

**Oklahoma Abstractors Board**  
**AGENDA**  
**Special Meeting**

Monday, April 7, 2008 -- 1:00 p.m.  
5900 N. Classen Court  
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 Meeting Act.
3. Review and approval of minutes.
4. Chairman's report, discussion and possible votes.
5. Budget and Finance Committee report, discussion and possible votes.
6. Web site design report, discussion and possible votes.
7. Rules and Regulations Committee report, discussion and possible vote.
8. Licensing and Testing Committee report, discussion and possible votes, to include additional testing dates and site.
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 background checks and other administrative matters.]
10. Discussion and possible vote on leasing permanent space for OAB Board Office in Shephard Mall, including build-out, furnishings, and purchase of computers, copiers, software and other equipment.
11. Employee Search Committee - general report as to employee staffing, discussion and possible votes. There may be an executive session pursuant to 25 O.S. §307B (1) to discuss the hiring of an Executive Director and compensation. Upon returning to open session, there may be discussion and possible votes.
12. Discussion and possible announcement of next Special Meeting.
13. Adjournment

MINUTES OF SPECIAL MEETING  
OKLAHOMA ABSTRACTORS BOARD  
APRIL 7, 2008

A special meeting of the Oklahoma Abstractors Board (OAB) was called to order at 1:07 p.m., on April 7, 2008, at the offices of the Oklahoma Industrial Finance Authority (OIFA), 5900 N. Classen Court, Oklahoma City, OK, 73118. Chairman Monica Wittrock called the meeting to order and announced that filing and notice of the meeting and posting of the agenda had been done in accordance with the Open Meeting Act. The Secretary then called roll and announced that all current members were present.

The minutes of the special meeting of the OAB conducted March 6, 2008, were then distributed by the Secretary and after review, the same were unanimously approved as submitted.

The Chairman then announced that (i) the office is set up but needs the computer(s) to transfer data base from the State Auditor's Office to us (ii) the Governor's Office is sure that a representative from District 6 will be announced by a week from this coming Friday and (iii) we have \$117,975.00 on deposit in the bank, which includes the \$20,000.00 start-up money provided by the Legislature. The Chairman then introduced Mary Ann Nelson, recently elected President of the Oklahoma Land Title Association (OLTA), and announced that we had a booth at the OLTA annual meeting.

Steve Boone then presented a written report of the Budget and Finance Committee, and announced that the report did not include about four deposits included in the Chairman's report of the money on hand. He also presented a list of vendor's accounts that were paid in the first week of April and announced that he has a requisition voucher in for the purchase of two (2) computers, and he is to get a quote today for the combination printer, scanner/fax machine at a cost of approximately \$3,500.00.

Upon motions duly seconded and unanimously carried, it was approved that (i) Steve Boone and Mike Harris be authorized to enter into the Agency Agreement with the Office of State Finance (OSF) and (ii) the Budget and Finance Committee meet to prepare a revised budget to provide for the 10% statutory amount (of all license and renewal fees) that is required to be paid to the State and to formulate next year's budget by June.

Steve Boone reported that he has conducted further discussions with the OSF about our Web Site and has determined that a "small account" set up for "GoGov" (for all Oklahoma government entities) will cost of \$2,500.00, which includes posting and personnel training, plus an additional one time charge of \$500.00 for the notification system. No Board action was taken.

The Chairman then announced that (i) we are still waiting on the Governor's approval of our Chapter 1 & 20 Rules (ii) 45 of 49 Applicants passed the last abstractor's test administered by the OLTA and (iii) the next time that tests will be administered will be following the Board's Meeting on May 6, 2008.

Upon motions duly seconded and unanimously carried (i) the names of those on "Renewals: Abstractors License" and on "New Abstractors Licenses Issued" were conditionally approved, subject to administrative review and payment of 2008 fees (ii) the names of those on "Renewals: Certificates of Authority" were approved subject to applicable compliance and payment of 2008 fees (iii) the Application to Transfer Certificate of Authority from Stewart Abstract & Title of Carter County to Stewart Abstract & Title of Oklahoma/Carter County was approved subject to background review and payment of 2008 fees (iv) the Application for Permit to Build of Robert H. Chaffin in Cherokee County was referred to the Rules Committee and the Chairman was directed to give notice to the Applicant and other certificate holders that may be affected by the Application and (v) the Application for Certificate of Authority of Great Plains Investment, LLC dba Bailey's Abstract & Title was also referred to the Rules Committee and the Chairman was directed to give notice to the Applicant and Jackson County Abstract Company, who has filed an objection.

The Chairman appointed Jerald Stringer to the Rules Committee.

The Chairman then announced that an appointment for today at 4:00 p.m. has been made to inspect the prospective office space available at Shepherd Mall. Rates are \$10.50 per square foot and a diagram of the space/layout has been previously sent to all Board members. Based on the applicable rate and proposed square footage, the monthly rent will be \$918.75.

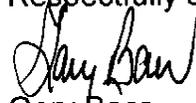
Upon motion duly seconded and unanimously carried the Chairman was authorized to lease the premises as represented for the agreed rent and upon her approval of the type of tenant finishes and the time within which they must be completed.

Upon motion duly seconded and unanimously carried the Board at 2:30 p.m. adjourned into Executive Session to discuss reconsideration of the salary and benefits package offered to the proposed Executive Director.

Following the Executive Session the Chairman again called the regular Board meeting to order at 2:55 p.m. and announced that the next regular meeting would be held on Tuesday, May 6, 2008, at 10:00 a.m. at the offices of the Oklahoma Industrial Finance Authority, 5900 N. Classen Court, Oklahoma City, Oklahoma, 73118.

There being no further business, the meeting adjourned at 3:02 p.m.

Respectfully submitted,

  
Gary Baer  
Secretary

Board Members

04/07/08

Stan Baw

David C. Riley

Mike Harris

Linda Carpenter

Danial Hall

Walter Sturges

Monica Wittrock

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