

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 August 13, 2024

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

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

General Updates and Discussion:

Jennifer Carver updates the Board on the upcoming dinner and retreat. Jennifer Carver mentions that the Board dinner will be on August 16, 2024, at Red Rock at 5:30 p.m. and asks the Board if anyone who cannot make it will email her and let her know. Jennifer Carver also mentions that the Board will pay for dinner, but not alcohol, and asks the Board to keep that in mind. Jennifer Carver mentions that the Board retreat is September 6 - September 7, 2024. Jennifer Carver asks the Board to show up any time after 5 p.m. on Friday, September 6, 2024, so she has time to set everything up.

Jennifer Carver mentions that an email was sent about the videos on Google Drive that were added to the ShareFile, and the Board needs to vote to delete the files from Google Drive. Jennifer Carver asks Liberty Stevenson who will act as parliamentarian since Heather Long is absent. Liberty Stevenson mentions that Jennifer Carver will act as parliamentarian in her stead, count the votes, and ensure there are at least seven votes for the majority. Jennifer Carver asks the Board members on camera to raise their hands and the members not on camera to use the raise hand emoji so that she can keep track of the votes. Peter Vanderhooft makes a motion to delete the videos from the Google Drive account. Jacob Clark seconds. The motion passes unanimously.

Jennifer Carver updates the Board on the membership of the paralegal from South Dakota and mentions that after looking at the Bylaws, it does say that if the supervising attorney is associated with a Bar, not just the Utah State Bar, a paralegal is eligible to be a member of the Utah State Bar Paralegal Division. Liberty Stevenson mentions that she had thought the Bylaws stated it had to be a Utah State Bar licensed attorney; after reviewing the Bylaws, they state that they need to be a Bar member of any jurisdiction. Liberty Stevenson adds that the paralegal does need to live in Utah but would be ok with making an exception in this case because after discussing the situation with Cheri Christensen, there were not a lot of options for CLEs in South Dakota, and the paralegal used to live in Utah. Jacob Clark mentions that he is mostly on board with this exception but asks if this situation would create a slippery slope for

other paralegals. Liberty Stevenson mentions that she thinks if it were to come up again, that the Board would address it on a case-by-case basis and that her main concern was she was not sure how helpful the Utah CLEs would be in South Dakota. Linda Echeverria adds that she is renewing her membership for the second year and is not applying for a new membership, and the only thing that has changed is she no longer lives in Utah. Peter Vanderhooft motions to accept this paralegal from South Dakota as a member. Linda Echeverria seconds. The motion passes unanimously.

Leslie Bullard mentions she emailed the Board the finalized minutes for the June and July meetings. Leslie Bullard asks if there will need to be two separate motions to approve the minutes and Jennifer Carver mentions that she thinks there should be two separate motions, so it is captured clearly in the minutes. Peter Vanderhooft motions to approve the June meeting minutes. Marci Cook seconds. The motion passes unanimously. Peter Vanderhooft motions to approve the July meeting minutes. Linda Echeverria seconds. The motion passes unanimously.

Jennifer Carver mentions that the Bar Commission doesn't have their first meeting until September 27, 2024.

Membership:

No updates.

Education:

Kymerly May updates the Board about working with Michelle Yates with UPA to divide the Brown Bag CLEs. Kymerly May mentions that the Paralegal Division will do the September, November, January, and March Brown Bag CLEs, and UPA will do the August, October, December, and February Brown Bag CLEs. Kymerly May mentions that the Paralegal Division's first Brown Bag CLE will be on September 20, 2024, and Elizabeth Hill will be the speaker.

Kymerly May updates the Board on the Education Committee members and mentions that they had a few volunteers from Strong & Hanni and are planning on meeting with them this week. Kymerly May mentions that the Education Committee members for this year are Julie Emery, Jacob Clark, and the volunteers from Strong & Hanni, Isamar Rael & Andy Sanchez, and they will set up a meeting in the upcoming weeks to meet each other and start planning for next year's events.

Marci Cook mentions that she sent over some spreadsheets this morning that the highlighted charges are questionable or not applicable and that the bottom-line profits were \$3,827 for the Paralegal Day Luncheon and the Annual Meeting. Marci Cook mentions that for the 2024-2025 budget, the Education Committee would like to increase the Heather Finch Scholarship to a \$2,000 annual donation rather than \$1,500 which would be \$1,000 twice each year. Marci Cook asks if a motion is necessary to make the change. Jennifer Carver mentions that she thinks a motion would be good. Liberty Stevenson adds that anything to do with finances and spending money needs to have a motion recorded for clarity in the minutes. Elizabeth Hill mentions that last year's budget started with \$29,000, but the June Financial statement shows it starts at \$26,000, and she does not know if that includes the \$3,827 from the Paralegal events. Jacob Clark asks Elizabeth if any new membership fees posted yet and mentions that the budget will bump up significantly once those are included. Elizabeth Hill mentions that if historically, the budget bumps up, then she is ok with increasing the scholarship amount but wanted to make sure the Board was aware of the current funds in the budget before calling for a vote. Elizabeth Hill mentions that she should

