	765.00
Due From C. Giles	10.20
Net cash provided by Operating Activities	<u>15,262.19</u>
Net cash increase for period	15,262.19
Cash at beginning of period	<u>66,326.83</u>
Cash at end of period	<u><u>81,589.02</u></u>

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Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
December 2016

	<u>Dec 16</u>
OPERATING ACTIVITIES	
Net Income	5,414.24
Adjustments to reconcile Net Income	
to net cash provided by operations:	
Prepaid Expenses - Star Chapter	<u>85.00</u>
Net cash provided by Operating Activities	<u>5,499.24</u>
Net cash increase for period	5,499.24
Cash at beginning of period	66,522.98
Cash at end of period	<u><u>72,022.22</u></u>

Austin Chapter - Association of Legal Administrators
Balance Sheet
 As of December 31, 2016

	Dec 31, 16	Nov 30, 16
ASSETS		
Current Assets		
Checking/Savings		
Frost Bank Checking		
General Operations (Unreserved)	189.99	259.05
Future Budget Income Reserve	5,980.88	5,000.00
BP Events Reserve	202.77	316.92
Communications Reserve	913.47	913.47
Community Relations	0.00	300.00
Monthly Lunches Reserve	593.42	593.42
Retreat Reserve	702.12	702.12
Salary Survey Reserve	300.00	300.00
Stipend Reserve- CLI	179.85	179.85
Total Frost Bank Checking	9,062.50	8,564.83
Frost Money Market		
MM General Reserves	5,316.76	5,315.19
MM Future Budget Income Res.	23,750.00	18,750.00
MM BP Events Reserve	2,202.06	2,202.06
MM Charitable Reserve	1,500.00	1,500.00
MM Education Reserves	2,350.00	2,350.00
MM Monthly Lunch Reserve	3,500.00	3,500.00
MM MP Breakfast Reserve	6,250.00	6,250.00
MM Stipend Reserve - CLI	2,317.39	2,317.39
MM Stipend Reserve - Board & Ch	8,722.51	8,722.51
MM Stipend Reserve - Quest & No	7,051.00	7,051.00
Total Frost Money Market	62,959.72	57,958.15
Total Checking/Savings	72,022.22	66,522.98
Other Current Assets		
Prepaid Expenses - Star Chapter	170.00	255.00
Total Other Current Assets	170.00	255.00
Total Current Assets	72,192.22	66,777.98
TOTAL ASSETS	72,192.22	66,777.98
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity	13,329.53	13,329.53
Retained Earnings	53,942.50	53,942.50
Net Income	4,920.19	-494.05
Total Equity	72,192.22	66,777.98
TOTAL LIABILITIES & EQUITY	72,192.22	66,777.98

