

The Texas Roundup

From the TALP Officers and TALP Committee Chairs

THIRD EDITION

JULY, 2010

Welcome to The Texas Roundup. This publication is meant to give you the latest and greatest news and information from around the state association.

PRESIDENT

Betty Wells, PP, PLS, TSC

Ongoing projects:

1. Voted in survey relating to mission statement;
2. Review NALS rebate report and prepare letters to new member;
3. Reviewed and revised minutes of the EC Retreat held May 21-23 in Austin, Texas;
4. Reviewed calendar for various deadlines;
5. Communicated with liaison chairmen regarding assignments (and their status of same);
6. Approved check requests;
7. Signed contract with Hilton hotel for 2011 Annual Conference;
8. Sent Board Action relating to payment of deposit to Hilton Midland Hotel for 2011 Annual Conference;
9. Requested Secretary send various cards;
10. Responded to emails from EC;
11. Multiple telephone calls with Parliamentarian regarding various rule interpretations;
12. Forwarded information to chapter presidents relating to upcoming NALS online sessions and webinars;
13. Reviewed minutes from the 2010 Annual Meeting and provided comments to 2009-2010 Secretary;
14. Requested 2009-10 Secretary to provide files to 2010-11 Secretary; and
15. Attended NALS Future Leaders Development Webinar relating to Communication.

Possible new projects to research and/or develop:

1. Trademark research relating to 2012 renewal;
2. Confirming location of permanent records from May 2005 forward

PRESIDENT-ELECT

Kristy Turner, PP, PLS, CLA, TSC-CL, TSC-RE

Ongoing projects:

Reviewed minutes of the EC Retreat; Reviewed calendar for various deadlines; Communicated with liaison committees; Responded to EC emails; Reviewed minutes from the 2010 Annual Meeting; and prepared The Texas Roundup for July.

Possible new projects to research and/or develop: Need to renew TALP trademark with Secretary of State

TREASURER

Cheryl Wenzel, PP, PLS

Ongoing projects:

1. Communicated with liaison chairmen for the Finance Committee, Financial Review Committee, Education Committee, and Meetings Coordinator Committee.
2. Finished reviewing Treasurer files and purging old information with President Betty.
3. Received check requests from President Betty to be processed for payment
4. Balanced checkbooks.
5. Received scholarship recipients' request and proof of enrollment.

Update on current projects: Contacted Education Committee to get update on questions sent to committee for update – which has now been completed; contacted Finance Committee for update on records to be sent to Financial Review Committee – which has now been completed; contacted Financial Review Committee to check status of review of Treasurer's records for September 1, 2009 through April 30, 2010.

SECRETARY

Jane Harrison, PLS

Ongoing projects: Continue drafting and completion of minutes of EC Retreat; work on TALP history; get well card to Kim Culpepper, sympathy card to Joyce Look and get well card to Marcia Lefler.

Communications with liaison chairmen for which I am the liaison to get their reports in for July 10th.

Update on current projects: Still working on TALP History and EC Actions.

PARLIAMENTARIAN

Julie Abernathy, PP, PLS

During the month of June, I reviewed proposed bylaws presented by Austin LSA, Inc. No conflicts were found in their proposed bylaws, therefore, the Austin LSA board met on July 1, 2010 and all proposed bylaws were approved.

REMINDER: If your chapter is currently in the process of amending your bylaws, please send a draft to the Parliamentarian for her review and approval PRIOR to your chapter voting on the proposals.

ANNUAL EDUCATIONAL CONFERENCE 2011

Samantha L. Tandy, PLS and Vanessa Brock, PLS, CLA

Ongoing Projects: The committee is working to secure vendors and speakers.

Update on current projects: The committee sent the proposed Schedule of Events, Registration form and budget to the EC for approval.

Possible new projects to research and/or develop: The committee is continuing to research ways that we can streamline some of the events at the conference and is researching what avenues to market to legal personnel in our area.

AWARDS

Patti T. Heaney, PLS

Inactive this month.

