

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

12:02 PM Liberty Stevenson calls the meeting to order. The following attendees are present:

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

General Updates and Discussion

Liberty Stevenson mentions that the Board's winter gathering will be on Wednesday, January 17, 2023, at Brio in Murray. Trina Kinyon already made the reservations. Liberty Stevenson will send an email reminder with the address before the event. Liberty Stevenson suggests voting on the budget for the dinner and Jacob Clark suggests a budget of \$1,000. Kymberly May motions to approve a \$1,000 budget for the dinner at Brio. Stefanie Ray seconds the motion. The motion passes.

Liberty Stevenson updates the Board on the letter of recommendation for the undergraduate degree she sent to Randy Dryer at the University of Utah. Randy Dryer will know more in the spring on whether the University will go forward with the degree. Liberty Stevenson mentions that she sent an email to all division members for feedback on the degree, and she received a lot of positive responses, which she incorporated into the letter of recommendation.

Membership:

Cheri Christensen mentions that the Parliamentarian subcommittee meeting was postponed, and they are working on setting up a new date once they find one that aligns with everyone's schedules.

Cheri Christensen mentions she completed drafting the email that will be sent to members that have paid their dues but have not completed the documentation for their renewals. Cheri Christensen and Stefanie Ray decided to hold off on sending the email until after the holidays, most likely the first week of January. Liberty Stevenson asks Cheri Christensen to send her a draft of the email to review.

Education:

Marci Cook mentions that Trina Kinyon and Jacob Clark have finalized the CLE for January.

Marci Cook updates the Board on the Heather Finch Scholarship and mentions that she reached out to Salt Lake Community College for the cost per semester and it is around \$2,500 for tuition and books. Marci Cook mentions that historically the Board has donated \$1,500 and asks for input from the Board on whether there is money in the budget to donate \$2,500. Liberty Stevenson mentions that the Board already budgeted \$1,500 for the scholarship for this year but can consider increasing the budget to \$2,500 next year. Liberty Stevenson asks Jacob Clark for input on getting a check to Salt Lake Community College for this year's scholarship donation. Jacob Clark mentions that the Bar prefers to do a wire transfer. Liberty suggests that Marci Cook and Kymberly May get the wire information to Jacob Clark to complete the wire transfer as soon as possible.

Liberty Stevenson updates the Board on UPA's involvement with the Annual Luncheon in May. UPA stated they do not have the members or funds to help the Board financially but want to be involved in picking the speaker for the event. Marci Cook mentions that she and Kymberly May have already arranged for the venue and the speaker, and it all is coming out of the Paralegal Division's budget. Liberty Stevenson suggests continuing to give the time for UPA to present the people who have passed the NALA, CP exam with their pins but not let them have a say in who the presenters are without contributing financially. Liberty Stevenson asks for input from the Board on their thoughts on what involvement UPA should have going forward. Cheri Christensen suggests letting UPA know that we have a deadline to meet and have already picked a speaker for this year, but the Board would appreciate their input on next year's speaker.

Community Service Report:

Alex Vaka'uta reminds the Board that the Wreath's Across America event is on Saturday, December 16, 2023, at 10:00 a.m. Liberty Stevenson suggests Alex Vaka'uta send one more email reminder to all division members to increase participation in the event.

Alex Vaka'uta mentions she has not heard from the YWCA on volunteering at their boutique but will contact them after the holidays.

Alex Vaka'uta mentions that she and Gretchen Lowe plan on meeting to discuss future community service events. Gretchen Lowe and Alex Vaka'uta plan on having two more for the year, one in February and one in April.

Social Media Report:

Peter Vanderhooft mentions that he started tracking the Google Analytics for the website and plans to pull the data from LinkedIn and Facebook to do a comparison report.

Peter Vanderhooft suggests that the Board send him any pictures from the Wreath's Across America event to post on social media.

Marketing Report:

Jennifer Carver updates the Board on contacting the next paralegal spotlight person for the upcoming newsletter but has not heard back from her. Liberty Stevenson suggests emailing the spotlight person asking if they're still interested, but if she still doesn't get a response, to move on to the next candidate. Jennifer Carver mentions she is interested in highlighting the Heather Finch Foundation as a way for members to donate in the upcoming newsletter.

Liberty Stevenson mentions to email Jennifer Carver if anyone has any suggestions for topics for the newsletter.

Finance Report:

Jacob Clark updates the Board on the November expenses, which was only a mileage reimbursement from the retreat. He mentions that the \$500 donation for the Wreath's Across America will be on the December expense report.

Jacob Clark mentions that he sent out this year's budget to the Board and asks for feedback. Liberty Stevenson asks if money will be available for next year's Board. Jacob mentions that we should be making most of the money back from the CLE dues.

Bar Commission Report:

No updates.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

UPL Committee:

No updates.

Nominations/Parliamentarian:

No updates.

Open Floor:

Leslie Bullard mentions that the November minutes are ready to be approved by the Board. Peter Vanderhooft motions for the approval of the November minutes. Cheri Christensen seconds. The motion passes. Peter Vanderhooft will post the approved minutes to the website.

12:24 PM – Meeting adjourned.

On December 18, 2023, Liberty Stevenson emailed the Board about a request from Michelle Oldroyd at the Bar asking if the Board would be interested in sponsoring the Spencer Cox event. Liberty Stevenson asks Jacob Clark if there is money in the budget to sponsor the event. Jacob Clark mentions that the Board has the budget to contribute \$1,000 to the event. Kymberly May motions to contribute \$1,000 to sponsor the Spencer Cox event by the Bar on January 5, 2024. Jacob Clark seconds the motion. The motion passes.

/s/ Leslie Bullard _____
Leslie Bullard, Secretary