8:12 AM

Austin Chapter - Association of Legal Administrators

Balance Sheet By Month - YTD

As of December 31, 2016

01/12/17

Cash Basis

	Apr 30, 16	May 31, 16	Jun 30, 16	Jul 31, 16	Aug 31, 16	Sep 30, 16
ASSETS						
Current Assets						
Checking/Savings						
Frost Bank Checking						
General Operations (Unreserved)	-9,862.97	-9,064.85	-2,890.73	-4,440.73	-3,549.31	-3,316.99
Future Budget Income Reserve	0.00	0.00	0.00	0.00	0.00	0.00
BP Events Reserve	0.00	0.00	0.00	0.00	0.00	235.00
Communications Reserve	0.00	0.00	18.75	-6.20	903.85	878.90
Community Relations	300.00	300.00	300.00	300.00	300.00	300.00
Education Reserve	0.00	500.00	500.00	500.00	2,350.00	2,350.00
Monthly Lunches Reserve	6,533.24	6,096.20	6,096.20	6,096.20	5,411.08	4,778.54
Retreat Reserve	0.00	0.00	0.00	0.00	702.12	702.12
Salary Survey Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Stipend Reserve- CLI	0.00	0.00	0.00	0.00	2,497.24	2,497.24
Stipend Reserve- Board & Chairs	12,227.13	12,227.13	1,650.00	1,650.00	1,249.64	0.00
Stipend Reserve- Quest & Non-Bo	0.00	0.00	1,070.00	1,070.00	1,070.00	1,070.00
Total Frost Bank Checking	9,197.40	10,058.48	6,744.22	5,169.27	10,934.62	9,494.81
Frost Money Market						
MM General Reserves	-52.26	449.28	-3,961.73	-1,710.44	1.12	2,050.78
MM Future Budget Income Res.	0.00	0.00	0.00	0.00	0.00	0.00
MM BP Events Reserve	14,580.00	14,580.00	14,580.00	14,580.00	14,580.00	5,702.06
MM Charitable Reserve	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
MM Communications Reserve	1,053.75	1,053.75	935.00	935.00	0.00	0.00
MM Education Reserves	2,350.00	1,850.00	1,850.00	1,850.00	0.00	0.00
MM Monthly Lunch Reserve	0.00	0.00	0.00	0.00	0.00	0.00
MM MP Breakfast Reserve	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	6,250.00
MM Retreat Reserve	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.00
MM Salary Survey Reserve	5,000.00	5,000.00	5,000.00	2,750.00	2,750.00	2,750.00
MM Stipend Reserve - CLI	5,750.00	5,750.00	5,750.00	5,750.00	0.00	0.00
MM Stipend Reserve - Board & Ch	9,472.87	9,472.87	9,472.87	9,472.87	9,472.87	8,722.51
MM Stipend Reserve - Quest & No	11,450.00	11,450.00	5,981.00	5,981.00	5,981.00	5,981.00
Total Frost Money Market	60,604.36	60,605.90	50,607.14	50,608.43	41,284.99	32,956.35
Total Checking/Savings	69,801.76	70,664.38	57,351.36	55,777.70	52,219.61	42,451.16
Other Current Assets						
Prepaid Expenses - Star Chapter	850.00	765.00	680.00	595.00	510.00	425.00
Total Other Current Assets	850.00	765.00	680.00	595.00	510.00	425.00
Total Current Assets	70,651.76	71,429.38	58,031.36	56,372.70	52,729.61	42,876.16
TOTAL ASSETS	70,651.76	71,429.38	58,031.36	56,372.70	52,729.61	42,876.16
LIABILITIES & EQUITY						
Equity						
Opening Bal Equity	13,329.53	13,329.53	13,329.53	13,329.53	13,329.53	13,329.53
Retained Earnings	53,942.50	53,942.50	53,942.50	53,942.50	53,942.50	53,942.50
Net Income	3,379.73	4,157.35	-9,240.67	-10,899.33	-14,542.42	-24,395.87
Total Equity	70,651.76	71,429.38	58,031.36	56,372.70	52,729.61	42,876.16
TOTAL LIABILITIES & EQUITY	70,651.76	71,429.38	58,031.36	56,372.70	52,729.61	42,876.16

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Austin Chapter - Association of Legal Administrators

Balance Sheet By Month - YTD

01/12/17

As of December 31, 2016

Cash Basis

	Oct 31, 16	Nov 30, 16	Dec 31, 16
ASSETS			
Current Assets			
Checking/Savings			
Frost Bank Checking			
General Operations (Unreserved)	0.00	259.05	189.99
Future Budget Income Reserve	0.00	5,000.00	5,980.88
BP Events Reserve	10.83	316.92	202.77
Communications Reserve	913.47	913.47	913.47
Community Relations	300.00	300.00	0.00
Education Reserve	2,350.00	0.00	0.00
Monthly Lunches Reserve	4,778.54	593.42	593.42
Retreat Reserve	702.12	702.12	702.12
Salary Survey Reserve	300.00	300.00	300.00
Stipend Reserve- CLI	179.85	179.85	179.85
Stipend Reserve- Board & Chairs	0.00	0.00	0.00
Stipend Reserve- Quest & Non-Bo	1,070.00	0.00	0.00
Total Frost Bank Checking	10,604.81	8,564.83	9,062.50
Frost Money Market			
MM General Reserves	4,984.23	5,315.19	5,316.76
MM Future Budget Income Res.	0.00	18,750.00	23,750.00
MM BP Events Reserve	3,202.06	2,202.06	2,202.06
MM Charitable Reserve	1,500.00	1,500.00	1,500.00
MM Communications Reserve	0.00	0.00	0.00
MM Education Reserves	0.00	2,350.00	2,350.00
MM Monthly Lunch Reserve	0.00	3,500.00	3,500.00
MM MP Breakfast Reserve	6,250.00	6,250.00	6,250.00
MM Retreat Reserve	0.00	0.00	0.00
MM Salary Survey Reserve	0.00	0.00	0.00
MM Stipend Reserve - CLI	2,317.39	2,317.39	2,317.39
MM Stipend Reserve - Board & Ch	8,722.51	8,722.51	8,722.51
MM Stipend Reserve - Quest & No	5,981.00	7,051.00	7,051.00
Total Frost Money Market	32,957.19	57,958.15	62,959.72
Total Checking/Savings	43,562.00	66,522.98	72,022.22
Other Current Assets			
Prepaid Expenses - Star Chapter	340.00	255.00	170.00
Total Other Current Assets	340.00	255.00	170.00
Total Current Assets	43,902.00	66,777.98	72,192.22
TOTAL ASSETS	43,902.00	66,777.98	72,192.22
LIABILITIES & EQUITY			
Equity			
Opening Bal Equity	13,329.53	13,329.53	13,329.53
Retained Earnings	53,942.50	53,942.50	53,942.50
Net Income	-23,370.03	-494.05	4,920.19
Total Equity	43,902.00	66,777.98	72,192.22
TOTAL LIABILITIES & EQUITY	43,902.00	66,777.98	72,192.22

