

PARALEGAL DIVISION OF THE UTAH STATE BAR
BOARD MEETING MINUTES
September 14, 2022

At 12:00 PM Katie Lawyer calls the meeting to order. The following attendees are present:

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

Chair – Katie Lawyer welcomes the board at 12:00 PM

General Updates and Discussion

Katie Lawyer is working with the Bar regarding the CLE copyright issue. There are no new updates at this time.

Peter Vanderhooft will send out the August 2022 meeting minutes via email to the Board for approval.

Membership:

Cheri Christensen notes that there is no update regarding the membership application issue that was discussed at the August 20, 2022 Board Meeting. Cheri Christensen confirms that she has received membership renewal lists from the Bar. Katie Lawyer will follow-up with IT at the Bar to follow-up on the membership renewal issue.

Cheri Christensen notes that there is another applicant who has applied for membership with a Weber State credential. Katie Lawyer requests that Cheri Christensen send the applicant's name to the Board via email to request a vote be taken to approve the applicant's application.

Education:

Julie Eriksson notes that her contact at the Bar has changed. Julie Eriksson notes that the requested dates for the Brown Bag CLE events were unavailable and Julie Eriksson is working with Melissa Parache on scheduling the first Brown Bag CLE. Melissa Parache discusses her upcoming mediation Brown Bag CLE. Julie Eriksson notes that the November 2022 Brown Bag has been setup and that two speakers have been booked for the February 2023 Brown Bag CLE and that one of the speakers will likely be rescheduled for the Annual Meeting.

Katie Lawyer will locate someone at the Attorney General's office for the January 2023 Brown Bag CLE and has contacts with Child Protective Services. Melissa Parache recommends a topic regarding the Juvenile Court and the CARES system. Liberty Stevenson confirms that her attorney can assist with family law CLEs is needed. Nacia Franco confirms that the March 2023 Brown Bag CLE will be on probate. Julie

Eriksson notes that CLE speakers may also be booked for the June 16, 2023 Annual Meeting. Julie Eriksson notes that the preference for CLE topics would be on current events or changes and that incorporate an ethics element. The Board discusses other potential speakers for CLE events and topics.

Julie Eriksson notes issues regarding booking a location for the Annual Paralegal Day event. Stefanie Ray suggests options that may be available through doTerra or the Provo Convention Center. Liberty Stevenson suggests the Natural History Museum or This is the Place Heritage Park. Cheri Christensen suggests looking into the Salt Palace and library options. Melissa Parache suggest the Capitol building and Pierpont. Katie Lawyer discusses Gardner Villages. Katie Lawyer asks how many attendees to anticipate and Julie Eriksson states that 100 attendees would be a safe estimate.

Melissa Parache discusses ideas for presenting on roles of the various Committees and Boards. Julie Eriksson and Katie Lawyer discuss CLE accreditation requirements and the potential for including that information at the Paralegal Summit. Julie Eriksson discusses brochures and marketing materials for the Paralegal Division and promoting that information at CLEs. Liberty Stevenson discusses options for promoting the information included on the Paralegal Division website.

Ethics and Professional Standards/Utah Paralegal Association Liaison:

No updates.

Community Service Report:

Katie Lawyer discusses the Wills for Heroes event that took place in Ogden. There is another event on November 12, 2022 that will be finalized.

Katie Lawyer notes that Black Rifle Coffee will be supporting the Young Lawyers Division and the upcoming Wills for Heroes events. Liberty Stevenson discusses her correspondence with the Black Rifle Coffee paralegals and their interest in joint the Board for the 2023-2024 year.

Marketing:

No updates but Katie Lawyer will discuss with Shari Dirksen about adding information on what the Paralegal Division does to the upcoming newsletter.

Finance Report:

No updates.

Bar Commission Report:

No updates.

UPL Committee:

No updates.

Nominations/Parliamentarian:

No updates.

Open Floor:



Liberty Stevenson notes that there may be some open committee positions that might need to be filled. Katie Lawyer discusses the role of the Education Committee and making sure that the committees are filled.

Melissa Parache discusses creating a forms database on the Paralegal Division website. Katie Lawyer will put this topic on the agenda for the October 2022 Board Meeting.

12:51 PM – Cheri Christensen motions to adjourn, Melissa Parache seconds. Meeting adjourned.

/s/Peter N. Vanderhooft

Peter N. Vanderhooft, Secretary

