

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 February 13, 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 Gretchen Lowe Jacob Clark Jennifer Carver Katie Lawyer Kymberly May Liberty Stevenson Leslie Bullard Marci Cook Peter Vanderhooft Shalise McKinlay Suzanne Potts Trina Kinyon	Stefanie Ray

General Updates and Discussion:

Liberty Stevenson mentions she emailed the updated Bylaws for the Board to review. Shalise McKinley asks if anyone has anything in the Bylaws they would like to discuss before she submits them to the Bar for their input. Cheri Christensen goes over a few of her concerns. Shalise McKinlay mentions that one of the changes to the Bylaws was to the election process and the time frames for notifying new Board members they would be serving on the Board. The Bylaws currently state that new Board members be notified the day or evening before they are required to attend and are voted in at the Annual Meeting to be present for the first Board meeting. Shalise McKinlay mentions that she would like to get everyone's input and revisions by Friday so that she can submit them to the Bar for their input and send it to the members of the Paralegal Division for a vote before this year's election begins.

Liberty Stevenson asks the Board if everyone has had a chance to review the Bylaws; several Board members mention they need more time to review them. Shalise McKinley asks if everyone can finish reviewing the Bylaws by Friday, February 15, 2024, and asks everyone to email her stating they have reviewed them with any changes or to send her an email that says zero changes so that she knows that all Board members have reviewed them before she submits them.

Liberty Stevenson asks if any additional Board Members will be attending the Spring Convention besides the members the Bar is sponsoring to attend. Katie Lawyer mentions that she will be attending the Spring Convention as well. Liberty Stevenson mentions that Board members will not need to wear their shirts and should plan on wearing their regular clothes.

Trina Kinyon updates the Board on the retreat for next year and mentions that she is planning on scheduling it for September and found a few options for Airbnbs ranging from \$1,800 - \$2,200 depending on the weekend. Trina Kinyon asks how the Board decided on the date and Airbnb last year and if the decision needs to be voted on by the Board. Liberty Stevenson suggests emailing the Board with the links

to two or three Airbnbs and the dates available for everyone to review and whichever has the majority will be chosen. Trina Kinyon mentions she will send the links to everyone after the meeting.

Liberty Stevenson mentions that the Division of the Bar contacted her about having someone from the Board be on the Utah Bar Innovation in Law Practice Committee. Liberty Stevenson mentions that she nominated Leslie Bullard because she is the Secretary and wasn't involved in any other committees and will do a good job reporting what is discussed to the Board. Liberty Stevenson mentions that she thinks the Secretary should be on the Innovation in Law Committee going forward and asks Leslie Bullard to update the Board on the discussion of the first meeting. Leslie Bullard mentions that in the first meeting, The Innovation in Law Committee made introductions for all members and discussed that the purpose of the committee is to use innovation & technology to serve clients more effectively and efficiently. Leslie Bullard also mentions that the Innovation Committee's first task is to recommend whether The Utah State Bar should switch from Fastcase to Decisis. Fastcase is one of the benefits provided to members of The Utah State Bar for free. The committee decided to send a survey to members currently using Fastcase for their feedback. Each committee member will do a product comparison and discuss their thoughts on each product. The committee will make their recommendation based on the feedback received and will do a cost comparison of each product.

Shalise McKinlay mentions that the Wellness Committee has a Wellness Week event the first week of May and is planning on having a speaker mixed with a social event. The Wellness Committee has asked for participation from the other divisions and requested if the Paralegal Division would be willing to make a monetary contribution. Shalise McKinlay mentions that the contribution they are requesting is around \$750, which may be steep for our division, and will ask if our division can contribute a lesser amount. Shalise McKinlay asks for Jacob Clark's input on whether we have the money in the budget to donate. Jacob Clark mentions that the Board budgeted \$5,000 for donations for the entire year and to date, the Board has spent \$4,500. Jacob Clark mentions that the Board previously moved around \$1,000 to sponsor the event with Governor Cox and it is possible to do the same for this event. Jacob Clark suggests contributing \$500 instead of \$750. Liberty Stevenson and Katie Lawyer mention that they think it would be a good idea to contribute and show up for other committees to build more of a connection with other members and other sections of the Bar. Shalise McKinlay suggests meeting in the middle and contributing half of the \$750 requested, which would be \$375. Shalise McKinlay makes a motion to support the Wellness Week event and monetarily contribute \$375. Leslie Bullard seconds the motion. The motion passes.