Austin Chapter - Association of Legal Administrators
Profit & Loss
December 2016

	<u>Dec 16</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Silver	2,025.00
Gold	4,000.00
Total Annual Sponsorship	<u>6,025.00</u>
Education	
Monthly Lunch Receipts	30.00
Total Education	<u>30.00</u>
Membership Dues	<u>125.00</u>
Total Income	<u>6,180.00</u>
Gross Profit	6,180.00
Expense	
Bank & Credit Card Fees	178.69
Business Partner Expenses	
BP Events	
BPAC	89.49
Holiday Party	114.15
Total BP Events	<u>203.64</u>
Total Business Partner Expenses	203.64
Communications	
Website Monthly Fee	85.00
Total Communications	<u>85.00</u>
Miscellaneous Expense	
Charitable Contributions	300.00
Total Miscellaneous Expense	<u>300.00</u>
Total Expense	<u>767.33</u>
Net Ordinary Income	5,412.67
Other Income/Expense	
Other Income	
Interest Income	1.57
Total Other Income	<u>1.57</u>
Net Other Income	<u>1.57</u>
Net Income	<u><u>5,414.24</u></u>

8:25 AM

Austin Chapter - Association of Legal Administrators

01/12/17

Profit & Loss By Month - YTD

Cash Basis

April through December 2016

	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16
Ordinary Income/Expense						
Income						
Annual Sponsorship						
Silver	675.00	1,330.00	675.00	0.00	2,000.00	0.00
Gold	0.00	0.00	0.00	0.00	0.00	0.00
Diamond	0.00	0.00	0.00	0.00	0.00	0.00
Platinum	0.00	0.00	0.00	0.00	0.00	0.00
Total Annual Sponsorship	675.00	1,330.00	675.00	0.00	2,000.00	0.00
Business Partner Expo						
Additional Reps & Outlets	0.00	0.00	0.00	0.00	0.00	1,010.00
Total Business Partner Expo	0.00	0.00	0.00	0.00	0.00	1,010.00
Education						
Monthly Lunch Receipts	60.00	0.00	990.00	700.00	1,000.00	320.00
Seminars (Spring & Expo)	0.00	0.00	80.00	0.00	0.00	1,080.00
Total Education	60.00	0.00	1,070.00	700.00	1,000.00	1,400.00
Membership Dues	2,950.00	0.00	125.00	0.00	0.00	0.00
Salary Survey	500.00	0.00	0.00	0.00	0.00	0.00
Total Income	4,185.00	1,330.00	1,870.00	700.00	3,000.00	2,410.00
Gross Profit	4,185.00	1,330.00	1,870.00	700.00	3,000.00	2,410.00
Expense						
Bank & Credit Card Fees	64.21	31.88	3.93	0.00	27.14	128.98
Business Partner Expenses						
Business Partner Expo						
A/V Rental	0.00	0.00	0.00	0.00	0.00	1,589.26
Deposits	0.00	0.00	0.00	0.00	0.00	-1,350.00
Facilities	0.00	0.00	0.00	0.00	0.00	2,120.00
Food & Beverages	0.00	0.00	0.00	0.00	0.00	5,970.34
Other	0.00	0.00	0.00	0.00	0.00	248.34
Parking	0.00	0.00	0.00	0.00	0.00	65.00
Total Business Partner Expo	0.00	0.00	0.00	0.00	0.00	8,642.94
BP Events						
BP Appreciation Party	0.00	0.00	0.00	0.00	0.00	0.00
BPAC	0.00	0.00	0.00	0.00	0.00	0.00
Holiday Party	0.00	0.00	0.00	0.00	0.00	0.00
Total BP Events	0.00	0.00	0.00	0.00	0.00	0.00
Total Business Partner Expenses	0.00	0.00	0.00	0.00	0.00	8,642.94
Chapter Retreat	0.00	0.00	0.00	0.00	1,797.88	0.00
Communications						
Designer Fees	31.25	0.00	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	0.00	24.95	24.95	24.95
Website Monthly Fee	185.00	85.00	185.00	85.00	85.00	85.00
Newsletter Production	0.00	0.00	0.00	0.00	0.00	0.00
Total Communications	216.25	85.00	185.00	109.95	109.95	109.95
Education Costs						
Audio Visual	0.00	0.00	0.00	0.00	0.00	54.13
Facility Rental	0.00	125.00	0.00	0.00	0.00	0.00
Lunches - Monthly meetings	466.76	312.04	0.00	0.00	685.12	578.41
Total Education Costs	466.76	437.04	0.00	0.00	685.12	632.54
Insurance						
Fidelity Bond Premium	0.00	0.00	0.00	0.00	190.00	0.00
Total Insurance	0.00	0.00	0.00	0.00	190.00	0.00
Managing Partner Breakfast						
MP Venue & Food	0.00	0.00	0.00	0.00	0.00	750.00
Total Managing Partner Breakfast	0.00	0.00	0.00	0.00	0.00	750.00
Miscellaneous Expense						

