

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
**BOARD MEETING MINUTES**  
 March 12, 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 Shalise McKinlay Stefanie Ray Suzanne Potts	

**General Updates and Discussion:**

Liberty Stevenson confirms that, by unanimous vote, Trina Kinyon was voted off the Board and the Board needs to elect a new Chair for next year. Liberty mentions that Jennifer Carver was previously elected as next year's Chair-Elect and is willing to step up and be the Chair next year. Liberty Stevenson asks if someone will make the motion to elect Jennifer Carver as the 2024-2025 Chair. Marci Cook motions to elect Jennifer Carver as Chair-Elect for the remainder of the year and the Chair next year. Stefanie Ray seconds. The motion passes, by unanimous vote, that Jennifer Carver will be the 2023-2024 Chair-Elect for the remainder of the year, and she will be the 2024-2025 Chair.

Liberty Stevenson updates the Board on the Spring Convention and mentions that with Trina Kinyon no longer on the Board, she will no longer be attending. The Board members attending the Spring Convention will be Liberty Stevenson, Jennifer Carver, Jacob Clark, Shalise McKinlay, and Leslie Bullard. The money that would have gone towards Trina Kinyon's attendance will remain in the Board's budget.

Liberty Stevenson asks the Board if everyone got the email she sent regarding the reimbursements and reminds everyone they need itemized receipts when they submit their expense reimbursement forms to the Bar.

Liberty Stevenson mentions that with Jennifer Carver stepping into the Chair role next year, the Board needs to fill the Chair-Elect position. Liberty Stevenson mentions that Jacob Clark is willing to step into that position and asks for someone to make the motion. Kymberly May motions to appoint Jacob Clark as Chair-Elect for next year. Stefanie Ray seconds. The motion passes, by unanimous vote, that Jacob Clark will be the 2024-2025 Chair-Elect.

Jennifer Carver updates the Board on the And Justice for All Law Day Run scheduled for April 27, 2024. Jennifer Carver asks if the Board would like to open the event to the division members or just the Board, but mentions the team needs at least five people. The deadline for registration is April 17, 2024,

and each person would need to pay \$36 out of pocket to participate. Katie Lawyer and Liberty Stevenson mention they would like to open it up to division members and the Board. Liberty Stevenson suggests emailing the Paralegal Division members to see if there is any interest and include a deadline between April 1, 2024, to April 5, 2024, to let the Board know so people have enough time to sign up and pay their fees.

Jennifer Carver updates the Board on the Retreat, scheduled for September 6-7, 2024, at the same Airbnb as this year's in Eden, UT. Liberty Stevenson mentions that The Utah Bar has already paid for the Airbnb upfront. Liberty Stevenson mentions that the Bar will contact Jacob Clark to pull the funds from the Paralegal Division's budget.

Liberty Stevenson asks Katie Lawyer and Jacob Clark for an update on the "How Best to Use a Paralegal" presentation. Katie Lawyer mentions that she spoke to the committee about the details and the presentation will be a virtual CLE in October. Katie Lawyer and Jacob Clark will begin working on it when it gets closer to the date.

Liberty Stevenson asks Shalise McKinlay and Jacob Clark if the \$375 donation, approved in the last meeting, was sent to the Wellness Committee. Shalise McKinlay mentions that they have submitted the funds, but the Wellness Committee is still planning the event, so they will send the funds once it is final. Liberty Stevenson asks Shalise McKinlay and Jacob Clark to submit the funds once they hear from the Wellness Committee.

Liberty Stevenson mentions that the February minutes need to be approved. Cheri Christensen makes a motion to approve the February minutes. Marci Cook seconds the motion. The motion passes.

