

**CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS
MINUTES OF THE EXECUTIVE BOARD MEETING
July 20, 2011**

BOARD MEMBERS PRESENT:

Elaine Crawford, Glenda Holden, Brenda Williams, Misty Shirley, Sharon Coleman, Angela Jackson

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

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

II. Unfinished Business.

None.

III. Approval of Minutes

Minutes for July 2011 were approved. We did not have a June meeting. (Motion by Glenda Holden; Seconded by Angela Jackson)

IV. Officer Reports

President – Elaine Crawford

1. OBA CLE Ethics Seminar sponsorship fell through. Event is not occurring.
2. Lunch bags will be given to members and at select events.
3. Lint brushes will be given away at events as promotional items.
4. Elaine is attending OU legal assistant orientation on August 20, 2011.
5. Positive Tomorrows Back to School Drive will be at the August monthly meeting.
6. COALA to make a \$100 donation at the NALA convention to Defenders of Freedom (Motion by Sharon Coleman; Seconded by Glenda Holden)
7. As of 7/1/11, law changed for charitable organizations. Must file with Secretary of State.

First Vice President – Eva Taylor

1. No update

Second Vice President – Angela Jackson

1. Update on reservation status.

Secretary – Brenda Williams

1. Distributed copy of July 2011 minutes. Approved as noted above.

Treasurer – Glenda Holden

1. Treasurer reports for June and July 2011 were approved. (Motion by Misty Shirley; Seconded by Sharon Coleman)

V. Committee Reports

Bar and NALA Liaison – Ann Atkinson

1. COALA to make a \$100 donation at the NALA convention to Defenders of Freedom.
2. Ann Atkinson to attend NALA Convention July 27-July 30

Education –Sharon Coleman

1. Fall seminar is October 14

Public Relations – Brenda Williams

1. Checking on date for OBA annual meeting

Membership – Ann Matthews

1. No report

Publications/Placement – Misty Shirley

1. Had 4 job posting in June.
2. Next newsletter will be sent after Fall seminar.

The next Board meeting is set for August 24, 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 12:35 p.m.