

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
 June 16, 2023

5:04 PM Liberty Stevenson calls the meeting to order. The following attendees are present:

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

Liberty Stevenson reviews the agenda for the Board Meeting. The goal for the 2023-2024 year is to focus more on community service, update bylaws, increase social media presence, and more active engagement with Division Members. Liberty Stevenson also discusses working on salary surveys and reorganizing Board member assignments. Liberty Stevenson requests that the Board members review tabs five through seven of the packet provided to Board members and to have Board members provide feedback on positions that interest them based on their strengths and weaknesses.

Liberty Stevenson has the Board members introduce themselves.

Liberty Stevenson indicates that the Social Media role is being handled by Tonya Wright in the interim until the new social media role is filled.

Liberty Stevenson goes over the Board directory and requests that Board members update their contact information as needed.

Liberty Stevenson discusses the Board member retreat scheduled for September 29-30, 2023, and the allocation of funds for the retreat.

Liberty Stevenson discusses Board member shirts and indicates that further discussion will occur at the July 2023 meeting.

Liberty Stevenson discusses the voting procedure for the Board and that meetings occur on the second Tuesday of the month. Shalise McKinlay will send out meeting invites for the 2023-2024 year. Trina Kinyon is set to be the chair-elect.

Liberty discusses coordinating a Board member BBQ.

Katie Lawyer discusses Division membership and Stefani Ray will assist Cheri Christensen with incoming applications and renewals.

Katie Lawyer discusses marketing and Greg Wayment's role as the Board's contact with the Bar.

Shalise McKinlay discusses the responsibility of the Marketing Chair and the quarterly newsletter. Shalise McKinlay discusses including community service events and rule changes in the newsletter. Katie Lawyer suggests including spotlights for the Paralegal of the Year nominees.

Liberty Stevenson discusses engagement with Division members and additional outreach opportunities.

Liberty Stevenson tasks the Board to review the Paralegal Division folder, make shirt selections, and follow up on BBQ ideas.

5:30 PM – Shalise McKinlay motions to adjourn, Stefani Ray seconds. Meeting adjourned.

/s/ Peter Vanderhooft

Peter Vanderhooft, Secretary

