

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
**BOARD MEETING MINUTES**  
February 11, 2020

Sarah Baldwin calls the Meeting to order. The following attendees are present:

<u>In Person:</u>	<u>Via Telephone:</u>
	Sarah Baldwin Kathryn Shelton Bonnie Hemp Paula Christensen Deb Calegory Julie Eriksson Kristie Miller Stefanie Ray Tonya Wright Angie Jensen Shalise McKinlay Greg Wayment

Candace Glead and Angie Jensen are excused.

Chair – Sarah welcomes the board.

Kathryn Shelton motions to approve the January 14, 2020 minutes, with correction to the spelling of her name. Paula Christensen seconds the motion.

Tonya Wright discusses the interactive listserv option and how cumbersome it is. The board discusses Facebook as an option, noting the negative that not everyone is on social media. The board will try the listserv and give feedback.

Deb Calegory talks about upcoming elections. Calls for nominations are going out on March 15<sup>th</sup>. Regions 1 and 5 are open, along with three at-large positions, and nominations are due in early May.

The board votes in favor of raising the reimbursement budget for the Utah State Bar Spring Convention to \$350 per person, after Deb makes the motion and Julie Eriksson seconds it.

Tonya will circulate Candace’s emails about the service opportunity with Get Proximate to the entire board for further discussion.

Kathryn reports that Jon Huntsman, Jr. is confirmed as the speaker for our Paralegal Day Luncheon. The Utah Paralegal Association (“UPA”) agreed to appoint a member of their board to help vote for Paralegal of the Year. Kathryn wants to use Bryce’s Catering again this year, and the board votes in favor.

Bar Commission – nothing to report at this meeting.

Membership – nothing to report at this meeting.

Community Service/Young Lawyers Division Liaison – Kristie Miller reports that the next Wills for Heroes events will be held on February 22, 2020 in St. George and on April 11, 2020 in Cache Valley. Kristie is waiting for an updated 2020 schedule.

Education – Kathryn and Julie report on progress with our June event.

- The Education Committee has many speaker ideas, and they are working to narrow down the list and confirm the speakers.
- Julie and Bonnie Hamp are in charge of SWAG for the event.
- Our annual meeting will take place during the lunch hour of the event.

Finance –

- Paula reports that \$100 was spent on lunch for our last board meeting, and there are no other recent expenditures to report.
- Deb will try to get the company we are ordering lanterns from to create an invoice so we can pay them directly from our fund.
- Tonya is going to book an AirBnB for this year's retreat, and will submit reimbursement immediately thereafter.

Marketing– Greg Wayment notes that he is working with the Bar on the announcement for Paralegal Day and it will go out soon.

Social Media – nothing to report at this meeting.

Ethics and Professional Standards/Utah Paralegal Association Liaison – nothing to report at this meeting.

Parliamentarian –nothing to report at this meeting.

The next meeting will be held on March 10, 2020. Deb moves to adjourn the meeting. Tonya seconds the motion, and the meeting is adjourned.



  
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Angie Jensen, Secretary