Austin Chapter - Association of Legal Administrators

01/12/17

Profit & Loss By Month - YTD

Cash Basis

April through December 2016

	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16
Charitable Contributions	0.00	0.00	0.00	0.00	0.00	0.00
Post Office Box	0.00	0.00	0.00	0.00	160.00	0.00
Total Miscellaneous Expense	0.00	0.00	0.00	0.00	160.00	0.00
New Member Functions						
New Member Lunches	0.00	0.00	83.20	0.00	0.00	0.00
Total New Member Functions	0.00	0.00	83.20	0.00	0.00	0.00
Salary Survey Costs	0.00	0.00	0.00	2,250.00	0.00	0.00
Small Firm Group	0.00	0.00	21.00	0.00	21.00	0.00
Stipends & Scholarships						
Board Stipend- President	0.00	0.00	2,335.55	0.00	0.00	2,000.00
Board Stipend- President Elect	0.00	0.00	2,400.00	0.00	0.00	0.00
Board Stipend- Secr & Treas	0.00	0.00	4,400.00	0.00	0.00	0.00
Committee Chair Stipend	0.00	0.00	1,441.58	0.00	400.36	0.00
Chapter Leadership Institute						
Board Member-CLI	0.00	0.00	0.00	0.00	1,453.72	0.00
President - CLI	0.00	0.00	0.00	0.00	823.14	0.00
President Elect-CLI	0.00	0.00	0.00	0.00	975.90	0.00
Total Chapter Leadership Institute	0.00	0.00	0.00	0.00	3,252.76	0.00
Quest Scholarship	0.00	0.00	2,000.00	0.00	0.00	0.00
Scholarships-Prior Year	0.00	0.00	2,399.00	0.00	0.00	0.00
Silent Auction Items	59.54	0.00	0.00	0.00	0.00	0.00
Total Stipends & Scholarships	59.54	0.00	14,976.13	0.00	3,653.12	2,000.00
Total Expense	806.76	553.92	15,269.26	2,359.95	6,644.21	12,264.41
Net Ordinary Income	3,378.24	776.08	-13,399.26	-1,659.95	-3,644.21	-9,854.41
Other Income/Expense						
Other Income						
Interest Income	1.49	1.54	1.24	1.29	1.12	0.96
Total Other Income	1.49	1.54	1.24	1.29	1.12	0.96
Net Other Income	1.49	1.54	1.24	1.29	1.12	0.96
Net Income	3,379.73	777.62	-13,398.02	-1,658.66	-3,643.09	-9,853.45

