

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 September 10, 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 Suzanne Potts	Heather Long

General Updates and Discussion:

Jennifer Carver mentions that the Board should send their adjusted budgets to Elizabeth Hill as soon as possible. Jennifer Carver mentions that she still has questions about the Spring Convention costs per person and mentions she may need to increase those costs and will get with Jacob Clark and Liberty Stevenson to discuss the costs. Liberty Stevenson asks Jacob Clark if it was \$1500 per person last year, and Jacob Clark mentions he does not remember but knows that a few people's firms fronted the costs. Jennifer Carver mentions that her firm paid for her to go last year, but she is not sure they will do it again; she will ask so that maybe someone else can go.

Jennifer Carver mentions that UCLI, Utah Center for Legal Inclusion, has reached out a couple of times for a donation from the Paralegal Division. Jennifer Carver mentions that UCLI sent her a list of how much they are requesting, and it's a lot, but they also mentioned that they were willing to take anything the Board is willing to donate. Jennifer Carver asks the Board if anyone knows about UCLI, and nobody does. Jennifer Carver asks if the Board would like to research them a little bit more before putting it to a vote. Liberty Stevenson mentions that UCLI hinted in their email that the Board had donated to them last year, but she did not remember donating to them. Jennifer Carver mentions that they started around 2020-2021, so she does not know whether the Board has donated to them previously. Liberty Stevenson suggests researching UCLI some more because the Board can only donate so many times a year. Jennifer Carver mentions that she will send a link to their website so the Board can look into UCLI further. Jennifer Carver asks Jacob Clark if he will reply to the email, and Liberty Stevenson asks him to ask her for some more information that could help the Board decide on whether to donate because the Board has limited funds for donations. Elizabeth Hill asks Jacob Clark if he will copy her on the email.

Jennifer Carver mentions that the cost of the retreat with everything was about \$2,600, and the Board had budgeted \$4,500, so the Board saved \$1,800. Jennifer Carver mentions that she spoke to

Tiffany, the owner of the Airbnb, about how the place was not clean from the day before, and Jennifer Carver had to do laundry until the cleaners arrived at 6:30-7:00 pm. Tiffany refunded the Board \$500, \$325 for the cleaning fee, and \$125 on top of that. Jennifer Carver confirmed with Christy at the Bar that the refund had been posted. Liberty Stevenson clarifies that the \$2,600 included the cost of food and groceries, and Jennifer Carver confirms that is correct.

Jacob Clark mentions that last year, the Board reimbursed the mileage costs to and from the Airbnb, and the Board needs to decide if we would like to do that again this year. Jacob Clark suggests the Board should reimburse mileage again this year because the Airbnb was a long way for some Board members. Jacob Clark explains how to fill out the reimbursement form; the amount will need to be put as TBD because the Bar will ultimately decide how much to reimburse, and under explanation, write the address where each Board member started from to the end address of the Airbnb. Elizabeth Hill asks how to indicate both directions on the form, and Jacob Clark mentions that the Bar will assume both directions. Liberty Stevenson suggests putting to and from the address on the form so that it is clear, and Jennifer Carver mentions that is what she did on last year's form. Elizabeth Hill suggests reimbursing the mileage since we came in under budget for the retreat. Liberty Stevenson adds that she agrees with doing the reimbursement, but it should be for the people who drove the furthest or came a significant way. Cheri Christensen asks if there is a guideline or if the Board should have a guideline that says that if your event is a certain number of miles away, the Board members should submit a reimbursement, but if it's less than that amount, the Board would not need to do so. Jennifer Carver mentions that there is not a guideline. Liberty Stevenson suggests that the Board use their best discretion on whether or not to submit a reimbursement. Elizabeth Hill asks if the Board should vote to approve reimbursing the mileage and mentions that anyone who does one will also need to submit an ACH form unless they already have one on file. Liberty Stevenson suggests doing a blanket vote for events that the Board can submit mileage reimbursements at our discretion. Jennifer Carver adds that the Board needs to submit reimbursements within 30 days of the event. Jacob Clark motions to approve a blanket reimbursement for mileage for Board events. Leslie Bullard seconds. The motion passes unanimously.

