

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 January 14, 2025

12:02 PM Jacob Clark calls the meeting to order. The following attendees are present:

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

General Updates and Discussion:

Jacob Clark mentions that he is looking at AirBnb's in Salt Lake Valley for this year's retreat and suggests voting for the same budget as previous years of \$4,500. Leslie Bullard motions to approve a \$4,500 budget for next year's retreat. Cheri Christensen seconds. The motion passes with a majority vote.

Jacob Clark mentions that Jennifer Carver and he would like to do another Board dinner in February and asks the Board what days would work best for everyone. After some discussion, it is decided that dinner will be on February 18, 2025, at Brio in Salt Lake City, UT at 5:30 PM. Liberty Steveson asks Jacob Clark how much they budgeted last year for the dinner, and he mentions it was \$1,000. Liberty Stevenson calls for a vote on the budget and dinner. Leslie Bullard motions to approve the \$1,000 budget for a dinner on Tuesday, February 18, 2025, at Brio. Cheri Christensen seconds. The motion passes unanimously.

Jacob Clark updates the Board on the panel discussion for the Spring Convention. Jacob Clark mentions Michelle Oldroy invited members of the Paralegal Board to do a panel discussion on Friday, March 14, 2025, at 1:00 PM. Jacob Clark asks Elizabeth Hill if she is still interested in participating on the panel and Jacob Clark mentions that the registration fee is covered for speakers. Suzanne Potts volunteers to be on the panel and Jacob Clark asks if anyone else is interested. Liberty Stevenson suggests having 3 members speak and Jacob agrees. Greg Wayment asks what topic the panel would be speaking on. Jacob Clark mentions it would be a discussion on the benefits of joining the Paralegal Division and adds that last year, he and Katie Lawyer did a presentation with the Attorney General's office on the role of paralegals and how best to utilize paralegals and then wrapped it up with the benefits and would like to do something similar to that so it is a little educational rather than a sales pitch. Greg Wayment asks if the Paralegal Board would sponsor any Board members who would like to go to the Spring Convention. Liberty Stevenson mentions that the Executive Committee went last year and mentions that the Board budgeted for five Board members to go at \$1,500 per person and usually it is the Executive Committee. Liberty Stevenson mentions that Jennifer Carver was going to see if her firm would pay, and Jacob Clark adds that there would be around another \$1,000 back in the budget since the registration fee is waived for the

Board members on the panel. Liberty Stevenson mentions that the members going would be Jacob Clark, Jennifer Carver, Liberty Stevenson, Elizabeth Hill, and Leslie Bullard and asks if anyone else would like to go. Suzanne Potts mentions she may need help with the registration fees and Jacob Clark mentions that the Board would help with that, but if she is on the panel, the registration would be free. Elizabeth Hill confirms five members are going, but if three do not have to worry about the registration and one does not have to worry about getting a hotel, there should be enough in the budget to sponsor Greg Wayment if he wants to go. Liberty Stevenson mentions that anyone not on the panel needs to pay their registration fee, submit their reimbursements, and book a hotel as soon as possible.

Minutes

Leslie Bullard mentions that she sent the final version of the December minutes to the Board and asks if someone would make a motion to approve them. Cheri Christensen motions to approve the November minutes. Suzanne Potts seconds. The motion passes with a unanimous vote.

Bar Commission Report:

Jacob Clark updates the Board on the Bar Commission Report in Jennifer Carver's stead and mentions that the Bar Commission discussed the Spring Convention CLEs will be held on Thursday and Friday, March 13-14, 2025, and none on Saturday, but will be for the Golf Tournament, etc. Jacob Clark mentions that the Bar Commission suggests people arrive on Wednesday night, but he is unsure what time the CLEs start on Thursday. Jacob Clark suggests waiting to book hotel rooms until the agenda is released.

Jacob Clark mentions that the Young Lawyers Division will be doing a Wills for Heroes event on Thursday, March 13, 2025, in St. George and adds that the Board members attending the Spring Convention may be asked to help while down there.

Jacob Clark mentions that the Bar Commission is talking about changing CLEs rollover from year to year and adds that MCLE will now allow up to 6 live credit hours to transfer over to the next year. Jacob Clark adds that he does not think they are currently rolled over. Jacob Clark mentions that he knows that the Board has received questions from Paralegals about CLE credits rolling over and adds it may be happening in the future.