Austin Chapter - Association of Legal Administrators

01/12/17

Profit & Loss By Month - YTD

Cash Basis

April through December 2016

	Oct 16	Nov 16	Dec 16	TOTAL
Ordinary Income/Expense				
Income				
Annual Sponsorship				
Silver	500.00	6,750.00	2,025.00	13,955.00
Gold	0.00	4,000.00	4,000.00	8,000.00
Diamond	0.00	9,000.00	0.00	9,000.00
Platinum	0.00	4,000.00	0.00	4,000.00
Total Annual Sponsorship	500.00	23,750.00	6,025.00	34,955.00
Business Partner Expo				
Additional Reps & Outlets	100.00	0.00	0.00	1,110.00
Total Business Partner Expo	100.00	0.00	0.00	1,110.00
Education				
Monthly Lunch Receipts	520.00	550.00	30.00	4,170.00
Seminars (Spring & Expo)	810.00	40.00	0.00	2,010.00
Total Education	1,330.00	590.00	30.00	6,180.00
Membership Dues	0.00	75.00	125.00	3,275.00
Salary Survey	4,425.00	450.00	0.00	5,375.00
Total Income	6,355.00	24,865.00	6,180.00	50,895.00
Gross Profit	6,355.00	24,865.00	6,180.00	50,895.00
Expense				
Bank & Credit Card Fees	28.90	529.95	178.69	993.68
Business Partner Expenses				
Business Partner Expo				
A/V Rental	0.00	0.00	0.00	1,589.26
Deposits	0.00	0.00	0.00	-1,350.00
Facilities	0.00	0.00	0.00	2,120.00
Food & Beverages	0.00	0.00	0.00	5,970.34
Other	280.17	0.00	0.00	528.51
Parking	44.00	0.00	0.00	109.00
Total Business Partner Expo	324.17	0.00	0.00	8,967.11
BP Events				
BP Appreciation Party	2,400.00	0.00	0.00	2,400.00
BPAC	0.00	0.00	89.49	89.49
Holiday Party	0.00	689.91	114.15	804.06
Total BP Events	2,400.00	689.91	203.64	3,293.55
Total Business Partner Expenses	2,724.17	689.91	203.64	12,260.66
Chapter Retreat	0.00	0.00	0.00	1,797.88
Communications				
Designer Fees	0.00	0.00	0.00	31.25
Maintenance	-49.90	0.00	0.00	24.95
Website Monthly Fee	85.00	85.00	85.00	965.00
Newsletter Production	9.83	0.00	0.00	9.83
Total Communications	44.93	85.00	85.00	1,031.03
Education Costs				
Audio Visual	0.00	54.13	0.00	108.26
Facility Rental	0.00	0.00	0.00	125.00
Lunches - Monthly meetings	0.00	630.99	0.00	2,673.32
Total Education Costs	0.00	685.12	0.00	2,906.58
Insurance				
Fidelity Bond Premium	0.00	0.00	0.00	190.00
Total Insurance	0.00	0.00	0.00	190.00
Managing Partner Breakfast				
MP Venue & Food	0.00	0.00	0.00	750.00
Total Managing Partner Breakfast	0.00	0.00	0.00	750.00
Miscellaneous Expense				

Austin Chapter - Association of Legal Administrators

01/12/17

Profit & Loss By Month - YTD

Cash Basis

April through December 2016

	Oct 16	Nov 16	Dec 16	TOTAL
Charitable Contributions	0.00	0.00	300.00	300.00
Post Office Box	0.00	0.00	0.00	160.00
Total Miscellaneous Expense	0.00	0.00	300.00	460.00
New Member Functions				
New Member Lunches	55.00	0.00	0.00	138.20
Total New Member Functions	55.00	0.00	0.00	138.20
Salary Survey Costs	2,450.00	0.00	0.00	4,700.00
Small Firm Group	27.00	0.00	0.00	69.00
Stipends & Scholarships				
Board Stipend- President	0.00	0.00	0.00	4,335.55
Board Stipend- President Elect	0.00	0.00	0.00	2,400.00
Board Stipend- Secr & Treas	0.00	0.00	0.00	4,400.00
Committee Chair Stipend	0.00	0.00	0.00	1,841.94
Chapter Leadership Institute				
Board Member-CLI	0.00	0.00	0.00	1,453.72
President - CLI	0.00	0.00	0.00	823.14
President Elect-CLI	0.00	0.00	0.00	975.90
Total Chapter Leadership Institute	0.00	0.00	0.00	3,252.76
Quest Scholarship	0.00	0.00	0.00	2,000.00
Scholarships-Prior Year	0.00	0.00	0.00	2,399.00
Silent Auction Items	0.00	0.00	0.00	59.54
Total Stipends & Scholarships	0.00	0.00	0.00	20,688.79
Total Expense	5,330.00	1,989.98	767.33	45,985.82
Net Ordinary Income	1,025.00	22,875.02	5,412.67	4,909.18
Other Income/Expense				
Other Income				
Interest Income	0.84	0.96	1.57	11.01
Total Other Income	0.84	0.96	1.57	11.01
Net Other Income	0.84	0.96	1.57	11.01
Net Income	1,025.84	22,875.98	5,414.24	4,920.19

