



Minutes from the October 2011 Chapter Meeting of the Austin Chapter of the Association of Legal Administrators

**October 27th, 2011 at 11:30 a.m.
Headliners Club**

PRESIDENT'S CHAPTER MEETING ANNOUNCEMENTS

No guests in attendance

Although October has been quiet, our team keeps plowing through the work it takes to keep this chapter moving forward and being successful. We are now 7 months the chapter year and we've accomplished so much. I want to take this opportunity to thank the board, committee members and the chapter at large for these efforts.

Our chapter elves have been quietly preparing events for November and December.

There will be:

- a new website launch
- a Chapter Holiday Party in December
- a Peer Connection event in November
- a business partner advisory council and business partner event
- the board will be putting together the award submissions to ALA
- and more . . . stayed tuned

COMMITTEE REPORTS

Community Relations: Shannon Athey-Briggs – the Chapter CCW event was held on the last Saturday of October at the Multicultural Refugee Coalition Center in Northeast Austin. There were members sewing, carving pumpkins, painting faces, working in the computer labs, putting together arts and crafts all with the members of the Coalition: Children and Adults alike. It was a fabulous and humbling experience. The families had a lunch for us, potluck style, making culturally diverse foods for us to enjoy. At the end of the event, we were entertained by a group of girls who performed their native dance. The highlight was when a tiny 3 year old got in front of the group of about 50 people and danced. The joy on her face was so heartwarming. It was their thank you to us for their support. I know that those that attended would agree that it was overwhelmingly powerful.

Shannon and the Community Relations committee did a fabulous job on this event and we thank them.

Salary and Benefits Survey, Elaine Neilson: Salary Survey is out, 46 firms participated including 5 non-member firms. Contact Elaine or a member of her committee for more information.

Annual Conference Committee, Amanda Koplos: Amanda talked about the highlights of the conference including the selection of the Keynote Speaker, Dewitt Jones, one of America's top professional photographers, who will give the 2012 Annual Conference Keynote Address. Also announced was that United Airlines is offering a 10% discount on flights to Honolulu for the conference.

No other announcements.

SPONSORS

IKON Office Solutions/A Ricoh Company - Our sponsor for the Chapter Luncheon Meeting today is IKON Office Solutions. Thank you Jeff Short and IKON for your generous support of the Austin Chapter. Jeff Short gave a brief overview of IKON and then announced the luncheon speaker.

SPEAKER

Edward Poll -

Edward Poll, has dedicated his career to helping others win. With over four decades of professional experience, Ed's extensive background in business and law have made him one of the nation's most sought-after experts in law practice management. Ed regularly shares his insights with attorneys across the United States by coaching, consulting, presenting popular workshops, creating practical DVDs and CDs and by contributing to several legal publications throughout the country.

LawBiz® Management collaborates with lawyers to increase their revenue and net profits, and reduce their stress. Ed coaches and consults attorneys throughout the country in the areas of starting and operating a law practice, strategic planning, profitability analysis, and practice development.

Apart from maintaining his popular blog, www.LawBizBlog.com and creating www.lawbizforum.com, Ed is an author, syndicated columnist and regular contributor for *Lawyers Weekly*, *Law Practice Today* (ABA), *Canadian Bar Association*, *California Lawyer*, *The Bottom Line* (State Bar of California), and other renowned publications.

Mr. Poll presented a session on the **Financial Metrics for a Successful Law Practice**. This session, resonates more for smaller law firms yet the information presented was valuable to all managers involved in the budgeting process. From solo to large, multi-office firms, Mr. Poll showed us the proper data to measure, give us a different way to review it, and to help us to interpret the data for use in estimating, planning and preparing for the future. By special request, he worked in another hot topic, **Getting Paid**, into his collections discussion.

No handouts.