

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
**BOARD MEETING MINUTES**  
 September 12, 2023

12:00 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 Jacob Clark Jennifer Carver Katie Lawyer Kymberly May Leslie Bullard Marci Cook Peter Vanderhooft Shalise McKinlay Stefanie Ray Suzanne Potts Trina Kinyon	

**General Updates and Discussion**

On August 19, 2023, Leslie Bullard emailed the Board to vote to approve the minutes for August. Stefanie Ray made the motion to approve the August 2023 minutes. Cheri Christensen seconded the motion. The motion passed.

Liberty Stevenson updates the Board on the retreat on September 29th via email and asks for a headcount for those attending the retreat on either Friday, Saturday, or both days. Liberty Stevenson also asks for any dietary restrictions and input on whether we should cook or order food for dinner on Friday and lunch on Saturday. Liberty Stevenson will search restaurants in Eden and send the menus to everyone via email. Liberty Stevenson will also bring snacks, muffins, and drinks. Trina Kinyon will bring coffee. Liberty Stevenson mentions to bring clothes that can get wet or dirty. Saturday's activities will begin between 9:30-10 AM and go until 2 PM.

**Membership:**

Cheri Christensen and Stefanie Ray update the Board on the Parliamentarian Subcommittee's first meeting to brainstorm ideas for the website and instruction sheet for the membership portal to be clearer and more concise. Cheri Christensen and Stefanie Ray have a follow-up meeting scheduled.

Cheri Christensen has requested a list from Diana Gough of members who have paid their dues but has not yet received it.

### **Education:**

Marci Cook updates the Board on the first Brown Bag CLE set for September 21, 2023. The next Brown Bag CLE will be in November, but still needs the details regarding the date, time, speaker, and topic. Marci Cook and Kymberly May have been working with the Bar staff and should have more information by the October meeting.

Marci Cook updates the Board on The Heather Johnson Finch Scholarship. The contract has been sent to the Bar for approval. Once approved and signed, the Board will determine a donation amount and vote to approve the scholarship. Marci Cook will update the Board on the scholarship in the October meeting.

Marci Cook updates the Board on looking at the Utah Law & Justice Center and other possible venues for the Annual Meeting.

### **Community Service Report:**

Gretchen Lowe updates the Board that the Young Lawyer Division has completed its reorganization and has let them know that the Board is available if they need any help with Wills for Heroes or any other projects. Gretchen Lowe will continue to stay in contact with them.

Alex Vaka'uta updates the Board on volunteer opportunities with Volunteers of America, and with the Women's or the Youth's Resource sections. The Women's Center would have the Board serve meals which requires a 2-hour commitment and a minimum of 10 volunteers. The YWCA Women's Shelter takes donations for clothing and help women with interviews. The Board would help by organizing the donations received at their boutique. Shalise McKinley mentions making the abused women our focus this year and possibly doing a self-defense course in which the division members would pay a fee and bring a clothing item to be donated in conjunction with a charity. Trina Kinyon will get information on possible instructors that would do a self-defense course for free.

Shalise McKinley suggests a doing a separate volunteer opportunity for Christmas. Trina Kinyon mentions Wreath's Across America and Candy Cane Lane with the YWCA as possible volunteer opportunities during Christmas. Trina Kinyon will send the information to Alex Vaka'uta to investigate further.

Alex Vaka'uta talks about the possibility of additional volunteer opportunities with The Rescue Mission, The Road Home, and Catholic Community Services and asks if anyone would not be interested in volunteering with these organizations. Alex updates the Board on the Legal Aid Society has one-time opportunities that would have members fill out paperwork. Gretchen Lowe will get more information on Food and Care Coalition, a transition housing for people who have completed rehab. Shalise McKinley mentions that in the past, the Board would open these volunteer opportunities to the division members to participate in these events. Liberty Stevenson asks Shalise McKinley how often the Board would do volunteer opportunities and recalls that the Board would usually do it every couple of months.

Liberty Stevenson suggests getting our first volunteer opportunity with the YWCA scheduled for mid-October. Liberty Stevenson suggests the Board do one volunteer opportunity every other month and putting the schedule for volunteer opportunities into the Newsletter so that division members can join. Alex will create a spreadsheet and send it to everyone on the Board to fill out their availability.

Gretchen Lowe proposes a mentor/mentee program for Paralegals similar to Lawyer's helping Lawyers. Gretchen Lowe will contact local colleges with Paralegal Programs to see if they could have panels of Paralegals or 2-3 Board Members speak a couple of times a year. Gretchen Lowe asks if anyone has any contacts at the schools to get started. Gretchen Lowe suggests getting word out to the smaller law firms that have not heard of The Paralegal Division of the Bar to increase membership.

### **Social Media Report:**

Peter Vanderhooft updates the Board on the changes made to the website, adding all the Director Information and Board Positions. Peter Vanderhooft streamlined the page with everything on the website's header now and has also uploaded and organized all the Minutes and Newsletters since 2019. Peter Vanderhooft will continue to work on updating the membership benefits and committee information and make sure that the job postings on Linked In are still current.

Liberty Stevenson indicates that everyone should confirm their director information is correct and let Peter Vanderhooft know if any changes are needed.

### **Marketing Report:**

Jennifer Carver updates the Board on the September/October Bar Journal which will be the Letter from the Chair, the upcoming quarterly Newsletter with the Bar Member introductions from the website and requests the Board members to send her updated bios if anyone wants to use a different one. Jennifer Carver asks the Board if the Paralegal of The Year Nominee for the spotlight are required to be members of the Paralegal Division. Shalise McKinley mentions that the nominees do not need to be members. Jennifer Carver asks Alex Vaka'uta and Gretchen Lowe to send her the upcoming community service projects for the Newsletter. Liberty Stevenson mentions uploading all the pictures from the events so that Jennifer Carver can pull them for the Newsletter.

### **Finance Report:**

Jacob Clark updates the Board on the July Financial Report and the expenses for August. Jacob Clark mentions that the Board budgeted \$1,000 for the dinner and only spent \$500. The Board budgeted \$1,200 for the shirts, and we came in under \$600. Overall, we had a surplus for August expenses.

Liberty Stevenson mentions that the retreat should come in under budget as well. We have a \$4,500 budget for the retreat have only used \$2,100 so far. Liberty Stevenson mentions that we will be expensing the stuff from Costco and the meals at the retreat but should come in under budget.

Jacob Clark updates the Board on the Annual Paralegal Day that had a deficit of \$2,395.88. Jacob Clark is working with last year's education committee chairs, Julie Eriksson and Nacia Franco, to attempt to reconcile the deficit. Liberty Stevenson asks Jacob Clark to figure out some of the vague expenses from last year's report. Shalise McKinley suggests looking into areas where we can cut costs for this year's events. Jacob mentions he would like to create a general budget for next year's Board.

### **Bar Commission Report:**

Katie Lawyer updates the Board on the August meeting to seat the new President, Eric Christensen. No other updates.

**Ethics and Professional Standards/Utah Paralegal Association Liaison:**

Suzanne Potts attended the first meeting, but there were no updates regarding the Board or NALA.

**UPL Committee:**

No updates.

**Nominations/Parliamentarian:**

No updates.

**Open Floor:**

No updates.

1:03 PM – Shalise McKinley motions to adjourn, Stefanie Ray seconds. Meeting adjourned.

/s/ Leslie Bullard  
Leslie Bullard, Secretary