8:01 AM

01/12/17

Austin Chapter - Association of Legal Administrators Reconciliation Summary

Frost Bank Checking, Period Ending 12/31/2016

	<u>Dec 31, 16</u>
Beginning Balance	4,009.69
Cleared Transactions	
Checks and Payments - 10 items	-6,544.75
Deposits and Credits - 9 items	11,868.39
Total Cleared Transactions	<u>5,323.64</u>
Cleared Balance	<u>9,333.33</u>
Uncleared Transactions	
Checks and Payments - 1 item	-300.00
Deposits and Credits - 1 item	29.17
Total Uncleared Transactions	<u>-270.83</u>
Register Balance as of 12/31/2016	<u>9,062.50</u>
New Transactions	
Checks and Payments - 1 item	-49.62
Deposits and Credits - 4 items	9,616.42
Total New Transactions	<u>9,566.80</u>
Ending Balance	<u>18,629.30</u>

Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 12/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,009.69
Cleared Transactions						
Checks and Payments - 10 items						
Check	10/06/2016	1754	Holly Monceaux	X	-9.83	-9.83
Check	11/28/2016	eft	Whole Foods Cateri...	X	-549.91	-559.74
Check	11/29/2016	1757	Headliners Club	X	-685.12	-1,244.86
Check	12/02/2016	1758	Dea McCart	X	-114.15	-1,359.01
Check	12/02/2016	CC	Mike Virga	X	-60.00	-1,419.01
Check	12/02/2016	To Print	SecureNet	X	-6.25	-1,425.26
Check	12/08/2016	DR	Upper Crust Bakery	X	-71.90	-1,497.16
Check	12/08/2016	CR	Taco Shack	X	-17.59	-1,514.75
Deposit	12/09/2016		Transfer	X	-5,000.00	-6,514.75
Check	12/12/2016	CC	Holly Monceaux	X	-30.00	-6,544.75
Total Checks and Payments					-6,544.75	-6,544.75
Deposits and Credits - 9 items						
Deposit	11/30/2016			X	800.00	800.00
Deposit	11/30/2016			X	5,000.00	5,800.00
Deposit	12/03/2016			X	656.44	6,456.44
Deposit	12/04/2016			X	656.44	7,112.88
Deposit	12/06/2016			X	656.44	7,769.32
Deposit	12/07/2016			X	1,945.00	9,714.32
Deposit	12/08/2016			X	1,945.00	11,659.32
Deposit	12/14/2016			X	87.51	11,746.83
Deposit	12/24/2016			X	121.56	11,868.39
Total Deposits and Credits					11,868.39	11,868.39
Total Cleared Transactions					5,323.64	5,323.64
Cleared Balance					5,323.64	9,333.33
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/05/2016	1759	AYLA		-300.00	-300.00
Total Checks and Payments					-300.00	-300.00
Deposits and Credits - 1 item						
Deposit	12/28/2016				29.17	29.17
Total Deposits and Credits					29.17	29.17
Total Uncleared Transactions					-270.83	-270.83
Register Balance as of 12/31/2016					5,052.81	9,062.50
New Transactions						
Checks and Payments - 1 item						
Check	01/10/2017	1760	Holly Monceaux		-49.62	-49.62
Total Checks and Payments					-49.62	-49.62
Deposits and Credits - 4 items						
Deposit	01/05/2017				29.17	29.17
Deposit	01/07/2017				97.25	126.42
Deposit	01/11/2017				140.00	266.42
Deposit	01/11/2017				9,350.00	9,616.42
Total Deposits and Credits					9,616.42	9,616.42
Total New Transactions					9,566.80	9,566.80
Ending Balance					14,619.61	18,629.30



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STATEMENT ISSUED 12-30-2016

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Page 1 of 3

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS C/O NOELKE MAPLES ETAL 901 S MOPAC EXPY STE II200 AUSTIN TX 78746



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FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

