

PARALEGAL DIVISION OF THE UTAH STATE BAR
EMERGENCY BOARD MEETING MINUTES
 May 13, 2022

At 1:30 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 Vanderhoof Tonya Wright	Jennifer Hunter Kathryn Shelton Shari Dirksen Suzanne Potts Tally Burke-Ellison

Chair – Shalise McKinlay welcomes the Board at 1:30 PM

The Board convenes to discuss the overdue election notice and strategy to move forward with appointing a new Board by June 10, 2022. Shalise McKinlay notes that there are five vacancies for the 2022. Katie Lawyer discusses candidates interested in filling the positions. Katie Lawyer also notes that Kelsi Larsen’s position will be vacant in 2022 since she was appointed to her position. The following positions are currently open:

- Region 1 Director
- Region 5 Director
- Three at-large positions

Katie Lawyer and Tonya Wright note that there will also be three officer positions that need to be appointed by the new Board:

- Parliamentarian
- Finance
- Education Co-Chair

Shalise McKinlay notes that Julie Eriksson requested that the Board make a motion to suspend the deadlines in the Bylaws and institute new deadlines for a call for nominations for directors and that ballots be sent out that are due by June 9, 2022 at 5:00 PM. Lexi Balling has prepared the Notice of Meeting and will issue after the Emergency Board Meeting has concluded. The Board discusses setting the deadlines. The Board concludes that the Call for Nominations should be sent out with the Notice of Meeting. The Ballot and Proxy will be issued on June 1, 2022 and be due on June 9, 2022 at 5:00 PM. Julie Eriksson makes the motion to suspend the deadlines in the Bylaws regarding the issuance of the Call for Nominations of Board Directors and casting of ballots as follows:

- Notice of Meeting and Call for Nominations will be issued May 13, 2022;
- Deadline for the Board to receive nominations is May 25, 2022’
- Deadline for Ballots to be returned to the Parliamentarian is June 9, 2022 by 5:00 PM.

Cheri Christensen second the motion. The motion passes.

Lexi Balling will continue sending out social media notices for Paralegal Day.

The Board discusses logistics for Paralegal Day and notes that the event will now have a Zoom option and that the hotel will be able to supply equipment for Zoom attendees. Katie Lawyer, Lexi Balling, Tonya Wright, and Shalise McKinlay will assist with checking in registrants.

Shalise McKinlay will introduce the Paralegal of the Year and scholarship recipient at Paralegal Day.

Julie Eriksson discusses needing a paralegal or LPP to speak on family law issues and attorney working relationships at the Summer Convention.

2:35 PM – Katie Lawyer motions to adjourn, Julie Eriksson seconds. Meeting adjourned.

/s/Peter N. Vanderhooft _____

Peter N. Vanderhooft, Secretary