### **Membership:**

Cheri Christensen mentions that she needs guidance for updating the membership form and requirements as her understanding is that the current form requires applicants to submit proof of their education, experience, and a declaration. The next step would be to get the website updated so that members cannot pay the dues before submitting their paperwork. Shalise McKinlay mentions that she had a conversation with Elizabeth Wright at the Bar regarding the changes to the Bylaws and they also discussed the membership form. Elizabeth Wright suggested bringing the form down to one page and updating it, so there are two requirements, either education or experience, and would not require the declaration. Shalise McKinlay mentions that she will modify the form based on her recommendations, submit it to the Board for review, and then submit it to Elizabeth Wright for approval. Liberty Stevenson suggests that once the membership form is updated, the Board can reach out to David Clark and Ian in IT at the Bar to update the website to include Cheri Christensen's and Stefanie Ray's suggestions of having a stopgap in place that will make the applicants have to certify that they've submitted their documents before submitting payment. Stefanie Ray mentions in past years, the membership committee has sent a reminder email for renewals to members that it is a two-step process and mentions that she sent the one they've used in the past to Liberty Stevenson.

Shalise McKinlay also updates the Board on the Bylaw revisions and mentions that Elizabeth Wright is agreeable with the revisions and will present them to the Bar Commission for their approval at their meeting on Thursday, March 14, 2024. Elizabeth Wright indicated that once approval is received, the Board can make the modifications and upload them to the website.

Stefanie Ray mentions that she submitted two new applications and wants to know when these new members will need to renew their memberships. Liberty Stevenson mentions that she thought that if new applications were submitted after April 1st, the new members would not have to renew until the following year. Katie Lawyer agrees and adds that if membership receives any more new applications in April, May, or June, those applicants will not need to submit their renewals in July. Liberty Stevenson asks Shalise McKinlay if she has a preference for when the cutoff should be. Shalise McKinlay mentions that she thinks that is up to the membership committee since it is not part of the Bylaws. Liberty Stevenson asks if the Board is comfortable with April being the cutoff for new applications; all Board members agree. Liberty Stevenson mentions that if they receive any more new applications before April 1st, to email them and let them know if they wait until after April 1st, they will not have to renew in July, to give the new members options to save on the membership fee. Liberty Stevenson asks about people who want to renew their memberships. Stefanie Ray mentions that the website will not allow current members to renew their memberships until June and the renewal period goes through the end of August.

### **Education:**

Marci Cook updates the Board on the details for the Paralegal Luncheon. Marci Cook and Kymberly May have booked the speaker, the venue, and have looked over the menu for a potential caterer to get an idea of how much they should charge to attend. Marci Cook mentions that based on the current amounts they will likely charge around \$75 per person. Marci Cook mentions that she thought last year's fee was between \$60-\$80 and asks the Board for their input on if that seems too low or too high. Shalise McKinlay and Liberty Stevenson suggest charging \$80 for paralegals and \$90 for attorneys. Katie Lawyer mentions that they charged \$50 for paralegals and \$60 for attorneys last year, but the Board took a loss on last year's event and thinks it is reasonable to increase the price. Marci Cook mentions that she and Kymberly May are planning to check in people for the event. Liberty Stevenson suggests having other Board members check in because they will be busy with everything else. Katie Lawyer and Jennifer Carver volunteer to check in people. Marci Cook updates the Board on the agenda for the Annual Meeting and mentions that UPA will do their 5-to-10-minute announcement and pin presentation. Liberty Stevenson will be giving an introduction speech and presenting the scholarship recipient. Liberty Stevenson asks Shalise McKinlay for her input on how she did it in her year and what she should expect. Katie Lawyer mentions she read the scholarship recipient's bio. Shalise McKinlay mentions she made the introductions, talked about the agenda, introduced the scholarship recipient, and thanked everyone for coming at the end of the meeting. Kymberly May mentions she spoke with David Clark, and while he does not think the internet connection will be an issue at Red Butte, she and Marci Cook want to test it out and verify there are no issues before the meeting.

Shalise McKinlay asks if someone has confirmed with Greg Wayment if he will be handling the Paralegal of the Year. Jennifer Carver said he told her he would send it out around March 15, 2024. Liberty Stevenson asks Jennifer Carver to ask Greg Wayment to keep her in the loop so we can understand his process.

