

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

General Updates and Discussion:

Leslie Bullard updates the Board on the Innovation in Law Committee’s decision to switch from Fastcase to Decisis. Leslie Bullard mentions that the Innovation in Law Committee had a presentation from both platforms and will recommend Decisis because their interface was more user-friendly, the Decisis team was more responsive than Fastcase’s, and it is slightly cheaper. Fastcase was less responsive and would not allow the committee to use the platform before purchase, and although Fastcase has some new AI tools coming, they are not available for use right now. The Innovation in Law Committee chairs will recommend ending the Fastcase contract and switching over to Decisis on April 22, 2024. Katie Lawyer mentions that they brought Decisis at the Spring Convention and adds that it was more intuitive. Liberty Stevenson asks what Decisis is and does. Katie Lawyer mentions that it is an advanced version of Westlaw available to all Bar members but is not limited to Utah Cases and has Federal and all-state cases.

Leslie Bullard mentions that she sent the final version of the March minutes to the Board and asks if someone would make a motion to approve them. Peter Vanderhooft makes the motion to approve the minutes. Stefanie Ray seconds. The motion passes with a majority vote.

Liberty Stevenson mentions that the Utah State Bar has been finicky with reimbursements this year. Marci Cook submitted a reimbursement she incurred for the Annual Meeting, and the Bar would not reimburse her until after the meeting. Liberty Stevenson mentions that if members of the Board put their expenses on credit cards, the Bar will only pay the expense amount, not any interest accrued while waiting for the reimbursement. Liberty Stevenson mentions that she spoke to Lydia Kane, and she suggested that the Board vote to approve a policy change that would allow for reimbursements on expenses at the time incurred, but if something happens that causes the expense to go unpaid, the cost is to be absorbed out of Board's budget rather than from the Bar. Liberty Stevenson adds that if the Bar votes to make a policy change for our section, the finance department of the Bar will honor that, and it will be easier to get reimbursed for these expenses at the time they are incurred instead of waiting until after an event. Liberty proposes someone make a motion to change the policy. Kymberly May motions

to change the policy to pay reimbursements at the time incurred and that the Board will absorb the cost of any expenses that fall through from the Paralegal Division's budget. Leslie Bullard seconds. The motion passes with a majority vote. Liberty Stevenson will contact Lydia Kane and inform her that the Board voted and approved the policy change. Peter Vanderhooft asks Liberty Stevenson if there is anywhere else where the policy change would need to be documented apart from the minutes. Liberty Stevenson will ask Lydia Kane what the Bar needs the Board to do to have the policy come into effect. Peter Vanderhooft suggests having the policy change be a separate document that is easily accessible to not have to dig through the minutes to find the date the policy changed.

Liberty Stevenson mentions that the membership form was updated, approved by Elizabeth Wright at the Bar, and was approved by the Board unopposed. Liberty Stevenson clarifies for the record and proposes a motion be made to approve the revised membership form. Leslie Bullard makes the motion to approve the revised membership form. Peter Vanderhooft seconds. The motion passes with a majority. Liberty Stevenson asks Cheri Christensen if she voted. Cheri Christensen abstained from voting and mentions she disagreed with the membership form containing either experience or education and required a declaration, even though the minutes from February stated that that the form should not contain a declaration. Liberty Stevenson mentions that when she spoke to Elizabeth Wright, she recommended the Board remove the stringent education requirements, and the Board decided to remove the experience to open membership up to less experienced paralegals so they could take advantage of the benefits the Paralegal Division offers. Liberty Stevenson asks Cheri Christensen what specifically she does not like about the changes made to the membership form. Cheri Christensen mentions that the Paralegal Division requirements have gone from setting a high bar and high expectations for professionalism to only having to work for an attorney to become a member now. Liberty Stevenson mentions that when she reviewed and discussed the requirements with Elizabeth Wright, they did not understand why the requirements were so stringent when the Supreme Court requirements do not require a paralegal to have a formal education or background. Liberty Stevenson explains that when they researched where the requirements on the membership form came from, they could not find the reason behind it anywhere in the minutes from previous years, or in the bylaws. Suzanne Potts mentions that she can reach out to Deb Caley, a former Parliamentarian and Chair on the Board, who did a lot of revisions to the bylaws and would probably know the answer to where the stringent requirements came from. Stefanie Ray mentions that these requirements may even predate Deb. Liberty Stevenson mentions that they made the changes to offer more paralegals the resources and skills through CLEs and access to information. Liberty Stevenson asks the Board if they would like to vote again. Cheri Christensen changes her vote in favor, and the motion to approve the revised membership form passes unanimously. Peter Vanderhooft mentions that the forms are managed on the Bar's website, so he cannot upload the updated forms to the Paralegal Division's website but can update the criteria for becoming a member.

