

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
March 8, 2022

12:00 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 Katie Lawyer Kelsi Larsen Lexi Balling Suzanne Potts	Kathryn Shelton Peter Vanderhoof Shari Dirksen Tally Burke-Ellison Tonya Wright

Chair – Shalise McKinlay welcomes the board at 12:00 PM

General Updates and Discussion

Katie Lawyer provides an update on the scholarship luncheon she attended at Salt Lake Community College.

Shalise McKinlay discusses the February 2022 meeting minutes. The Board agrees to make a motion to approve those meeting minutes via email.

Membership:

Shalise McKinlay notes that there was an issue with a member attempting to submit a late application and the best path moving forward for this renewal. Cheri Christensen provides the specifics on the issue. Shalise McKinlay recommends that the member complete the missing CLE credits using free online self-study courses. Julie Eriksson states that the Board is lenient on allowing members to make up CLE credit and no motion is required by the Board. The Board agrees that the member will be allowed to make up the missing CLE credits and will need to do separate CLE credits for the upcoming reporting year.

Cheri Christensen discusses the quarterly membership reporting requirement. Shalise McKinlay requests that the email be forwarded to preserve the email chain.

Cheri Christensen provides an update on her membership renewal efforts and issues with members who have paid the renewal fee but have not submitted the supporting documentation. The Board discusses the renewals issue and focusing on including the renewal paperwork as part of the renewal campaign emails for the upcoming renewal season.

Shalise McKinlay discusses the late fee for membership renewal and the costs of reprogramming the renewal system with the Bar so that the late fee assessment for late renewals is corrected and does not have to be handled by members directly. Shalise McKinlay discusses that the Board approve paying the programmer's fees to make the necessary changes and to come up with a new late fee that is fair to assess. Shalise McKinlay states that she recommends a late fee of \$20-\$25 dollars. The Board discusses the late fee issue and reinstatement fee issues. Katie Lawyer makes a motion to approve the

programmer's fee. Julie Eriksson seconds the motion. The Board votes and the motion passes. Jennifer Hunter makes a motion to lower the late fee to \$15. Kelsi Larsen seconds the motion. The Board votes and the motion passes.

Shalise McKinlay requests that Lexi Balling check and make sure that enough voting members were involved with the meeting to pass the motions.

Education:

Kathryn Shelton has requested to step-down from the co-chair position and Kelsi Larsen has agreed to step into the co-chair role. Kathryn Shelton will stay on the committee on a committee membership.

Shalise McKinlay discusses the scholarship costs for the Summer Bar Convention. Cheri Christensen will provide an update on the scholarship costs.

Shalise McKinlay discusses outreach to paralegal schools to discuss the Paralegal Division and how students can become a paralegal. Shalise McKinlay also discusses offering a mentorship program similar to the attorney mentor program. The Board discusses the proposal and Kelsi Larsen and Lexi Balling note that they have contacts with Ensign College and Salt Lake Community College. Kelsi Larsen will reach out to the colleges to reach out to the colleges.

Shalise McKinlay indicates that we are still waiting on UPA to come up with a speaker for Paralegal Day. The June CLE is in place and the Board is working with firms to prepare swag bags and materials for raffles.

Julie Eriksson discusses the importance of a mentorship program to help students prepare to become members of the Paralegal Division.

Julie Eriksson notes the next CLE brown bag will be on April 20, 2022, Cyber Threats and Resources in Utah. Hanna Bennett will be the speaker for this CLE. Katie Lawyer offers to introduce Ms. Bennett during the CLE. The June seminar is coming together, Julie Eriksson is waiting for one more speaker to confirm before the agenda will be available.

Julie Eriksson is working with the speaker from the Young Lawyers Convention regarding family law paralegal interactions and how they work from the perspective of a larger firm and a solo practitioner. The Young Lawyers Division is planning on picking up most of the costs for the CLE.

UPL Committee:

Suzanne Potts notes that there are no updates for UPL.

Shalise McKinlay attended the UPL Committee meeting and notes that there is nothing new to report.

Community Service Report:

Jennifer Hunter notes a need for assistance for the March 2022 Wills for Heroes event in Bountiful, March 26, 2022. Another event is planned for May.

Jennifer Hunter is still working on sending out the gift cards

Marketing:

Lexi Balling notes that the announcements tab has information on renewals and that the website is ready for the upcoming renewal season. Shalise McKinlay notes that the upcoming renewals should also be posted to the Facebook page.

Lexi Balling discusses the Heather Johnson Finch scholarship and posting information about that scholarship.

Shalise McKinlay informs the Board that newsletter ideas for the Spring publication should be sent to Shari Dirksen.

Finance Report:

No update.

Bar Commission Report:

No updates.

Open Floor:

Lexi Balling discusses the idea of preparing a new salary survey for paralegals. The Board discusses the salary survey and notes that it is time to do a salary survey. Shalise McKinlay notes that Greg Wayment prepared the previous survey and recommended that Lexi Balling reach out to prepare a new survey. The Board discusses paralegal advocacy. Lexi Balling will prepare an article for the newsletter to give resources to paralegal regarding salary advocacy and the Board will plan on preparing a salary survey and workshop.

Peter Vanderhooft discusses the article he was preparing for the Utah Bar Journal and provides an update.

Katie Lawyer discusses the legislation update regarding the change in small claims amount and the impact that change has on LPPs.

Cheri Christensen discusses the Board's Google Drive.

1: PM – Katie Lawyer motions to adjourn, Cheri Christensen seconds. Meeting adjourned.

/s/Peter N. Vanderhooft

Peter N. Vanderhooft, Secretary