Liberty Stevenson mentions Jared Sandoval at the Utah Attorney General's Office reached out regarding their Annual CLE training event and wanted to know if a paralegal would do a presentation on "How Best to Use Paralegals?" Katie Lawyer mentions she gives this presentation to all of the law clerks at the Utah Attorney General's Office and could reach out to Jared to do it if nobody else is interested. If anyone else is interested, Katie Lawyer would be willing to send the presentation to them to assist. Jacob Clark mentions that he would be willing to tag-team the presentation if it is ready but is concerned that his firm utilizes him differently than other firms. Katie Lawyer mentions since it's a presentation on what paralegals can do, it would be good to have paralegals involved in different areas of the law and responsibilities present. Katie Lawyer and Jacob Clark will do the presentation together. Katie Lawyer will reach out to Jared Sandoval for details about the presentation.

Liberty Stevenson mentions to the Board that everyone should be checking the emails that come into the Board's Gmail account and mentions only a few members have been checking it. Liberty mentions that while a lot of the emails are for membership, Cheri Christensen and Stefanie Ray are not the only ones responsible for checking it and all Board members should be checking the emails and responding to the ones that pertain to them. Jacob Clark mentions that he never received the login information for the emails and most of the Board agrees that they never received it either. Katie Lawyer mentions that traditionally, the login information is usually sent only to the Membership Committee, the Chair, and the Chair-Elect. Liberty mentions that every member of the Board was listed as a Co-Chair this year, so she would like everyone to have access to it and respond to their emails. Shalise McKinlay mentions that she is concerned about it being difficult logistically because there must be a second authentication to get everyone signed into the email. Liberty also mentions that everyone can reach out to her if they need the second authentication to get into the email the first time and it shouldn't be required every time they log in to the email.

Liberty Stevenson mentions that she had an LPP contact her about giving her the Board's previous vendor information so that she can contact them about how much they sponsored and what kind of business they got from it. Liberty Stevenson mentions that she didn't feel comfortable divulging that information to her because the information she was asking for wouldn't benefit the Board or the Paralegal Division. Liberty Stevenson mentions that the LPP wants the information to promote her business at the Annual Meeting and it's not the best venue for doing that unless she was providing a service to the members of the Paralegal Division. Liberty Stevenson asks the Board for their opinions on whether we should give the vendor information to them. Shalise McKinlay opines that it would not be a good idea because the vendors could feel disincentivized to help the Board in the future if they are bothered by getting calls asking them random questions. Peter Vanderhooft mentions that the vendor information is available on the brochures that are given out at CLEs and doesn't see any other reason to provide that information. Katie Lawyer mentions that she doesn't think it would be a good idea.

Leslie Bullard mentions that she sent the finalized version of the January 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 January minutes. Cheri Christensen seconds the motion. The motion passes. Peter Vanderhooft mentions he will get the minutes uploaded to the website.

Membership:

Cheri Christensen mentions she sent the email to the members who have paid their dues but have not completed the documentation and has received replies from five people. Cheri Christensen and Stefanie Ray discussed how they each have sent out the language in the past and gotten a few responses, but the membership criteria may need to be updated if the Board wants members to complete their membership paperwork. Otherwise, there are always going to be thirty to forty members who don't turn in their paperwork every year. Shalise McKinlay mentions that along with revising the Bylaws, the Board also intends to update the membership criteria and forms. Shalise McKinlay suggests once the membership forms are updated, reaching out to David Clark to find out if there is a way to make it mandatory to upload the paperwork before they can finalize the transaction to ensure that members are submitting the required paperwork. Shalise McKinlay suggests that all members of the Board review the current membership forms and let her know if any portion of the membership criteria should be revised, eliminated, or simplified. Shalise McKinlay asks the Board to send any revisions or thoughts to her by

Friday, February 15, 2024. Liberty mentions that she looked over the requirements for membership and thinks they are way too stringent and need to be updated to be more accessible for people to become members. Liberty Stevenson mentions that one idea is changing the year requirement down from five to maybe two years but requiring a member to sponsor them if they have only been a paralegal for a couple of years.

Education:

Kymberly May mentions to the Board that the date of the Annual Meeting was changed to June 28, 2024, and the Bar sent out the Save the Date to all members.

Kymberly May updates the Board on the next Brown Bag CLE scheduled for March 22, 2024. The speaker will be Stacy Duke and two of her partners who will be presenting on the topic of Justice for All and the presentation will be about pro-bono work and legal providers who provide free and low-cost civil litigation services. The date and topic have all been approved. Peter Vanderhooft asks Kymberly May to send the information for the Brown Bag to add to the website.

