

Oklahoma Abstractors Board
AGENDA
Special Meeting

Tuesday, August 19, 2008

1:00 p.m.

2401 NW 23rd Street

Suite 40B

Oklahoma City, OK 73118

1. Call to Order. Roll call and announcement of quorum.
2. Announcement of filing of special meeting notice and posting of the agenda in accordance with the Open Meetings Act.
3. Review and approval of minutes.
4. Chairman's report, discussion and possible votes, to include, but not limited to:
 - a. Set open records fee amount
 - b. Letter to Governor concerning the Fire Marshal
 - c. Purchasing Policy
5. Committee reports discussion and possible votes, to include, but not limited to:
 - a. Budget and Finance – David Riley
 - b. Rules and Regulations – Monica Wittrock

Status and possible adoption of Emergency Rules
- Application For Permit
- Application For Certificate of Authority
Status of Permanent Rules
 - c. Licensing and Testing – Linda Carpenter
Next test date – September 9, 2008 @ 10:00am
 - d. Enforcement – David Riley
Guidelines for abstract plant inspections
 - e. Employee Search – Gary Baer
6. Executive Director's report, discussion and possible votes, to include, but not limited to:
 - a. Furnishings for new office – list of donated furniture and acceptance
 - b. Website
 - c. Status of Certificates and Licenses (23 Certs., 148 Licenses)

7. Report of Complaints received and status, discussion and possible votes.
8. Discussion and possible votes on administrative matters to be delegated to Executive Director including, but not limited, to purchasing policy, deposits, payables, review of applications for renewals of Certificates of Authority and Abstractors Licenses, bonds, background checks, meeting minutes and/or any other appropriate matters the Board deems to be necessary.
9. Discussion and possible votes on pending Applications and Renewals of Certificates of Authority, Applications and Renewals of Individual Licenses, and Transfers of Certificates of Authority [votes will be conditional approval upon payment of balance of 2008 fees and administrative review.] [List attached.]
10. Inspection Committees – Reports, discussion and possible votes
 - Jackson County – David Riley
 - Latimer County – Mike Harris
 - Cherokee County – Linda Carpenter
11. Discussion and possible vote on pending Application For Permit To Develop An Abstract Plant in Cherokee County filed by Robert H. Chaffin.
12. Adjournment.