

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
October 12, 2021

Shalise McKinlay calls the meeting to order. The following attendees are present:

<u>In Person</u>	<u>Excused</u>
Shalise McKinlay Cheri Christensen Jennifer Hunter Julie Eriksson Katie Lawyer Kathryn Shelton Lexi Balling Peter Vanderhoof Shari Dirksen Tally Burke-Ellison	Suzanne Potts Rheane Swenson Tonya Wright

Chair – Shalise McKinley welcomes the board at 12:02 PM

General Updates and Discussion

Shalise and Katie attended the Utah State Bar Sections meeting where the new Section chairs were sworn in. The chairs discussed the benefits of bar membership. Martha Knudson of the Wellbeing Committee and Matt Page with Licensed Lawyer offered to do free CLEs to educate members on the resources they provide. The IT Department of the Utah State Bar also went over the resources available to Bar and Sections members including website design and cybersecurity issues.

The Quarterly meeting for the Wellbeing Committee is scheduled for December 1, 2021 and Shalise would like to send a representative of the Paralegal Division to that meeting. Julie will follow-up with the Wellbeing Committee to gauge interests in preparing an article for the next Paralegal Division newsletter.

Shalise suggested teaming up with other sections, such as the Young Lawyers Division as a method to increase CLE attendance and to help bring in more prominent speakers.

There will be upcoming service opportunities and virtual legal clinics with Access to Justice.

The Board discusses the Paralegal Division Newsletter that is set to be released. The Board discusses making the newsletter quarterly and issuing the newsletter on the opposite cycle of the Utah Bar Journal. The Board discusses how to issue the newsletter and whether to issue the newsletter to former Division members and managing attorneys. Jennifer motions to award a \$50 gift card to the paralegal spotlighted in the current newsletter and Shari seconds. The motion is passed.

Tally discusses the NALA firm discount and potential CLE benefits.

Tonya is attending meeting on Friday October 15, 2021 to discuss proposed rule changes related to Licensed Paralegal Practitioners.

Minutes:

The Board will review the September 2021 meeting minutes and approve by the next Board meeting. On October 13, 2021, Shari moves to approve the September minutes and Suzanne Potts seconds. The motion passes.

Membership:

Cheri discusses promoting membership and Shalise suggests reaching out to previous members. Cheri will prepare a draft email for review.

Education:

Kathryn notes that the Bar reached out to her to inquire whether the Paralegal Division would be willing to do a breakout session or speaker for Spring Convention instead of March CLE. Shalise notes that losing a free CLE may be an issue for members who are remote or otherwise unable to attend the Spring Convention. Kathryn will follow-up with the Bar and the Education Committee may be able to setup a CLE for late March or early April.

Shalise will follow-up on survey monkey results regarding member interest in CLE topics. Kathryn and Julie discuss developing a CLE regarding cybersecurity and remote work as an option for January 2022.

Kathryn notes that Paralegal Day is Friday, May 20, 2022. The hope is that the event will be in person at the Marriott City Center. UPA is a co-sponsor on this event and Julie will reach out to Karen McCall regarding a speaker for this event.

The Paralegal Division Full Day CLE and Annual meeting will be held on Friday June 10, 2022.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No new updates.

Community Service Report:

Jennifer states that there was a large notary response for the Wills for Heroes event scheduled for in Davis County

Jennifer motions the Board to donate \$1,500.00 to the Heather French Scholarship. Cheri seconds the motion and the motion passes. Jennifer suggests that the Board prepare an interview with last year's recipient and to include that interview in the newsletter. Julie notes that the scholarship is awarded at the beginning of the year and will reach out to the new contact to confirm the date the recipient is announced. Julie suggests that an article for the newsletter can be written for the new recipient as well.

Shalise discusses service event idea, Socks for Souls, that is tentatively planned for Spring 2022. The entrance fee for the event would be socks/underwear. Access to Justice will be contacted as a potential co-sponsor. Jennifer recommends inviting the court clerks so that paralegals will have an opportunity to meet with the clerks.

Shalise suggests setting up an Amazon wishlist for a December 2021 charity event. Shalise and the Board also discuss additional charity events such as sending food/gift cards to healthcare workers.

Marketing:

Shari will reach out to Greg Wayment regarding the Bar Journal article and solicit ideas for future article entries. Peter notes that he has begun drafting an article and anticipates it being ready by the December deadline.

Finance Report:

Tally sent financials for the month to the board.

Bar Commission Report:

No updates.

UPL Committee:

No updates.

Nominations/Parliamentarian:

No updates.

Open Floor:

No updates

12:50 PM – Jennifer motions to adjourn, Shari seconds. Meeting adjourned.

/s/Peter N. Vanderhooft

Peter N. Vanderhooft, Secretary