Marci Cook updates the Board on the Paralegal Luncheon and has been talking with Michelle at UPA about their pin presentation and mentioned that it will take about 10-15 minutes of the hour. Michelle also proposed handing out information relating to the UPA membership and with the Board discussing changing the membership criteria, she thinks it might be a good idea to hand out information about the Paralegal Division's updated criteria for membership. Marci Cook asks for input from the Board on the idea. Katie Lawyer mentions that her only concern is whether the membership criteria will be updated by the date of the Paralegal Luncheon. Shalise McKinlay mentions that her goal is to have everybody's comments on the membership forms by Friday, submit the changes to the Bar by next week, get the new membership criteria to members to vote on them within a two-week time frame, and get the new criteria up and running by mid-March. Shalise McKinlay mentions that she asked several people, and nobody's been able to give me a good reason as to why we have such stringent criteria, especially when the goal of the division is to help paralegals thrive in this community. Shalise McKinley mentions that if everyone can send her their revisions by Friday, the Board should be able to get these implemented by April and with the Luncheon not being until May and membership renewals not starting until June, we should have plenty of time to get them implemented. Katie Lawyers mentions that with the timeline Shalise McKinlay proposed, she thinks it will be a good idea to pass out the flyers with the membership criteria for both UPA and the Paralegal Division because there will be people attending who are not members of either. Marci Cook and Kymberly May will begin working with Michelle to get those flyers together.

Shalise McKinlay asks if Greg Wayment is handling the Paralegal nominations and election. Katie Lawyer mentions that Greg Wayment usually sends the nomination forms out in March with the due date to return them in April. Liberty Stevenson asks Jennifer Carver if she will email Greg Wayment and ask him if he will be sending out the forms and if he is not, ask him to send them to the Board to handle.

Marci Cook asks Cheri Christensen if there is any way to figure out how many members have memberships with both UPA and the Paralegal Division. Cheri Christensen mentions that she knows UPA has around 20 members or less and thinks there are only 3-5 people in both.

Kymberly May mentions to the Board that she is overwhelmed with getting sponsors for the Annual Meeting and asks if anyone on the Board is comfortable reaching out to potential sponsors,

including vendors, firms, experts, etc., and mentions that Marci Cook has drafted an email that she can send to everyone to reach out to potential vendors. Shalise McKinlay suggests creating a ShareFile with a live spreadsheet where each member can put what vendors they've reached out to and keep track of what vendors are providing. Liberty Stevenson mentions that Julie Erikson created a spreadsheet last year which should be in the ShareFile, and she can send it to Kymberly May to use as a resource. Kymberly May mentions that she already has the spreadsheet Julie created and has a list of vendors that have donated items in the past, but still wanted assistance from the Board. Liberty Stevenson asks if any Board members can reach out to their connections and start networking for donations and mentions she is reaching out to her sister, who owns a boutique, to donate a basket for a raffle. Shalise McKinlay asks if Kymberly May and Marci Cook can start circulating the number of attendees likely to attend the event so that everyone is aware of how many swag items are needed. Shalise McKinlay mentions that she thinks Julie Erikson thought it would be around 150, but that number seemed high and thinks it is closer to 75 but would like to get an accurate number so people can let their vendors and connections know. Katie Lawyer mentions that she thinks the highest attendance they have ever had was in 2019 with 150 people, but that was before COVID, and last year, they had between 80 and 90 people attend in person now that it has switched to Hybrid. Shalise McKinlay adds that in the past, the division has ordered something to be put into the swag bags as well, including a little lantern or a cellphone holder, and they need to be thinking about what the division wants to buy for the swag bags this year. Liberty Stevenson mentions to Jacob Clark that those items will come out of the budget for the Annual Meeting.

Community Service Report:

Gretchen updates the Board on the upcoming event for the Wills for Heroes on Saturday, February 17, 2024, at the West Jordan City Police Department. Gretchen Lowe and Alex Vaka'uta sent a notice out to the division members to see if there was any interest in participating in the event and received an overwhelming number of volunteers and also have a long waiting list for the next several Wills for Heroes events. Gretchen Lowe mentions that they will not need any Board members to attend because they have plenty of volunteers and Liberty Stevenson, Gretchen Lowe, and Alex Vaka'uta will be attending on behalf of the Board.

Alex Vaka'uta mentions that she received some information from the Geraldine E. King Resource Center through the Volunteers of America, and they help women who have experienced homelessness or relocation. Alex Vaka'uta mentions that it was the only volunteer opportunity that would accommodate a group of people that didn't require bringing or preparing food and would be ok for people who are not comfortable with homeless shelters. Alex Vaka'uta mentions that they have a lot of openings in March and April and recommends doing the lunch slots because there are ten volunteer slots, whereas the breakfast and dinner slots only have five. Alex Vaka'uta mentions that she can circulate a sign-up list for members interested. Each person who signs up to volunteer will need to go on the Resource Center's website, create an account and a login, agree to their terms and conditions, and sign up for slots. Alex Vaka'uta mentions that as of now, there is availability for ten slots on Sunday, March 31, 2024, or they have availability for lunch slots on Thursdays or Fridays. Liberty Stevenson suggests pushing it back to April and securing a Saturday as soon as possible because there may not be many people willing to do it on Sunday or a weekday during their lunch hours. Liberty Stevenson suggests doing one Saturday in April and one Saturday in May. Alex Vaka'uta asks the Board how to divide the slots between Board members and division members. Shalise McKinlay suggests giving more slots to the members of the division. Katie Lawyer suggests reserving three slots for the members of the Board and giving the rest to the Division

