

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
**BOARD MEETING MINUTES**  
 January 9, 2024

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 Cheri Christensen Jacob Clark Jennifer Carver Katie Lawyer Kymberly May Liberty Stevenson Leslie Bullard Marci Cook Peter Vanderhooft Stefanie Ray Trina Kinyon	Gretchen Lowe Shalise McKinlay Suzanne Potts

**General Updates and Discussion:**

Liberty Stevenson mentions that the Board dinner is reserved at Brio in Murray on Wednesday, January 17, 2024. Liberty Stevenson mentions to the Board that there is a possibility for inclement weather that day and doesn't want people to have to travel in the snow. Katie Lawyer suggests we keep the reservation and check the weather a few days before. Liberty Stevenson will monitor the weather and email the Board for input on whether we should cancel and reschedule for a different date a few days before the dinner.

Liberty Stevenson mentions that at the end of the year she will need to give a report at the Annual Meeting for what each committee has accomplished this year. Liberty Stevenson mentions that she would like all the committee chairs to put together a report with what they've specifically done and save them in the Share Drive so that future Boards can reference them. Liberty Stevenson also mentions that each committee should make a quick to do list for their roles and a list of their accomplishments for this year. Each committee chair should also create a list for outside contact information for their committee that can be used by future Boards, for example, The Heather Finch Foundation. Liberty would like to have the committee reports by the end of April or the beginning of May so she can start her report. Liberty suggests that reaching out to her with any questions.

Trina Kinyon updates the Board of possible vacancies for next year and reads through the list of Board members who will and will not be returning. Jennifer Carver is ending her one-year appointment, would like to be on the ballot to be elected for a two-year term, and would like to be in the Chair Elect position. Leslie Bullard and Jacob Clark are ending their one-year appointments and would like to be on the ballot to be elected for a two-year term and return to their current positions. Kymberly May is ending her first year of her two-year term and would like to remain in her position as Education Co-Chair. Peter Vanderhooft is ending his first year of his second term and would like to remain in his position as Social Media Chair. Cheri Christensen is ending her first year of her second term and would like a new role. Suzanne Potts is ending her first year of her second term and would like to remain in her position as Ethics

Committee Chair. Alex Vaka'uta is ending her second year of her first term and will not be returning next year. Marci Cook is ending her first year of her two-year term and would like to remain in her position as Education Co-Chair. Gretchen Lowe will be ending her first year of her two-year term and would like to remain in her position as Community Service Co-Chair. Stefanie Ray is ending her second year of her first term and will not be returning next year. Liberty Stevenson will be returning next year as Immediate Past Chair. Shalise McKinlay will not be returning next year. Liberty Stevenson will send the list to Shalise McKinlay so she can work on the ballots for this year.

Liberty Stevenson asks if anyone else is interested in the Chair-Elect position next year and suggests voting to appoint Jennifer Carver as Chair-Elect for next year since she is the only one interested in the position. Peter Vanderhooft motions to elect Jennifer Carver as the 2024-2025 Chair-Elect. Marci Cook seconds the motion. The motion passes.

Trina Kinyon updates the Board on the 2024 Board retreat. Trina Kinyon is interested in having the retreat in Eden or Morgan and would like to do it in early September. Trina Kinyon will send a few options for the Airbnb's to the Board for their input once a budget is approved and suggests doing the same budget as last year for \$4,500. Peter Vanderhooft motions to approve a \$4,500 budget for next year's retreat, Jacob Clark seconds. The motion passes.

Liberty Stevenson mentions that Trina Kinyon will attend the Government Relations meeting as the Chair Elect and mentions Jennifer Carver will attend those next year.

Liberty Stevenson asks if everyone had received and reviewed the December Minutes. Trina motions to approve the December Minutes, Peter Vanderhooft seconds. The motion passes.

### **Membership:**

Cheri Christensen mentions she will send the draft of the email to members that have paid their dues but have not completed the documentation for their renewals to Liberty for her review.

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

### **Education:**

Kymerly May mentions that she sent an email to Lydia Kane at the Bar to find out if the speaker in May, speaking on the Unauthorized Practice of Law, will qualify for the one credit of Ethics or Professionalism & Civility. If Lydia Kane says the May speaker will not meet the requirement, Marci Cook and Kymerly May will find a speaker for the March CLE that will qualify. Liberty Stevenson mentions that she thinks the requirement is one credit for Ethics and one credit for Professionalism & Civility. Kymerly May asks for clarification on whether it is one credit of each or one credit of one or the other. Katie Lawyer mentions that she believes it is ten credits total with either one or the other. Cheri Christensen confirms that the requirement is one credit of Ethics or one credit of Professionalism & Civility on the renewal paperwork.

Marci Cook mentions that she and Kymerly May will contact the caterers for the Annual Paralegal Luncheon. Marci Cook asks if anyone has a rough estimate of the number for people likely to attend this event. Katie Lawyer mentions that previously, the most they've had was 150 attendees. Liberty Stevenson asks Cheri Christensen to confirm how many members there are in the Paralegal Division, and Cheri

Christensen confirms that there are around 150 members. Katie Lawyer suggests telling the caterers to expect 150 people for now and updating the caterers when people start enrolling for the event. Liberty suggests telling the caterers to expect between 150-175 to include UPA members, non-members, and attorneys that may attend as well.

