

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
April 12, 2022

12:00 PM Shalise McKinlay calls the meeting to order. The following attendees are present:

<u>In Person</u>	<u>Excused</u>
Shalise McKinlay Cheri Christensen Julie Eriksson Katie Lawyer Kelsi Larsen Lexi Balling Peter Vanderhooft Shari Dirksen Suzanne Potts	Jennifer Hunter Kathryn Shelton Tally Burke-Ellison Tonya Wright

Chair – Shalise McKinlay welcomes the Board at 12:00 PM

General Updates and Discussion

Shalise McKinlay opens the meeting with a team-building exercise.

Shalise McKinlay discusses hosting a career development seminar for Division Members. Related activities would include developing CLEs on how to strengthen the paralegal profession as a whole, as well as CLEs on resume and confidence building. These events could include hiring a photographer for headshots and a networking component and would be coordinated with the Education Committee. Shalise McKinlay also discusses an upcoming article she is working on with Lexi Balling regarding paralegal salaries.

The Paralegal of Year nomination deadline is April 22, 2022.

Shalise McKinlay discusses the upcoming Board retreat and suggests that the Board set a budget for the retreat at \$2,500.00. Katie Lawyer notes that the retreat will occur on August 19-20, 2022, in Draper. Cheri Christensen makes the motion to approve the budget, and Peter Vanderhooft seconds. The motion passes.

Katie Lawyer motions to approve the February and March 2022 Board Meeting Minutes. Cheri seconds the motion and the motion passes.

Membership:

Cheri Christensen notes that a number of membership renewal emails have bounced. Shalise McKinlay notes that she will look into a block issue on the Gmail account.

Shalise McKinlay discusses reaching out to the Bar to update the Paralegal Division late fee for membership renewals. Cheri Christensen will work on this with the Bar and reach out to Diana Gough to confirm reprogramming the late fee to \$15. The \$15 late fee will begin on August 1, 2022 and no late fee will be charged after April 30, 2023.

Education:

The Board discusses mentorship options. Shalise McKinlay asks Kelsi Larsen and Lexi Balling to draft an email to members to ask for a list of people willing to provide mentorship and fill out a form for the Paralegal Division. Katie Lawyer will promote this at Paralegal Day in May. Shalise McKinlay notes that Jennifer Hunter may have connections on the Young Lawyer Division Committee and can discuss this further with Grant Miller.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

Community Service Report:

Marketing:

Lexi Balling notes that she added a signature to email replies and has been keeping up on job updates, posts filled, and social media.

Shari Dirksen discusses the upcoming newsletter and will send the CLE section to the Education Committee to confirm the newsletter information.

Shalise McKinlay discusses the April 20, 2022, Brown Bag speaker, Hanna Bennett. Katie Lawyer will introduce the speaker. There are currently 54 registrants.

Shari Dirksen discusses the scholarships for Bar convention in July and the cost breakdown and notes that the Paralegal Division is in a position to offer scholarships. The Board discusses how many Division Member and Board Member scholarships may be offered and how much can be offered for the scholarship as well as having a drawing to determine the scholarship recipients. Lexi Balling makes a motion to approve sending four members of the Board to the Summer Convention and offering a \$1,500.00 reimbursement for those four members for their attendance costs. Shari Dirksen seconds the motion, and the motion passes. Katie Lawyer motions to approve three scholarships of \$500.00 for members of the Division for reimbursement for attendance at the Summer Convention. Cheri Christensen seconds the motion, and the motion passes. The scholarships will be included in the upcoming newsletter and sent out via email blast.

The Board discusses the need for a form for members to indicate interest in the scholarship application and will discuss creating the form at the May 10, 2022 meeting. Shalise McKinlay notes that all scholarship recipients will be required to show proof of attendance in order to receive scholarship reimbursement.

Paralegal Day is scheduled for May 20, 2022, at the Marriott City Center. Shalise McKinlay will follow up with the Bar to determine if in-person attendance will be moving forward. The current fee for attendance is currently unknown as it is based on the menu.

The Annual Paralegal Division CLE is scheduled for June 10, 2022.

Finance Report:

No updates.

Bar Commission Report:

No updates.

UPL Committee:

Shalise states there are no new updates.

Nominations/Parliamentarian:

No updates.

Open Floor:

Lexi Balling discusses new officer forms and Shalise McKinlay notes that we are coming up on requests for officer nominations.

The Board discusses term limits of Board members.

At 12:51 PM, Shari Dirksen motions to adjourn the meeting. Julie Ericksson seconds the motion and the motion passes. The meeting is adjourned.

/s/Peter N. Vanderhooft

Peter N. Vanderhooft, Secretary

