

**CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS
MINUTES OF THE EXECUTIVE BOARD MEETING
January 25, 2011**

BOARD MEMBERS PRESENT:

Elaine Crawford, Sharon Coleman, Glenda Holden, Brenda Williams, Misty Shirley, Angela Jackson, Ann Atkinson, Ann Matthews.

Minutes of the meeting were recorded by Brenda Williams, Secretary.

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

II. Approval of Minutes

Minutes for November and December 2010 were approved by email.

III. Officer Reports

President – Elaine Crawford

1. Approved vote on committee chair appointments. (Motion by Glenda Holden; Seconded by Ann Atkinson)
2. Misty Shirley to give information to Sharon Coleman for reserving conference room in Leadership Square.
3. Eva Taylor is preparing the newsletter.
4. Needs pictures of new officers
5. Needs to get scholarship application on website soon
6. Needs to get attorney of the year/paralegal of the year form on website soon

First Vice President – Eva Taylor

1. No report

Second Vice President – Angela Jackson

1. 51 people came to the last luncheon.

Secretary – Brenda Williams

1. No minutes to review.

Treasurer – Glenda Holden

1. Treasurer reports for October, November and December 2010 were approved. (Motion by Ann Matthews; Seconded by Misty Shirley)

2. Glenda Holden to file 990N.

IV. Committee Reports

Bar and NALA Liaison – Ann Atkinson

1. Need to send membership roster to NALA.
2. NALA Convention in Dallas at the end of July.

Education –Sharon Coleman

1. Working on seminar

Public Relations – Brenda Williams

1. Law Day is May 2, 2011
2. Will send letter to school counselors at the beginning of March 2011.

Membership – Ann Matthews

1. 51 members of January 25, 2011.
2. So far, 21 need name tags.
3. Cost for name tags is \$9.61 each if more than 16; \$10.76 each if less than that.
4. Approved to wait until February 15, 2011 to order name tags. Anyone needing name tags after that date will be ordered as needed. (Motion by Misty Shirley; Seconded by Ann Atkinson)

Publications/Placement – Misty Shirley

1. Approved to put survey in newsletter regarding why members do not attend monthly meetings (Motion by Misty Shirley; Seconded by Ann Atkinson)

The next Board meeting is set for February 23, 2011 at 11:45 a.m. at Hartzog Conger Cason & Neville, 201 Robert S. Kerr Ave., 16th Floor, Oklahoma City, OK 73102

Meeting is adjourned at 12:30 p.m.