

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 February 14, 2023

12:01 PM Katie Lawyer calls the meeting to order. The following attendees are present:

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

General Updates and Discussion

Katie Lawyer discusses TAVA Health and how members of the Bar have access to this mental health resource. Shalise McKinlay discusses how TAVA is a replacement from Blomquist. Shalise McKinlay discusses setting up a Brown Bag to discuss this resource in the future. The Board discusses incorporating this resource into the Annual Meeting.

Lexi Balling discusses the upcoming annual Board Meeting and involving Committee members. Liberty discusses the nomination process. An initial call for nominations will be sent out on March 1, 2023 and the formal call for nominations will be sent out on March 15, 2023. Nominations are due by May 1, 2023. Ballots will go out by May 14, 2023 and the ballots will be due by June 14, 2023.

Katie Lawyer discusses the January 2023 minutes. Cheri Christensen motions to approve the January 2023 minutes. Sheri Dirksen seconds the motion. The motion passes.

Membership:

Cheri Christensen discusses the listserv and corrections that the Bar has made to the listserv. Shalise McKinlay discusses cross-referencing the list-serv list with the member list.

Cheri Christensen has been following up on membership renewal paperwork that needs to be sent to the Division.

Education:

Katie Lawyer discusses the Spring Convention and proposes providing scholarships for attendance. The Board proposes \$1,500.00 for four Board members and one Division member. Lexi

Balling makes the motion to approve four spots Board members and one Division member with up to \$1500.00 reimbursement. Sharie Dirksen seconds the motion. The motion passes. Shalise McKinlay indicates that notice needs to be sent out as soon as possible.

Julie Eriksson discusses Paralegal Day and discusses how the Committee is still waiting on confirmation on the location for the event. Katie Lawyer is waiting on speaker confirmation. Shalise McKinlay suggests booking Grand America and having the Division cover the costs so that the price will not be raised for attendees.

Julie Eriksson talks about UPA involvement in the Paralegal Day discussions.

Julie Eriksson provides an update about the annual CLE and that the Committee is still working on speakers.

Lexi Balling discusses the need to start reaching out for donations for materials to provide at the Annual Meeting.

Katie Lawyer discusses the Heather Finch scholarship fund. Cheri Christensen makes a motion for \$2,500.00 for the scholarship. Liberty Stevenson seconds the motion. The motion passes.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

Community Service Report:

Katie Lawyer discusses the Painted Chair Project as a community service opportunity. Julie Eriksson makes a motion to donate \$1,500.00 to the Painted Chair Project. Liberty Stevenson seconds the motion. The motion passes.

Marketing:

Lexi Balling discusses social media updates and job bank postings.

Katie Lawyer discusses marketing and notes that Greg Wayment is working on Paralegal of the Year.

Finance Report:

No updates.

Bar Commission Report:

Shalise McKinlay notes that the focus of the Spring Convention is on well-being.

Shalise McKinlay discusses the upcoming chair-elect.

UPL Committee:

No updates.

Nominations/Parliamentarian:

No updates.



Open Floor:

Julie Eriksson makes a motion to adjourn, Cheri Christensen seconds. Meeting adjourned at 1:04 PM.

/s/Peter N. Vanderhoof

Peter N. Vanderhoof, Secretary

