

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
BOARD MEETING MINUTES  
November 8, 2022

12:00 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 Cheri Christensen Julie Eriksson Lexi Balling Liberty Stevenson Nacia Franco Peter Vanderhooft Shalise McKinlay Shari Dirksen Stefanie Ray	Jennifer Welsh Melissa Parache Suzanne Potts

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**General Updates and Discussion**

Katie Lawyer reminds the Board of Paralegal Day and the Paralegal Division Annual CLE Day events that are coming up next year.

Katie Lawyer notes that the Education Committee still needs additional members. Julie Eriksson requests that an email be sent out to the Division to ask members join committees. Katie Lawyer also notes that the Board will need a new Social Media Coordinator for the 2023-2024 year.

Peter Vanderhooft issued the October 2022 Meeting Minutes on October 16, 2022 requesting that the Board issue a vote to approve the minutes. Cheri Christensen motioned to approve the October 2022 meeting minutes and Liberty Stevenson seconded. The motion passed and Peter Vanderhooft has already submitted the minutes to be posted.

**Membership:**

Katie Lawyer provides an update on the Weber State Certification program and issues related to membership applications. The program is offered by CLS by Barbri; Katie Lawyer is still awaiting information regarding the program's accreditation to determine whether the program meets the education requirements of the Bar. Cheri Christensen will review the current outstanding applications to see if those applicants have the necessary work experience.

Cheri Christensen notes that the application portal appears to be working again. Cheri Christensen will reach out to membership to request renewal information from members whose information was not received.

**Education:**

Julie Eriksson discusses the brown bag CLE scheduled for November 10, 2022 and requests that Katie Lawyer introduces the speaker.

Julie Eriksson indicates that the Committee is working on speakers for the upcoming CLEs and annual Paralegal Division meeting.

The Committee is still looking for a venue for Paralegal Day. Katie Lawyer is working on reaching out to potential speakers. Alex Vaka'uta is working on catering quotes. Julie Eriksson discusses admission fees and whether Paralegal Day will offer a hybrid option.

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

No updates.

**Community Service Report:**

Katie Lawyer discusses the November 12, 2022 Wills for Heroes event.

Shalise McKinlay discusses a donation proposal to IGY622, a program that pairs dogs with veterans with PTSD. The Board discusses options for donating to the program as well as ideas for community service options moving forward. Cheri Christensen makes a motion for the Division to donate \$2,000.00 to IGY622 and Julie Eriksson seconds. The motion passes.

**Marketing:**

Lexi Balling indicates that the job bank postings have been slow lately. Lexi Balling discusses the listserv issues for the Division.

Shari Dirksen indicates that there are no new updates and that a new newsletter will be issued in January 2023.

**Finance Report:**

No updates.

**Bar Commission Report:**

Shalise McKinley discusses the Fall Forum CLE events.

**UPL Committee:**

No updates.

**Nominations/Parliamentarian:**

No updates.

**Open Floor:**

Katie Lawyer informs the Board that all of the Bar Division Chairs will be meeting within the upcoming weeks and will provide an update at the next meeting.

Shalise McKinley has leftover materials from past CLE events. Lexi Balling will take the materials.

12:55 PM – Julie Eriksson motions to adjourn, Peter Vanderhooft seconds. Meeting adjourned.



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

