

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 July 9, 2024

12:01 PM Jennifer Carver calls the meeting to order. The following attendees are present:

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

General Updates and Discussion:

Jennifer Carver updates the Board on the retreat in September and asks if anyone has any dietary restrictions so she can buy dinner and snacks; if there are no dietary restrictions, there is a pizza place and a sports bar, Harley's, which has a lot of options. Jennifer Carver mentions that she understands if people do not feel comfortable spending the night but would like to get a headcount of how many people will be coming both days or only Friday or Saturday so she can prepare accordingly. Liberty Stevenson mentions that she thinks Jennifer Carver should be there around 4 p.m. to set everything up, and everyone else can show up between 5 and 5:30 p.m.

Jennifer Carver goes over the meeting and voting process for the new members and asks Heather Long if she went over the Parliamentary duties. Jennifer Carver mentions that if there is an issue or an action called, the Board will need to discuss it, the Parliamentarian will keep track of the votes, and there needs to be at least seven or a majority vote for a motion to pass. Jennifer Carver also mentions that when someone makes a motion, it needs to be in the format of "I motion for" so that the vote is clear and specific for the minutes, and if anyone opposes a vote, those are captured in the minutes as well.

Jennifer Carver asks if everyone reviewed the minutes that Leslie Bullard sent. Leslie Bullard mentions that she sent the final version of the June minutes to the Board that morning to be approved. Leslie Bullard asks someone to make a motion to approve the minutes. Heather Long asks if she is supposed to make the motion. Liberty Stevenson clarifies the process of voting and explains someone will call for the motion, a voting member of the Board will make the motion (Jennifer Carver and Liberty Stevenson are non-voting members), another Board member will second, and then the entire Board will vote. Liberty Stevenson mentions that the Parliamentarian, Heather Long, will keep track of the votes and ask if anyone opposes or abstains from the vote for clarity in the minutes. Marci Cook mentions that she had not seen the final version of the minutes come through, and Cheri Christensen mentions she had not

either. Leslie Bullard double-checks and mentions that the email got stuck in her outbox but just sent the minutes to the Board for review. Jennifer Carver asks Liberty Stevenson if we need to come back to the vote or vote through email. Liberty Stevenson mentions that the vote can either be postponed until August until everyone has had a chance to review the minutes or via email, but via email can make tracking the votes difficult. Jennifer Carver postpones the vote to approve the minutes until the August meeting.

Jennifer Carver mentions she would like to have a Board dinner every couple of months to get together since we do not have in-person meetings and would like to do the first one in August. Jennifer Carver mentions that she would like to do it either August 5, 2024, through August 9, 2024, or August 12, 2024, through August 16, 2024, and asks the Board for input on which date would work. Jennifer Carver asks Suzanne Potts if there is a specific date that she can come up so she can join, and Suzanne Potts mentions she can come up on the 9th or the 16th of August. The Board discusses dates in August that will work best for everyone. The Board decides to do the dinner on August 16, 2024.

Membership:

Cheri Christensen mentions that she has been working with Linda Echeverria to get her trained, and they have processed some renewal applications that came in after the Annual meeting CLE. Linda mentions that she had a question about a renewal application for a paralegal who is currently a member but lives and works for an attorney with a South Dakota Bar number and wants to know if they can still be a member of the Utah State Bar. Linda Echeverria mentions that she thinks she lived in Utah at one time, and that was how she became a member initially. Liberty Stevenson mentions that the Paralegal Division Bylaws state that a paralegal member of the Utah State Bar must work under an attorney licensed in Utah. Cheri Christensen mentions the applicant does not have any connection to Utah. Linda Echeverria mentions that she will ask if her supervising attorney is licensed in both Utah and South Dakota. Liberty Stevenson mentions that the definition from the Supreme Court of Utah states that a Paralegal must be working under the supervision of a Bar Licensee, which would either be an attorney or an LPP. Cheri Christensen asks for clarification that it must be a Utah Bar Licensee, and Liberty Stevenson confirms that is correct.

