

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

BOARD MEMBERS PRESENT:

Elaine Crawford, Eva Taylor, Glenda Holden, Ann Atkinson, Ann Matthews, Brenda Williams, Misty Shirley

Others present: Prisca Dean

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 April 2011 were approved. (Motion by Misty Shirley; Seconded by Ann Matthews)

IV. Officer Reports

President – Elaine Crawford

1. Judges for Paralegal of the Year are Barbara Swinton, Lisa Davis and Patti Parish.
2. Misty Shirley will order trophies for Paralegal of the Year and Attorney of the Year and certificates for scholarship winners.
3. Voting on Attorney of the Year - Robert Haupt.
4. Voting on scholarship applications – Desiree Simmons (Rose State College); Deborah J. Meahs (OU)

First Vice President – Eva Taylor

1. Bob Campbell will be speaker for June meeting.
2. Webmaster will do presentation on Facebook and updates. May want to have Facebook set for no one to write on wall.

Second Vice President – Angela Jackson

1. No update

Secretary – Brenda Williams

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

Treasurer – Glenda Holden

1. Treasurer report for April 2011 was approved. (Motion by Misty Shirley; Seconded by Ann Matthews)

V. Committee Reports

Bar and NALA Liaison – Ann Atkinson

1. Booth reserved for NALA annual meeting.
2. Ann Atkinson will be attending.
3. Annual report due 6/2.

Education –Sharon Coleman

1. No update

Public Relations – Brenda Williams

1. Sending email to board of promotional materials.

Membership – Ann Matthews

1. We now have around 100 total members.
2. Will order new nametags to have at next meeting.
3. Will mail and/or deliver leftover nametags.

Publications/Placement – Misty Shirley

1. Next newsletter July 2011

The next Board meeting is set for June 22, 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 12:50 p.m.