

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

12:01 PM Liberty Stevenson calls the meeting to order. The following attendees are present:

<u>In Person</u>	<u>Excused</u>
Liberty Stevenson Alex Vaka'uta Cheri Christensen Gretchen Lowe Jennifer Welch Katie Lawyer Kymberly May Marci Cook Melissa Parache Peter Vanderhooft Shalise McKinlay Stefani Ray Suzanne Potts	Jennifer Welch Leslie Bullard

General Updates and Discussion

Liberty Stevenson discusses the Board's position assignments. Liberty Stevenson confirms that Tonya Wright has agreed to work with Peter Vanderhooft to transition the social media responsibility and access.

Liberty Stevenson discusses the first CLE of the year.

Liberty Stevenson discusses purchasing shirts for the Board Members. Shalise McKinlay recommends voting to approve the shirts and set a budget and send out a survey to board members regarding the color of the shirt. Shalise McKinlay motions to make a budget not to exceed \$1,200.00. Cheri Christensen seconds. The motion passes.

Liberty Stevenson discusses scheduling a summer BBQ for the Board Members as a get-together prior to the summer retreat. The Board discusses going to a restaurant versus a BBQ at a park. Shalise McKinlay motions to schedule a BBQ and set a budget not to exceed \$500. Melissa Parache seconds. The motion passes. Liberty Stevenson schedules the BBQ to occur on August 19, 2023, at 6:00 p.m.

Liberty Stevenson discusses access to Google Drive and that the Google Drive account is running out of space. The Bar can upgrade the account and withdraw funds monthly for the Division's account. Liberty Stevenson discusses giving all Board Members access but not allowing all Board members to have permission to edit the account. Shalise McKinlay motions to approve giving everyone access to the new share file account but not allow everyone edit access. Shalise McKinlay motions to approve increasing the Google Drive storage account, Kymberly May seconds. The motion passes. Liberty Stevenson will coordinate with the Bar on updating the Google Drive account and setting up the option to have automatic withdrawals made from the Division's account to pay for the increased storage costs.

Liberty Stevenson discusses the Board retreat in September.

Shalise McKinlay makes a motion to approve the June 2023 meeting minutes. Kymberly May seconds. The motion passes.

Membership:

No updates.

Education:

Need speakers for upcoming brown bags. Kymberly May has been corresponding with UPA to discuss upcoming brown bags and that there is a need for speakers for upcoming brown bag events. The Paralegal Division is hosting brown bags CLEs in September, December, January and March. Kymberly May is going to work with the Education Committee to prepare discussion topics.

Shalise McKinlay asks if the brown bag are going to be virtual or hybrid going forward. Katie Lawyer discusses attendance from the 2022-2023 year. Shalise McKinlay discusses the need to keep a virtual option to allow greater attendance for members in outlying areas.

Liberty Stevenson indicates that the annual Paralegal Division meeting will be a hybrid event in 2024.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

Community Service Report:

Liberty Stevenson discusses additional community service engagements and prospects and notes an ongoing need to coordinate with the Young Lawyers Division and Wills for Heroes.

Marketing:

Liberty Stevenson requests that members submit a new biographies and photos to Peter Vanderhooft and to CC Liberty Stevenson by the end of July 2023. Peter Vanderhooft will coordinate with Tonya Wright on getting access to the social media account and Paralegal Division website.

Finance Report:

Melissa Parache discusses the finances report and Shalise McKinlay discusses financing for Board Meetings and history of spending on Board Meeting lunches.

Katie Lawyer notes that the Division has a surplus due to lack of in person meetings and issues with scholarships.

Bar Commission Report:

No updates.

UPL Committee:

No updates.



Nominations/Parliamentarian:

No updates.

Open Floor:

Shalise McKinlay invites the new Board members to reach out to her or Liberty Stevenson to learn about their roles. Liberty Stevenson also indicates that returning Board Members should reach out regarding new roles on the Board.

12:58 PM – Peter Vanderhooft motions to adjourn, Melissa Parache seconds. Meeting adjourned.

On July 18, 2023, Liberty Stevenson emailed the Board to indicate that Jennifer Welsh had to step down from the Board and that there was a need to fill the Marketing/Publishing Committee Chair position. Liberty Stevenson recommended that the Board appoint Jennifer Carver to this position since she received the next highest votes from the last election and Jennifer Carver indicated her willingness to be appointed to the position. Peter Vanderhooft made the motion to appoint Jennifer Carver to the Marketing/Publishing Committee Chair position and Alex Vaka’uta seconded the motion. The motion passed.

/s/ Peter N. Vanderhooft

Peter N. Vanderhooft, Secretary – Acting-in

