



## Minutes from the May Chapter Meeting of the Austin Chapter of the Association of Legal Administrators

May 24, 2012 at 11:30 am  
Headliners Club

### *PRESIDENT'S CHAPTER MEETING ANNOUNCEMENTS*

Chris Sims started by welcoming the members, business partners and guests. He encouraged our members to join or rejoin a committee and specifically mentioned the Education & Programs and Business Partner Relations Committees.

In striving to bring our members top-notch education opportunities, in addition to webinars and luncheons, Chris reported on two special upcoming events. The first is the July 18<sup>th</sup> joint luncheon with the Austin Bar Association on the topic of Office Space Design and then the August 16<sup>th</sup> Annual Legal Expo and Educational Conference mentioning the new format, that is, two sessions running concurrently and then repeated later to allow all members to attend both sessions.

It was also mentioned that the board recently approved the budget for the 2012-2013 fiscal year and announced that scholarships and stipends to our members were approved for:

ALA Annual Conference-National Harbor, MD in April 2013

ALA Region 4 Conference – Denver, CO in October 2012

Other ALA Conferences such as the upcoming Financial Management, Large Firm, IP

There being no other announcements, Deb Krutsinger from Walsh Anderson introduced her guest, IT Manager, Steve Koenig.

### *LUNCHEON SPONSOR*

Today's Sponsor is Commercial Texas with Chrissie Cornelius and Carl Condon attending as representatives.

### *LUNCHEON SPEAKER(s)*

Wayne Schiess presented Become A Lean, Mean Writing Machine! This session provided us with great tips in audience and choice of voice but also referred us to books and gave us some tricks in modifying the settings in Outlook and Word to better assist us in the drafting and crafting of our documents.

Handouts were distributed and evaluations requested.