

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
July 12, 2022

12:00 PM Katie Lawyer calls the meeting to order. The following attendees are present:

<u>In Person</u>	<u>Excused</u>
Katie Lawyer Alex Vaka'uta Cheri Christensen Jennifer Welsh Julie Eriksson Lexi Balling Liberty Stevenson Melissa Parache Nacia Franco Peter Vanderhooft Shalise McKinlay Stefanie Ray Suzanne Potts	Shari Dirksen

General Updates and Discussion

Katie Lawyer directs the new Board members to review the meeting agenda to confirm committee assignments. Katie Lawyer notes that the Board is looking for a replacement for the Social Media Chair.

Katie Lawyer notes that additional CLE committee members are required. Katie Lawyer will follow-up with Julie Eriksson to confirm. Julie Eriksson confirms that a six members is preferable.

Lexi Balling reviews the responsibilities of Social Media Chair.

Katie Lawyer and Lexi Balling discuss intellectual property issues related to the Paralegal Division Annual CLE meeting. The Board discusses the specific issues related to the re-release of proprietary information. Katie Lawyer will discuss with the Bar to get additional direction.

Peter Vanderhooft discusses the June 2022 meeting minutes and requests final approval of the minutes. Melissa Parache motions to approve the previous Board's June 2022 meeting minutes and the current Board's June 2022 meeting minutes and Lexi Balling seconds. The Board approves, and motion passes.

Membership:

Cheri Christensen discusses the need for technical help with regard to the application portal. Cheri Christensen is working with Lorie Koford to work on a solution.

Education:

Julie Eriksson discusses the responsibilities of the CLE committee. Julie Eriksson notes that the CLE Committee should start planning for Paralegal Day and booking a venue.

Julie Eriksson is working on setting the Brown Bag CLE dates.

Katie Lawyer will provide the Board with the Board member's contact information.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

Community Service Report:

Stephanie Ray is assuming the role of the Community Service Chair.

Lexi Balling discusses the upcoming Wills for Heroes event and will send contact the Young Lawyer's contact information to Stephanie Ray and will introduce Stephanie to Blaine Hanson.

Katie Lawyer will provide the Wills for Heroes box to Stephanie Ray.

Marketing:

No updates.

Finance Report:

Katie Lawyer discusses the role with Melissa Parache. Melissa notes that the Bar is switching to a new accounting system, so the June financial information is still forthcoming.

Bar Commission Report:

Shalise McKinlay notes that there are no new updates.

UPL Committee:

No updates.

Nominations/Parliamentarian:

No updates.

Open Floor:

Lexi Balling notes the need for the Board Members biographies for the upcoming newsletter and to update the Division website.

Katie Lawyer discusses the Paralegal Division Board Member retreat on August 19-20, 2022 and the next Board meeting.

Melissa Parache discusses setting up a NALA liaison for the Paralegal Division. Katie Lawyer is still in the process of reviewing the Bylaws.

12:50 PM – Melissa Parache motions to adjourn, Stefani Ray seconds. Meeting adjourned.

/s/Peter N. Vanderhooft

Peter N. Vanderhooft, Secretary