Leslie Bullard mentions that she sent the final version of the August minutes to the Board and asks if someone would make a motion to approve them. Cheri Christensen motions to approve the August minutes. Kymberly May seconds. The motion passes unanimously.

Jennifer Carver mentions that the Bar Commission meets in two weeks, and she will update the Board on what is discussed in the October meeting.

Membership:

Cheri Christensen mentions that she and Linda Echeverria received the membership renewal list from Jennifer Carver and mentions that there was at least one that did renew, but there are a bunch of names that they do not know if they have renewed. Cheri Christensen mentions they will request a list from Diana Gough, which shows everyone that has renewed, and compare the lists to double-check that someone did not slip in and got missed. Cheri Christensen mentions they will review this and update the Board in next month's meeting. Jennifer Carver mentions that Suzanne Potts emailed her that there was a lot from the Attorney General's office and District Attorneys, so she reached out to Katie Lawyer to see if the Attorney General's office was no longer paying for the memberships or if there was another reason they were not renewing. Katie Lawyer told her that the Attorney General's office was still paying for the renewals, and she was just late doing her renewal, but some of the other paralegals just needed a break

from the division. Cheri Christensen mentions that she knew there was some confusion about paying because, typically, they would send in one check to pay for everyone, but since the Bar no longer accepts checks, each member had to submit their dues separately and get reimbursed. Liberty Stevenson asks Jennifer Carver for clarification on what the Attorney General's office would need a break from. Jennifer Carver mentions that Katie Lawyer did not specify why some paralegals needed a break. Cheri Christensen mentions that she sees a lot from the Attorney General's office that did renew, so the paralegals may be making an individual decision. Jennifer Carver asks Cheri Christensen and Linda Echeverria to update the Board on the differences in next month's meeting.

Cheri Christensen mentions that she deleted the items from Google Drive discussed and approved by the Board, such as the videos, and does see a dramatic difference in the memory in Google Drive and no longer gets the message that the memory is full every time they log in.

Education:

Kymberly May updates the Board on the Education budget and mentions that upon review, the Scholarship amount was \$1500 last year, but before last year's donation, the Scholarship amounts were broken up into two donations of \$1000 each, one in the spring and one in the fall. Kymberly May mentions that the Education Committee would like to do that again to help two people rather than one. Liberty Stevenson clarifies that instead of having one donation for \$1500, the Board would have one scholarship donation now and one in the spring for \$1,000. Elizabeth Hill clarifies that it will only be an additional \$500 more this year than last year for a total of \$2,000, and Kymberly May confirms that is correct. Leslie Bullard motions to donate \$2,000 total, \$1,000 in the spring, and \$1,000 in the fall for the Heather Finch Scholarship donation. Rachael Gren seconds. The motion passes unanimously.

Community Service Report:

Rachael Gren updates the Board on the Wills for Heroes event and mentions it will be on October 19, 2024, at the Utah Law and Justice Center from 9:30 am – 2:00 pm. Rachael Gren mentions that she and Ashley Bravo have reached out about the other events they are trying to plan, but they have not heard back. Liberty Stevenson mentions that sometimes the Young Lawyer's Division does not have that information and will get it to them usually about a month before. Peter Vanderhooft mentions that he will put the Wills for Heroes event on the website. Jennifer Carver asks Rachael Gren if ten people are needed to volunteer, and Rachael Gren mentions that Ashley Bravo reached out for the details earlier this week and will follow up in a few days for how many people are needed. Jennifer Carver mentions that once they have the information, they should let the Board know to see if we have enough Board members who want to attend or if we need to open it up to the division members to participate.

Rachael Gren asks if the Heather Finch donation will be in November. Kymberly May mentions that she would contact Salt Lake Community College to find out when they need to donate the funds and mentions the Bar facilitates the payment from there. Rachael Gren mentions that Jennifer Carver suggested a blanket drive since they had nine blankets left over from the retreat. Elizabeth Hill mentions that she knows someone who recently did a blanket drive for the Community Action Network in Provo and asks Rachael Gren if she would like her to find out the best places to get those to because although there are several homeless shelters in Salt Lake County, there is not a homeless shelter in Utah County at all. Elizabeth Hill mentions that a church in Utah County offered their auditorium as a warming center and did blanket drives; they were so successful that they opened four other locations and are specifically

asking for blankets. Elizabeth Hill mentions that she would get Rachael Gren the contact information for the lady who manages the drive.