Summary table with columns: BALANCE LAST STATEMENT, DEPOSITS (NO., AMOUNT), WITHDRAWALS (NO., AMOUNT), BALANCE THIS STATEMENT. Values: 4,009.69, 9, 11,868.39, 10, 6,544.75, 9,333.33

Activity Items Processed 32 Cash Processed \$0.00

DEPOSITS/CREDITS

Table with columns: DATE, TRANSACTION, AMOUNT, DATE, TRANSACTION, AMOUNT. Row: 12-01 DEPOSIT 800.00 | 12-01 DEPOSIT 5,000.00

Table with columns: DATE, AMOUNT, TRANSACTION, DESCRIPTION. Rows: 12-06 656.44 ELECTRONIC DEPOSIT BANKCARD SETTLEMENT 200002360041853, 12-08 656.44 ELECTRONIC DEPOSIT BANKCARD SETTLEMENT 200002360041853, 12-09 1,945.00 ELECTRONIC DEPOSIT BANKCARD SETTLEMENT 200002360041853, 12-12 1,945.00 ELECTRONIC DEPOSIT BANKCARD SETTLEMENT 200002360041853, 12-19 87.51 ELECTRONIC DEPOSIT BANKCARD SETTLEMENT 200002360041853, 12-27 121.56 ELECTRONIC DEPOSIT BANKCARD SETTLEMENT 200002360041853

CHECKS PAID

Table with columns: DATE, CHECK, AMOUNT, DATE, CHECK, AMOUNT, DATE, CHECK, AMOUNT. Row: 12-01 1754 # 9.83 | 12-06 1757 * # 685.12 | 12-15 1758 # 114.15

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

OTHER WITHDRAWALS/DEBITS

Table with columns: DATE, AMOUNT, TRANSACTION, DESCRIPTION. Rows: 12-02 549.91 DEBIT CARD PURCHASE WHOLEFDS LCC 102 AUSTIN CARD: 3008107, 12-02 6.25 ELECTRONIC DEBIT BANKCARD SETTLEMENT 200002360041853, 12-02 60.00 ELECTRONIC DEBIT BANKCARD SETTLEMENT 200002360041853, 12-05 .00 INTERNET STMT COPY REQ, 12-08 71.90 DEBIT CARD PURCHASE UPPERCRUST BAKER AUSTIN CARD: 3008107, 12-08 17.59 DEBIT CARD PURCHASE TACO SHACK 1 AUSTIN CARD: 3008107, 12-09 5,000.00 INTERNET FUND TRANSFER TO ACCOUNT XXXXX0378, 12-15 30.00 ELECTRONIC DEBIT BANKCARD SETTLEMENT 200002360041853

DAILY BALANCE

Table with columns: DATE, BALANCE, DATE, BALANCE, DATE, BALANCE. Rows: 11-30 4,009.69 | 12-06 9,811.46 | 12-15 9,124.26, 12-01 9,799.86 | 12-08 10,378.41 | 12-19 9,211.77, 12-02 9,183.70 | 12-09 7,323.41 | 12-27 9,333.33, 12-05 9,183.70 | 12-12 9,268.41



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STATEMENT ISSUED 12-30-2016

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AUSTIN CHAPTER OF THE ASSOCIATION



DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
11/30/16				
	DEPOSIT		800.00	800.00
	TOTAL CASH		800.00	800.00
	CHECKS			
	OTHER			
	TOTAL DEBITS			
	TOTAL CREDITS		800.00	
	MONTH END BALANCE			800.00

DEPOSIT TICKET TOTAL \$800.00

REMITTER ORIGINATOR TOTAL \$800.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

12/01/16 #0 \$800.00

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
11/30/16				
	DEPOSIT		5000.00	5000.00
	TOTAL CASH		5000.00	5000.00
	CHECKS			
	OTHER			
	TOTAL DEBITS			
	TOTAL CREDITS		5000.00	
	MONTH END BALANCE			5000.00

DEPOSIT TICKET TOTAL \$5000.00

REMITTER ORIGINATOR TOTAL \$5000.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Frost

