

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
**BOARD MEETING MINUTES**  
 May 14, 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 Kymberly May Liberty Stevenson Marci Cook Leslie Bullard Peter Vanderhooft Shalise McKinlay Stefanie Ray Suzanne Potts	Alex Vaka'uta Jacob Clark Katie Lawyer

**General Updates and Discussion:**

Liberty Stevenson mentions that the final Board meeting will be on June 11, 2024, mainly to discuss if Marci Cook and Kymberly May need any support from the Board for the Annual Meeting. Liberty Stevenson mentions that the last Board meeting will be immediately after the Annual Meeting on June 28, 2024, and asks the Board if they would like to have dinner at Wasatch Brewery, and there are no objections. Liberty Stevenson suggests wearing the Board shirts to the Annual Meeting. Stefanie Ray mentions that she never got her shirt. Liberty Stevenson mentions she will bring Stefanie Ray's and Katie Lawyer's to the Paralegal Luncheon on Thursday, May 16, 2024.

Jennifer Carver asks the Board for their opinion on getting new shirts for the upcoming year and asks the Board if they thought they were beneficial and if we would like to have a different style of shirt, for example, a polo instead of a button-up. Cheri Christensen asks how many new members there will be on the Board next year and Shalise McKinlay mentions there will be six new members. Liberty Stevenson mentions she thought the shirts were beneficial for community service events such as the Wills for Heroes and the Wreaths Across America. Liberty Stevenson mentions that if the Board decides to do all new shirts to go with a different vendor because the fabric was odd, and the shirts didn't fit very well. Marci Cook mentions that she liked the idea of the Board having shirts but mentions it would save money in next year's budget if the Board only bought them for the new members. Liberty Stevenson also suggests ordering six new shirts for the new members with the same vendor because we didn't wear them to many events this year. Liberty Stevenson asks if Jennifer Carver would like to have a formal motion to approve the shirts. Shalise McKinlay motions to approve buying the shirts for the new Board members. Peter Vanderhooft seconds. The motion passes with a majority vote.

Jennifer Carver mentions that she was approached by Stacy Duke from "and Justice for all" about attending their annual breakfast from 8-9 a.m. at the Little America on May 23, 2024. Jennifer Carver mentions that Stacy Duke said a table is available if the Board wants to attend, and mentions that it is a formal event, but she was not impressed with the food last year. Jennifer Carver suggests making a monetary donation since their goal is to raise funds for "and Justice for all." Shalise McKinlay suggests

doing a one-time contribution for the year to “and Justice for all” and spreading the wealth to other entities. Liberty Stevenson mentions that she thinks it would be good to make a monetary donation because “and Justice for all” supports the Paralegal Division. Liberty Stevenson also mentions that she asked Jacob about the donation, and he said we had \$500 in the budget if the Board decided to donate. Cheri Christensen mentions that she would prefer to do a monetary donation because not all members of the Board live in Salt Lake County and would have to travel far to attend in person. Jennifer Carver mentions that if anyone would like to attend, they should let her know because she will be attending and has open seats. Jennifer Carver motions to donate \$500 to “and Justice for all”. Shalise McKinlay seconds. The motion passes with a majority vote. Liberty Stevenson asks Jennifer Carver to email Jacob Clark to let him know that the motion for the donation has passed so he can get the funds transferred to them.

Leslie Bullard mentions that she sent the final version of the April minutes to the Board and asks if someone would make a motion to approve them. Cheri Christensen makes a motion to approve the April minutes. Shalise McKinlay seconds. The motion passes with a majority vote.

#### **Membership:**

Cheri Christensen mentions that they had two applications for renewal come in a day or two after the email that said the portal would not be open until June 1, 2024, but only one of the applications went through. Cheri Christensen mentions that she asked Diana Gough if the portal was open, but she said it wasn't and asked for the names of the applicants.

#### **Education:**

Marci Cook updates the Board on the Paralegal Luncheon on Thursday, May 16, 2024. Marci Cook mentions that Katie Lawyer and Jennifer Carver signed up to check in the members and asks them to be there at 11:30 a.m., but everyone else attending shouldn't need to come early. Marci Cook asks how many Board members will be attending the Luncheon. Liberty Stevenson, Katie Lawyer, Jennifer Carver, and Stefanie Ray will attend, but Leslie Bullard, Cheri Christensen, and Peter Vanderhooft mention that they are unavailable. Marci Cook will email the other Board members to find out if they will be attending so she can reserve a table for the Board. Liberty Stevenson asks what kind of food will be served and Marci Cook mentions that it will be artichoke pesto chicken, the vegetarian option will be ¼ of an artichoke stuffed portabella, and Crème Brulé for dessert. Marci Cook goes over the agenda for the Luncheon and mentions that the speaker is Maribeth LeHoux.

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

No updates.

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

No updates.

#### **Marketing Report:**

No updates.

#### **Finance Report:**

No updates.

**Bar Commission Report:**

No updates.

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

No updates.

**UPL Committee:**

No updates.

**Nominations/Parliamentarian:**

Shalise McKinlay updates the Board on the pushback the Board received on the revision of the bylaws and mentions that she has circulated the bylaws for comments but has not received any. Shalise McKinlay mentions that she will put together a ballot to send to the Division members for a formal vote of approval and mentions that under the current bylaws if the members do not approve the revisions of the bylaws, the Board can supersede their vote and approve them.

Shalise McKinlay updates the Board on the election for next year's Board members. Shalise McKinlay is currently collecting ballots, but that will be a formality because everyone will get approved since there are only six candidates and six open positions.

**Open Floor:**

Shalise McKinlay asks Marci Cook and Kymberly May if they have everything they need for the Annual Meeting in terms of swag and donations and asks if they need any additional donations and/or raffle items. Marci Cook mentions they have \$4000 in cash donations but haven't seen any physical donations or swag. Marci Cook mentions that Ray Quinney is going to make a monetary donation, and she and Kymberly May were going to purchase gift cards with the contribution. Shalise McKinlay will contact Blake at Little America to see if they would be interested in donating again like last year. Liberty Stevenson mentions that she will be bringing a basket, she had a few firms give monetary donations as well, and Melissa Bean will contribute \$500. Cheri Christensen mentions she has a box of about 40-50 windshield screens for your car that were donated that could go towards the swag. Marci Cook mentions that over the next six weeks, they will focus on the swag and donations and get definite numbers on everything they have.

On May 15, 2024, Jacob Clark sent an email to the Board with the financial report for April and mentions that the Board paid \$1,349.56 out of our "Spring Meeting Expenses" for the Paralegal Luncheon and \$130.50 was charged to process the CLE credits for the April Brown Bag.

12:34 PM – Leslie Bullard motions to adjourn, Stefanie Ray seconds. Meeting adjourned.

/s/ Leslie Bullard  
Leslie Bullard, Secretary