members; if there is not enough interest, then additional Board members can fill in the remaining slots. Shalise McKinlay recommends sending an email through Lydia Kane to the members of the division mentioning the two possible dates and if there is enough interest for both dates, to book them both. Alex Vaka'uta asks if she should see if members are interested in signing up for a Friday afternoon and Sunday afternoon too. Gretchen Lowe suggests giving members more options and seeing how members respond. Liberty suggests finalizing the dates and messaging Lydia Kane to send the email. Alex Vaka'uta mentions that she will figure out which dates still have ten slots open and then send out the link for members to sign up once they have the dates that work.

Social Media Report:

Peter Vanderhooft mentions that the website is up to date and has no other updates.

Liberty Steveson asks Peter Vanderhooft to make sure that he is checking the Facebook messages and responding to them as they come in. Peter Vanderhooft mentions that he has not seen anything come in recently but has stayed on top of them.

Marketing Report:

Jennifer Carver mentions that the Spring Newsletter will go out the first week of April, and she has a spotlight that Gretchen Lowe sent in and is working with right now. Jennifer Carver asks the Board members to send her any spotlight candidates they have in mind for future newsletters. Jennifer Carver mentions that she is writing about the CLE that Martha Knudson held for the upcoming newsletter as well.

Jennifer Carver mentions that Greg Wayment asked her if the Board has a preference on whether the salary survey should be published in the Bar Journal or the Newsletter. Liberty Stevenson suggests publishing it in the Bar Journal because she is a member of the small firm Facebook group and there have been attorneys who have messaged about how much to pay a paralegal so the information could be beneficial for attorneys to see if they are paying their paralegals fairly. Liberty Stevenson asks Jacob Clark to send the results of the salary survey to Jennifer Carver for the Bar Journal once he receives the results.

Finance Report:

Jacob Clark mentions that we received one membership payment in January and that the Bar has not started reimbursing people for the Spring Convention registration. Jacob Clark mentions that the current balance is \$34,843.

Jacob Clark mentions that the Bar sent out the salary survey to division members but asks everyone to send it to non-members as well so that the data will reflect as wide of a net of paralegals as possible.

Shalise McKinlay mentions that she reached out to Lydia Kane about whether the Bar could offer their typical discount for paralegals for the Spring Convention registration fee because she noticed that it was \$300 this year. The Bar agreed to bring the registration fee down to \$250. Liberty mentions that the people going have already paid for the registrations and submitted their reimbursements for the \$300, but the Bar will reimburse the Paralegal Division for the \$50 difference for each member.

Bar Commission Report:

Katie Lawyer mentions the Bar Commission decided going forward the Summer Convention will be virtual every other year and it was virtual last year so it will be in person this year. Katie Lawyer mentions that there are currently no details about the Convention, but the Bar Commission is trying to decide if it will be local, or if it will be held in Idaho or another location.

Katie Lawyer mentions that the Bar Commission has been discussing the implementation of the new Bar test in all the states; Utah will be one of the last states to implement it.

Katie Lawyer mentions that the Bar Commission discussed the nominations for awards that will be presented at the Spring Convention. Katie Lawyer mentions that the awards for the nomination for the Paralegal Division that Liberty Stevenson submitted will be presented at the Summer Convention.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

Suzanne mentions that they received a few new referrals. No other updates.

UPL Committee:

No updates.

Nominations/Parliamentarian:

No updates.

Open Floor:

Jennifer Carver mentions that she received the information for the Law Day Run held by Justice for All and that the registration fee will be \$36. The event is scheduled for April 27, 2024. Liberty Stevenson asks Jennifer Carver to email her to get that on the agenda for the next meeting.

Liberty Stevenson asks about rescheduling the dinner that was canceled due to inclement weather. Liberty Stevenson mentions that we could do it at the end of February and asks if a weekend or a weekday would work better for everyone. Everyone agrees that a weekday works best. Liberty asks if everyone would like to get together on Wednesday, February 28, 2024. Trina Kinyon will make a reservation for 6:00 PM at Brio in Murray on February 28, 2024.

Liberty Stevenson reminds everyone to review the Bylaws and membership forms and email Shalise McKinlay with any changes by Friday, February 15, 2024. Gretchen Lowe asks if someone can email a copy of the membership form rather than having to hunt for it on the website. Shalise McKinlay mentions that she will send that out via email to the Board.

1:10 PM – Cheri Christensen motions to adjourn, Leslie Bullard seconds. Meeting adjourned.

/s/ Leslie Bullard
Leslie Bullard, Secretary

