

April 16, 2019 Minutes
Of
PARALEGAL DIVISION BOARD MEETING

12:08 p.m. Candace Gleed called the Meeting to Order. The following attendees were present:

ATTENDEES PRESENT:

<p>Candace Gleed Paula Christensen Cheryl Miller Sarah Stronk Greg Wayment</p> <p>Not Present: Lorraine Wardle Erin Stauffer</p>	<p>Via Telephone: Deborah Calegory Terri Hines Stefanie Ray Kristie Miller Tony Wright Julie Eriksson</p> <p>Excused:</p>
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Deb made a motion to approve the minutes of the March 26, 2019 board meeting. Tonya seconded the motion. March board meeting minutes were approved. Candace discussed that committee reports are due May 21st.

Candace is looking at gifts for the Annual PD Seminar in June and requested approval of spending \$15 to \$20 per person for gifts for each attendee. Paula made a motion that we approve spending that amount on the gifts. Julie seconded the motion, and it was approved.

Candace discussed that we need to recruit new board members. Erin is going to finish this year, but is stepping aside from the chair elect position next year, so all of our officer positions are open except for the chair. Candace suggested recruiting from larger firms or companies, such as the AG's office. Sarah and Candace will visit the AG's office and possibly other places. Nominations are due May 1, 2019 and have to be signed by the nominee. Sarah asked if we could add a question on the form asking what areas the nominee would like to serve in. Since the forms have already gone out this year, we will look at changing it for next year. Nominees who have not served previously on the board should submit a bio and a picture. If anyone is interested in an officer position they should email Deb. We need board members for Region 2, 5 and seven directors at large. Tonya and Kristie are the only two who do not need to be replaced next year.

Community Service/YLD: Kristie said that the Wills for Heroes for this Saturday has been canceled. There is one scheduled for some time in May. YLD will be using law students as witnesses so they will only need volunteers from PD for notaries.

Education: Paula reported Paralegal Day is all set. Nominations for Paralegal of the Year are due by April 30th. We will ask the Bar to send out an additional reminder to Bar members.

The Annual Seminar is set for June 21st. Speakers will be Greg Saylin, Judge Kevin Allen, Steve Kelson, Sean Morris (Blomquist Hale), Kristie Miller (meditation/yoga), Diane Akyama, Tad May, and Karra Porter. Kathryn Shelton is gathering bios and photos and will prepare the program. Tonya will update the Swag/Drawing spreadsheet and send it around. Each board member needs to ask their firm/company to donate either swag, a drawing prize, or both. Raising the cost to \$85 for PD members, \$95 for non-member paralegals, and \$150 for attorneys was discussed. Julie felt that raising the price was more than reasonable because we give away nice stuff, and it is the only fundraiser we have. Paula made the motion to raise the price. Cheryl seconded the motion, and the motion passed.

Candace brought up the ongoing issue of the Bar taking half of our profits and also charging us for their time. We still need to get an answer from them. If we don't do it before the meeting, it will remain as is.

Paula reported that three of our regions outside of Salt Lake held CLE's this year, including Utah County (Stefanie), Cache County (Tonya), and Washington County (Deb). All were well attended and successful.

Deb will send an email out to all members regarding interest in attending CLE's via remote location.

Social Media: Deb reported that the new website is up and running. We need to get the Bar to give us the CLE's to upload and Deb will also put them on Facebook. Candace asked if we got the Listserv emails from her. Does not appear to be working. Candace will resend an email to us all to try to sign up for the listserv again.

Membership: Tonya/Stefanie reported that there is an issue with requiring new members to have 10 hours of CLE prior to joining the Division. Would like to consider waiving that requirement if they have substantive experience. We would have to change Form B. Stefanie and Candace will work on changing the forms.

Shaleese has resigned, so we will need an Ethics/Professional Standards chair.

Marketing and Publications: Greg reported that the submission for the next Bar Journal is ready. It includes information about the Paralegal Day Luncheon and photos of Paralegal Division members volunteering at Wills for Heroes events.

Parliamentarian: Deb reported that the Standing Rules need to be updated to be consistent with recent changes to the Bylaws.

The next meeting will be held on May 21st. Deb moved to adjourn the meeting. Teri seconded the motion. The meeting was adjourned at 12:50.