

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
BOARD MEETING MINUTES  
May 11, 2021

12:10 p.m. Tonya Write calls the meeting to order. The following attendees are present:

<u>Via Zoom</u>
Tally Burke
Julie Eriksson
Bonnie Hamp
Katie Lawyer
Shalise McKinlay
Stefanie Ray
Kathryn Shelton
Rheane Swenson
Greg Wayment
Tonya Wright

Excused:

Sarah Baldwin  
Deb Caletory  
Angie Jensen

---

Chair – Tonya welcomes board at 12:10

General Updates and Discussion:

Nominations/Parliamentarian: Deb Caletory

Tonya reminds board that Shalise will confirm nominations and appointments at annual meeting.

There was discussion about applicants who work for an out of state attorney and approving their membership. There were some concerns about unauthorized practice of law issues, because there wouldn't be a Utah attorney supervising the potential member. The decided solution was to confirm that there is a Utah attorney just in the office of the potential member that would be willing to sponsor the new member.

Reminder that the deadline to nominate for elections is this Friday. Kathryn made a motion to move the deadline for nominations to the 15<sup>th</sup> of May. Stefanie seconds the motion. All in favor.

Membership –Stephanie Ray

Stephanie asked the board if there was an expiration date for renewal fee waiver requests, or if the board should keep addressing them as they come in. It was agreed that the board will continue to discuss those requests as they come in. Tonya raises the issue of waiving renewal fees for new members who sign up in April or May. Discussion regarding making an official rule. The pros of keeping the practice internal was discussed. Stefanie made a motion to waive the renewal fees for new members enrolling in April and May each year. Kathryn seconds. All in favor.

Education –Julie Eriksson and Kathryn Shelton

The speaker the Paralegal Division suggested to the Bar for the Summer Convention will be a breakout speaker for the event. The Bar and the paralegal division are co-sponsoring her and will split

the costs. After some discussion about how much to contribute to sponsor the speaker, Kathryn makes a motion to approve \$500 to sponsor our summer convention speaker, Julie seconds the motion and all in favor. After further clarification from the Bar, post-meeting, a motion was made to raise this amount to \$1,000. All in favor.

Julie updates the board that fall forum planning meetings haven't started yet, but they will meet soon to start planning.

Kathryn updates the board on Paralegal Day, reminds the board to please register as soon as the link is sent, as well as sending the registration email to the entire board. At this time, we are planning on a virtual event, but Kathryn will confirm. The meeting will have recognition for the Paralegal of the Year, UPA Recognition, and the Heather Finch recipient. For the upcoming June event Kathryn anticipates that it will still be virtual and/or hybrid, and she will keep us updated.

Ethics and Professional Standards/Utah Paralegal Association Liaison – Bonnie Hamp:

Nothing new to report.

Community Service Report: Tonya Wright for Angie Jensen

Nothing new to report.

Marketing: Greg Wayment

An award will be presented to the UPA Chair out of the extra awards that Tonya was able to procure. Greg is wrapping up the Paralegal of the Year award, and will be sending in a short video of the recipient's acceptance speech. Overall, Greg is happy with how the paralegal award went this year. Greg will review the acceptance video and take some nice pictures of the award and send them in for the award ceremony presentation. Tonya will plan to present the award at the event. Shalise, as next year's chair, plans to initiate early meeting with UPA to help plan events more smoothly.

Finance Report: Tally Burke

Tally reminds the board to submit a reimbursement request within 30 days of incurring the expense.

Bar Commission Report: Tonya Wright for Sarah Baldwin

Tonya updates the board about the ongoing lawsuit against the bar, and that elections for the bar are ongoing.

UPL Committee: Shalise McKinlay

Nothing new to report.

Open Floor:

There is some discussion regarding the Summer Convention reimbursement budget. Tonya thanks for the board for the thoughtful opinions regarding the budget. Kathryn makes a motion to approve up to \$1500 (which includes board, mileage, food, and the cost to register for the seminar) for Shalise and Julie to attend summer convention as board representatives, Rheane seconds, all in favor.

12:45 pm – Stefanie Motions to adjourn, Kathryn Seconds. Meeting adjourned.

/s/Rheane M. Swenson

Rheane Swenson, Secretary

