



**Minutes from the Chapter Meeting of the  
Austin Chapter of the Association of Legal  
Administrators May 19, 2016 at 12:30 pm, 111  
Congress Avenue, Ste 850**

**May 19, 2016 Luncheon Announcements**

Diamond BP Sponsors: Dustin Bolander with Technology Pointe

Committee Announcements:

1. Education & Programs – The chapter luncheons will be returning to Headliners Club, effective June with new parking options.
2. Other Committee Announcements
3. Guest Introductions
4. Dates to Remember
  - a. May 22-25 – Annual Conference in Los Angeles
  - b. Register for 3 free conference sessions
  - c. 60 Seconds of Fame – Show video
6. Soliciting Chapter Retreat ideas (not overnight), e.g., education, fun, both, etc. Will take top 3 and hold vote
7. Next lunch – June 23rd

**Luncheon Sponsors**

Dustin Bolander introduced Brenda Barnes with B2 Management as our speaker.  
(See attachment for detailed info)

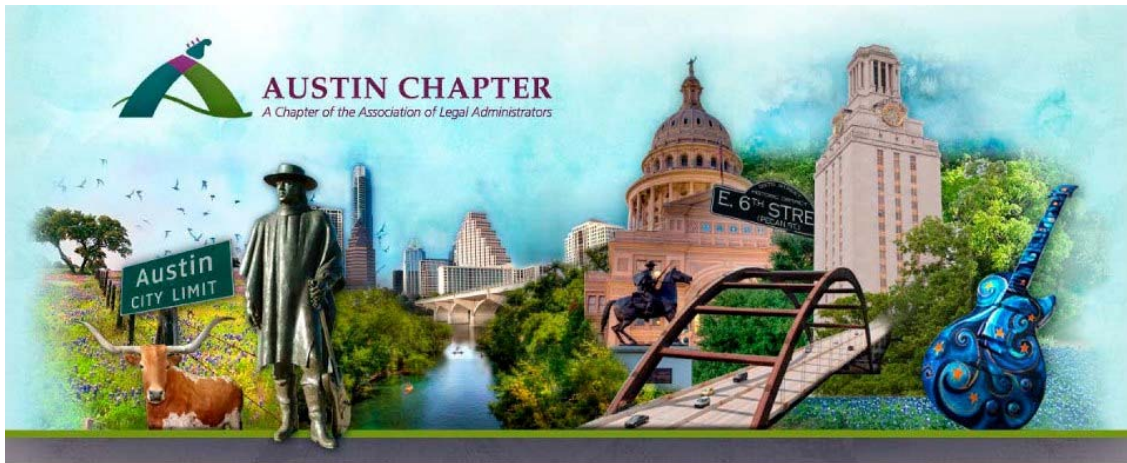
## Siegert, Linda

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**From:** Austin ALA <AustinALA2@gmail.com@mail96.suw17.mcsv.net> on behalf of Austin ALA <AustinALA2@gmail.com>  
**Sent:** Monday, May 09, 2016 11:19 AM  
**To:** Siegert, Linda  
**Subject:** May Lunch & Learn Reminder

Austin ALA Lunch and Learn

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# Lunch & Learn

## Special Day: May 19, 2016

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

Please join us:

### **Top Tips to Make You an Invaluable Administrator –**

Please join Brenda Barnes, Managing Principal of B2 Management & Consulting to learn more about the ways you can

position yourself to be a more meaningful and invaluable member of the management team of your law firm.

JOIN US AT:  
111 Congress Ave., Suite 850  
Austin, TX 78701

Fees:

- \$30 for members
- \$40 for guests
- \$30 cancellation fee after 5/17/2016

**RSVP below by May 17, 2016**



Brenda Barnes has over 35 years of law firm management experience handling the day-to-day operations of very small, to the oversight of the administration of very large law firms. She has a unique perspective on running a legal practice – she understands how to run your company like a business.

Brenda earned her Bachelor of Arts degree in Accounting from University of Texas and has her Certified Public Accountant designation. She also has her Masters of Business Administration with emphasis in Management. Prior to opening up B2 Legal Management in 2008, Brenda was the firm administrator for Hilgers & Watkins, P.C.



# TECHNOLOGY pointe

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**Technology Pointe is a proud business partner of the Austin Chapter ALA and this month's luncheon sponsor.**

With offices in Austin & Dallas, Technology Pointe provides:

- Private Cloud: our redundant datacenters host hundreds of servers, providing unparalleled uptime, security and support without a business needing the IT expertise to manage a public cloud.
- Managed services / outsourced IT: for nearly 100 companies stretching from San Antonio to Dallas, San Francisco to Miami, we have clients across the United States.
- Document Management and Compliance: we provide both the software and expertise to design and implement a document and quality management system for businesses needing to meet workflow or regulatory requirements.

Please contact:

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Phone: 512.377.6511

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