

**PARALEGAL DIVISION OF THE UTAH STATE BAR**

**BOARD MEETING MINUTES**

March 9, 2021

12:10 p.m. Tonya Write calls the meeting to order. The following attendees are present:

<u>Via Zoom</u>
Tally Burke
Deb Caletory
Bonnie Hamp
Shalise McKinlay
Kathryn Shelton
Rheane Swenson
Stefanie Ray
Greg Wayment
Tonya Wright

Excused:

Angie Jensen  
Sarah Baldwin  
Katie Lawyer  
Julie Eriksson

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Chair – Tonya welcomes board at 12:10

General Updates and Discussion:

Tonya informs the board that Peter and an individual in St. George plan to run for next year’s board, and asks the board to keep an eye out for new people. Tonya will remind Katie at the AG’s office to see if she knows of anyone interested in running. Minutes from last meeting are approved after a motion made by Stefanie Ray, with a second by Kathryn with the understanding that corrections submitted will be incorporated. All in favor.

Membership – Stephanie Ray

Nothing new to report. Tonya informs the board that if we add the button for LPPs to renew their Paralegal Division membership when they renew their license, the Blomquist Hale fee will not be duplicated. Askes for a vote to approve the \$400 fee to the Bar IT Department to add a renewal button for the Paralegal Division, Kathryn makes motion to approve the cost, and Stefanie seconds. All in favor.

Education –Julie Eriksson and Kathryn Shelton

Dave Clark from the bar has a speaker idea for the board, re: E-Discovery. Tonya will forward the information to the education committee.

Kathryn reports the speaker information for Paralegal Day is coming together, and events scheduled for the spring are moving forward as planned. The plans and speakers for the June event, Spring Convention and Summer Convention are being finalized. Tyra Patterson will be the Keynote speaker at the Summer Convention. Education committee is working on ideas for Fall Forum, and ask for input from the board.

Paralegal day is May 20, and Patti Allred will be the UPA voting member for the Paralegal of the Year award. Sarah Baldwin will be the Division’s voting member. Kathryn plans to wait two weeks before she starts advertising for Paralegal Day.

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

Nothing new to report.

Community Service Report: Angie Jensen

Tonya for Angie, Rocky Mountain Innocence Center will talk to committee and get back to us on service opportunities. Tonya reminds the board that there wasn't a vote to approve scholarships for membership fees. Rheane makes a motion to approve the scholarships, Deb seconds, all in favor of the membership fee scholarships. Tonya will write up a notice and get it out.

Tonya also asks for a motion to approve convention trip scholarships for 2-4 members to attend convention, and one for paralegal day, Kathryn motions for approval, Stefanie seconds, and all in favor.

Marketing: Greg Wayment

Nothing new to report. Next bar journal has article from Tonya in it about wellness.

Finance Report: Tally Burke

Tonya asks for a budget of no more than \$600 for division awards, Tally makes motion, Stefanie seconds, and all in favor.

Bar Commission Report: Sarah Baldwin

Sarah will return from leave on March 22. Tonya will cover her duties for the time being.

UPL Committee: Shalise McKinlay

Nothing new to report, the legislative session is done.

Retreat days changed to 9/10-11.

Nominations/Parliamentarian: Deb Caegory

Nominations went out on Monday, 4 regular director positions open, and 7 at large positions open. Deb reminds board to think about nominations and for people to fill the positions.

Open floor:

Tonya is working on updating the website and adding a leadership page. Is happy to keep doing website duties when she is outgoing chair.

12:45 pm – Rheane motions to close, Kathryn seconds. Meeting adjourned.

/s/Rheane M. Swenson

Rheane Swenson, Secretary