Marci Cook mentions to the Board that she sent some proposed language to send to sponsors for the Annual Meeting with a deadline of May 1, 2024, for responses. Marci Cook mentions that she and Kymberly May will speak with their committee about readjusting their assignments now that Trina Kinyon is no longer on the Board. Liberty Stevenson mentions that Kymberly May and Marci Cook will reach out to the sponsors listed on the spreadsheet but asks if any other Board members have additional contacts

they could reach out to and ask for either monetary or swag donations. Liberty Stevenson asks Kymberly May and Marci Cook if they have thought about what the Paralegal Division will contribute for swag and mentions that last year, they did the canvas bags, but they cost \$1,800. Liberty Stevenson also mentions that in the past, they have had dollar store gift bags, an emergency lantern, and a phone stand. Kymberly May mentions they are considering doing a coffee mug or a tumbler with a funny paralegal logo. Liberty Stevenson suggests waiting and seeing what gets donated so there are no duplicates. Marci Cook mentions that she will create a ShareFile so that everyone can add who they have contacted, the date contacted, and if they received a response.

### **Community Service Report:**

Alex Vaka'uta updates the Board on the Volunteers of America volunteer opportunity and mentions that three slots are still available. Alex Vaka'uta mentions that she only had three members from the division interested in the one in April and mentions that she would send a follow-up email to the division to see if there is any more interest, but if not, if any Board members that would be willing to fill the other three slots. Liberty Stevenson suggests Jennifer Carver should attend the April one if there is no more interest so that she can meet with division members so they can meet the Chair for next year. Leslie Bullard and Cheri Christensen volunteer to attend the event on April 13, 2024, if there is no other interest from the division members. Alex Vaka'uta asks if the Board would be interested in volunteering with Volunteers of America in May. Liberty Stevenson mentions that she thinks it is a good idea to do one in May, but Kymberly May and Marci Cook will be busy preparing for the Annual Meeting, so they most likely will not be able to attend. Alex Vaka'uta mentions that the date would be May 26, 2024, and Marci Cook mentions that it is Memorial Day Weekend, so the Board agrees not to do one in May. Liberty Stevenson mentions that not having one in May will be fine since there are plenty of events coming up, including the Law Day Run, the one opportunity in April, the Annual Luncheon in May, and the Annual Meeting in June.

Alex Vaka'uta asks Liberty Stevenson if she has heard anything from the Wills for Heroes. Liberty Stevenson mentions that they only do it quarterly, so they are likely done for the year. Liberty Stevenson suggests seeing if they reach out for another event, but if not, suggest having the community service committee start it up again next year.

### **Social Media Report:**

Peter Vanderhooft mentions that he has removed the members who have left the Board from the website and has updated the firm information for the members who had a firm name change. Peter Vanderhooft mentions a few job postings will need to be removed because they are approaching a month, and the positions have likely been filled.

Peter Vanderhooft mentions that he has been keeping up with Facebook messages, mainly marketing messages, but occasionally will receive and respond to messages from members.

### **Marketing Report:**

Jennifer Carver mentions she is working on the upcoming newsletter and has sent the salary survey results to Greg Wayment for the Bar Journal.

### **Finance Report:**

Jacob Clark mentions that he does not have the Finance report for this month because Lydia Kane has been out of town, but it will likely only have the expense for the Board dinner. Jacob Clark mentions that he will send that out to the Board once it is received.

Jacob Clark updates the Board on the results from the salary survey and mentions that he concluded that about 20% of paralegals are not comfortable with the salary they are making. Jacob Clark mentions that he hopes having the results published in the Bar Journal will help the community of paralegals.

**Bar Commission Report:**

Katie Lawyer mentions that Bar Commission has their next meeting on Thursday, March 14, 2024. No other updates.

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

Suzanne mentions that they received a new case regarding Immigration. No other updates.

**UPL Committee:**

No updates.

**Nominations/Parliamentarian:**

No updates.

**Open Floor:**

On March 19, 2024, Jacob Clark sent an email to the Board with the finance report for February and mentions that the main expense for this month was the reimbursement for Liberty Stevenson's, Shalise McKinlay's, and Leslie Bullard's Spring Convention registration fees totaling \$850 and mentions there was a \$158 expense from the Board's MCLE Fees account. Jacob Clark will follow up with Lydia Kane about the expense. Jacob Clark mentions that at the end of February, there was \$33,719 in the Board's account.

12:52 PM – Leslie Bullard motions to adjourn, Peter Vanderhooft seconds. Meeting adjourned.

/s/ Leslie Bullard  
Leslie Bullard, Secretary

