

**CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS
MINUTES OF THE EXECUTIVE BOARD MEETING
March 22, 2010**

BOARD MEMBERS PRESENT:

Greg Kennedy, Angela Owens, Elaine Crawford, Glenda Holden, Penni Jones, Rebecca Perkins, Brenda Williams and Misty Shirley.

Minutes of the meeting were recorded by Angela Owens.

I. Meeting called to Order by Greg Kennedy, President.

II. Approval of Minutes

Minutes of the January, 2010 Board meeting were approved.

III. Officer Reports

President – Greg Kennedy

Discussed Law Day essays and limit to ten student and send out notices to the area schools this week.

Discussed Spring Seminar and possible date of May 7, 2010. Discussed checking the conference room area in Leadership Square for the seminar.

Greg has checked into a website host and received a proposal. The proposal was not accepted. It was discussed to check with the current website host to see if they are willing to update the site.

Discussed suggestions for persons that may be willing to work on the newsletter. Elaine suggested that she would check with Eva Taylor at her firm.

Discussed announcing at next luncheon to be sure to bring exact amount for payment since we do not provide change and to make sure that you are making your reservations.

First Vice President – Angela Owens

The April speaker will be Jay Shanker speaking on entertainment law and the August speaker will be Scott McCreary.

Second Vice President – Elaine Crawford

We had 42 reservations at the March luncheon.

Secretary – Brenda Radford (Not Present)

Treasurer – Glenda Holden

The February and March, 2010 Treasurer's Reports are approved.

Committee Reports

Bar and NALA Liaison – Penni Jones

Penni will need an up-to-date Membership Roster and Officer Roster to provide to NALA.

Education –Amy Lewis (Not Present)

Public Relations – Brenda Williams

Brenda is working on the Law Day activities and will send notices out to area schools.

Membership – Rebecca Perkins

Discussed getting name tags for new members.

Placement – Elaine Haack (Not Present)

Recruitment-Misty Shirley

We will have a \$25.00 gift card.

Meeting is adjourned.