

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 August 8, 2023

12:01 PM Liberty Stevenson calls the meeting to order. The following attendees are present:

<u>In Person</u>	<u>Excused</u>
Liberty Stevenson Alex Vaka'uta Cheri Christensen Gretchen Lowe Jennifer Carver Kymberly May Leslie Bullard Marci Cook Shalise McKinlay Stefani Ray Suzanne Potts Trina Kinyon	Katie Lawyer Melissa Parache Peter Vanderhooft

General Updates and Discussion

Liberty Stevenson updates the Board on the shirts that have arrived and indicates that she will bring them to the Board dinner on August 19, 2023.

Liberty Stevenson updates the Board on the summer BBQ. After researching the cost of private rooms at restaurants as well as looking at parks, it is decided that it would be better to do the dinner at a Bohemian Brewery in Midvale at 6 P.M. Liberty Stevenson recommends increasing the budget for the dinner from \$500 to \$1,000. Trina Kinyon motions to increase the budget for the dinner. Stefanie Ray seconds the motion. The motion passes. Liberty will make a reservation at Bohemian Brewery and send an email to the Board once the reservation is confirmed.

Shalise McKinlay updates the board on the online storage space and Google Drive. Shalise McKinlay spoke with David Clark at the Utah State Bar, and he has set up a folder on their shared folder system titled The Utah Paralegal Division. All members of the board will need to create a login and password for access. The rights to view, upload, or delete documents will be based on each member's need and use of the system. An invite will be sent to the Board members to set up their login information. Each committee will have its own folder and can create subfolders within the division folder. Liberty will upload all the documents she has collected from last year's Board to use as templates or to use as a reference. Liberty Stevenson will upload the documents from the current Google Drive into the folder as well. Liberty Stevenson also suggests all committees do a data dump at the end of the year for future Boards to be able to reference.

Liberty Stevenson updates the Board on the September retreat. The dates will be September 29th and 30th. Check in will be on Friday, September 29, 2023, at 4PM. If members are not able to come Friday, they should plan on being there for the events at 10AM until 2PM on Saturday, September 30, 2023.

Liberty Stevenson asks the Board to brainstorm ideas for potential community service projects for this year.

Shalise McKinlay motions to approve the July 2023 meeting minutes. Cheri Christensen seconds. The motion passes.

Membership:

Cheri Christensen discusses ideas for updating new membership applications to include a phone number and would like to set up a way for current members to update their information within the renewal form rather than when paying their annual dues. Cheri Christensen and Stefanie Ray will update the spreadsheet with the current members for this year once the renewal window closes. Cheri and Stefanie will redline the current membership forms with the proposed changes and updates to be discussed in the first subcommittee meeting.

Nominations/Parliamentarian:

Shalise McKinlay discusses the possibility of implementing new Bylaws to amend the dates and deadlines for electing new members to the board. The way that the elections and Bylaws are currently structured, new board members find out they are elected to the board the night before they are required to attend the Annual Meeting so they can be in attendance of their first board meeting that follows. Shalise McKinlay proposes we move the election earlier so that the new board members have enough notice to prepare to serve on the board the following year.

Shalise McKinlay proposes setting up a new subcommittee to do a full review of the current Bylaws. Shalise McKinlay proposes that this subcommittee amend the membership forms in order to make a more streamlined and simplified process. The subcommittee will then be able to incorporate these changes into the website and membership portal once completed. Once the Bylaws have been redlined with the proposed changes, they can be presented to the Board for comments and a vote for approval. Shalise McKinlay and Liberty Stevenson propose that Stefanie Ray, Cheri Christensen, Gretchen Lowe, and Peter Vandervoort be members of the subcommittee. Once the subcommittee is formed, Shalise McKinlay will send out meeting invites to the members of the subcommittee.

Education:

Kymerly May and Marci Cook discuss the first presenter for the September brown bag CLE will be Kelly Ann Booth. She will present on September 21, 2023, at 12PM and the topic will either be family law or criminal law.

Community Service Report:

Gretchen Lowe updates the board on the Young Lawyers Division and Wills for Heroes. They currently have no events scheduled due to current changes being made and the Wills for Heroes may be completely going away. Liberty suggests finding another program to replace it that the Board can volunteer with quarterly.

Alex Vaka'uta will reach out to Legal Aid and see if we can get in on the Pro Bono Clinic for any help with paralegal work to help with small claims and filing. Liberty mentions that Legal Aid could be a long-term commitment. Alex Vaka'uta will follow-up with Legal Aid to find out about the commitment and see if they have any short-term volunteer opportunities.

Shalise McKinlay suggests the board buy a table at some Legal Aid Society dinners and invite members of the division to join. Gretchen Lowe and Alex Vaka'uta will contact Legal Aid Society and find out details about getting a table and when these events are taking place. Jennifer Carver will see if we can get a discounted rate for the tables.

Stefanie Ray suggests volunteering with Utah Legal Services with projects. Trina Kinyon suggests volunteering at the soup kitchen in downtown SLC, YWCA, Tabitha's Way, or Law Day 5k event as possible community service opportunities. Liberty Stevenson suggests inviting some members of the division to join. Liberty suggests possibly doing a mixer with members of the division and court clerks. Shalise McKinley suggests via email to sign up to assist with meal prep and service for Dinner's at Vinney's.

Social Media:

Liberty Stevenson updates the board with Peter Vanderhooft's suggestions and proposed changes for the website. Liberty Stevenson mentions that any updates to the board member pictures and biographies need to be sent to Peter Vanderhooft no later than Friday, August 8th, by 5PM. Peter will upload the pictures and biographies of current members of the Board by Monday, August 14th. Liberty Stevenson asks each board member to review the website and send any suggestions to make it better, more organized, or if something should be added or deleted to Peter Vanderhooft.

Marketing:

Jennifer Carver updates the board on working with Greg for ideas for new topics for the Bar Journal and the newsletter. The Bar Journal deadline is September 29, 2023. Liberty Stevenson suggests doing spotlights of the nominees for Paralegal of the Year from last year and putting upcoming community service projects and past donations or events that the Board has been involved with in the newsletter. Shalise McKinlay suggests the Board submit new ideas or write an article for the newsletters.

Finance Report:

No updates.

Bar Commission Report:

No updates.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

Suzanne Potts has no updates due to the Association being closed for the summer.

Open Floor:

Shalise McKinlay asks members of the Education or Community Service Committees to take the swag from previous years. She will get with Kymberly May or Marci Cook to decide who the swag should go to. Also, some swag with limited quantities can be given away during community service events.

12:55 PM – Stefanie Ray motions to adjourn, Shalise McKinlay seconds. Meeting adjourned.

On August 10, 2023, Liberty Stevenson emailed the Board to request a vote regarding our first Community Service event to attend and purchase a table at the Salt Lake Legal Aid Society 2023 "80's"

Gala. Shalise McKinley made the motion to purchase 1 table at the Legal Aid event in the amount of \$1,500.00. Leslie Bullard seconded the motion. The motion passed.

On August 16, 2023, Liberty Stevenson emailed the Board to indicate that Melissa Parache had to resign from the Board and her position as Finance Officer needed to be filled. Liberty Stevenson recommended the Board appoint Jacob Clark to this position since he received the next highest number of votes in the election. Liberty indicated that Jacob Clark is interested in taking on the role and has the time to commit to the position. Jennifer Carver made the motion to appoint Jacob Clark to the Finance Officer position. Stefanie Ray seconded the motion. The motion passed.

/s/ Leslie Bullard
Leslie Bullard, Secretary

