

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
**BOARD MEETING MINUTES**  
 May 10, 2022

At 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 Julie Eriksson Katie Lawyer Kelsi Larsen Lexi Balling Peter Vanderhooft Shari Dirksen Tonya Wright	Jennifer Hunter Kathryn Shelton Suzanne Potts Tally Burke-Ellison

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**Chair – Shalise McKinlay welcomes the Board at 12:00 PM**

**General Updates and Discussion**

The Board discusses the April 2022 meeting minutes. Cheri Christensen motions to approve the amended April 2022 minutes. Katie Lawyer seconds the motion. The Board approves the motion to approve the April 2022 minutes.

**Education:**

Shalise McKinlay discusses the June 2022 annual CLE and Board member assignments. Lexi Balling confirms that she has prepared the centerpieces. Julie Eriksson confirms that the caterer has been hired, but the menu has yet to be prepared. The Board discusses menu options. Shalise McKinlay and Julie Eriksson will confirm a final menu. Julie Eriksson confirms that Jennifer Hunter, Kelsi Larsen, and Lexi Balling have been preparing the swag bags and that all of the speakers have been confirmed.

Julie Eriksson discusses the upcoming Paralegal Day event. The Board discusses registration and sending registration information to Division Members.

Shalise McKinlay discusses the swag bags and Board involvement in soliciting donations for the swag bags. The Board discusses putting the swag bags together.

Shalise McKinlay discusses issues with firm sponsorship of the Annual Paralegal Day. The Board agrees that sponsorship should be limited to avoid potential bias and influence over the Division and the Annual Paralegal Division.

The Board discusses the meal costs and the estimate is around \$3,200.

Shalise McKinlay discusses scholarships for summer convention.

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

No updates.

**Community Service Report:**

Shalise McKinlay updates the Board on the status of the \$500 gift cards. The cards were circulated at the University of Utah's Nurse's Week celebration.

**Marketing:**

Shalise McKinlay discusses outreach to paralegal school and developing a mentorship program. Kelsi Larsen and Lexi Balling have been drafting communications and developing resources for mentees. Kelsi Larsen notes that there will need to be coordination with the schools to develop a mentorship timeline. Shalise McKinlay notes that the mentorship program will be discussed during the Annual Meeting.

Lexi Balling requests that emails be sent for marketing and social media tasks to coordinate tracking of creating social media posts.

Shari Dirksen notes that she does not have any updates/

**Finance Report:**

No updates.

**Bar Commission Report:**

No updates.

**UPL Committee:**

No updates.

**Nominations/Parliamentarian:**

No updates.

**Open Floor:**

Tonya Wright notes that she will be able to assist with Paralegal Day.

12:36 PM – Katie Lawyer motions to adjourn, Cheri Christensen seconds. Meeting adjourned.

/s/Peter N. Vanderhoof  
Peter N. Vanderhoof, Secretary

