



CHAPTER MEETING MINUTES
September 22nd, 2011
Headliners Club at Chase Tower, 11:45 am – 1:00 pm

PRESIDENT REPORT – Chrissie Eastin

Chrissie welcomed all of the guests in attendance and made the following announcements:

1. The Joint Chapter Retreat with the Alamo Chapter took place September 9-10th. We have a lot of fun! We made 5 bookcases and donated over 45 supplies to The Boys and Girls Club of Highland Lakes. Judy Hissong educated us on our Leadership Strengths and we reconnected with our Alamo Chapter colleagues. A big thanks to James Cornell, Karen Sue Doughty, Amanda Koplos, Chris Sims and Barclay Wong from the Alamo Chapter.
2. The Region 3 & 4 Conference in Kansas City last week was wonderful. 12 of our chapter members attended and we met up with some of our colleagues from Region 3 & 4. The opening speaker was Jonathan Michael Bowman who told of his life story living in poverty and sometimes homeless in Philadelphia. He lead an inspirational session on the fine art of people power and how our words and our actions and enthusiasm can mean so much to those around us. The educational sessions were great and all but one of them were approved for CLM credit.
3. I attended the Regional Meeting at the conference and will be sending out an e-mail summary of that meeting soon.
4. I'm happy to announce that our chapter won the scholarship to the Annual Conference in Honolulu in April. Registration and \$400 of travel is covered in this scholarship and it has to be given to a first time attendee. If you would like to attend the conference and you have never attended an ALA Annual conference and you can attend the 2012 Annual Conference in April, please let me know and we'll put you in the drawing.



5. Brenda Barnes will be rolling off the board and out of ALA effective October 1st. She will be concentrating on her growing her own business, B2Legal. Brenda has made tremendous contributions to this chapter on the board and as a member and we'll miss her. We wish her all the best.

COMMITTEE REPORTS

Karie Rivkin has volunteered to take over the Education and Programs Committee and we welcome her back on the board!

Community Relations: Shannon Athey-Briggs – CCW event is this Saturday at the Multicultural Refugee Center from 12-4. We'll be sewing, carving pumpkins, painting faces, working in the computer labs, and more. If you'd like to join us, please contact Shannon Athey-Briggs or a member of the Community Relations Committee. There's still room and we need the help!

Bar Relations: James Cornell – we made a \$500 donation on behalf of the Chapter to the American Red Cross which will assist the Bar Association's efforts in Bastrop.

Chris Sims reminded everyone that there's still time to sign up for professional photos. There will be another round of photos taken next week on Monday and Tuesday.

Business Partner Relations: Amanda Koplos – just a reminder that there's still time to sign up for the Annual Conference in Honolulu, Hawaii. More information is due to be mailed in the next few weeks.

Website: Barbara Mullen – the website is due to launch soon.

LUNCHEON SPONSOR

Our sponsor for the Chapter Luncheon Meeting today is Jones Lang LaSalle. Thank you Russell Young and Diana Holford and Jones Lang LaSalle for your generous support of the Austin Chapter. I now invite Russell up here to talk to you about Jones Lang LaSalle and to announce our speaker.

SPEAKER

Our speaker today is Debbie Foster with Affinity Consulting Group. Debbie has been working with law firms since 1995, personally helping implement solutions ranging from practice management, time/billing/accounting, document management and general law office management issues. In addition to working with law firms in the Southeast, she has also



trained hundreds of consultants around the country on software programs used in law firms and best practices when consulting on a law firm's specific technology needs.

Debbie is very active in the Law Practice Management Section of the American Bar Association, and is currently serving as the Chair of ABA TECHSHOW 2010. Debbie is also very active in Local and State Bar Associations, and she regularly speaks on topics relating to technology, management, finance and marketing of a law firm.

Debbie will be talking to us today about the Five Must Have Technology Improvements and will cover the devices necessary for a productive desktop, choosing and implementing practice management, document management and utility software to enforce compliance, provide ability to digitally search and locate documents and to provide a more paperless office.

A copy of the power point presentation is attached.

The meeting adjourned at 1:00 p.m.





AUSTIN CHAPTER

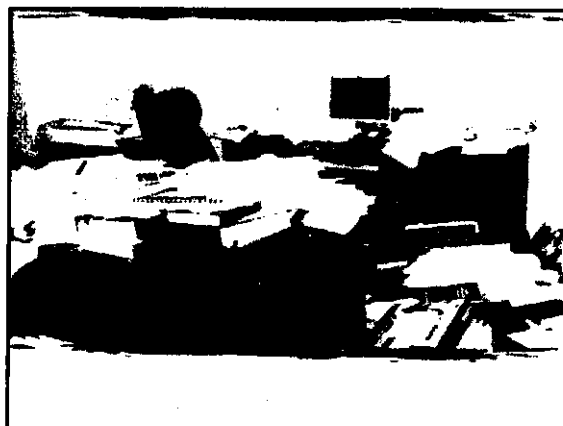
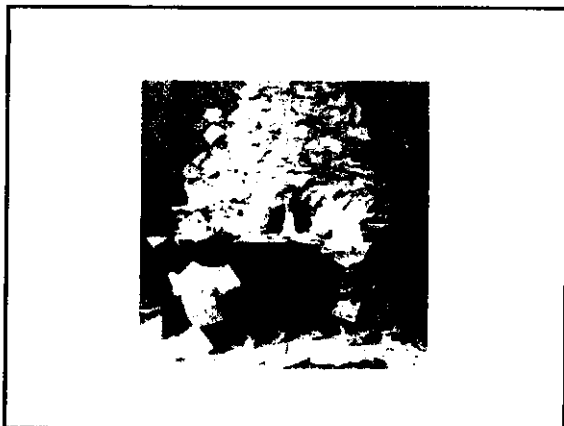
Five Must Have Technology Improvements