Liberty Stevenson mentions that she received feedback that the bylaws may have been sent out too soon and to follow due process regardless of what the Bar says because of how convoluted the bylaws are. Liberty Stevenson wants to verify that everyone on the Board approves of the redlines and that Shalise McKinlay indicated that she didn't receive any emails opposing any of the changes. Liberty Stevenson would like to clarify for the record and proposes a motion be made to approve the revised

bylaws approved by the Bar Commissioners. Jennifer Carver makes a motion to approve the revised bylaws. Stefanie Ray seconds. The motion passes unanimously. Liberty Stevenson mentions that she will send a retraction email to the division members with the revised proposed bylaws and then a copy of the old ones so they can review the redlines and compare them. Liberty Stevenson mentions that she will also explain the redlines to the division members so that they are easier to read the changes and will open it up for 30 days for members to submit their comments to the Board. Liberty Stevenson mentions that Shalise McKinlay mentioned that according to the bylaws, the approval of the bylaws should take place at the Annual Meeting, but not all division members can attend the meeting and suggests instead sending a ballot out via email so more members can vote. Liberty Stevenson mentions that she will open it up for discussion at the Annual Meeting to discuss the changes to the bylaws and to let the members know the results of the email ballots.

Liberty Stevenson asks for input from the Board on the discount given to LPP's on their membership fees. Liberty Stevenson mentions that she and Jennifer Carver looked at past minutes and noticed that there hadn't been a vote that approved giving LPP's a discount because they also pay their Bar membership dues. Liberty Stevenson mentions that her concern is that several paralegals are members of the Paralegal Division and other sections of the Bar and could also want discounts, which would lower the Board's revenue for the year. Liberty Stevenson asks for input from the Board on if LPP's should be able to get a discount for our division since the Paralegal Division is voluntary and they are not required to join. Cheri Christensen mentions that Shalise McKinlay explained that the discount was due to duplicate benefits provided with both memberships, and the discount was reviewed line by line and reduced only for duplicated benefits. Suzanne Potts mentions that she thinks it is different because when you apply to the Paralegal Division, you are a member of the Bar, and you pay to be part of a section on top of your membership. Katie Lawyer agrees with Suzanne Potts that they are not comparable and adds that attorneys don't have to be part of any other sections and are only required to be part of the Bar, but they choose to be members of the sections based on the specialization of their practice. Katie Lawyer mentions that she thought that when the LPP's paid their dues, they were automatically part of the Paralegal Division. Cheri Christensen adds that they are separate, but only 2 LPPs are currently members of the Paralegal Division, and if they are required to pay the entire amount, they may not want to join again. Liberty Stevenson mentions that she was concerned about other paralegals asking for discounts, and since there are only a few LPPs that are members of the division, it should be ok to leave it as is because it is not an issue currently.

Liberty Stevenson reminds the Board that the committee reports with each committee's accomplishments for this year are due on May 1, 2024, so she can include them in her year-end report. Liberty Stevenson asks the Board if anyone has anything they would like to include in the Annual Meeting agenda and if so to send them to her.

