

**ARALEGAL DIVISION OF THE UTAH STATE BAR**  
**BOARD MEETING MINUTES**  
July 17, 2020

12:05 p.m. Tonya Wright calls the meeting to order. The following attendees are present:

<u>Via Zoom</u>
Tonya Wright
Shalise McKinlay
Rheane Swenson
Deb Caegory
Bonnie Hamp
Stefanie Ray
Katie Lawyer
Kathryn Shelton
Julie Eriksson
Greg Wayment
Tally Burke

Angie Jensen is excused.

Sarah Stronk Baldwin is excused.



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Chair – Tonya Welcomes the Board at 1:05 p.m.

The minutes from the June 19, 2020 meeting are reviewed by the board, Deb Caegory motions to approve the minutes and Julie Erikson seconds the motion.

Parliamentarian – Deb Caegory:

Deb Caegory announces the voting of officers and directors. Katie Lawyer, for Director at Large for the remaining election year, and she will be part of the CLE Committee; Shalise McKinlay for Chair Elect; Rheane Swenson for Secretary; and Tally Burke for Finance Officer. Deb Caegory motioned to approve the new board member/officer roles and Stephanie Ray seconded. All in favor. New board member and officer roles are approved. There are 13 board members, the Chair, Tonya Wright and Sarah Baldwin are non-voting members.

Government Relations – Sarah Baldwin:

Tonya Wright provides Sarah's updates regarding the COVID outreach status. Sarah has advised that bagels will be delivered to U of U hospital workers next week, July 20-24. The first meeting with the Bar Commission is this Thursday, July 16, 2020, which Sarah will be attending. The checks sent to the food banks as part of the COVID outreach were sent directly from the Bar. Tonya will see if she can get copies of what was sent.

#### Heather Johnson Finch Scholarship:

Julie Ericksson reports regarding the Heather Finch Scholarship. The funds held at UVU will arrive at SLCC soon and be placed in a new endowment there. After the first scholarship disbursement from the interest that has accrued at UVU over the years is complete, money will then need to earn more interest for a year before enough is there to fund a scholarship next year. There is enough interest from what accrued at UVU to have the first scholarship be \$2,000. Next year, it may be lower, closer to \$500, unless we want to fundraise to supplement that amount. The initial scholarship will be divided in 2 semesters. The applicant will need to have a history of performing community service, and have an interest in attending the annual Paralegal Day Luncheon in May 2021. SLCC has a committee that picks the recipient, and the recipient can be a regular, or non-traditional student; however, they must be a declared Paralegal program major and maintain a 3.0 GPA.

#### UPL Committee – Shalise McKinlay:

They are finalizing the research of a claim of Unauthorized Practice of Law and will be submitting letters regarding the situation soon. Meetings are ongoing.

#### Communications and Social Media – Tonya Wright:

Tonya has completed the bios and leadership page of the website, and plans to continue to chair communications. She will send out a link to the page after the meeting for input from the board. Tonya plans to continue to maintain Social Media as well.

#### Membership – Stefanie Ray:

Membership renewals are down, and possible reasons are discussed. The membership exception of Ms. Harris and Ms. Talbot are discussed. It is decided that we will advise Ms. Harris to wait until closer to the extended deadline in September, as her situation of not having a supervising attorney may resolve itself by then. The Board will revisit Ms. Harris's application for exception at that time, as there may be other members who have the same issue. The other exception request is for Ms. Talbot, who has a supervising attorney; however, the attorney doesn't work or live in Utah. After some discussion, a motion was made by Stefanie Ray to approve Ms. Talbot's membership request. Katie Lawyer seconded. All in favor. There was also some discussion regarding the impact of COVID (layoffs and CLE) on membership and the possibility of waving this year CLE requirement. This was generally approved of, but not by motion. It was agreed to table the proposal until we're closer to September to see how membership renewals accumulate through the summer. Stefanie will write a reminder regarding the September deadline, with notice that late fees will be held until November. This notice will also have a request to notify the board of possible membership issues and/or exemptions that require discussion.

#### Education – Kathryn Shelton:

The Committee is planning to reschedule the Unauthorized Practice of Law ethics CLE to 07/29/2020, Kathryn is to confirm the date and time with the presenters and inform the board. The Bar has increased their requirements for an ethics CLE, so it's important to Kathryn that this CLE stay on the calendar. Katie Lawyer plans to use her connections at the AG's office to book more CLE presenters in the future. Kathryn reports that they have several people willing to present throughout the coming months. They just need to officially add them to the calendar. She will get with UPA to determine if UPA and the Paralegal Division will trade months as they have in the past. Kathryn hopes to have CLE's scheduled through March 2021.

Ethics and Professional Standards/Utah Paralegal Association Liaison – Bonnie Hamp:

Due to COVID the sponsorship brochure was moved down on the priority list because vendors are unable to attend an in-person event. Bonnie plans to keep the communication lines open with the interested vendors in the event that we will eventually have in-person events again. Bonnie asked and was given direction that the Ethics and Professional Standards chair works with the Educational Committee regarding possible Ethical CLE's and helps report ethical violations to the Bar.

Finance Report:

The finance reports will be forwarded to Tally to review. Kathryn was able to transfer the hotel deposit for Paralegal Day to next year, and due to slow financial activity, there is nothing new to report.

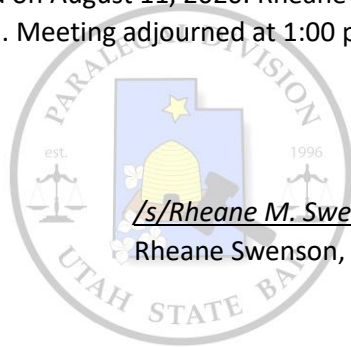
Marketing – Grey Wayment:

Nothing to report at this meeting.

Open Floor:

Tonya Wright reminds the Board of the upcoming retreat on August 28<sup>th</sup> – 29<sup>th</sup> and plans to send directions and plans via email later this week.

The next meeting will be held on August 11, 2020. Rheane Swenson motioned to close the meeting, and Deb Caegory seconded. Meeting adjourned at 1:00 pm.



/s/Rheane M. Swenson

Rheane Swenson, Secretary