

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 June 28, 2024

5:07 PM Jennifer Carver calls the meeting to order. The following attendees are present:

<u>In Person</u>	<u>Excused</u>
Ashley Bravo Cheri Christensen Jacob Clark Jennifer Carver Elizabeth Hill Heather Long Greg Wayment Kymberly May Liberty Stevenson Marci Cook Leslie Bullard Linda Echeverria Peter Vanderhooft Rachael Gren	Suzanne Potts

General Updates and Discussion:

Jennifer Carver mentions that she has shirts for the new members of the Board and hands them out to them. Jennifer Carver also hands out the folders to all the members with the Board’s contact information and their positions, information on the Board retreat, a copy of the Bylaws, and a list of important dates.

Jennifer Carver mentions that the retreat will be September 6th through 7th in Eden, UT and she will send the address to the Board via email.

Jennifer Carver mentions that the meetings will be held on the second Tuesday of every month from 12 p.m. – 1 p.m. via Zoom. Jennifer Carver mentions that she will send all the new members’ email addresses to Leslie Bullard and asks Leslie Bullard to send the calendar invites for this year’s meetings to all Board members.

Jennifer Carver asks the Board to introduce themselves and mention their positions on the Board.

Peter Vanderhooft asks all the new Board members to send him their Bios and headshots for the website and mentions to the returning Board members to send him any updates to their Bios or new headshots if they would like them changed. Peter Vanderhooft also mentions that this will be his last year and if anyone is interested in this position for next year to let him know so he can train them on how to update the website.

Liberty Steveson mentions to the returning members that if they have any documents that were not saved in the ShareFile should be uploaded so that future Boards have them. Jennifer Carver mentions that she will get the new members access to the ShareFile.

Jennifer Carver mentions that the first meeting will be on July 9, 2024, and she will send an agenda for the first meeting next week.

5:19 PM – Kymberly May motions to adjourn, Marci Cook seconds. Meeting adjourned.

/s/ Leslie Bullard
Leslie Bullard, Secretary