Marci Cook mentions that she and Kymberly May started gathering resources to line up the speakers for the Annual Paralegal Meeting in June. Marci Cook mentions that they were considering have 3 speakers in the morning and 3 in the afternoon for a total of 6 for a shorter day and asks for input from the Board. Liberty Stevenson mentions we need to ensure a full day of CLEs are offered. Cheri Christensen mentions that in the past, there has been 7 CLEs available and members have relied on that to meet their annual requirement. Cheri Christensen suggests if there will only be 6 available to advertise that in advance so that members have plenty of notice to get their 10 credits. Katie Lawyer suggests staying with 7 credits for that day because members can get their required credits for the year with these credits and the 3 credits for the Brown Bags offered throughout the year. Liberty Stevenson suggests Kymberly May and Marci Cook start contacting vendors sooner rather than later to donate some swag for the event. Katie Lawyer mentions that Shalise McKinlay or Julie Erickson should have a copy of the list of vendors, and it should be available in the Google Drive as well.

#### **Community Service Report:**

Alex Vaka'uta updates the Board on her efforts to obtain volunteer opportunity information from Volunteers of America, either their Women's Resource or their Youth's Resource to serve meals to their residents. Alex Vaka'uta mentions that unfortunately, they only allow for groups of 10-15, so the entire Division would not be able to join. Alex Vaka'uta mentions that if there is more interest in the event from Division Members, we could do a sign-up sheet for few days a month and leave a few slots for a couple of Board members to attend each one. Alex Vaka'uta mentions that she has not been able to get a response from them but will contact them again in the upcoming weeks and keep the Board updated on if she hears back from them.

Alex Vaka'uta updates the Board on volunteering with YWCA, but never heard back regarding volunteering at their Boutique. Alex Vaka'uta asks the Board if anyone has suggestions for other volunteering opportunities especially for larger groups. Katie Lawyer mentions that she will contact Alex Vaka'uta about volunteering with For the Kids, which provides meals for kids in lower-income families.

#### **Social Media Report:**

Peter Vanderhooft updates the Board on the 28-day Google Analytics data he sent. After viewing the data, the Job Bank posting is the biggest draw and has more engagement from members other than the website's main page. Peter Vanderhooft also mentions that the Paralegal Division Facebook page also has a lot of engagement with 435 people viewing the page and 570 followers.

#### **Marketing Report:**

Jennifer Carver updates the Board on the next Bar Journal. Greg Wayment suggested doing the Board member bios, but they would need to be shorter than the ones on the website. Trina Kinyon suggested repurposing an article she wrote for the Bar Journal in 2012 and decided to go with that option.

Jennifer Carver updates the Board on the next paralegal spotlight person for the upcoming newsletter but has not heard back from her. Jennifer Carver knows her supervising attorney and will contact them.

**Finance Report:**

Jacob Clark mentions that he has not received the December Finance report yet but should have it next week. Jacob Clark mentions that the report will include the \$1,000 for the sponsorship for the “Disagree Better” CLE with Governor Spencer Cox.

Jacob Clark mentions that he will begin working on the salary survey this month.

**Bar Commission Report:**

Katie Lawyer mentions that the Bar Commission has a meeting on Friday, January 12, 2024. No other updates.

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

No updates.

**UPL Committee:**

No updates.

**Nominations/Parliamentarian:**

Liberty Stevenson mentions that Shalise McKinley is working on putting the ballots together for this year’s election.

Liberty Stevenson mentions that the Parliamentarian Subcommittee will meet to revise the Bylaws, and once finalized, the Board will need to discuss and vote to implement them.

**Open Floor:**

No updates.

12:47 PM – Leslie Bullard motions to adjourn, Jennifer Carver seconds. Meeting adjourned.

On January 18, 2023, Jacob Clark emailed the Board with the December Financial Statement and breaks down the expenses as follows: \$500 for Wreaths Across America, \$1,500 for the Heather Finch Scholarship, and \$1,000 for Governor Cox’s “Disagree Better” CLE.

On January 19, 2024, Liberty Stevenson emailed the Executive Committee to decide if the date for the Paralegal Division’s Annual Meeting should change due to the Family Law Section scheduling their Annual Meeting for June 14, 2024 as well, and already having their keynote speaker and venue with the University of Utah booked. If the Board were to keep the June 14th date, attorney and paralegal attendance to the Paralegal Division’s event may be lower and affect the Board’s budget since last year approximately 25% of our attendees were attorneys, and attorneys pay more to attend. Due to the time-sensitivity of making sure the Education Committee would have plenty of time to reserve the venue and plan accordingly, the Executive Committee, including input from the Education Committee Co-Chairs,



Kymerly May and Marci Cook, made the executive decision to move the Annual Meeting from June 14, 2024, to June 28, 2024.

On January 25, 2024, Liberty Stevenson emailed the Board regarding the Board's attendance to the 2023-2024 Spring Convention in St. George, UT. Liberty Stevenson mentions that the Board budgeted \$5,000 for sponsorships for the year and will sponsor Liberty Stevenson, Trina Kinyon, Leslie Bullard, and Shalise McKinlay and partially sponsor Jacob Clark, with his firm contributing \$500 towards his attendance. Jennifer Carver will attend as well, as Chair-Elect next year, and her firm is sponsoring 100% of her attendance. Liberty Stevenson mentions that all Board members are welcome to attend the Spring Convention if they can get firm sponsorship or are able to finance their own attendance. Liberty Stevensons asks the Board to let her know if anyone else plans on attending and suggests making their lodging reservations as soon as possible.

/s/ Leslie Bullard  
Leslie Bullard, Secretary