Cheri Christensen asks about another paralegal who had received an exception in the past because she works as a Corporate Paralegal in Utah but does not work under a supervising attorney. Cheri Christensen mentions that the paralegal had sent in her paperwork and was approved in the past, so she approved her renewal and asks if anyone on the Board has any opinions on if her membership should be rescinded. Liberty Stevenson asks how we know this member had received an exception in the past, and Cheri Christensen mentions that the member sent the correspondence. Liberty Stevenson asks if it said why the Board granted the exception, and Cheri Christensen mentions that she does not think it did, but it said she presented her argument to the Board, and the Board granted the exception. Liberty Stevenson and Jennifer Carver suggest that the Board should review it again since the current Board does not know the particulars of the exception, and the Bylaws clearly state that to be a member, the paralegal needs to be working under an attorney or LPP. Liberty Stevenson suggests sending the information to the entire Board so that we can research and review the argument she presented for the exception and decide if this year's Board wants to grant the exception.

Cheri Christensen mentions that she received a request from another paralegal for a 2-week extension to get her CLE credits because she had an unexpected medical complication that required surgery. Jennifer Carver mentions she is ok with granting the extension to get her credit. No other Board

member opposes granting her the extension. Cheri Christensen asks if the Board is still ok with letting members use a credit accrued from a previous year for their renewals. Liberty Stevenson mentions that she thinks that she is ok with accommodating a request for one or two credits; if a member only has, for example, three credits for the entire year and the Board provides more than that in free Brown Bag CLEs, that should be when the Board should be less accommodating. Liberty Stevenson also mentions that if they were not a member the previous year or had a lapse in their membership, they could be treated as a new member and should not need the CLE credits. Linda agrees with Liberty Stevenson's assessment. Cheri Christensen asks the Board about members who lost their certificates or do not have their credits and if the Board would be accommodating in those circumstances or if we would tell them they cannot be members this year. Liberty Stevenson suggests that those cases should be done on a case-by-case basis and brought to the Board to decide how to handle them so that the decision does not fall solely on the membership committee.

Education:

Marci Cook mentions that the next Brown Bag CLE will be in October, and she and Kimberly May will work with UPA to alternate months. Jacob Clark asks Kimberly May and Marci Cook if they have anyone on the sub-committee for this year. Marci Cook and Kimberly May will start working on getting the sub-committee members together, and Jacob Clark adds that he thinks he is on the sub-committee by default as Chair-Elect.

Marci Cook mentions that she asked the Bar for an accounting of the revenue and profits for the May Luncheon and Annual Meeting, and Mary at the Bar will be sending those to her in the next two weeks. Once they have this information, Marci Cook and Kymberly May will update the Board on the bottom-line numbers.

Community Service Report:

Rachael Gren mentions she, Alex Vaka'uta, Liberty Stevenson, and Jennifer Carver will meet to discuss processes and the community service projects worked on last year. Rachael Gren asks the Board for their opinions on what projects the Board enjoyed doing last year and is working on finding new projects and ideas. Liberty Stevenson opines that she enjoyed doing the Volunteers of America Luncheon and the Wreaths Across America service projects and thinks those would be good projects to do again. Jennifer Carver asks the Board if anyone has issues working with the unhoused, such as the Road Home because some Board members did not want to last year. Rachael Gren also mentions that she has an idea to do an outdoor garden that could be more physically demanding and asks if anyone has any issues with that, and nobody does. Rachel Gren asks how many division members usually come to the events so she can plan for how many people will be participating. Jennifer Carver mentions that it depends on the type of project and how many volunteers are needed. Liberty Stevenson mentions Alex Vaka'uta would get all the information for the project together, bring it to the Board, and ask how many members from the Board would like to participate and then ask for volunteers from the division and, depending on the availability, would send an announcement to the entire division. Liberty Stevenson mentions that there were some activities that she did not open to the division and those the Board would attend, such as last year's Spencer Cox presentation and the Legal Aid Gala. Rachael Gren asks the Board members if anyone has any suggestions or experience working with some service organizations she should contact for future projects. Liberty Stevenson asks Elizabeth Hill if she has any input since she does a lot of volunteering.

