



**Paralegal Division
of the Utah State Bar
Board of Directors Meeting
October 1, 2009**

STRONG & HANNI

The meeting was called to order at approximately 12:00 p.m. by the Chair, Aaron Thompson. The following attendees were present, with the voting Directors present constituting a quorum:

ATTENDEES:

Aaron Thompson, Chair-Elect*
Karen McCall, Finance*
JoAnna Shiflett, Secretary*

Heather Finch, Co-Chair (Region 3)*
Carma Harper* (Region 1)

Colleen Wrigley (Region 4)*
Jessica Christensen*
Sanda Flint*
Heather Nielson*

Kimberly Cassett*
Steven Morley*
Lorraine Wardle*
Julie Eriksson, Ex-Officio Dir

Via teleconference:

Colleen Wrigley*

EXCUSED: Thora Searle* (Region 2), Sharon M. Andersen (Parliamentarian) and J. Robyn Dotterer*

**Voting Member*

REVIEW/APPROVAL OF MINUTES FROM BOARD MEETING OF SEPTEMBER 3, 2009.

Heather Nielsen noted a minor correction to the 9/3/09 minutes relating to the proper identification of party who moved to approve prior meeting minutes. Accordingly, Julie Eriksson initially moved to approve the minutes, but it was then noted that Julie as ex officio director was not allowed to present such a motion. Therefore, Carma Harper moved a second time to approve the minutes. This change should be reflected in the prior minutes. Following this discussion, Lorraine Wardle moved to approve the Board Meeting Minutes of 9/3/09 with the aforementioned changes noted. Motion seconded by Karen McCall.

BUDGET/FINANCE OVERVIEW. Karen McCall reported on the general budget status.

COMMITTEE / LIAISON REPORTS / DISCUSSION.

LAAU Liaison. Heather Nielsen reported she recently met with LAAU and discussion relating to combining two organizations. Regarding Annual Paralegal Day meeting, discussed USB responsibility every other year for Annual Meeting. Lorraine Wardle noted that USB will be responsible for taking the 2010 meeting. Aaron Thompson requested that the board preview pricing on events before final arrangements have been made to ensure we get the best deal and fully understand the costs of the event.

CLE. Sanda Flint reported that next Brown Bag is at Salt Lake Community College in law library there. Thora Searle has arranged for Bankruptcy Court Judge William Thurman to speak on updated bankruptcy laws for October 14 brown bag. Salt Lake Legal agreed to continue providing cookies for brown bags. Ongoing discussion relating to the pull of LAAU and bringing CLE benefits to table. Julie Eriksson discussed need for showing ID at event in light of recent influx of non-members to CLE events. Sanda further noted we will no longer be sending out cards on CLE events, only e-mail notifications to Division.

Sanda Flint further reported that speakers lined up for November and January brown bags. Also, they have had some discussions with one of the judges from the West Jordan Court relating to “addiction” as a future CLE event.

Website/Blog. JoAnna Shiflett reported just general maintenance at this time.

Bar Journal/Marketing. Steven Morley reported that the article for the November/December issue is finished and he is working on the January/February piece with Heather Finch. Mr. Morley suggested that we prepare an announcement to the membership as a whole about submission of articles for the Bar Journal. General impression is that articles were published by board members only and would like to encourage others to participate. This is with the hope of bringing members beyond the board to table and involved in publishing articles. Mr. Morley also reported we are seeking suggestions for the March/April edition. Karen McCall and Heather Finch discussed a two part series on litigation, with the first part relating to pretrial and the second, trial preparation.

Young Lawyers Division (YLD) Liaison. Carma Harper reported on recent and upcoming Wills for Heroes events and discussion on changes to the WFH programming.

Community Service. Carma Harper reported that JoAnna Shiflett oversaw the Salt Lake Airport event and that it went well. Carma Harper recently attended a meeting with the Young Lawyers Division and discussion on their changes to WFH program. Lorraine Wardle indicated LAAU has a strong desire to be more involved.

Carma Harper updated on the recycling program and suggested everyone start collecting cartridges, cell phones, etc. for funding the community service project. Karen McCall will talk with Bar about utilizing a special code for deposits directed to this recycling fund.

Carma Harper proposed a community service project for January where the Division members adopt a school and assist with school supplies and such. This includes purchasing supplies, pencils, etc. which are always needed. She will look into it and report back further details.

REGION REPORTS.

Region 3: As to the guidelines for paralegal utilization, Heather Finch reported that they may need to extend the deadline for the draft outlines beyond October. She has been getting a lot from people working on their respective assignments, but there is more work to be done.

Karen McCall moved that the meeting adjourn. This motion was seconded by Carma Harper.

No additional items were raised by Board members. This meeting of the Board of Directors was thereby adjourned at approximately 1:03 p.m.

The foregoing minutes constitute a complete and correct account of the proceedings of this Board of Directors meeting of the Utah State Bar, Paralegal Division, held on October 1, 2009.

JoAnna Shiflett
Secretary of the Meeting