

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 October 10, 2023

12:02 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 Jacob Clark Jennifer Carver Katie Lawyer Kymberly May Leslie Bullard Marci Cook Peter Vanderhooft Suzanne Potts Trina Kinyon	Gretchen Lowe Stefanie Ray Shalise McKinlay

General Updates and Discussion

Liberty Stevenson discusses future Board gatherings and suggests doing another dinner in January with a budget of around \$700. Then, possibly having another one in either March or April and a final dinner for the year in June.

Liberty Stevenson updates the Board on the current relationship with UPA and mentions that we want to keep a good standing relationship with UPA but is concerned about the Board paying for their events and not receiving the credit for it. Katie Lawyer mentions that the Board has a bigger budget than UPA because they only have 20 members, while the Paralegal Division has significantly surpassed them in memberships. Katie Lawyer suggests the Board maintain our relationship with UPA because their members can also be Paralegal Division members and the goals for both organizations are aligned. Liberty Stevenson suggests UPA contribute part of their budget to their events in the future, but for now, the Board will see how they work with Kymberly May and Marci Cook this year since they seem to be working well together. Liberty Stevenson asks Suzanne Potts if she has had any interactions with UPA this year; Suzanne states that she has not because she did not want to interfere with the relationship that Kymberly May and Marci Cook have begun to develop.

Liberty Stevenson discusses the possibility of a NALA affiliation as an alternative to UPA if the Board decides to cut ties with them in the future. At this time, the Board will focus on continuing to maintain a friendly relationship with UPA.

Membership:

Cheri Christensen updates the Board on the status of membership renewal submissions. Cheri Christensen mentions that 117 members correctly renewed their membership, 40 paid their dues but did not submit the necessary paperwork, and 40 did not pay or renew their membership. Cheri Christensen will send a reminder email to the 40 members who have not submitted their paperwork, blind cc'ing all

members. Cheri Christensen mentions that only 2 LPPs have submitted their paperwork, and the subcommittee will discuss LPP renewals in their next meeting.

Cheri Christensen and Stefanie Ray will continue to work on updating the membership forms and information so that members know how to submit their renewals correctly. They are also working on updating the renewal systems so that members cannot make payments before submitting the renewal paperwork.

Education:

Marci Cook updates the Board on the next Brown Bag CLE on Criminal Defense, scheduled for November 15, 2023, hosted by Julie Erickson and Nacia Franco. Marci Cook will work with them on finalizing the details and send out the invite by the end of the week.

Trina Kinyon discusses doing a CLE to discuss the Unmind membership benefit in January. Jacob Clark and Trina Kinyon will contact Martha Knudson at the Bar to coordinate the event. Trina Kinyon also mentions she spoke with one of the attorneys at Black Rifle Coffee Company about doing an In-House CLE as a backup for January if the Unmind CLE does not work out for any reason. Trina Kinyon will work with Kymberly May and Marci Cook to find a specific topic for the CLE if needed.

Kymberly May updates the Board on the venues she has found for the Paralegal Day Luncheon and Annual Meeting. Kymberly May and Marci Cook have reserved the Red Butte Garden for the Paralegal Day Luncheon on March 16, 2024, and The Law and Justice Center for the Annual Meeting on June 14, 2024. Suzanne Potts will send additional information to them about the UPL subject and who at UPL will be speaking at the event.

Marci Cook updates the Board on the Heather Finch Scholarship. The General Counsel of the Utah State Bar has signed the contract; the Board will need to vote to approve the scholarship fund of \$1500 for the Spring 2024 semester. Marci Cook will send a copy of the contract to the Board for their information and approval.

Community Service Report:

Alex Vaka'uta updates the Board community service project for December with Wreaths Across America. It will be at the Veterans Memorial Cemetery in Bluffdale, UT, on December 16, 2023. The event will begin at 10:30 AM and end once all the wreaths are on the graves. There is no limit to how many people can join, and everyone is welcome to bring their family and friends to volunteer at the event. Alex Vaka'uta will get the event information to Jennifer Carver for the Newsletter to open the event to the members of the Division as well.

Alex Vaka'uta mentions that the Board can also give a monetary donation to purchase wreaths. The wreaths cost \$17 each, and Alex Vaka'uta proposes that the Board donate \$500 for 29 or \$1000 for 58. Jacob Clark suggests the Board donate \$500. Cheri Christensen asks for clarification on how Wreaths Across America distributes the wreaths and if the Board would only place the wreaths we purchased. Alex Vaka'uta clarifies that the donation will go towards the total amount of wreaths, but we are not limited to placing the donated wreaths on the graves. Trina Kinyon explains the schedule for the day of the event. Cheri Christensen makes a motion to donate \$500 to purchase 29 wreaths for Wreaths Across America. Alex Vaka'uta seconds. The motion passes.

