

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
April 11, 2023

12:04 PM Katie Lawyer calls the meeting to order. The following attendees are present:

<u>In Person</u>	<u>Excused</u>
Katie Lawyer Cheri Christensen Jennifer Welsh Julie Eriksson Lexi Balling Liberty Stevenson Melissa Parache Nacia Franco Peter Vanderhooft Shalise McKinlay	Alex Vaka'uta Shari Dirksen Stefanie Ray Suzanne Potts

General Updates and Discussion

The Board will review the March 2023 meeting minutes and take a vote on the minutes. The March 2023 meeting minutes were circulated by email following April 11, 2023 meeting, and Peter Vanderhooft requested a motion to approve the minutes. Stefanie Ray motioned to approve the March 2023 meeting minutes and Cheri Christensen seconded the motion. The motion passed.

Membership:

Cheri Christensen confirmed that LPPs do not pay an additional fee for Paralegal Division Membership and discusses the issue with Form C for LPPs. The Board discusses issues with the language on Form C and the applicability of the form to LPPs. Cheri Christensen will review the previous language updates from Tonya Wright and reach out to the LPP coordinator.

Education:

Julie Eriksson discusses Paralegal Day and noted that the Education Committed was looking for a new speaker for Paralegal Day due to a conflict with the previously scheduled speaker. The new speaker is planned to be Melissa Holyoak. Katie Lawyer will contact Melissa Holyoak's assistant to discuss topics for Paralegal Day. Julie Eriksson requests confirming the speaker and topic by the last week of April.

Julie Eriksson discusses the Annual Meeting and filling in speaker slots and sponsorships. The Board discusses sponsorship solicitations and responsibilities for the Board to get sponsor materials. Nacia Franco asks for email samples for sponsorship responses and Katie Lawyer will provide the samples.

Julie Eriksson confirms that speakers are mostly confirmed for the Annual Meeting and discusses meal options for the Annual Meeting.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

Community Service Report:

Katie Lawyer discusses the Wills for Heroes event that occurred last weekend. Lexi Balling will post photos from the last event.

Katie Lawyer discusses the donation to the Painted Chair Project. The donation funds have been processed. Shalise McKinlay asks if the payment for the K9 \$1,500 was processed. IGY6. Melissa Parache requested a request be resubmitted to process.

Julie Eriksson asks about the donation to the Heather Finch Scholarship and will prepare a request and send it to Melissa Parache. Katie Lawyer asks that Julie Eriksson forward the scholarship information to save the information for the Board going forward.

Marketing:

Lexi Balling has been working on the job postings and Wills for Heroes photographs. Lexi Balling reminds the Board that nominations for open Paralegal Division Board seats are due Friday, April 14, 2023 and indicated that three to four people are interested in committee assignments.

Katie Lawyer is working with Greg Wayment on Paralegal of the Year nominations.

Melissa Parache discusses having the Paralegal Division increase visibility for paralegals to become LPPs.

Finance Report:

Melissa Parache indicates that the Bar is no longer issuing checks and is only making paying and issuing reimbursements via electronic funds. Lexi Balling indicates that ACH applies to donations.

Shalise McKinlay requests to amend reimbursement forms to avoid reimbursement delays. Liberty Stevenson the reimbursement form and the ACH check form. The Bar has decided that mileage is now being calculated based on the starting and ending addresses instead of miles driven.

Shalise McKinlay discusses attaching the Bar reimbursement form with Paralegal Division form going forward.

Melissa Parache will circulate the financial report to the Board.

Bar Commission Report:

Shalise McKinlay discusses the Spring Convention and will focus on wellness.

Liberty Stevenson indicates that the Summer Convention will be online.

UPL Committee:

No updates.

Nominations/Parliamentarian:

No updates.

Open Floor:

Shalise McKinlay notes that the first week of May is Wellness Week and wants to have the Paralegal Division participate. Katie Lawyer suggests creating a lottery for gift cards. Shalise McKinlay suggests that the Paralegal Division can encourage members to sign up for the wellness apps provided by the Bar and that members can provide confirmation of participation to be signed up for the lottery. Winners of the lottery will be announced the following week. Cheri Christensen makes a motion for the Board to purchase five \$25 VISA gift cards for the lottery. Liberty Stevenson seconds the motion. The motion passes. Lexi Balling will prepare the information for the Wellness Week event and post the information on social media.

On May 2, 2023, Katie Lawyer sent an email to the Board indicating that the Paralegal of the Year had been picked and suggested that the Board approve \$150.00 to purchase the trophy and \$100.00 to purchase a gift card for the recipient. Shari Dirksen makes the motion to approve the \$150.00 trophy and \$100.00 gift card purchases. Julie Eriksson seconds the motion. The motion passes.

12:52 PM – Julie Eriksson motions to adjourn, Melissa Parache seconds. Meeting adjourned.

/s/Peter N. Vanderhoof

Peter N. Vanderhoof, Secretary

