

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
November 14, 2023

12:04 PM Liberty Stevenson calls the meeting to order. The following attendees are present:

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

General Updates and Discussion

Liberty Stevenson mentions to the Board that Randy Dryer, the Associate Dean for Non-JD Programs at the University of Utah reached out about a new bachelor's degree program for Paralegals that will address more specific legal topics, including critical thinking and legal research and writing. Liberty Stevenson mentions that Mr. Dryer requested that she write a letter of recommendation regarding the program. Liberty Stevenson messaged Elizabeth Wright, at the Utah State Bar to see if the Bar will allow her to write the letter as Chair of the Paralegal Division. Liberty Stevenson asks the Board to give input on whether there is a market for a bachelor's degree program and if it would be advantageous for Paralegals. Shalise McKinley mentions that she thinks it would be a good option for paralegals because many employers are asking for a bachelor's degree and this degree would be directly applicable to the legal profession.

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

Membership:

Cheri Christensen mentions that the next Parliamentarian subcommittee meeting is set for Thursday, November 16, 2023, and they will be working on reviewing the changes made to the membership documents. No other updates.

Education:

Marci Cook updates the Board on the November Brown Bag scheduled for November 15, 2023, at 12:00 p.m. Marci Cook mentions that Jacob Clark and Trina Kinyon are working on the January Brown Bag CLE session. Trina Kinyon mentions that they have a speaker set but are waiting on a response regarding the date.

Marci Cook mentions that the venue has been booked for the Paralegal Day Luncheon and that Kymberly May reached out to Maribeth LeHoux, General Counsel for the Utah State Bar, and she has agreed to be a speaker.

Community Service Report:

Liberty Stevenson mentions the Wills for Heroes event was a success and that she will send the pictures to Peter Vanderhooft to post on social media. Liberty Stevenson mentions that the upcoming community service event will be the Wreath's Across America on December 16, 2023.

Social Media Report:

Peter Vanderhooft mentions that he will be sending the Board the statistics for the social media by the end of the day. Peter Vanderhooft received a report from LinkedIn but would like to see if he can get a more formal one for LinkedIn as well as Facebook. Peter Vanderhooft will also investigate Google Analytics and see if we have it set up for the Bar website and if there is a way to attach it to the Gmail and google drive accounts.

Peter Vanderhooft updates the Board on the recent job postings that he has listed on the website.

Marketing Report:

Liberty Stevenson asks the Education Committee to send any upcoming CLE dates to Jennifer Carver for the next newsletter. Liberty Stevenson mentions that Jennifer Carver asked for any suggestions for topics for the newsletter and to send any to her via email.

Finance Report:

Jacob Clark mentions that most of the expenses for October were the residuals from the retreat; \$800 was for food and beverage, and \$400 was for mileage reimbursements. Jacob Clark mentions that if anyone still wants to be reimbursed, they should send the forms to him. Liberty Stevenson suggests we close out any reimbursements one month after an event.

Jacob Clark updates the Board on the salary survey and will start working on it in January to account for end of year raises and bonuses.

Bar Commission Report:

Katie Lawyer mentions the Bar Commission had their first formal meeting, but no updates for the Paralegal Division.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

Suzanne Potts mentions that the committee met for the Unauthorized Practice of Law and took on a couple of new cases. No updates for the Paralegal Division.

UPL Committee:

No updates.

Nominations/Parliamentarian:

Shalise McKinley mentions that the Parliamentarian subcommittee will meet on Thursday, November 16, 2023, to review the Bylaws and updates to the membership forms.

Open Floor:

Peter Vanderhooft mentions that Greg Wayment is working on an article regarding the LPPs that spoke at the Annual Meeting for the next issue of the Utah Bar Journal.

12:17 PM – Stefanie Ray motions to adjourn, Leslie Bullard seconds. Meeting adjourned.

/s/ Leslie Bullard

Leslie Bullard, Secretary