Ashley Bravo mentions they only have seven RSVPs for the upcoming Legal Aid Gala, and there are ten seats at a table if anyone else would like to join. Liberty Stevenson asks if the Board members are the only ones attending the Legal Aid Gala and asks who has signed up. Rachael Gren mentions that Jennifer Carver, Rachael Gren, Jacob Clark, Elizabeth Hill, Heather Long, Liberty Stevenson, Linda Echeverria, and Ashley Bravo will be at the Gala, but will be sitting at the table with her co-workers, so there are three spots still available. Liberty Stevenson asks if Rachael Gren had Kymberly May on the list, and Rachael Gren mentions Kymberly May did say she wanted to attend the retreat and will add her to the list so two more spots are available. Suzanne Potts asks when the Gala is, and Rachael Gren mentions it is on September 20, 2024, at Little America and will have an open bar and dinner. Liberty Stevenson asks Elizabeth Hill if she is attending the Gala with her firm, Sudbury. Elizabeth Hill says she told her firm she would be at the Paralegal Board's table.

Ashley Bravo asks the Board for input on whether they would be interested in hosting a blood drive for one of the community service events. Jennifer Carver mentions that she reached out to the Bar to see if there were any liability issues and see if a blood drive had been done in previous years. Jennifer Carver mentions that she would let Ashley Bravo know if the Bar would approve it.

Social Media Report:

Peter Vanderhooft mentions that the Board's profiles are now updated, and all the minutes are up to date on the website as well. Peter Vanderhooft mentions was not able to get all the sponsor's information updated but should be able to get those updated this week. Peter Vanderhooft will update the Wills for Heroes event information and asks if anyone has any other events that need to be added to the website to send him the dates, times, and locations.

Marketing Report:

Greg Wayment mentions that the Bar Journal deadline is coming up at the end of September, and he does not have a topic in mind currently, but he will figure something out. Greg Wayment mentions that he does not have a topic in mind for the newsletter either, which will be released sometime in October, but will figure something out for it as well. Jennifer Carver asks if Greg Wayment would like to have someone do an article or would like some recommendations. Peter Vanderhooft mentions that he is working on an Unauthorized Practice of Law presentation for the Utah Library Association on October 4, 2024. Peter Vanderhooft mentions that the presentation is not done but could potentially convert the presentation into an article for the Bar Journal. Greg Wayment asks Peter Vanderhooft if he could convert the presentation into an article by the end of September. Peter Vanderhooft says he should be able to finish the presentation in the next couple of weeks. Peter Vanderhooft mentions that if someone else has an idea for an article, they should go ahead with it and can bench this for later but can convert the presentation if necessary. Greg Wayment mentions he is interested in the article and asks if Peter Vanderhooft can follow up in the next week or two and let him know the status. Peter Vanderhooft mentions that he will work on it this week and send it to Greg Wayment for review.

Greg Wayment mentions that he was thinking about the memberships after the retreat and asks if the membership committee reached out to the twenty-eight members who did not renew for this year to see if there is anything we can do to help them renew. Linda Echeverria mentions that they are waiting

on a list from Diana Gough to see if the twenty-eight members renewed on the Utah Bar website instead of the Paralegal Division's website. Linda Echeverria mentions that once they have the list, they will be able to know if the number is accurate, and then, they can reach out to the members who did not renew. Liberty Stevenson mentions that she thinks that it is a good idea to reach out to the members who did not renew and ask what the Paralegal Division can do to make the experience better or ask why they are not interested in renewing their membership and see how we can make the division better.

