



**Minutes from the Chapter Meeting of the
Austin Chapter of the Association of Legal Administrators June 23,
2016 at 12:30 pm
Headliners Club**

Luncheon Announcements

Gold BP Sponsors: CBRE – Jerry Frey and Burke Kennedy and Momentum Search Partners

Announcements:

1. Guest Introductions
2. Committee Announcement
 - a. BP Committee has secured a new BP which is assisting with the parking situation at Headliners.
 - b. Education & Programs Committee – Welcome back to the Headliners Club for lunch! Some lunch dates will be changing, so be looking for announcements.
 - c. The new website will not handle all lunch RSVP's, membership renewals and all payments for such.
 - d. We are currently exploring a new listserv option.
3. June 24th is the last day to vote on the retreat survey.
4. Reminder of regional conferences
 - a. Region 1 & 2 – Boston, MA 9/8-10
 - b. Region 5 & 6 – Phoenix, AZ Oct 6-8
 - c. Region 3 & 4 – Indianapolis, IN Oct 27-29
5. We will hold the proposed bylaws vote at the next meeting. Headquarters has approved the proposed bylaws and per our current bylaws, we will give the members 15 days prior notice. To amend, we need 2/3 vote of the members present. Members may vote by proxy, which will be included in the upcoming communication.
6. Next luncheon will be July 23rd at the Headliners Club

Speaker Introduction: Jerry Frey introduced Jessica Airies with Andrews Kurth. Speaker information and educational announcement is attached.

June Lunch & Learn

June 23, 2016

11:30 AM - 1:00 PM

[Add to Calendar](#)

The Headliners Club- 20th Floor

Chase Tower- 221 W. 6th Street

Austin, TX 78701

[Directions](#)

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Please join Jessica Aries, Business Development Manager with Andrews Kurth LLP, for **LinkedIn for Professionals: Personal Branding to Conquer Your Digital Space**. This presentation will cover the basics of personal branding and how to utilize LinkedIn to promote yourself, your accomplishments, and your personal brand. Learn the 7 things every LinkedIn profile should have, how to brand your LinkedIn profile with a winning headline and summary, and how to write meaningful job duties and responsibilities. We will also cover the basics of utilizing groups to build out your professional network and curating content for your target audience to further grow your personal brand.



Jessica Aries serves as the Business Development Manager for the Public Law, Public Finance, and Bankruptcy and Financial Restructuring practices at Andrews Kurth LLP. In her role, she develops strategies to identify opportunities to strengthen relationships with existing and potential clients in the public sector, and the financial, energy, and manufacturing industries. An active member of the Legal Marketing Association (LMA), Jessica was named the 2015 LMA Rising Star. She currently serves as the Co-Chair of the LMA Social Media SIG, is an Executive Board Member for the LMA Texas Chapter, and is an advisor to the Leadership Committee for the LMA Austin City Group. She earned her J.D. and LL.M. in Information Technology and Privacy Law from The John Marshall Law School.