BYLAWS/STANDING RULES

Jorie Licking, PP, PLS

No report.

CERTIFICATION

Fay M. Jordan, PP, PLS

Ongoing projects: Possible cram session at September TALP meeting or weekend prior to March Exams: (1) there will be no fall exam cram or prep session; (2) e-mail will go to all chapter certification chairs to get input on potential "winter" exam prep session; (3) looking into potential location for winter session.

Update on current Projects: Complete Certification Committee membership: Approached members declined.

Letters to employers of new members regarding NALS certification available: pending.

Prepare TALP Certification Brochure for inclusion in TALP Membership Packets: pending

Requested by Jane Harrison to assist in TALP History: information should be provided by July 14, 2010.

E-DISTRIBUTOR/ROSTER

Rita C. Alesi, PP, PLS, TSC

Ongoing Projects:

- Maintenance of roster and e-distribution databases.
- Preparation of Official Roster for Fall Educational Conference.
- Maintenance of miniroster.
- Distribution of messages to the membership as requested.

Update on Current Projects:

- Official Roster—JPEG photos of the TALP and chapter officers have been requested to include in the Official Roster. We have received five responses.
- E-distributions—Work is continuing with the database host to correct the e-mail format issue where html messages are sent, but our members are receiving the messages in plain text. If this issue has not been resolved with the next e-distribution message, the database will be moved to a new hosting site.

EDUCATION

Marty Olson, PLS, TSC-RE

No report.

FALL EDUCATIONAL CONFERENCE (2010)

Sondra Heugatter, PP, PLS, TSC-CL, TSC-RE

Ongoing Projects: The Committee met with the Magnolia Hotel's representatives to finalize arrangements for the meeting, reviewed the meeting and vendor spaces, and picked out menus for the conference events (after first testing some of the dishes!). Additionally, speakers have been confirmed, exhibitors are in the process of being scheduled, and coffee-break letters will sent shortly to the chapter directors.

Other Information to Share With the TALP Board: As incentives to encourage the members to come to Houston, here are some of the daily perks of being a registered guest of The Magnolia Hotel:

- A full breakfast (Monday through Friday 6 to 9 a.m.; Saturday/Sunday 7 to 10 a.m.)—**free**
- 2 drink tickets per night stay for Happy Hour (5:30 to 6:30 p.m.) at the hotel bar—**free**
- Cookies and milk (or hot chocolate or tea) at the Cookie Bar 8 to 10 p.m.—**free**

The hotel also provides complimentary wired Internet in the guest rooms and complimentary wireless Internet in the meeting rooms. An ATM is available in the hotel foyer.

Deadlines: The early registration deadline is August 31, 2010 (postmarked on or before). The quoted room rate (\$139/night; double, queen, or standard king) is available until August 17, 2010.

FINANCE

Kim Culpepper, PLS, TSC and Dianna Roberts, PLS, TSC

Ongoing Projects: The Finance Committee continues to research fund raising ideas and hopes to have new finance items for sale at the Finance Table at the Fall Board Meeting. Suggestions are always welcome. A note on the available finance items:

WHILE AT THE TALP FALL BOARD MEETING, PLEASE COME BY THE FINANCE TABLE AND CHECK OUT THE ITEMS AVAILABLE FOR PURCHASE TO USE DURING YOUR WORK DAY OR WHILE ATTENDING MEETINGS AND SEMINARS.

*Start the day off with making notes in your **PADFOLIO**; these notes can then be used for a written report which can be saved onto a **512 mb MEMORY STICK**; to control loose papers use the **PAPERWEIGHT** to keep them in place (also good for using on bills/invoices) and a great boss's day gift or a speaker gift; a **TALP BOOKMARK** works great in marking your place while studying for the certification exams; to keep looking crisp, the **LINT/SEWING KIT** comes in handy, wear a **TALP LOGO PIN** with pride to show your support for TALP; and the **SUPER LUGGAGE GRABBER** helps ease the load when carrying papers, books and/or laptop.*

Update on Current Projects: The Finance Committee has provided its 2009-2010 financial records to the Financial Review Committee.