Greg Wayment mentions that he was thinking about creating a spreadsheet of the division members and finding other paralegals' emails and where they work, possibly through a LinkedIn contact, and adding them to the list. Greg Wayment suggests putting together an email that says what the Paralegal Division is and what we do, and it could include a brochure of the basic benefits of joining the Paralegal Division. Greg Wayment suggests sending a personal invite to join the division; if they are not interested, Greg Wayment suggests ending the email saying something like "Would it be ok if the Paralegal Division sent them some information and announcements from time to time?" Greg Wayment mentions that when he joined the division, he received a personal invitation to join and got a call from a Board member named Kathyrn Shelton, who invited him to the 10th anniversary at the Rice Eccles Theatre, which made him want to join, and he has been a member ever since. Jennifer Carver mentions that Cheri Christensen and Linda Echeverria have a list of everyone who has renewed and how long they have been part of the Paralegal Division and adds that she thinks it is a great way to get more people involved. Liberty Stevenson suggests possibly having a mixer in the spring and asking the division members to bring someone who is not a member, and the Board could talk about some of the benefits of becoming a member, potentially doing it as a community service project. Suzanne Potts mentions that she thinks it is a great idea and mentions that it has been done before and was successful. Suzanne Potts adds that getting the word out is influential because many paralegals do not think they qualify to be members or do not know how to get the information. Peter Vanderhooft mentions that he was recruited by Tonya Wright who reached out to him and personally invited him to be on the Board as well and mentions that he thinks reaching out to people who are not in Salt Lake or others who do not know about these resources is an excellent idea. Peter Vanderhooft suggests also marketing to the students at Salt Lake Community College to have them consider joining the division once they get a job as a paralegal. Cheri Christensen mentions that at the retreat, Heather Long mentioned that she knows of a company that compiles lists and could get the Board a list of paralegals in Utah who are not currently members and could get their email addresses or mailing addresses to recruit new members. Cheri Christensen mentions that she asked Heather to get the pricing for how much it would cost to get the list. Greg Wayment mentions that he heard Heather Long talking about the list at the retreat but thinks it might be too expensive and is skeptical if they have accurate information. Greg Wayment mentions he would prefer the Board do it ourselves, but if Heather Long would like to follow up on the pricing and let the Board know how much it would be and what information they provide, the Board could look into it. Liberty Stevenson mentions that she does not like the idea of spamming people's email accounts and likes Greg Wayment's idea of reaching out and personally inviting them to be members. Liberty Stevenson adds that she is also not sure if purchasing a list is the best way to spend the Board's funds. Cheri Christensen mentions that it is at least a good idea to see how much it would cost to get the list and see what information they provide, and based on that, the Board could make an informed decision about whether it is worth it. Jennifer Carver mentions that the Board could look at it but mentions she is hesitant to spam people's inboxes and agrees with Greg Wayment's more personal approach.

Finance Report:

Elizabeth Hill mentions that she sent out the June and July financial statements, and Lydia Kane is out of the office until September 18, 2024, so she cannot follow up with her until then. Elizabeth Hill mentions that she needs everyone to send her their committee’s final budget proposals so she can create a final budget and adds that she hasn’t received a request from anyone about their budgets. Elizabeth Hill asks that everyone submit their finalized budget proposals by September 21, 2024, but no later than September 30, 2024. Jennifer Carver suggests everyone send their proposed budgets by September 21, 2024. Jacob Clark adds that according to the Bylaws, the budget should have been set and approved by the end of August, and the Board is already behind. Jacob Clark asks everyone to get their proposed budgets sent to Elizabeth Hill as soon as possible.

Jennifer Carver asks Elizabeth Hill about having all Board members submit their mileage reimbursements for the retreat to her by September 30, 2024, but preferably by September 21, 2024, so she can get them submitted to the Bar. Elizabeth Hill agrees with that deadline and mentions that anyone who needs the forms should email her, and she will send them.

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:

Jacob Clark mentions that he emailed Lydia Kane and Michelle Oldroyd, and they have the Paralegal Board on the docket to have a panel discussion about membership and the benefits of joining the Paralegal Division at the Spring Bar Convention in St. George. Jacob Clark mentions that he may ask a few Board members to sit on the panel once he has more information after the beginning of the year. Elizabeth Hill mentions that she would like to be on the panel because it could be a good opportunity, and the mental health benefits are a good selling point to get the smaller firms interested in having their paralegals join the division.

12:46 PM – Suzanne Potts motions to adjourn, Cheri Christensen seconds. Meeting adjourned.

/s/ Leslie Bullard
Leslie Bullard, Secretary

