

**Paralegal Division
of the Utah State Bar
Board of Directors Meeting**

Tuesday, December 18, 2007

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

The meeting was called to order at 1:17 p.m. by Julie Eriksson. The following attendees were present, with the voting Directors present constituting a quorum:

ATTENDEES:

Tracy Lewis*
Bonnie Hamp*
Greg Wayment*
Tally Burke*
Cheryl Jeffs*

Karen McCall*
Julie Eriksson*
Carma Harper*
Anna Gamangasso*
Sharon Andersen, Chair (entered later)

EXCUSED:

Thora Searle* (Region 2)
Deb Caley, Parliamentarian

Suzanne Potts* (Region 4)
Kathryn Shelton, Ex-Officio

* *Voting Member*

APPROVAL OF MINUTES

Julie Eriksson made a motion to approve the October 2007 meeting minutes, and these were unanimously approved. Bonnie Hamp and Kathryn Shelton requested revisions to the November 2007 meeting minutes; these were tabled and will again be presented to the Board for approval at the January 2008 Board meeting.

September 2007's minutes were once again tabled, as Sharon Andersen will send the Secretary's revised meeting minutes for that month to the Board for their review.

BUDGET

Bonnie Hamp stated that she did not have a financial report for the Board, as she had not received one from Joyce; she will instead send the financial report via email to the Board.

PRESENTATIONS

Tally Burke, Kathryn Shelton and Greg Wayment did a very well-received presentation on

November 30, 2007 at Salt Lake Community College regarding the Paralegal Division and the utilization of paralegals. At the Fall Corporate Counsel Seminar, Tally, Kathryn and Jody Shumway made a presentation on utilization of paralegals.

REPORTS

Membership. Tracy Lewis reported that all new memberships have been processed.

CLE/Brown Bags. Julie Eriksson reported on the year's remaining Brown Bags. On January 9, 2008, Julie Moriss will make a presentation on the Patent Bar. Attorney Mark Dunn will present the new arbitration rules on February 13. March's topic will likely be the new subpoena rules. The April and/or May Brown Bags are TBD.

The topic at the Bar's Spring Convention will be "Civility: It's Not Just For Wimps Anymore" and will be presented by the Honorable Paul Warner. The Paralegal's Day Luncheon will be with Justice Durham at Little America. The Paralegal Division's annual meeting is in the process of being scheduled. There will be a presentation on paralegal utilization at the Bar's Sun Valley convention; Tracy Lewis suggested Ed Wall to make a solo practitioner presentation at this convention.

LAAU. No report.

Professionalism. No report.

Salary Survey. Co-chair Tally Burke will look into a computer program called Survey Monkey which may assist with conducting and evaluating the survey.

Bar Journal. Greg Wayment reported that the next deadline, for March/April 2008 articles, is February 1.

Bar Commission Liaison. Sharon Andersen reported that at the Commission meeting, they discussed Justice Durham being given the 12th William Rehnquist Award for Judicial Excellence. They also discussed how to notify Bar members of benefits like Blomquist-Hale. They sent out an article on depression in the legal profession and discussed starting a mentoring program for young lawyers in order to prevent depression; mandatory mentoring programs in other states have improved depression rates in lawyers by 60-70%. The Commission also talked about retention of female lawyers; Sharon asked whether the Paralegal Division would want to donate to this cause.

UMBA. Cheryl Jeffs spoke about some articles she found on Judge Valdez' Village Project.

Licensing Trends/Ad Hoc Pro Bono. No report on licensing trends.

Website/Blog. Tracy Lewis met with Brooke Bruno (n/k/a Brooke Sidle) to discuss the Division's new website. Brooke hasn't updated the site yet; she is giving us the choice to have

her do it or to appoint a Division member for this task. Brooke will put job postings, announcements and/or events on our blog, and she asked whether the Division had a mission statement to put on the site. Tracy and Brooke got a lot of ideas from the Texas paralegal division's website. Lincoln will choose our domain name; he expressed concern over whether we should publish a paralegal directory on our site, as it is already accessible via the Bar's website and in the Legal Eagle. One suggestion is to put links on our site to various colleges' paralegal education programs and to various courts. Julie Eriksson suggested putting the Division's brochure on the site – Greg Wayment will look into this.

YLD/Community Service. Carma Harper reported that the Community Service Committee will do a program called Wills for Heroes. Paralegal volunteers will be solicited to help notarize documents for this program and to help in other ways. Carma also proposed that the Division help with a program called Women Helping Women, along with the Young Lawyers' Division. This program, in addition to a clothing drive, will also include classes on makeup application, attitude, dressing for success, telephone etiquette and easy Crock-pot cooking. The Community Service Committee will be meeting next in January 2008. The YLD also is looking into helping with a collective reading program.

UPL/Job Announcement Policy. No report from UPL. The Board loved Bonnie's new job announcement policy, and she will submit it to Katherine Fox.

ITEMS FOR DISCUSSION

Sharon Andersen discussed a possible new logo for the Division as well as a mission statement. Tracy Lewis reported that Booke told her a new logo we pay for is not necessary unless we plan to use it on merchandise for sale. For now, Brooke will keep the existing logo on our website. Bonnie Hamp suggested holding a contest among the Division membership to design a new logo. Sharon will send an email to the membership regarding this.

Sharon announced that Deb Calegory can no longer attend Board meetings on Tuesdays or Thursdays due to her job requirements. Sharon suggested that the Board meetings be switched to the 3rd Wednesday of each month – this was unanimously approved by the Board.

CALENDARING

The next meeting of the Board of Directors will be held at Strong & Hanni on Wednesday, January 16, 2008.

ADDITIONAL ITEMS

No additional agenda items were raised by Board members.

This meeting of the Board of Directors was thereby adjourned at 2:37 p.m.

The foregoing Minutes constitute a complete and correct account of the proceedings of this Board of Directors of the Utah State Bar, Paralegal Division, held December 18, 2007.

Karen C. McCall, Secretary