

**Paralegal Division
of the Utah State Bar
Board of Directors Meeting**
April 2, 2009

**Strong & Hanni
3 Triad Center, 5th Floor
Salt Lake City, Utah 84180**

The meeting was called to order at 12:09 p.m. by the Chair, Julie Eriksson. The following attendees were present, with the voting Directors present constituting a quorum:

ATTENDEES:

Julie Eriksson, Chair	Deb Caleyory, Parliamentarian (by phone)
Kimberly Cassett*	J. Robyn Dotterer*
Heather Finch* (Region 3)	Anna Gamangasso*
Carma Harper* (Region 1)	Cheryl Jeffs*
Karen McCall*	Thora Searle* (Region 2)
Aaron Thompson*	

EXCUSED:

Sharon Anderson, Ex-Officio	Sanda Flint*
Bonnie Hamp*	Suzanne Potts*
JoAnna Shiflett*	

**Voting Member*

REVIEW/APPROVAL OF MARCH 2009 BOARD MEETING MINUTES

J. Robyn Dotterer moved to approve the March 2009 Board meeting minutes with no revisions having been suggested. Carma Harper seconded the motion, which passed unanimously. The minutes will be so entered and placed onto our website.

2009 – 2010 DIVISION OFFICER ELECTIONS

Parliamentarian Deb Caleyory reported that there will not be an election by secret ballot for officers because only one nomination was submitted for each position. Therefore, Deb announced the following officers for 2009-10, who will officially take office at our Annual Meeting: Aaron Thompson will be Chair, Heather Finch will be Chair-Elect, Karen McCall will be Finance Officer and JoAnna Shiflett will be Secretary. Deb then made a motion to approve these individuals in their new positions, Carma Harper seconded, and it passed by unanimous vote.

2009 PARALEGAL OF THE YEAR

As Suzanne Potts is excused from today's meeting, Julie Eriksson will send an update on this via email.

NOMINATIONS FOR 2009 – 2010 DIVISION DIRECTORS

Deb Category reports that she has received seven nomination forms, including one for Region 1, Carma Harper; one for Region 4, Colleen Wrigley; and five Director-at-Large nominations. If any additional nominations come in prior to the April 20 deadline, there will need to be a contested election. Julie Eriksson will send a reminder email to the Division membership regarding Director nominations.

BUDGET/FINANCE OVERVIEW

Julie Eriksson reports that Bonnie Hamp has looked over our most recent statement and said it looks good, but it is unclear whether we have received our refund from last year's over-charging of postage from the Brown Bag CLE events.

COMMITTEE/LIAISON REPORTS AND DISCUSSION

Bar Commission Liaison. Julie Eriksson reports that they have approved several nominees for the 8th District Judicial Nominating Commission, approved nominees for the Appellate Court Nominating Commission and approved the use of credit cards to pay dues for online membership renewal.

Membership. Thora Searle has reported that all membership applications have been processed. She will have the 2009-10 renewal materials to the Bar early next week. A brief discussion was held of membership renewal policy change announcements posted in the Utah Bar Journal and on our website. Karen McCall will email the latest membership renewal change announcement to Heather Finch for the Central Utah Bar Association.

CLE. Anna Gamangasso reports that preparations for the Paralegals Day event on May 21, 2009 are going well; she will be submitting costs to Bonnie Hamp. The Brown Bag events are set for the remainder of the year, and April 2009's topic will be "Legislative Update." Preparation for the Division's Annual Meeting is also on target.

LAAU Liaison. No report.

Website/Blog. Julie Eriksson reports, per a status update from JoAnna Shiflett, that all dates for Wills for Heroes events have been posted on our website.

Bar Journal/Marketing. The May/June 2009 issue will feature Carma Harper's article on community service opportunities within the Paralegal Division, as well as an updated announcement of our new policy on membership renewal periods. July/August 2009 will contain an article on the 2009 Paralegal of the Year, and September/October 2009 will feature Aaron Thompson's piece on the 2009-10 Board of Directors.

YLD Liaison. Carma Harper reports that the next Wills for Heroes event, in Murray, has enough volunteers; however, the May 1, 2009 event, which is being conducted by a volunteer from Holme Roberts & Owen, is still open. Carma would like to formulate a policy whereby those who volunteer for Wills for Heroes events will have a more difficult time withdrawing from service, especially at the last minute.

Community Service. Carma Harper reports that Everest College will soon be ramping up their efforts on college mentoring and clothing drive programs; they anticipate being ready by the end of May 2009.

UMBA Liaison. JoAnna Shiflett is awaiting an update on this year's banquet.

REGIONAL DIRECTOR REPORTS

Region 1. No report.

Region 2. No report.

Region 3. Heather Finch reports that the Colorado Bar Association is moving closer to finalizing our use of their Guidelines for the Utilization of Paralegals.

Region 4. Deb Calegory reports that the Southern Utah Bar Association (SUBA) has invited herself and Suzanne Potts to sit on their Board of Directors. SUBA will sponsor a Paralegals Day event in Southern Utah on May 21, 2009, and Deb will do a presentation on paralegal utilization.

CALENDARING

The Notice of Annual Meeting will go out on April 20, 2009; this is also the deadline for Director nominations. The next Board meeting will be May 7, 2009 at Strong & Hanni.

ADDITIONAL ITEMS

Thora Searle raised the issue of how to handle the renewals of Division members who are dependent upon our Annual Meeting for their year's CLE. Carma Harper inquired as to whether the training of Wills for Heroes volunteers can count as CLE, since people have asked about this, and she is often in need of volunteers. A discussion followed of how much CLE credit to give and whether it should be given on a one-time basis, as well as other incentives that may be used to solicit volunteers.

No additional items were raised by Board members. This meeting of the Board of Directors was thereby adjourned at 1:02 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 April 2, 2009.

Karen C. McCall
Secretary of the Meeting