Membership:

Cheri Christensen mentions that Linda Echeverria sent some emails to the members that have not renewed, but she is unsure if she received any responses. Cheri Christensen asks Linda Echeverria if she received any responses to the emails she sent. Linda Echeverria mentions that she received one response, and that member renewed due to the email, and two others responded who did not renew because they are no longer working as paralegals.

Education:

Marci Cook mentions that the Education Committee had their Brown Bag CLE in January. Marci Cook mentions that she and Kymberly May need to find a speaker for the March CLE and are getting ready for the Paralegal Luncheon and Annual CLE. Marci Cook asks the Board if anyone has suggestions for speakers or firms that may want to donate money or swag to send their contact information to her or Kymberly May so they can start putting together the spreadsheet to track contacts and donations.

Community Service Report:

Rachael Gren mentions that some of the Board members went to serve lunch at the Geraldine King Woman's Center last weekend with the Volunteers of America.

Rachael Gren mentions she received an email from Jessica Arthur with the Young Lawyers Division; they are doing a Wills for Heroes event on Monday, January 20, 2025, at the Pride Center from 12 p.m.-3 p.m. Rachael Gren mentions that a local attorney and LGBTQ rights advocate will be there to do gender marker, name changes, and providing access to couples that otherwise would not have access to legal services. Cheri Christensen mentions she is available January 20, 2025, and would be willing to volunteer and is a notary. Liberty Stevenson asks Rachael Gren if she sent an announcement to the entire division yet, and she said she had not. Liberty Stevenson suggests emailing Lydia Kane to send out an announcement to the division members to try and get a few more volunteers.

Social Media

No updates.

Marketing Report:

Greg Wayment mentions he will begin working on the next newsletter.

Greg Wayment mentions that he sent a rough draft for the next Bar Journal to the Board and still has a couple of weeks to finalize it. Greg Wayment mentions that the article's goal is to provide a snapshot of what Utah Statutes and Utah cases are ruling on emotional support animals without providing legal advice. Greg Wayment mentions that when he gets it finalized, he will send it to the Board for their input and adds he knows Jennifer Carver has worked with emotional support animals with her job and is interested in her input. Greg Wayment mentions that if anyone has any announcements that they want to be published in the Bar Journal, to send them to him before the deadline at the end of January.

Finance Report:

Elizabeth Hill asks the Board if we had a CLE in December because there was a CLE charge on the December Financial Statement. Jacob Clark mentions there was one in November before Thanksgiving. Elizabeth Hill mentions the Board is on track with the budget in all other categories.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

Suzanne Potts mentions the next meeting will be at the end of the month.

Suzanne Potts mentions that she spoke with Maribeth LeHoux about being a potential speaker and adds that Maribeth LeHoux said she would be willing to speak but would need someone over CLEs to contact her with the dates so she could coordinate it with her calendar. Liberty Stevenson asks Kymberly May and Marci Cook about having Maribeth LeHoux speak at the Annual Meeting. Suzanne Potts adds that she could also contact the speaker who spoke at Southern Utah's Bar Association Annual Meeting and see if she could be available for the Paralegal Annual Meeting.

UPL Committee:

No updates.

Nominations/Parliamentarian:

Liberty Stevenson mentions that last year, the Board made some changes to the deadline for the elections in the Bylaws so that the incoming board members did not find out they were on the Board the day before the Annual Meeting. Liberty Stevenson mentions that the Board needs to decide on the deadline for this year because it was not specified in the Bylaws. Liberty Stevenson suggests and goes over a timeline for the election. March 3rd: a call for nominations flyer to the division members letting them know which positions are open and some basic information about being on the Board. March 14th: Liberty Stevenson will send the call for nominations and nomination forms out and mentions the Bylaws state it should be March 15th, but March 15th is a Saturday this year. April 15th: deadline for nomination forms to be submitted, May 1st: the ballots get sent out to division members, May 15th: Ballots are due, and May 16th: the election is officially over; ballots counted by 5 p.m.

Liberty Stevenson suggests that the Board members start thinking about who Jacob Clark's Chair-Elect will be next year.

Open Floor:

No updates.

12:45 PM – Marci Cook motions to adjourn, Cheri Christensen seconds. Meeting adjourned.

/s/ Leslie Bullard
Leslie Bullard, Secretary