Possible New Projects to Research and/or Develop: The Finance Committee plans to do a raffle at the Fall Board Meeting focusing on the different seasons. There will also be a premium prize.

FINANCIAL REVIEW

Rebecca Widner

No report.

MARKETING

Leslie G. Stokes, PP, PLS, TSC-CL

No report.

MEETINGS COORDINATOR

Donna Dendy, PP, PLS, CLA, TSC and Kathie Jean Keys, PP, PLS

Ongoing projects: (1) Encourage chapters to host annual/fall conferences; (2) improve guidelines for chapters relating to vendors, speakers, and coordination with Texas ALP counterparts; (3) provide assistance to chapters currently hosting conferences; and (4) develop survey questions on meetings structure to send to the membership through Ballot Box.

Update on current projects: E-mail was sent July 6, 2010, to all Texas ALP members from Parliamentarian Julie Abernathy, PP, PLS, requesting chapter bids to host the 2011 Fall Conference. This committee is working with the Strategic Planning Committee to prepare the Texas ALP 2010 Strategic Plan.

Possible new projects to research and/or develop: With the EC's approval, conduct a workshop at the 2010 Fall Meeting/Education Conference in Houston entitled "Hosting a Successful Meeting." [This was submitted on the June 2010 report but still waiting on a response from the EC.]

Other information to share with the Texas ALP Board: Make the Meetings Coordinator a direct contact with the chapters who are hosting upcoming meetings and to those chapters who are thinking about hosting meetings (i.e. review the bids received by chapters to host and also conduct hotel inspections chosen for upcoming meetings) along with the Texas ALP President and/or any other liaison officer so chosen by the Board.

MEMBERSHIP

Samantha L. Tandy, PLS

Ongoing Projects: Communication with members who renew and incoming members to find out what needs they have. General communication with members about the goings on in TALP and to give them the most "bang for their buck" when it comes to their membership. Send out birthday wishes to members.

Update on current projects: The committee is continuing to work on an incentive for members who renew and recruit new members.

Possible new projects to research and/or develop: Work with local chapters to help them find their "it" and use that to market to potential members.

NOMINATIONS AND ELECTIONS

Bette A. Tower, PLS

Ongoing projects: I am awaiting a package of information from Patti and I have gone onto Ballotbox to check it out.

Other information to share with Texas ALP Board:

Patti Heaney on my behalf sent survey to Ballotbox regarding the Mission Statement for TALP containing five (5) questions at the beginning of June. We received 132 online ballots which is 33.09% of eligible voters.

We anticipate sending out a new survey shortly. Please encourage all members to cast their votes, and encourage them to keep their email addresses updated.

PROFESSIONAL DEVELOPMENT

Karen Branigan, PLS

Ongoing projects: Nothing to report.

Update on current projects: Nothing to report.

Possible new projects to research and/or develop: Nothing to report.

Other information to share with the TALP Board: Nothing to report.

REGION 6 2011 ANNUAL MEETING

Sharon Simpson, PLS

No report.

STRATEGIC PLANNING

Mary Bullard, CLA, TSC-RE

Ongoing projects: Revising 2004 Strategic Plan

Update on current projects:

Received the results of the mission statement survey.

Began drafting strategic plan document.

The members of the Strategic Planning Committee are asking their committees for input on the 2004 strategic plan to determine what worked, what did not work, and what is now out of date. Additionally, committee members are being asked to present their ideas for goals for the future. This information will be incorporated into the revised plan.

Possible new projects to research and/or develop:

Continued work on vision and goals strategy.

THE TEXAS DOCKET

Tina Hurley, PP, PLS

Ongoing Projects: Continue to look for possible authors/articles for upcoming issues in various legal publications and through officers, committee members, and others.

Continue to explore possibilities for advertisers for the Texas Docket.

Update on current projects: Articles for the October issue are due by September 2nd.

