

**CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS
MINUTES OF THE EXECUTIVE BOARD MEETING
JUNE 3, 2010**

BOARD MEMBERS PRESENT:

Elaine Crawford
Eva Taylor
Brenda Williams
Angela Owens
Rebecca Perkins
Misty Shirley
Glenda Holden
Brenda Radford (telephonically)

Minutes of the meeting were recorded by Brenda Radford and Angela Owens

I. MEETING CALLED TO ORDER BY PRESIDENT, ELAINE CRAWFORD

II. APPROVAL OF MINUTES

Minutes of the May 2010 Board meeting were reviewed and approved.

III. OFFICER REPORTS

President – Elaine Crawford

The Board accepted the resignation of Greg Kennedy as President. There are currently two nominations for 2nd Vice President.

COALA's Spring seminar will likely be the third week in July. Brenda Williams and Misty Shirley will get with Penni Jones regarding speakers and reservations for a conference room at Leadership Square.

The COALA website still needs to be updated. Penni Jones will be in contact with Brad Neese at McAfee & Taft to determine whether he is interested in making the updates for a fee.

Elaine intends to ask Sephy Palmerton to announce the Paralegal of the Year Award at the Luncheon. To date, two nominations have been received by Ginger Schones who is accepting the nominations this year. Ginger will order the trophy for Paralegal of the Year from Midwest Trophy once a winner has been selected. Angela Owens is in contact with three state court judges who will select this year's Paralegal of the Year.

The Board votes in attorney Steven Davis as Attorney of the Year.

The Board votes in Eric Schoen and Cara Gordon to receive scholarship awards.

COALA name tags need to be ordered for new members. Rebecca Perkins will check into the cost of ordering the name tags as well as the cost of ordering 2010 name tags for the Officers.

First Vice President – Angela Owens

Angela advises that Speakers have been confirmed through August. The June speaker will be Drew Neville, the July speaker will be Steve Barghols and the August speaker will be Scott McCreary.

Second Vice President – (Has not been voted in at this time)

Secretary – Brenda Radford – (Present by phone - No report)

Treasurer – Glenda Holden

COALA's May 2010 Treasurer's Report was distributed, reviewed by the Board and approved.

Glenda has been unable to pay the bills for April and May due to the resignation of Greg Kennedy, the delay in voting for new President and the switching of account authority to Elaine. Glenda has obtained a bank statement and advises that there will be enough money in the account to pay the Beacon Club and other bills that are due.

IV. COMMITTEE REPORTS

Bar and NALA Liaison – Penni Jones (Not Present)

Education –Misty Shirley and Brenda Williams

Public Relations – Brenda Williams (Present – No Report)

Brenda advises that Law Day went very well again this year. The students who attended actively participated and expressed interest in the activities

Membership – Rebecca Perkins

COALA has received three new membership applications. Rebecca will be ordering name tags for the new members as part of their membership package.

Publications – Eva Taylor

Eva advises that she is continuing work on the newsletter and is attempting to get information from vendors and hopes to bring in more vendors to sponsor the newsletter.

Placement – Elaine Haack (Not present – No report)

Recruitment-Misty Shirley (Present – No report)

The next Board meeting is scheduled to be held on June 30, 2010 at 11:45 a.m. at Hartzog Conger Cason & Neville, 201 Robert S. Kerr Ave., 16th Floor, Oklahoma City, OK 73102

Meeting is adjourned.