

MEETING MINUTES
January 15, 2019
BOARD MEETING

12:10 p.m. Candace Gleed called the Meeting to Order. The following attendees were present:

ATTENDEES PRESENT:

Candace Gleed
Paula Christensen
Cheryl Miller
Erin Stauffer
Sarah Stronk

Via Telephone:
Stefanie Ray
Deborah Calegory
Terri Hines
Shaleese McPhee
Tonya Wright
Kristie Miller

Excused:
Lorraine Wardle
Jennifer Luft

Chair – Candace welcomed board.

Paula made a motion to approve the Board meeting minutes of October 16, 2018. Cheryl seconded the motion. October Board meeting minutes were approved.

Candace discussed the shared expenses with UPA for the annual Paralegal Day celebration issue and her meeting with the Bar to discussion options. In the end, it was decided to allow UPA to decide if they want to share as we have been doing (which would require an amendment of their bylaws) or trade off every other year with the paralegal division and each will work directly with the bar on their assigned year and is responsible for the entire event. Candace also reported on her meeting with the bar and negotiation efforts to waive the fee for the room rental at the bar for our free brown bag's and reducing or eliminating the 50% the bar takes from our profits for our big events such as Paralegal Day and the Annual Meeting; no decision has been made by the bar as yet. Candace will follow up with bar staff.

Community Service/YLD – Kristie Miller reports that Wills for Heroes events are posted on the YLD website, however, they do not always provide location or specific time details. Kristie will continue to work with the YLD to confirm information and then send out an email soliciting volunteers 2 weeks prior to the event. Candace will investigate how best to include the YLD listserv when sending out announcements on Wills for Heroes and Serving Seniors events.

Education – Paula reports that a survey monkey will be going out regarding:

1. The need to increase membership dues from \$75 to \$85 to help offset the costs of a website, costs of online CLE options cost of fees for bar staff/venue;
2. Use of live CLE options if they were available and pay any associated costs;
3. Use of an interactive listserv email group for discussion and networking purposes;

4. Whether or not they feel the cost of membership is worth the CLE and other benefits they gain;
5. Topic/speaker suggestions or ideas.

Paralegal Day is set for May 16, 2019 at the Marriott downtown at noon. Stefanie is working on contacting Kirk Jowers as a possible speaker. In the process of forming the committee to review nominations and select the paralegal of the year. Paula will include UPA on selection of the speaker and planning the event.

Annual seminar is in the initial planning stages with a desire to mirror the bar's theme of balancing work and home life. All board members are to try to come up with ideas on speakers and topics. Discuss possibly having Justice Zimmerman talk about yoga/Zen and how it has helped him in his work and home life. Also talked about the possibility of a speaker on using a virtual office to allow for work from home when that is an option.

Spring Convention in St. George is set for March 7-9, 2019. Deb will arrange for a social to be held at her offices on Friday, the 8th at 3:30 p.m. Candace will try to find a sponsor for the event and decide on raffle item to give away at the social. Also discussing having Judge Nuffer if he would be willing to speak about the utilization of paralegals. Candace made a motion for the approval of Erin, Stefanie and Tonya to attend and be reimbursed for their gas and hotel expenses; Sarah seconds the motion, all were in favor, none opposed, and the motion is passed. Paula indicates that one of her committee members may be interested in attending and Candace will look for a sponsor.

Finance – Cheryl reports that the bar has recently hired another finance individual. We are missing our financials for the months of November and December 2018. Cheryl is working with the bar to obtain them and hopes to have them by the end of January 2019.

Regional Directors – Cache County/Box Elder County has a social and CLE event scheduled for March 8, 2019 at 12:00 p.m. with Candace to speak about the LPP and paralegal utilization. Utah County has a social and CLE event scheduled for April 10, 2019 at 12:00 p.m. with Rich Doxey to present on contract review. Paul will assist with preparing the proper forms to obtain CLE approval for these events. The board then discussed scheduling an event in Moab with possible CLE topics involving government workers on Medicaid, child support and Medicaid or other topics that may directly relate to paralegal work in that area.

Marketing & Publications – Terri has nothing to report.

Social Media – Deb encourages the board to send her anything that needs to be uploaded or if something needs to be fixed. Discussed the website options available through the bar that give our division better control. Candace made a motion for the paralegal division to pay the \$300 fee for the website, Deb seconded, all were in favor, none opposed, and the motion is passed. Candace will contact the bar to set up the website.

Membership – Candace made a motion to increase the annual membership fees from \$75 to \$85; Paula seconds the motion; all are in favor, none opposed, the motion passes.

Bar Commission – Lorraine was excused from the meeting. Nothing to report.

Ethics and Professional Standards/UPA Liaison – Shaleese has nothing to report.

Parliamentarian – Robyn has resigned her position. Deb, Candace and Sarah will work together to handle these duties until the vacancy can be filled.

Board Member Vacancy - Candace discussed the need for the appointment of a new board member to fill the vacancy and put forth the name Julie Ericsson. Deb made a motion for Julie Ericsson be made a board member until June 2019 when she will have to run for a position at the annual meeting. Paula and Terri seconded the motion; all were in favor, none opposed, and the motion passed.

Paula made a motion to adjourn the meeting. Deb seconded the motion and the meeting was adjourned at 12:52 p.m.

