



**CHAPTER MEETING MINUTES**  
**May 27, 2010**  
**Headliners Club 11:45 am - 1:00 pm**

**PRESIDENT REPORT - James Cornell**

James welcomed everyone and acknowledged Katy Mosley and Bergstrom-Daywood, one of our Diamond Sponsors of the year and our meeting sponsor.

We had a great group of members attend the Annual Conference in Boston and as you know we brought home some pretty prestigious awards including:

Honorable Mention for our Website and Education

3<sup>rd</sup> Place for our Newsletter and Recruitment and Retention Efforts

2<sup>nd</sup> Place for our Membership Brochure

1<sup>st</sup> Place for our Business Partner Relations Committee and Legal Expo

Platinum Level for the Presidents' Award of Excellence and

Tina Terrian won the Quest Award for new member involvement and participation.

Wonderful accomplishments and definitely something our Chapter should be proud of.

While I was at the Annual Conference I took part in the Region 4 Council Meeting led by our Region 4 Director, Toni Beasley. We discussed the upcoming Region 4 Conference in Dallas at the Four Seasons Resort at Las Colinas on October 1 and 2 and we also met our Region 4 Management Team led by Toni Beasley and including Sabine Curto, Mark Lott, Jim Hoffmeister and Teresa Douglas. We have a great RMT and I look forward to working with them over the next year.

On June 25, President Elect, Chrissie Eastin, Treasurer, Chris Sims, BP Committee Chair, Tina Terrian and I will attend the Chapter Leadership Institute in Las Vegas. At CLI we will meet with Chapter leaders from across the entire ALA organization for the purpose of sharing ideas and ways we can better run our Chapter. We will be in Vegas baby, but know that attendance at CLI is taken seriously and we look forward to



returning from this conference with lots of great idea about how to make our Chapter even better.

Budget update - As I prepared to lead this Chapter I thought a lot about the things that we can do as a Chapter to better our members both professionally and personally, have more fun and expand our network of references for both people and companies. (As the tag line says, Your Source for Knowledge, Resources and Networking) The ways I best felt we could achieve this were through more educational opportunities for our members and more opportunities for us to get together and enjoy the camaraderie we all share as legal administrators. I took these thoughts to the Board and challenged the Committee Chairs to prepare budgets that reflected these ideas. I believe they have been successful in doing that and at our next meeting on June 8 we will formally vote on and approve our budget for 2010 - 2011. Once that is done I will be emailing a copy of the adopted budget to our entire membership along with a brief summary of the income, expenses and goals that we hope this budget will allow us to achieve. The Board and I will be available after that happens to answer any questions that our members may have about the budget. This should be an informative and interesting process and I look forward to it.

## COMMITTEE ANNOUNCEMENTS

**Community Service** - Bonnie Zook distributed a flyer regarding our community service project with Urban Roots on June 5. Members interested in attending should contact Bonnie at [bzook@slackdavis.com](mailto:bzook@slackdavis.com) .

**Website** - Barbara asked that suggestions for the look and features of the new website be sent to her. The committee is working on an RFP to send out to designers and wants to know what members want the website to do for them.

## OTHER ANNOUNCEMENTS

Chrissie Eastin reported that Kylie Marie Koplos-Herdeman was born on May 26 at 6:18 p.m. Mother Amanda and baby Kylie are doing great.

Marti Lozano introduced Cheri Ahyo, Judy Tucker and David Henniger as new members attending their first luncheon. Kelly Bowen attended as a guest of Maggie Powell.



## LUNCHEON SPONSOR

Bergstrom-Daywood Company has been locally owned and operated in Austin since 1977. In the last two years they have expanded their coffee service to include many popular office coffee systems and products. Now a full service provider they are proud to be a sponsor of the Austin Chapter of ALA and the vendor of choice to many of ALA's members. Outstanding customer service is their goal, providing the finest products by the best people! Please take a moment to thank Katy and Bergstrom-Daywood for their support.

## SPEAKER

Panel Presentation on "Who is Minding Your Cash" as presented by the Austin ALA Accounting Nerds, Brenda Barnes, Elaine Nielsen, Carol Arnold, Andrew Molnau, and Linda Pope with some role playing assistance by the Austin ALA Actors.

Linda Pope discussed payroll fraud. Andrew Molnau discussed credit card and credit account fraud. Brenda Barnes discussed payroll and 401(k) fraud and ways administrators can protect themselves from accusations of fraud. Elaine Nielson led a discussion on A/R fraud.