Liberty Stevenson mentions that Shalise McKinlay will be stepping down from the Wellness Committee and wanted to know if the Board would like to designate a Board member to the Wellness Committee going forward. Liberty Stevenson and Jennifer Carver suggest the Parliamentarian do it every year since the Parliamentarian doesn't have a lot of other obligations besides the election near the end of the year. Liberty Stevenson mentions that they looked at the positions, and Community Service,

Education, and the Chair-Elect positions have too much already to take on the committee. Cheri Christensen asks if it would be a requirement for the parliamentarian to be on the Wellness Committee or if it would be a voluntary position. Liberty Stevenson mentions that added committees are part of the position and mentions that the Chair-Elect is part of the Legislative Committee as an example. Cheri Christensen motions that the Wellness Committee be added to the Parliamentarian position. Leslie Bullard seconds. The motion passed with a majority vote.

Liberty Stevenson suggests having a final Board dinner after the Annual Meeting but understands that it is already a long day and asks if everyone would be ok to do it after. Cheri Christensen asks if the dinner could be the night before when the Board makes the bags for the Annual Meeting. Liberty Stevenson mentions that that night pizza is usually provided and was thinking of doing a sit-down dinner. Liberty Stevenson mentions that she already spoke to Jacob Clark, and we have \$1,000 in the budget for this dinner. Liberty Stevenson suggests doing the dinner after the Annual Meeting on June 28, 2024, at 6:30 in Salt Lake City. Jennifer Carver motions for \$1,000 for the final Board dinner on June 28, 2024. Stefanie Ray seconds. The motion passes with a majority vote.

Membership:

No updates.

Education:

Kymerly May mentions that sponsors will need to send any monetary donations to the Paralegal Division's account because they no longer accept checks. Kymerly May mentions to email Lydia Kane the W-9 for each sponsor, and she will provide the ACH information. Liberty Stevenson asks Kymerly May if she got in contact with her sponsors and she mentions she hadn't heard from them but would follow up.

Kymerly May updates the Board on the Annual Meeting and mentions that David Clark met her and Marci Cook at Red Butte Gardens and were able to confirm that there would be no issue having the meeting via Zoom. Kymerly May mentions that she has been communicating with Lydia Kane, and the invites for the Annual Meeting will go out this week.

Community Service Report:

Alex Vaka'uta updates the Board on the luncheon event on April 13, 2024, to serve lunch to the clients of the Women's Resource Center of Volunteers of America. Most attendees will be members of the division, and Liberty Stevenson, Alex Vaka'uta, and Jennifer Carver will be in attendance from the Board. Alex Vaka'uta mentions that although people had to sign up individually to attend, it was an easy process to set up, and this could be an event that could carry on next year and in future years.

Liberty Stevenson asks Alex Vaka'uta to transfer all her documents to the share drive so that next year's community service chairs can refer to them. Alex Vaka'uta mentions that the Wills for Heroes gave her updated "what to expect" documents and will scan those and the Wills for Heroes documents from a box she has. Liberty Stevenson mentions that she thinks Shalise McKinlay already uploaded the documents from the box.

Social Media Report:

No updates.

Marketing Report:

Jennifer Carver mentions that the Paralegal of the Year nomination forms were sent and according to Greg Wayment, there have been over 35 nominations received so far. Jacob Clark will be the liaison from the Paralegal Board to help with the nominations.

Finance Report:

No updates.

Bar Commission Report:

Katie Lawyer mentions the Bar Commissioners reviewed the Bylaws and didn't have any questions for her and their next meeting will be on Thursday. No other updates.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

UPL Committee:

No updates.

Nominations/Parliamentarian:

No updates.

Open Floor:

On April 17, 2024, Jacob Clark sent an email to the Board with the financial report for March and mentions that the only expenses were for the travel, lodging, and food for the Board members who attended the Spring Convention in St. George. Jacob Clark also mentions there were a few membership payments from some new and returning members.

12:59 PM – Leslie Bullard motions to adjourn, Peter Vanderhooft seconds. Meeting adjourned.

/s/ Leslie Bullard
Leslie Bullard, Secretary