DAVID FOSTER
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AFFINITY CONSULTING

No Need to Write This Down

"Any sufficiently advanced technology is indistinguishable from magic." Arthur C. Clarke

PAPERLESS – DOCUMENT MANAGEMENT



Manage Expectations

Paperless???

PAPERLITE!

Selling Points

Stop LOOKING
Stop DIGGING
Stop STORING
Stop WORRYING
Start SHARING



Document Management?

How are you finding things now?

Consider...

- Traditional Software - Worldox, Worksite, IManage
- Built in DMS (In your PM Software)
- Cloud - NetDocuments
- Easy - Copernic, X1, dtSearch, Google Desktop

**PRACTICE MANAGEMENT
SOFTWARE**

Practice Management Software

Are we STILL talking about PM Software??

What are the numbers?

What are the options?

Options

Traditional Software

- Amicus, TimeMatters, Perfect Practice, ProLaw, Client Profiles, Abacus, Perfect Law

Outlook Based

- Credenza

Cloud Based

- RocketMatter, Clio, Houdini, Advologix, Livia


Instant Information
It's the age of Google!

They want it, and they want it now
You want it now too!

- Who is involved in the case
- The task list
- Events
- Notes
- Phone memos
- Emails
- Documents that belong to the case.
- Practice Area Specific Details

Other Benefits


- Sharing - everyone works off the same data
- Staying on top of things
- Managing deadlines
- Easier time capture



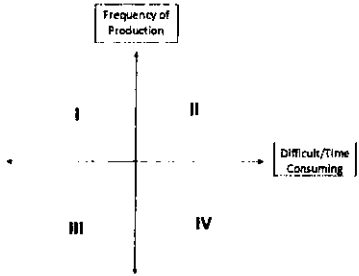
DOCUMENT ASSEMBLY

Does it Make Sense for YOUR Firm?

Document Intensive
Same documents - same general content - over and over
Always good for some documents, never good for ALL documents



What should I automate?



What are the options?

Word Processor Only


- Word and WP have many built in tools to assist you in creating forms
- Or you can simply cut and paste (NO!)

Forms programs

- How do they work?

TIPS

Convert PDF to Word for FREE
<http://www.pdfword.com/>



Step 1 Step 2 Step 3

Adobe Acrobat

Have a "PDF First" Policy
 Learn to manipulate PDFs
 Understand security
 Converting from PDF > Word
 Use "Comments and Markups"
 – Esp: Prebills

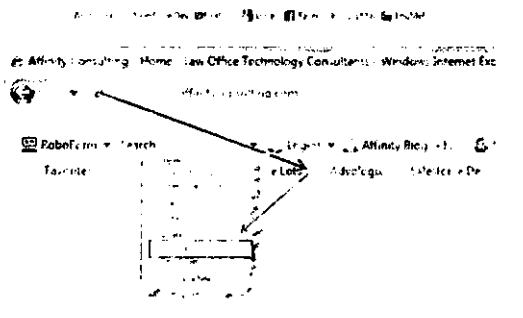
Turn your iPad into a Second Monitor

MAXVISTA



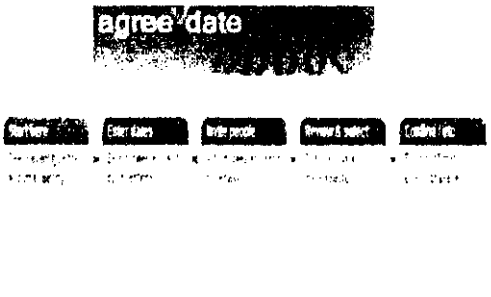
\$49.95/software + \$9.99/iPad App

Add Link Buttons to Internet Explorer




Coordinate Meeting Times with Agreedate.com

agree'date




Snag It



The screenshot shows the Snag It application window. At the top, it says "www.snagit.com". Below that, there's a section titled "Snag It with Screenshots" and some text. A central window shows a screenshot of a webpage with a tree image. At the bottom, there are buttons for "Capture", "Screenshot", "Snag It with Snagit", and "Download".

Xobni

Instantly Search Email
Brings Social Network
Sites In
Cheap!



The screenshot shows the Xobni interface. It features a search bar at the top with a magnifying glass icon. Below the search bar, there are several search results displayed in a list format.

Questions?

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