

**CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS
MINUTES OF THE EXECUTIVE BOARD MEETING
OCTOBER 20, 2010**

BOARD MEMBERS PRESENT:

Elaine Crawford, John Hopkins, Sharon Coleman, Glenda Holden, Misty Shirley, Brenda Williams, Eva Taylor

Minutes of the meeting were recorded by Sharon Coleman.

I. Meeting called to Order by Elaine Crawford, President.

II. Approval of Minutes

Minutes of the September 22, 2010, Board meeting were approved.

III. Officer Reports

A. President – Elaine Crawford

1. Education/Fall Seminar-with NALS(accepted to split fees and costs). NALS will provide biography packets.
2. OBA Annual Meeting is on November 17 & 18. Brenda will be there and is working on coordinating volunteers to help out.
3. Officer elections will be in November. Elaine will ask Lois Clarkson or Ginger Schones to see if one of them will agree to handle the nomination committee.
4. Officer and committee reports due November meeting. Also give reports to Eva to place in the newsletter.
5. Christmas door prizes-All board members are to work on getting door prizes for the COALA annual Christmas Party. COALA may donate free lunches to the CLE luncheons and free memberships depending on how many door prizes are obtained for the Christmas Party.
6. The Quilt for the Raffle for the Christmas party should be ready by November 15, 2010.
7. Sharon made motion to have a \$100 gift card for a Raffle for the booth set up at the OBA Convention. Glenda seconded the motion. Glenda will get the gift card to Brenda to take to the convention.
8. No board meetings for November and December. Matters and decisions will be discussed through e-mails.

Secretary – Sharon Coleman

1. January, March, June, July and August 2010 Minutes were approved with revisions in last meeting. Sharon revised and sent them to Elaine today so Eva can get them on the website.

Treasurer – Glenda Holden

The September, 2010, Treasurer's Report is approved.

IV. Committee Reports

Education –Misty Shirley and Brenda Williams

1. October 29, 2010, Fall Seminar with NALS is ready to go. Misty is still receiving registration forms.

Public Relations – Brenda Williams

1. Will be working at the OBA Convention booth in November. Coordinating volunteers shifts.
2. Will find out when the OCBA Holiday party is scheduled.
3. Will take sewing kits to give away at OBA Convention.

Membership – Rebecca Perkins

1. Elaine will ask Rebecca if she has ordered the name tags.

Publications – Eva Taylor

1. Updated COALA brochure.
2. Brenda made a motion to approve the printing of the brochure with a copy place. Glenda seconded the motion. Eva will get the brochures printed to hand out at the OBA convention.

Placement – Elaine Haack

1. We had three job postings this past month.

Recruitment-Misty Shirley

1. Misty and Elaine attended the Rose State Orientation and presented to the students about COALA.

This is the last official meeting for the year. Elaine will communicate through e-mails to the Board in November and December.

Meeting adjourned at 12:29 p.m.