Possible new projects to research and/or develop: None at this time.

Other information to share with the Texas ALP Board: Question: Do we want to continue the Patrons page due to lack of response?

WEBMASTER

Scotti Beam, PP

No report.

Budget July 15, 2010

5/1/2010 through 7/15/2010 Using Budget 2010-2011

7/15/2010

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Category Description	5/1/2010 Actual	- Budget	7/15/2010 Difference
INCOME			
Docket -- Ads			
Other Docket -- Ads	45.00	103.50	-58.50
TOTAL Docket -- Ads	45.00	103.50	-58.50
Dues	895.00	1,552.42	-657.42
Education	0.00	248.39	-248.39
Finance -- Sale Of Photo CD	220.00	0.00	220.00
Finance -- Sales of Logo Items			
Other Finance -- Sales of Logo Items	513.00	413.99	99.01
TOTAL Finance -- Sales of Logo Items	513.00	413.99	99.01
Interest Income	9.15	41.41	-32.26
NALS Resource Center	515.00	0.00	515.00
Other Income	0.00	103.50	-103.50
Texas ALP Meetings			
Other Texas ALP Meetings	3,705.38	1,034.95	2,670.43
TOTAL Texas ALP Meetings	3,705.38	1,034.95	2,670.43
Unbudgeted	1,875.00	0.00	1,875.00
TOTAL INCOME	7,777.53	3,498.16	4,279.37
EXPENSES			
Awards	25.00	26.90	1.90
Deposit For Meeting	1,000.00	0.00	-1,000.00
Docket -- Postal	0.00	41.41	41.41
Docket -- Printing	0.00	206.98	206.98
EC Lodging	831.45	413.99	-417.46
Fidelity Bond	117.00	24.84	-92.16
Finance	13.52	155.24	141.72
Marketing			
Other Marketing	50.00	155.24	105.24
TOTAL Marketing	50.00	155.24	105.24
Membership	0.00	20.89	20.89
NALS Ads	25.00	0.00	-25.00
NALS Fndn Auction Donations	0.00	41.41	41.41
NALS Foundation Circle Donation	0.00	206.98	206.98
NALS Meetings	835.80	869.35	33.55
NALS President (TALP AC expenses)	148.35	206.98	58.63
NALS Presidents' Gift	0.00	20.89	20.89
Nominations & Elections	0.00	103.50	103.50
Officer Registrations	0.00	300.13	300.13
Officer-Chairmen Registrations	550.00	0.00	-550.00
Other (Unbudgeted)	-21,683.18	41.41	21,724.59
Past President's Pin & Plaque	273.64	62.10	-211.54
Printing-Copying	0.00	20.89	20.89
Regional Assessment	0.00	62.10	62.10
Sales Tax	0.00	51.74	51.74
Scholarship	0.00	310.48	310.48
Shipping & Postage	37.02	103.50	66.48

Itemized Categories July 15, 2010 - YTD
5/1/2010 through 7/15/2010

7/15/2010

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Date	Account	Num	Description	Memo	Tag	Clr	Amount
INCOME							7,777.53
	Docket -- Ads						45.00
	Dues						895.00
	Finance -- Sale Of Photo CD						220.00
	Finance -- Sales of Logo Items						513.00
	Interest Income						9.15
	NALS Resource Center						515.00
	Texas ALP Meetings						3,705.38
	Unbudgeted						1,875.00
EXPENSES							17,656.90
	Awards						-25.00
	Deposit For Meeting						-1,000.00
	EC Lodging						-831.45
	Fidelity Bond						-117.00
	Finance						-13.52
	Marketing						-50.00
	NALS Ads						-25.00
	NALS Meetings						-835.80
	NALS President (TALP AC expenses)						-148.35
	Officer-Chairmen Registrations						-550.00
	Other (Unbudgeted)						21,683.18
	Past President's Pin & Plaque						-273.64
	Shipping & Postage						-37.02
	Web Page						-119.50
OVERALL TOTAL							25,434.43