have the July financial statement next week. Liberty Stevenson suggests putting the vote for the scholarship fund on hold until the next meeting when we have a better idea of the budget. Marci Cook mentions she is fine with putting the vote on hold until we have a more updated budget that's a little more current to decide or make the motion on the scholarship, but also mentions that the total budget for the Education Committee is \$750 less than what they have had historically and that puts some extra money into the budget as well. Jennifer Carver asks Jacob Clark if Elizabeth Hill should already have the July financial statement and Jacob Clark mentions that it depends on the month, but mentions Lydia Kane usually sends the statements between the 15th and the 20th of each month. Elizabeth Hill asks Marci Cook if she needs to do anything with the highlighted numbers on the statements she sent, and Marci Cook mentions that she subtracted them out because Lydia Kane said they're not related to our events.

Community Service Report:

Ashley Bravo mentions that the community service event for September will be the Legal Aid Gala on Friday, September 20, 2024, the theme for this year is Derby, and all the proceeds go to the Domestic Violence Victim's Assistance program. Liberty Stevenson asks how much a table would cost. Ashley Bravo mentions that she is not sure how much a table would cost, but that each person is \$150 and believes it is cheaper for groups. Liberty Stevenson mentions that last year, the Board sponsored a table and believes it was for \$1,500. Elizabeth Hill mentions that she believes that \$1,500 for a table is correct. Jennifer Carver confirms that it is \$1,500 for a table, which includes entry for ten guests, a meal, and an open bar. Kymberly May motions to approve the \$1500 for a table at the 2024 Legal Aid Society Gala. Rachel Gren seconds. The motion passes unanimously. Jennifer Carver mentions that last year, the Board members put in for a drawing to decide which Board members would attend, but Rachel Gren and Ashley Bravo will be attending since it's their committee. Liberty Stevenson suggests that the Chair and Chair-Elect attend, and then the rest of the Board will be decided in a drawing for the other six spots. Jennifer Carver asks the Board members interested in attending to send an email to her with Jacob Clark, Ashley Bravo, and Rachel Gren, included, so they can figure out how many Board members need to be added to the drawing.

Rachel Gren mentions the Wills for Heroes on October 19, 2024, from 9 a.m. to 2 p.m. and asks when the Heather Finch Scholarship donation will be made. Jennifer Carver asks Rachel Gren if she knows the location of the Wills for Heroes. Rachel Gren mentions she does not know the location yet, but she should hear from her contact soon to give her all the information on the upcoming events through 2025. Jennifer Carver asks Rachel Gren to update the Board on the location once she has it to figure out which Board members can attend and if we should open it up to the division members. Marci Cook mentions that the Scholarship donation has been done in the spring and the fall and that we could do the Scholarship in November and have Wreaths Across America as the December activity. Liberty Stevenson suggests that if we are just donating the funds in November, Rachel Gren and Ashley Bravo should try to find an activity to get our members involved and participate, and not to be limited to one thing a month. Rachel Gren mentions that Ashley Bravo's idea was to do a donation drive or volunteer at the women's center again.

Social Media Report:

Peter Vanderhooft mentions that he listed two new job postings, and those are updated as of today. Peter Vanderhooft mentions that he is still working on the retention policy and will speak with someone at the Bar to see if they have a template he can use, so he doesn't have to create one from

scratch. Peter Vanderhooft mentions that he received everyone's comments about updating the sponsor information and scholarship information and will try to get those updated over the upcoming month. Peter Vanderhooft mentions that everyone except for Ashley Bravo has their information on the website and asks Ashley to send him her bio and a headshot so he can get those posted and asks everyone else to look at their leadership information on the website and let him know if any changes or edits are needed. Peter Vanderhooft mentions that once we have an address for the October Wills for Heroes, he can update the information, check the CLE list, and make sure our upcoming CLEs are on the Bar portal. Peter Vanderhooft asks that everyone send any other upcoming CLE or other events to him so he can get those added to the website as well. Jennifer Carver clarifies that she believes the retention policy update was brought up to last year's Board and that the point of the retention policy update is to see how long we need to keep emails and other documents because the Board's email was getting full.

Marketing Report:

Greg Wayment mentions that the message from the Chair is ready for the upcoming Bar Journal. Jennifer Carver asks Greg Wayment if he has an idea for the next Bar Journal article and when that is due. Greg Wayment mentions he does not currently have any ideas but that the next deadline is September 30, 2024. Liberty Stevenson asks Greg Wayment if he would like suggestions from other Board members about specific topics or if someone may want to write an article. Greg Wayment mentions that he is open to suggestions and encourages people to write articles. Liberty Stevenson mentions that she knows an attorney, Dani Hawks, who may be interested in writing an article about her story about being sober, excelling in her career, and having done some wellness CLEs including at the Spring Convention last year. Elizabeth Hill adds she was the family law Attorney of the Year. Jennifer Carver asks Greg Wayment to let the Board know if he ends up needing any help with the Bar Journals.

