

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
**BOARD MEETING MINUTES**  
January 11, 2022

12:01 PM Shalise McKinlay calls the meeting to order. The following attendees are present:

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

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**Chair – Shalise McKinlay welcomes the Board at 12:01 PM**

**General Updates and Discussion**

Shalise McKinlay starts off the Board meeting with a team-building exercise.

Shalise McKinlay asks Lexi Balling about the potential new Board Member to fill the Region 1 Director position. Lexi Balling will handle the nomination form and will determine if we need a vote and will have Kelsi Larson added to the Board. Kelsi Larson has experience working as a Senior Corporate Paralegal in litigation and personal injury matters. Lexi Balling makes the motion to appoint Kelsi Larson to appoint to Region 1 Director and Katie Lawyer seconds motion and the motion passes. Lexi Balling will forward Kelsi Larson’s information to Shalise McKinlay.

**Minutes:**

Cheri Christensen makes a motion to approve the November 2021 Board Meeting Minutes. Karthyn Shelton seconds the motion and the motion passes.

**Membership:**

Cheri Christensen has been reviewing language to be used for an email reminding members to renew their Paralegal Division membership. Cheri Christensen discusses the language of the email and will proceed with sending out emails to the individuals who have not renewed. Shalise McKinlay requests that the email include a request for individuals to indicate why they have not renewed. The Board discusses the issue of membership renewals and that renewals may have dropped due to a lack of firms covering the fees, issues with firm turnover, and COVID-19.

**Education:**

Shalise McKinlay notes that Julie Eriksson sent a request regarding the SLCC scholarship. Julie Eriksson will gather information about the scholarship recipient so that the recipient can be included in the next newsletter.

Kathryn Shelton has been in touch with the Young Lawyers Division and responded to an email regarding co-sponsorship for a panel discussion. The Board discusses the requirements for the Paralegal Division to contribute a speaker. Julie Eriksson sent an invitation to David Williams at Snell & Wilmer to be a speaker regarding employment law defense. Jennifer Hunter also suggests Mindy Mordu as a potential paralegal contact at Snell & Wilmer and will send contact information to Julie Eriksson.

Tonya Wright discusses representation of the Paralegal Division Board at the Spring Convention on March 10-11, 2022. Shalise McKinlay discusses determining how many Paralegal Division membership would be interested in attending the Spring Convention so that a motion can be made to approve a budget to send a few Board Members and Division members.

Kathryn Shelton and Julie Eriksson are waiting to hear back regarding Paralegal Day.

The Board discusses the upcoming CLE on January 12, 2022 and the potential to create a CLE series. Katie Lawyer will talk with the head of the Division.

**Ethics and Professional Standards/Utah Paralegal Association Liaison:**

No updates.

**Community Service Report:**

Jennifer Hunter discusses the idea of providing gift cards to testing facilities and Shalise McKinlay suggests that the gift cards be distributed across different counties. The Board discusses the issue and determines that the Board will allocate a \$1,000.00 budget and each test facility will be given \$100.00 in gift cards. A motion is made in support of Jennifer Hunter's proposal and the motion is seconded. The Board votes to approve the motion.

Jennifer Hunter provides an update on the YLD Board and the Wills for Heroes events. Wills for Heroes had been occurring once every other month, but the program is currently on hold now due to the rise in COVID-19 cases. The program will be rebooted as soon as possible and focus on Salt Lake and Utah counties. Jennifer Hunter also discusses the Paralegal Division social event that has been discussed at previous meetings. Jennifer Hunter notes that at the Kaysville Wills for Heroes event, the paralegals that attended the event were very interested in attending a social event. Shalise McKinlay states that the social event will have to be postponed from the planned Spring date but hopes that the event can occur in the Summer.

### **Marketing:**

Tonya Wright discusses the management of the Paralegal Division's social media and Lexi Balling is going to take over managing the Division's social media accounts. Katie Lawyer will be involved with the transition process as well.

Shari Dirksen discusses the newsletter and the inclusion of pictures from charitable events. Shari Dirksen also discusses the upcoming member spotlight and Julie Erikson indicated that she will send over the necessary contact information. Julie Eriksson also indicates that she will forward Shari Dirksen's information over to the Salt Lake City Attorney's office to facilitate communications.

Shalise McKinlay discusses including a section in the newsletter for the education committee, and the education committee members will send information to be included. Jennifer Hunter will include information about the gift card donations.

Lexi Balling recommends including information about the Spring Convention.

Shalise McKinlay notes that she will have a draft prepared for the Winter newsletter and is planning on circulating the newsletter on February 1, 2022.

### **Finance Report:**

Shalise McKinlay states that Tally Burke-Ellison will circulate the finance report.

### **Bar Commission Report:**

Tonya Wright discusses the meeting that occurred in December 2021 where the Bar Commission discussed appointing individuals to the Commission and the Judicial Nominating Commission. There are current openings on the Court of Appeals and Supreme Court. Tonya Wright also discusses the Spring Convention and her role as a panelist with the Bar Commission. The Board also discusses that Divisions and Bar Sections are not allowed to take political positions.

### **UPL Committee:**

No updates.

### **Nominations/Parliamentarian:**

No updates.

**Open Floor:**

Julie Eriksson issued an email to the Education Committee at the Utah Paralegal Association and is awaiting a response.

Shalise McKinlay reminds the Board that elections are coming up and that Board Members should think about recommending any individuals that may be able to fill vacancies for the upcoming year. Katie Lawyer asks if there are any individuals who will be vacating their positions at the end of their term and notes that Jennifer Hunter and Lexi Balling's positions are one-year terms and Julie Eriksson and Kathryn Shelton have one-year left on their terms. Shalise McKinlay will prepare a list of vacancies and recommends that the Board retreat be reserved soon. Katie Lawyer requests recommendations for the 2022 Board retreat and states that the retreat will be scheduled for August 2022.

Cheri Christensen will send out membership renewal language for the Board to review.

1:06 PM – Meeting adjourned.

/s/Peter N. Vanderhooft

Peter N. Vanderhooft, Secretary

