Oklahoma Abstractors Board

A G E N D A
First Special Meeting

Tuesday, December 4, 2007 -- 10 a.m.
Governor's Large Conference Room
State Capitol
Governor Brad Henry's Office Presiding

1. **Announcement of filing of special meeting notice and posting of the agenda in accordance with the Open Meeting Act.**

2. **Oath of Office**. Administration of oath of office to Board members.

3. **Call to Order.** Roll call and announcement of quorum.

4. **Introductions.**

5. **Authorizing Legislation and other statutes**. Overview of legislation creating Oklahoma Abstractors Board, Ethics filings, Open Meetings Act and Open Records Act. Discussion of timetable, transfer and associated actions needed by Board.

6. **Overview**. Presentation on Board budget, staffing, offices, administrative rules and needs.

7. **Officers**. Election of chair, vice-chair, secretary and treasurer for fiscal year ending June 30, 2008.

8. **Interim Committees**. Appointment of Board members to interim committees. Suggested interim committees may include a) Search Committee (to develop job description and fill an executive director position); and b) Board Operation and Structure Issues.

9. **Discussion and possible Announcement of Next Special Meeting**

10. **Adjournment.**

MINUTES OF FIRST SPECIAL MEETING
OKLAHOMA ABSTRACTORS BOARD
DECEMBER 4, 2007

The first special meeting of the Oklahoma Abstractors Board (OAB) was called to order at 10:00 a.m., on December 4, 2007, at the Governor's Large Conference Room at the State Capitol by Lisa Davis, Office of the General Counsel to the Governor, who announced that the meeting was called to order pursuant to notices properly filed and posted in accordance with the Oklahoma Open Meetings Act.

All members of the Board were present and after a roll call, a quorum was announced present and Loyalty Oaths were distributed to each member for signature and all members were given forms to request reimbursement for travel expenses.

Introduction followed of Michelle Day, Office of the General Counsel to the State Auditor's Office, along with staff members, Shirley Robertson, Nancy Grantham and Terri Watkins.

Assistant Attorney General John Crittenden was then introduced who announced that he has been designated by the Attorney General to lend legal guidance and counsel to the Board. Mr. Crittenden presented an overview of legislation creating the OAB, along with a discussion of ethics filings, Open Meetings Act, Open Records Act, and transfer of authority from the Office of the State Auditor to the OAB effective January 1, 2008. He also presented an overview on budget, staffing, offices and administrative rules and needs and handed out printed material to each board member that included name and address of each member, applicable portions of Senate Bill 909, the Oklahoma Abstractors Act, Oklahoma Administrative Code, Delay Complaint Form, Uniform Abstract Certificate, Abstractor Division Fees and the Oklahoma Open Meetings Act and Open Records Act.

It was then announced that we have been assigned Agency #022 and Fund #200.

Among other things, it was discussed a need for implementing a Records Retention Policy and the possible need to contact the Office of State Finance to see if we can obtain an interim appropriation through June, since the State Auditor has expressed an intention to keep all income from fees, license renewals and permits to build plants through the calendar year, leaving us with only $20,000.00 for start up funds.

Upon motion duly seconded and unanimously carried, Randy Dittmann was elected Chairman, Monica Wittrock was elected Vice Chairman and Gary Baer was elected Secretary.

The Chairman then thanked the board members and appointed the following interim committees:

Budget & Finance:	Gary Baer, Jerald Stringer, David Riley, Steve Boone and Dennis Hall
Rules & Regulations:	Monica Wittrock, Linda Carpenter, Mike Harris and Randy Dittmann
License & Testing:	Monica Wittrock, Randy Dittmann and Steve Boone

It was agreed that the next special meeting of the OAB would be held at the offices of the Oklahoma Industrial Finance Authority, 5900 N. Classen Court, Oklahoma City, OK, 73118 at 1:00 p.m. on December 13, 2007, and that appropriate notices be given as required by law.

Respectfully submitted,

Gary Baer
Secretary