Jennifer Carver asks Greg Wayment if he has an update on the upcoming Newsletter to be sent out to the division members. Greg Wayment asks what needs to go into the newsletter and Jennifer Carver mentions that it usually includes any upcoming events information, any volunteer opportunities, and she did spotlight articles on the paralegals that didn't get the Paralegal of the Year as well as any other articles we could think of to add into them. Liberty Stevenson mentions that last year, Jennifer Carver did an intro to the Board members, a paralegal member highlight, and any upcoming community service projects, like the Wills for Heroes, Brown Bag CLEs, or Legal Aid Gala, Heather Finch Scholarship, and then one for Winter and Spring. Liberty Stevenson mentions that there are only four newsletters per year, but the Summer one usually gets omitted because the Board switches. Liberty Stevenson mentions that Jennifer Carver has a template she can send him, and he should be able to plug in the information. Greg Wayment asks Jennifer Carver if she knows when the Fall newsletter usually goes out, and Jennifer Carver mentions that she sent it out in October and that she will send him the ones that she did so he can see the dates they need to be sent.

Finance Report:

Elizabeth Hill mentions that she sent out the June Statement and the beginning balance for the 2024-2025 year is \$26,471. Elizabeth Hill asks if the numbers are vastly changing or will stay the same and asks for clarification on the budget requirements since they are generalized under the Education category. Elizabeth Hill clarifies if the Heather Finch Scholarship is the one that the Board wants to bump up to \$2,000 and Marci Cook confirms. Elizabeth Hill asks if there were any other significant changes under last year's budget, for example, if the board retreat is still under the same budget guidelines of \$4,500. Liberty

Stevenson asks Jacob Clark if the Board voted to approve the \$4,500 for the retreat. Jacob Clark and Jennifer Carver confirm that the Board did vote to approve the \$4,500 for this year's retreat and Elizabeth Hill mentions she will lock that in. Elizabeth Hill mentions that from last year's budget, there is \$3,000 under other board activities, there is \$3,000 under community service, and there is \$5,000 under the convention/annual meeting/scholarships. Elizabeth Hill asks for clarification on whether any of those are changing or if they fall under the Education subparagraphs; those would be submitted and voted on in the next meeting. Elizabeth Hill mentions that she will have the July balances by the next meeting, and she will send an email to the Board with the updated statement. Elizabeth Hill asks that if anyone has any updates or increases to their budget to let her know in the September meeting so she can formalize the 2024-2025 budget. Liberty Stevenson suggests that Jennifer Carver consider bumping up the convention scholarship amounts. Elizabeth Hill clarifies that the Legal Aid Gala will come out of the community service amount, not the convention amounts, and Jennifer Carver confirms that is correct.

Elizabeth Hill mentions that Liberty Stevenson went over the reimbursement process with her and mentions that if the Board needs the reimbursement forms, they should reach out to her for those they can be reimbursed. Elizabeth Hill clarifies if a reimbursement will be necessary for the Board dinner on August 16, 2024, and Jennifer Carver confirms that that is correct. Elizabeth Hill asks Jennifer Carver and Jacob Clark whether the deposit message that the Bar paid for the retreat will need a reimbursement since the Bar paid it directly. Jennifer Carver confirms that the Bar paid with the Bar's credit card so a reimbursement will not be necessary for the deposit. Elizabeth Hill asks Liberty Stevenson if she got her reimbursement for the last Board dinner and Liberty Stevenson confirms that she did.

Jacob Clark mentions to Elizabeth Hill that there may be approximately \$14,000 in membership dues that will show on the September statement and that fluctuates by \$1,000 or \$2,000 every year. Liberty Stevenson mentions that hopefully, that number will increase this year because of the changes made to the membership last year.

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:

Cheri Christensen updates the Board on the membership statistics. Cheri Christensen mentions 180 people registered as members, 120 of which have submitted their paperwork and membership dues correctly, which leaves about 60 that have not renewed or continued past practices and have renewed by paying their dues but not submitting their documents. Cheri Christensen mentions that she will request a list from either IT or Diana Gough but cannot get that until the end of August after the renewal deadline

for attorneys. After they receive that list, they will review everything again, and by next month, she should have some numbers of how many members have renewed for sure and that may factor into the budget as well. Cheri Christensen mentions that for sure 120 people have renewed, but she is unsure if the other 60 have. Jennifer Carver asks if the 60 people paid but haven't submitted their documentation. Cheri Christensen mentions that she won't know until she has the list, and at this point, they either have not renewed through the proper channels or may not have renewed at all.

12:46 PM – Cheri Christensen motions to adjourn, Leslie Bullard seconds. Meeting adjourned.

/s/ Leslie Bullard
Leslie Bullard, Secretary

