

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
BOARD MEETING MINUTES  
November 9, 2021

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 Lexi Balling Peter Vanderhoof Shari Dirksen Suzanne Potts Tonya Wright	Jennifer Hunter Kathryn Shelton Tally Burke-Ellison

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**Chair – Shalise McKinlay welcomes the Board at 12:04 PM**

**General Updates and Discussion**

Shalise McKinlay states that Rheane Swenson has asked to be released from the Board. Shalise McKinlay asks for ideas on finding a replacement to cover Region 1 and suggests that the positions be converted to a director- at-large position. Lexi Balling states that she has a possible replacement and will follow-up.

Shalise McKinlay asks if anyone on the Board would be interested in training with Tonya Wright to take over Tonya’s duties as the Communications Chair. Tonya Wright discusses the duties of the communications chair and notes that the Communications Chair is involved with maintaining the Division’s website, updating job bank postings, listing CLE events, updating the leadership positions and personal biographies, and uploading the Division meeting minutes and newsletter. Additionally, social media responsibilities involve Facebook and LinkedIn and sending out email blasts to Division members. Lexi indicates that she may be interested in this position and will follow-up with the Board.

The Board takes a break to participate in a team-building exercise.

**Minutes:**

Shari Dirksen makes a motion to approve the October 2021 minutes the motion is seconded. The motion passes.

**Membership:**

Cheri Christensen has no updates regarding membership changes.

Tonya Wright discusses the recent rule changes and revisions to Form B to apply to LPPs. Tonya Wright also notes that the newly licensed LPPs have joined the Division.

Julie Ericksson and Tonya Wright discuss CLEs and whether any changes need to be made to appeal to LPP members. During the discussion, it is determined that coverage is generally applicable to all members and no changes need to be made to CLE offerings at this time.

Shalise McKinlay asks if the Division's bylaws need to be updated to accommodate LPP members. Tonya Wright states that no revisions are necessary at this time.

#### **Education:**

Julie Ericksson discusses the CLE presentation scheduled for November 10, 2021, regarding the recent changes to Rule 26. Another CLE is planned for January 2022 on Cybercrime and Cyber Security.

The Board also discusses the Spring 2022 Convention Committee agenda for March 2022 and that a speaker will be found for a breakout session.

Shalise McKinlay discusses the Fall Forum events scheduled between November 18, 2021, through January 27, 2022.

Julie Ericksson discusses the upcoming two-hour end-of-life CLE seminar and discusses that the Division will offer signup reimbursement to Division members if anyone wants to attend. Shalise McKinlay reports that several paralegals have already signed up for the CLE and notes that there was a miscommunication on attendance requirements and the cost of the CLE. The Board will reach out to reimburse paralegals that have already paid or need to be reimbursed due to miscommunication. The Board discusses the issue of fee reimbursements for future CLEs as a method to promote attendance.

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

No updates.

#### **Community Service Report:**

The Wills for Heroes event is Saturday, November 13, 2021. The Board will get a report during the next meeting and make plans for additional events next year.

#### **Marketing:**

Shari Dirkson discusses the need for article ideas for the Division to submit to the Utah Bar Journal and updates the Board about the next quarterly newsletter and the upcoming member spotlight. Shalise McKinlay relays that the Board wants to encourage everyone to write articles for the journal, and Shari Dirkson will get deadlines sent out to Board members to plan for future articles. Greg Wayment is working on an article about the recent LPPs that have been licensed.

Tonya Wright suggests that an article be written on the Heather Finch scholarship and how the Division can donate to the fund. Julie will get an update on the scholarship.

Peter Vanderhooft provides an update on the article he is working on for the next issue of the Utah Bar Journal.

#### **Finance Report:**

No updates.

**Bar Commission Report:**

Tonya Wright states there are no updates but notes there is a meeting scheduled for November 18, 2021, but no agenda has been issued yet.

**UPL Committee:**

No updates.

**Nominations/Parliamentarian:**

No updates.

**Open Floor:**

No updates

At 12:47 PM, Katie Lawyer motions to Board to adjourn the meeting and Julie Ericksson seconds. The motion is passed, and the meeting is adjourned.

/s/Peter N. Vanderhooft

Peter N. Vanderhooft, Secretary