Elizabeth Hill mentions that she will get a short list of some programs like Volunteers of America and send those to Rachael Gren.

Social Media Report:

Peter Vanderhooft is working on updating the website and mentions that he has updated the current Board members' bios but is missing pictures and bios from three of the current Board members and will reach out to them. Peter Vanderhooft mentions that he has a few projects in mind for this year, including increasing social media engagement and creating a quick copy of the Unmind and other benefits from the Bar. Peter Vanderhooft mentions that he is working on staying on top of Job Postings and asks the Board to check the website and let him know if anyone has any suggestions for additional changes.

Marketing Report:

Greg Wayment mentions that he has a Bar Journal deadline at the end of July and mentions that he could do some old standby such as bios and photos, a message from the Chair, and ask anyone who has any ideas. Liberty Stevenson and Marci Cook agree that the message from the Chair sounds like a good idea. Jennifer Carver mentions that she would be willing to do the message from the Chair. Greg Wayment mentions that we could have announcements in there as well but thinks they are more effective via email. Suzanne Potts suggests announcing the new Board members, but the bios get cut off and do not have as much information as the ones on the website. Elizabeth Hill mentions that before she was a division member, she would look at the disciplinary information and then at the Paralegal Division updates and thinks other paralegals look at the updates from the Paralegal Division as well.

Liberty Stevenson asks Greg Wayment about his thoughts on the Newsletter and asks him to think about how the Division could get those out to law firms to recruit paralegals who are not members. Greg Wayment mentions that if we had a mailing list for non-members, he could send the Newsletters to them to keep them included. Liberty Stevenson mentions that does not know how we would get contact information of non-members. Cheri Christensen suggests finding an email and sending the Newsletter or sending it out via mail. Marci Cook mentions that most firms have an HR contact on each of their websites and it would be more cost-effective to send an email to the firm and then keep a running list of which firms we contacted and ask them to pass it on to their Paralegals. Liberty Stevenson mentions that she is not sure how it would work but would like it to be something we think about. Peter Vanderhooft adds that we should send these to smaller or mid-size firms because the paralegals probably have fewer resources and could help them get included and benefit from the resources the Paralegal Division offers. Heather Long asks if the Paralegal Division has ever gone to high schools or colleges and sets up a table to promote the Division. Jennifer Carver mentions mentorship at SLCC and speaking to people in the Paralegal Program there. Greg Wayment mentions that he thinks there was more outreach for schools and presenting at the schools but mentions that they weren't super successful because they couldn't be a member of the Division as a student. He thinks some of the students chose to be a member of UPA because they could be part of that as students. Greg Wayment mentions that he could reach out to Sheree at SLCC. Heather Long mentions that when she started at her firm, the paralegals were not aware of the Paralegal Division of the Bar.

Jennifer Carver asks Greg Wayment if he has a committee member since he was her only one last year. Greg Wayment mentions that he does not have anyone currently but is used to doing the Bar Journal and the Paralegal of the Year.

Finance Report:

Elizabeth Hill asks the Board to email her what they need for each committee's budget for this year so she can create a budget based on last year's. She mentions that last year's budget included the Board Retreat, Other Board activities, Community Service, Conventions and Annual Meeting Sponsorships, Education, and Marketing. Liberty Stevenson suggests sending out last year's budget to everyone and asking if anyone has any changes so they can create an opinion and estimate what they need for this year since some committees, such as Community Service, will not know what to expect this early.

Bar Commission Report:

No updates.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

UPL Committee:

No updates.

Nominations/Parliamentarian:

No updates.

Open Floor:

No updates.

12:55 PM – Marci Cook motions to adjourn, Elizabeth Hill seconds. Meeting adjourned.

/s/ Leslie Bullard
Leslie Bullard, Secretary

