



**Paralegal Division
of the Utah State Bar
Board of Directors Meeting
May 1, 2020**



Because of COVID-19 social distancing guidelines, the following attendees participated by phone:

Sarah Baldwin Deb Category Paula Christensen Julie Eriksson Bonnie Hamp Stefanie Ray Kathryn Shelton Greg Wayment Tonya Wright
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Shalise McKinlay and Kristie Miller were excused.

Sarah called the meeting to order. Angie was not able to attend, so Deb will take the minutes. The minutes from the April meeting were not available, so approval of those minutes is tabled to the next meeting.

DISCUSSION ITEMS:

Paralegal Day:

- Huntsman is good to go for the May Paralegal Day. The event will be broadcast via Zoom through the Bar offices. The event is open for up to 500 users at a time. We will not be charging for this event. It was discussed what should be given to the recipient besides a trophy. Discussion ensued. Deb made a **motion to approve a \$100 gift card plus the trophy for the recipient**. Bonnie Seconded the Motion. The **motion passed unanimously**. Greg will get the trophy and gift card for the presentation. Kathryn is going to check to see if we can pre-record segments to use such as Sarah's welcome, the presentation of the Paralegal of the Year, etc.

Annual Meeting:

- The June annual meeting will take place as scheduled (during the lunch hour). The Annual Meeting will be streamed via Zoom through the Bar offices. In addition to the Annual Meeting, we will provide 1 hour of CLE. All voting will take place via ballot received prior to the meeting, or by proxy. There are no contested elections this year.
- The CLE that was lined up to take place at the Annual Meeting will be divvied up into one hour segments and broadcast, or presented live, if possible, during the ensuing months. We will not charge members for the broadcast Zoom meetings.

CLE Requirements:

- CLE Requirements. Discussed extending the CLE filing deadline. Paula made a **motion to follow the same deadlines for renewal and CLE as the Bar is setting for attorneys**. Tonya seconded. **The motion passed unanimously**. Stefanie is going to check with the Bar to see what it is doing as far as attorney renewals and CLE requirements. We think the renewals keep the same June 30 deadline, but that the CLE filing is pushed to September 1. Once Stefanie has confirmation, Sarah will send an email to the Members letting them know we are doing the same things as the attorneys are for CLE and give them information about the deadline extension.

Director Nominations:

The deadline for nominations is May 1, 2020. Deb informed the Board that to date we have three nominations for Directors:

Region 1 – Rheane Swenson

Director-at-Large: Tally Burke and Michelle Zaugg

COVID-19 Outreach:

- We discussed the proposed donations using the \$3,000 the Board previously approved for COVID-19 outreach. It was determined to split up the donations as follows:
 - \$1,000 to Road Home for housing applications
 - \$1,000 for small business stimulus such as Black Rifle Coffee and other treats for front-line medical workers
 - \$1,000 (\$250 each) to Regions 1, 2, 3 and 4 for local food banks. The Directors of these Regions need to email Sarah the name of the food bank for the donation to that particular Region.

Other Business:

Deb is going to check and see about setting up future Board Meetings through Zoom, at least until we can gather in person again.

We discussed the decision to move the Heather Finch scholarship from UVU to SLCC. SLCC has the only ABA approved paralegal program. Julie will follow up with SLCC to see about the transfer.

We discussed an official policy be put into place for providing sympathy, encouragement, etc. to board members, and that those types of things be handled on an individual and personal basis.

Kathryn made a **motion to adjourn**. Julie seconded. **Motion passed unanimously**.



Deb Category, Secretary Pro Tem