

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
BOARD MEETING MINUTES  
May 9, 2023

12:02 PM Katie Lawyer calls the meeting to order. The following attendees are present:

<u>In Person</u>	<u>Excused</u>
Katie Lawyer Alex Vaka'uta Jennifer Welsh Julie Eriksson Liberty Stevenson Nacia Franco Peter Vanderhooft Shari Dirksen Stefanie Ray Suzanne Potts	Cheri Christensen Lexi Balling Shalise McKinlay

**General Updates and Discussion**

Liberty Stevenson discusses the upcoming Board election and notes that the deadline to issue the ballots is May 15, 2023 and that all ballots must be returned by June 14, 2023. Liberty Stevenson discusses potential changes in Board Member duties pending the results of the election.

Katie Lawyer notes that Lexi Balling is resigning from the Board at the end of May. Liberty Stevenson will be the new Board Chair for calendar year 2023-2024. Katie Lawyer will handle social media duties through July 2023 and make the necessary updates to indicate that Liberty Stevenson will be the chair-elect.

Liberty Stevenson makes a motion to pass the proposed candidates for the 2023-2024 election. Shari Dirksen seconds the motion. The motion passes.

Katie Lawyer discusses the Paralegal of the Year nominations and notes that Greg Wayment will handle the gift certificate and trophy. Melissa Parache discusses recognizing the nominees for the Paralegal of the Year due to the high volume of nominations received. Katie Lawyer recommends tabling the conversation for a future date.

Peter Vanderhooft makes a motion to approve the April 2023 Paralegal Division Board Meeting Minutes. Melissa Parache seconds the motion. The motion passes.

**Membership:**

Katie Lawyer discusses the issues with listserv for members and notes that David Clark has resolved the listserv issues and added emails that were missing.

Katie Lawyer discusses that there are no updates regarding LPP membership in the Paralegal Division.

Katie Lawyer reminds the Board that membership renewal is coming up and that new members applying in May and June will not have to renew their membership in July for 2024.

Liberty Stevenson reminds the Board that nominees to be on the Paralegal Division Board have to be members of the Paralegal Division by the time they are appointed as a Board Member.

Katie Lawyer makes a reminder that renewal paperwork will need to be reviewed for the 2024 membership renewal cycle.

**Education:**

Julie Eriksson discusses Paralegal Day and notes that the final details are being worked out and the current push is to have attendees sign up for the event and that the goal is to have a minimum of 100 attendees. Katie Lawyer makes an action item to push out the event details on social media and via the listserv and reminds the Board that attorneys are welcome to attend the event. Nacia Franco confirms the logistics of the event that have been worked out with Grand America. Registration for Paralegal Day closes on Monday, May 15, 2023. The Bar is handling the registration desk, and Julie Eriksson is working on finalizing the event program.

Julie Eriksson discusses the Division's Annual CLE event scheduled for June 16, 2023. Nacia Franco discusses the results of the Paralegal Division's swag giveaway. Julie Eriksson makes a motion to approve the beach bags to be purchased by the Paralegal Division and given away at the Annual CLE event. Stefani Ray seconds the motion. The motion passes. Peter Vanderhooft asks to clarify whether a total amount needs to be indicated in the May Minutes. Julie Eriksson indicates that the full cost will be determined once the order is placed and the Paralegal Division logo is added to the design.

Melissa Parache indicates that the Bar will provide a receipt for the donations received for the Annual CLE. The Board discusses the donation receipt and W9 paperwork. Shari Dirksen believes that the Bar provided a W9 that was offered to the vendors who donated gifts/swag during the previous Annual CLE. Katie Lawyer will confirm the donation process and get a copy of the W9 to send to Board members to provide to vendors. Julie Eriksson reminds the Board that any vendors that want credit for their donations will need to provide a .jpg of their logo.

Julie Eriksson states that all of the Annual CLE speakers have been confirmed and that the only speaker awaiting confirmation is the OPC speaker. The Board discusses preparation for the Annual CLE Day and set up for the event the evening prior.

Nacia Franco discusses the Education Committee and reminds the Board that any Division member may volunteer for or join the Education Committee.

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

No updates.

**Community Service Report:**

Stefanie Ray discusses the Will for Heroes event and notes that the next Wills for Heroes has not yet been scheduled.

The Board Discusses the Heather Johnson Finch Scholarship. Julie Eriksson can continue to work on the scholarship after her term on the Board lapses. Liberty Stevenson indicates that someone needs to work with Julie Eriksson to preserve the knowledge in handling the scholarship.

Katie Lawyer discusses Wellness Week and participation in the Paralegal Division's Wellness Week events. The Board will send out gift cards to the five participants.

**Marketing:**

Katie Lawyer is continuing to work on getting the Paralegal Day information out to the Division.

Shari Dirksen has no marketing updates.

**Finance Report:**

Melissa Parache is following up with Lydia Kane regarding the sponsor for the breakfast.

**Bar Commission Report:**

No updates.

**UPL Committee:**

No updates.

**Nominations/Parliamentarian:**

No updates.

**Open Floor:**

Liberty Stevenson discusses organizing the Paralegal Division Board's email to make sure that emails are properly archived and that action items are handled.

12:49 PM – Peter Vanderhooft motions to adjourn, Suzanne Potts seconds. Meeting adjourned.



/s/Peter N. Vanderhooft  
Peter N. Vanderhooft, Secretary