12/01/16 #0 \$5,000.00

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 339 AUSTIN, TX 78767-0339

1754

12/01/16

PAY TO THE ORDER OF Holy Monceaux \$9.83

Nine and 83/100

Holy Monceaux

MEMO Facebook 9/2016

12/01/16 #1754 \$9.83

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 339 AUSTIN, TX 78767-0339

1757

11/29/2016

PAY TO THE ORDER OF Headliners Club \$685.12

Six Hundred Eighty-Five and 12/100

Headliners Club

P. O. Box 97 Austin, Texas 78767

MEMO Account 1495-005-Stephan Raval

12/06/16 #1757 \$685.12

AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

PO BOX 339 AUSTIN, TX 78767-0339

1758

12/2/2016

PAY TO THE ORDER OF Dea McCart \$114.15

One Hundred Fourteen and 15/100

Dea McCart

c/o Ryan Law 100 Congress Ave, Suite 950 Austin, TX 78701

MEMO Expenses for holiday party

12/15/16 #1758 \$114.15

2:07 PM

01/11/17

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 12/31/2016

	<u>Dec 31, 16</u>
Beginning Balance	57,958.15
Cleared Transactions	
Checks and Payments - 1 item	-1,000.00
Deposits and Credits - 3 items	6,001.57
	<u>5,001.57</u>
Total Cleared Transactions	
	<u>5,001.57</u>
Cleared Balance	62,959.72
Register Balance as of 12/31/2016	62,959.72
Ending Balance	62,959.72

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 12/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57,958.15
Cleared Transactions						
Checks and Payments - 1 item						
General Journal	11/30/2016	81705		X	-1,000.00	-1,000.00
Total Checks and Payments					-1,000.00	-1,000.00
Deposits and Credits - 3 items						
General Journal	11/30/2016	81705		X	1,000.00	1,000.00
Deposit	12/09/2016			X	5,000.00	6,000.00
Deposit	12/31/2016			X	1.57	6,001.57
Total Deposits and Credits					6,001.57	6,001.57
Total Cleared Transactions					5,001.57	5,001.57
Cleared Balance					5,001.57	62,959.72
Register Balance as of 12/31/2016					5,001.57	62,959.72
Ending Balance					5,001.57	62,959.72



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12-30-2016

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
C/O NOELKE MAPLES ETAL
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BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
57,958.15	1	5,001.57	0	.00	62,959.72

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
12-09	5,000.00	INTERNET FUND TRANSFER	FROM ACCOUNT XXXXX9000
12-31	1.57	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
12-05	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
11-30	57,958.15	12-09	62,958.15	12-30	62,959.72
12-05	57,958.15				



January 12, 2017 Board Meeting COMMITTEE REPORTS

BUSINESS PARTNER RELATIONS COMMITTEE – Ana Helton

- We have all platinum, diamond, gold sponsorship sold and 28 silver sponsorships sold so far bringing over \$51,000. We still have about 16 sponsorships to sell.
- Per boards request we have moved our Meet & Greet to second week of April. In addition we have created additional event called Austin ALA 101 (James Cornell's idea that I think is really good) to introduce **NEW** Business Partners ("new" as those that have never participated in our program or who previously have been BP's, however, not in the last 3 years). The focus would be on meeting our new BP's and introducing them to the board and committee chairs and also sharing tips with them on how to engage with members and make the most of their sponsorship. The idea would be to create engagement and assist them in establishing connections so they are successful and come back next year.
- **February 2 Event** – Austin ALA 101 for new bps, board/committee members. 8-9 am at Graves. The invitation will go out by the end of this week to board/committees and NEW bps.
- Expo Date – September 14th. We have made the reservation with InterContinental.
- Committee is working on getting out "Save the Date" for the Business Partners for 2017.

COMMUNITY RELATIONS COMMITTEE – Mike McDearmon

We will be serving at the Central Texas Food Bank on February 25 and at Urban Roots on March 25. Details will be sent out to the chapter via Star Chapter communication.

COMPENSATION & BENEFITS COMMITTEE – Allen Odom

No report at this time.

EDUCATION & PROGRAMS COMMITTEE – Dea McCart

No report at this time.

MEMBERSHIP COMMITTEE – Chassidy Deckard

No report at this time.

COMMUNICATIONS COMMITTEE – Holly Pulido

Communication Committee would like request that all items to be included in the month's newsletters be received no later than the last Monday of each proceeding month. Please don't forget that each committee needs to be updating their events and putting together their own emails for events via Star Chapter. If you are in need of any help learning how to do these things please let Holly or Summer know.

STRATEGIC ALLIANCES COMMITTEE – Kelly Barker

No report at this time.

SMALL FIRM GROUP – Ana Helton & Christine Giles

The Small Firm Group met together for a very nice holiday luncheon, Diane Dettmann and Summer Jurrells attended as guests.