Alex Vaka'uta updates the Board on her efforts to get the Board to volunteer time with the YWCA serving food in their kitchen or sorting clothes in their boutique, but the boutique is her preference. A meeting has been scheduled with the YWCA for next week to discuss a date and time at the beginning of November for the Board to volunteer. Alex Vaka'uta will update the Board once she has scheduled a date and time.

Social Media Report:

Peter Vanderhooft updates the Board on his progress on the website. He updated the benefits section with the benefits specifically for Paralegal Division members and updated the Unmind and well-being information. He still needs to change the order of current Board Members on the leadership page and will complete that by the end of the week. Peter Vanderhooft has also streamlined the web pages by removing the subpages and making it easier for users to navigate topics on one page instead and updated the Job Bank postings for which there are currently none. He has also sent out the UPA CLE event information and will send out the November CLE information as soon as the details are final. Peter Vanderhooft has also uploaded all the Minutes and Newsletters to date and will upload the September Minutes as soon as they are voted on and approved.

Peter Vanderhooft has also uploaded the photographs to Facebook and LinkedIn. Liberty Stevenson asks Peter Vanderhooft if the Bar has uploaded the photos on Instagram and X. Peter Vanderhooft mentions that he can get the logins for the other platforms but has mainly been focused on Facebook and LinkedIn because we get the most interactions from members with these platforms. Trina Kinyon mentions pulling insights from the social media platforms to see which ones receive the most views from members. Peter Vanderhooft will pull the insight information and update the Board in the November meeting. Liberty mentions that she spoke with Martha Knudson about the sign-in process and functionality of the Unmind application. Peter Vanderhooft will post these resources on the website and set up annual reminders to push out the Unmind benefit, provided it is still current in the future.

Peter Vanderhooft mentions that he has a few outstanding projects that he is working on. He will work with Cheri Christensen to update the membership information but is waiting for the final changes. Peter Vanderhooft also mentions that he needs to dig into the Contact Us section of the website because there is currently only one general inbox for all requests.

Marketing Report:

Jennifer Carver updates the Board on the Fall Newsletter that she finalized before the meeting. She will forward a copy of the Newsletter to Peter to add to the website, Facebook, and LinkedIn. Jennifer Carver mentions that the Bar Journal has been completed for this Quarter as well. Liberty Stevenson suggests the Newsletter be sent to the Division members via email to reach as many members as possible since it includes information about the Wreaths Across America volunteer opportunity and other upcoming volunteer projects that Division members can join.

Finance Report:

Jacob Clark updates the Board on the budget report for September. The Bar posted the membership dues totaling \$14,075, an increase of a couple thousand dollars from previous years. The Bar took out \$1,085 for administrative fees for a final balance of \$39,396 at month's end.

Jacob Clark mentions that he sent an email to the Board with mileage reimbursement forms for the retreat and that everyone should send him their completed forms to process them with the Bar. Jacob Clark also mentions that he sent another email with the proposed budget he created and requests everyone look it over and send any concerns to him via email. Otherwise, it should be finalized and ready for a vote in the November meeting.

Minutes:

Leslie Bullard mentions she sent the finalized version of the September minutes to all Board members, and they are ready to be voted on for approval. Peter Vanderhooft makes the motion to approve the September 2023 minutes. Jacob Clark seconds the motion. The motion passes.

Bar Commission Report:

Katie Lawyer mentions the Bar Commission had their retreat, but it was mainly for setting the goals for this year. No other updates.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

UPL Committee:

Suzanne Potts will send the UPL speakers' information to Kymberly May and Marci Cook. No other updates.

Nominations/Parliamentarian:

Liberty Stevenson mentions that Shalise McKinley is working with the Parliamentarian subcommittee on updating the Bylaws and membership forms.

Open Floor:

Jacob Clark mentions using the Board's Survey Monkey account to do another salary survey with the same questions asked in previous years. Liberty Stevenson suggests looking through the previous Board's documents for their survey. Katie Lawyer agrees that a post-COVID salary survey is worth doing to get updated numbers since the last time was in 2020. Katie Lawyer mentions that Tonya Wright or Rae Ann conducted the previous one, and she can contact them. Jacob Clark will get started on the survey this month.

12:47 PM – Trina Kinyon motions to adjourn, Peter Vanderhooft seconds. Meeting adjourned.

/s/ Leslie Bullard
Leslie Bullard, Secretary

