



**Minutes from the Chapter Meeting of the
Austin Chapter of the Association of Legal
Administrators February 26, 2016 at 11:30 am,
111 Congress Avenue, Ste 850**

President's Chapter Meeting Announcements

1. Feb 29 – Deadline to Renew Association Membership
2. Mar 4 – 7 :30-9:00 am First Friday Coffee Chats
 - a. North – Kneaded Pleasures on Far West Blvd.
 - b. South – Coffee Bean & Tealeaf on 290 in Best Buy parking lot
3. Mar 9 – 11:45-1:00 Small Firm Roundtable
 - a. For more information contact Ana Helton or Christine Giles
4. Mar 21 – Early Bird Registration Deadline for Annual Conference in Los Angeles
5. Mar 24 – Chapter Luncheon and Spring Seminar
6. Mar 26 – Urban Roots Work Day (Mike McDearmon)
7. Mar 31 – Deadline to Renew Chapter Membership (email to follow)

Luncheon Sponsor

Jon Wheelless, with AQUILA Commercial, introduced Diane Dettmann and briefly spoke on what AQUILA Commercial has to offer.

Annual Meeting

1. Annual Meeting of the chapter to
2. Review survey results
3. Affirm the 2016/2017 officers
4. Announce committee chairs
5. Provide a financial update by our treasurer, Christine Giles
6. Provide association update by Region 4 Director, James Cornell
7. Announce service awards
 - a. Ellen Boydston – 5 years
 - b. Chrissie Eastin – 10 years
 - c. Amanda Koplos – 10 years
 - d. Kenneth Ledano – 10 years
 - e. Rebekah Murphy – 10 years
 - f. Ann Jacobson – 15 years
 - g. Bonnie Zook – 30 years
8. Drawing for gift card and annual conference registration stipend. (Won by Robert Mata)

Luncheon Speaker

Summer Jurrells, our President-Elect, spoke on Interpersonal Communications: Know Your True Colors. Session Description and speaker bio are attached.

Adjournment

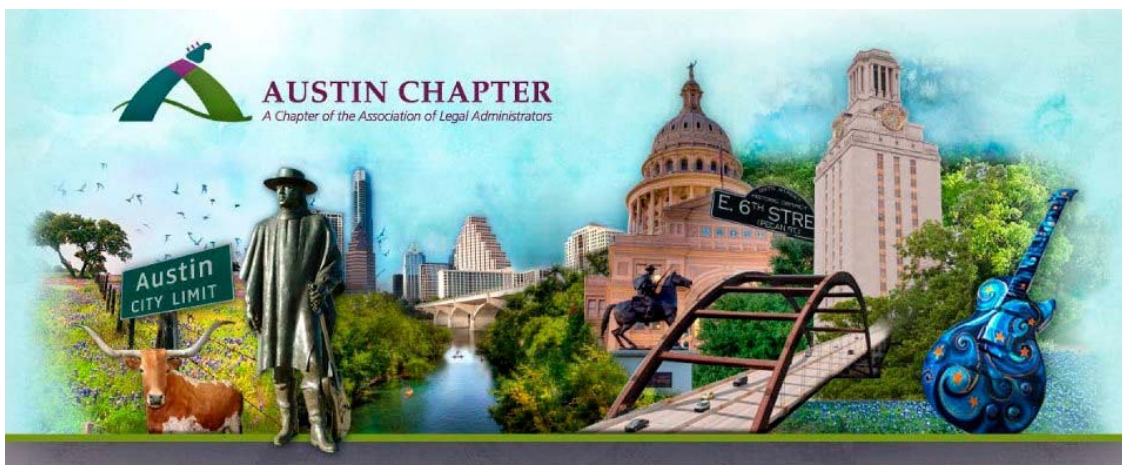
The meeting was adjourned at 1:00 PM.

Siegert, Linda

From: Austin ALA <AustinALA2@gmail.com@mail76.atl51.rsgsv.net> on behalf of Austin ALA <AustinALA2@gmail.com>
Sent: Monday, February 22, 2016 2:10 PM
To: Siegert, Linda
Subject: February Lunch & Learn Reminder

Austin ALA Lunch and Learn

[View this email in your browser](#)



Special Day: Friday, February 26 @ 11:30am

New Place: 111 Congress Ave, Ste 850. If you need to park we suggest using the Austin Convention Center garage which is conveniently located directly across Brazos from the building. The price is \$6 for up to 3 hours of parking.

Zero Cost: Since this meeting will also include our Chapter's Annual meeting there will be no charge for this month's luncheon!!!!

FABULOUS PRIZES: Two separate drawings will be held. One member in attendance will receive a \$50 Flemings gift card and another will receive a stipend worth \$1,250 to be used to the 2016 Annual Conference that will be held May 22-25, 2016 in Los Angeles.

Preceding the speaker, Chapter President Diane Dettmann will preside over our *Annual Meeting*. We will: officially affirm our new officers, get a brief look at the Chapter's finances including both retroactive and planned spending, and hear from Diane about what exciting things the Chapter has planned for this upcoming year. We will close the brief Annual Meeting with a Q&A with Board members.

Speaker: Summer Jurrells, PHR, SHRM-CP, Human Resources Manager – Bickerstaff Heath Delgado Acosta LLP

Session Title: Interpersonal Communications: Know Your True Colors

Session Description:

We will take a look at personality and leadership traits that will help you uncover your **True Colors!** With a more in-depth understanding of your own styles of communication and leadership you will be a more effective leader within your firm. In addition, we will discuss a variety of communication tools, tips and tricks that you can use in any situation, personally and professionally.

Brief Speaker Bio:

Summer Jurrells has been a professional in the legal industry for twelve years including almost seven years as a firm administrator. She is currently the Human Resources Manager at Bickerstaff Heath Delgado Acosta LLP where she has worked for over four years. She holds a Bachelor of Arts degree in Communications from Texas A&M-Corpus Christi and a Master of Arts in Communication Studies/Instructional Communication from Texas State University. Summer is also a certified Professional in Human Resources by the Society of Human Resource Management and the HR Certification Institute. In addition to her career as a legal administrator, Summer has been an adjunct instructor in Communications and Public Speaking at Austin Community College and Texas State University where

she taught for ten years. Summer has been a member of ALA and the Austin Chapter since 2013. She has been very active in the chapter during this time having served on the Education & Program Committee from 2013 to the present, the Community Relations Committee and Website Committee in 2013-14, co-chaired the Communications Committee in 2014-15 and is currently serving as the Chapter's President-Elect. She will become Chapter President in April 2017.

Sponsor: Aquila Commercial

Sponsor Descriptions:

AQUILA Commercial is an Austin, Texas based, full-service commercial real estate firm. Our mission is to enable our clients – owners, users, investors, and developers of commercial real estate – to make the best decisions possible by providing strategic consulting and transaction services that enhance value, reduce costs and manage risk.

Contact information:

Jennifer Allen

allen@aquilacommercial.com

512-684-3800

Kristin Stevens

stevens@aquilacommercial.com

JOIN US AT

111 Congress Ave., Suite 850
Austin, TX 78701

Friday, February 26, 2016

11:30 A.M. -1:00 P.M

RSVP due by noon, Tuesday 2/23/2016

RSVP



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Website

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