

**CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS  
MINUTES OF THE EXECUTIVE BOARD MEETING  
August 25, 2010**

**BOARD MEMBERS PRESENT:**

Elaine Crawford, Sharon Coleman, Glenda Holden, Penni Jones, Brenda Williams, Eva Taylor

Minutes of the meeting were recorded by Sharon Coleman, Secretary.

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

**II. Approval of Minutes**

Not enough members for a quorum. Approval of Minutes was continued to next meeting.

**III. Officer Reports**

**President – Elaine Crawford**

1. Summer Seminar had 15 people in attendance.
2. Elaine, Brenda and Eva went to OU's Paralegal Program graduation and orientation. They gave out applications for membership for COALA and information to go to COALA's website.
3. Education/Fall Seminar-with NALS-we accepted to split fees and costs. NALS will provide biography packets.
4. Website-We accepted Maryellen Skelton to take care of the website. The website is updated and current.
5. Positive Tomorrow's Back to School Drive was successful. We had more checks than supplies.

**First Vice President – Angela Owens**

1. She is working on speakers for September and October.

**Second Vice President – John Hopkins**

1. 42 people came to the last luncheon.

**Secretary – Sharon Coleman**

1. Working on revising older minutes.
2. Will talk to attorneys in her office about doing a CLE luncheon for COALA.

**Treasurer – Glenda Holden**

Could not approve the Treasurer's Report. Not enough members for quorum.

#### **IV. Committee Reports**

##### **Bar and NALA Liaison – Penni Jones**

1. Reports for NALA are all in.
2. NALA online CLE classes start September 1, 2010. Elaine will send out notification to COALA members.
3. NALA finished their National Convention for the year in July.

##### **Education –Misty Shirley and Brenda Williams**

1. Summer Seminar had 15 participants. Will work with NALS for Fall Seminar.
2. Fall Seminar possibly end of September or sometime in October.

##### **Public Relations – Brenda Williams**

1. Oklahoma Bar Convention is in November in Tulsa. Discussed a table split with TALA and OPA on November 17, 2010. Discussed briefly what we should use to promote COALA at the convention. Penni will e-mail an old COALA brochure to Eva to see if we can update it for the convention.

##### **Membership – Rebecca Perkins**

1. Do we need to get membership cards? We need to look at how we let new members know they are a member. Elaine also discussed about creating folders to go to schools for new membership.
2. Discussed what to send to COALA members. E-mail COALA members and Non-Members luncheon notices.

##### **Publications – Eva Taylor**

1. Newsletter is complete and will be e-mailed out next week.

**The next Board meeting is set for September 22, 2010 at 11:45 a.m. at Hartzog Conger Cason & Neville, 201 Robert S. Kerr Ave., 16<sup>th</sup> Floor, Oklahoma City, OK 73102**

**Meeting is adjourned at 12:24 p.m.**