

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

July 29, 2008

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

The meeting was called to order at approximately 12:15 p.m. by the Chair, Julie Eriksson. The following attendees were present, with the voting Directors present constituting a quorum:

ATTENDEES:

Julie Eriksson, Chair	Sharon Andersen (Ex-Officio)
Deb Caleyory, Parliamentarian (by phone)	J. Robyn Dotterer*
Heather Finch* (Region 3)	Sanda Flint*
Anna Gamangasso*	Bonnie Hamp*
Carma Harper* (Region 1)	Cheryl Jeffs*
Tracy Lewis*	Karen McCall*
Suzanne Potts* (Region 4) (by phone)	JoAnna Shiflett*
Thora Searle* (Region 2)	Aaron Thompson*

**Voting Member*

PICTURE

A group picture was taken of the 2008-2009 Paralegal Division Board of Directors; it will appear with an article introducing the new Board, in the September/October 2008 issue of the Utah Bar Journal.

APPROVAL OF ANNUAL AND SPECIAL MEETING MINUTES

J. Robyn Dotterer moved to approve the minutes of the Division's Annual Meeting held on June 20, 2008, and Carma Harper seconded the motion. The motion was unanimously approved, and the minutes will be so entered.

Carma made a motion to approve the special meeting of the Division's Board of Directors, also held June 20, 2008. Anna Gamangasso seconded the motion, which received unanimous approval; the minutes will be so entered.

APPROVAL OF BOARD OF DIRECTORS' OFFICERS

J. Robyn Dotterer moved to approve Bonnie Hamp as Finance Officer and Karen McCall as Secretary for 2008-2009, and Carma seconded the motion, which received unanimous approval by the Board. Aaron Thompson was approved as Chair-Elect at the May 21, 2008 Board

meeting, and Sharon Andersen automatically assumes the Ex-Officio position after having served as 2007-2008 Chair.

EXECUTIVE COMMITTEE APPOINTMENTS

JoAnna Shiflett made a motion to appoint Julie Eriksson, Aaron Thompson, Sharon Andersen, Karen McCall, Bonnie Hamp and Thora Searle to the Board's Executive Committee. Cheryl Jeffs seconded the motion, which received unanimous approval.

PARLIAMENTARIAN APPOINTMENT

Julie Eriksson recommended that Deb Calegory continue to serve the Board as Parliamentarian, and Aaron made a motion to this effect. Thora seconded, and the motion was approved unanimously.

Julie then discussed assignments to the Membership & Utilization Task Force and expressed a goal for the CLE Committee to add events in more outlying areas of the state.

COMMITTEE/DIRECTOR ASSIGNMENTS

Julie recited the following committee assignments for 2008-2009:

- a. Community Service: Chair Carma Harper, Co-chair J. Robyn Dotterer
- b. Membership: Chair Thora Searle, Co-chair Tracy Lewis
- c. Salary Survey: Co-chairs Aaron Thompson, Tracy Lewis and Karen McCall
- d. YLD Liaison: Carma Harper, J. Robyn Dotterer
- e. CLE: Chair Anna Gamangasso, Co-chair Sanda Flint
- f. Membership & Utilization Task Force: Chair Cheryl Jeffs, Co-chairs Heather Finch and Tracy Lewis
- g. Job Announcements: Bonnie Hamp
- h. Paralegal of the Year: Chair Suzanne Potts
- i. Ethics: Chair Suzanne Potts
- j. Marketing & Publications: Chair Karen McCall
- k. Utah Minority Bar Association (UMBA) Liaison: JoAnna Shiflett
- l. Website/Blog: Sharon Andersen, JoAnna Shiflett

BUDGET UPDATE

Bonnie Hamp had nothing to report, as she was awaiting the Bar's report from the end of the fiscal year.

DIVISION LOGO DISCUSSION/APPROVAL

Aaron Thompson moved to approve the Division's new logo itself, as designed by Jonathan Turner. Karen McCall seconded the motion, which was approved unanimously by the Board.

As to compensation for Mr. Turner and the resolution of the Division's logo contest, Aaron raised the subject of Mr. Turner's invoice to the Division for \$250 and moved to approve this amount on the condition that Mr. Turner signed a release granting the Division the exclusive ownership and use of his logo design. Julie reminded the Board that the prize for the logo contest was either \$150 or a gift certificate of equal value. Aaron reported that the \$250 also

reflected Mr. Turner's hourly rate and revisions; a discussion followed on whether Mr. Turner's price is fair and, if so, whether the Board should approve the amount as a prize or an invoice. Bonnie proposed that the Board award Mr. Turner \$150 in prize money, then \$100 additional for revisions. Bonnie also raised the issue of the release, which Julie reported is still with the Bar for review.

Julie recommended that the Board approve Mr. Turner as the logo contest winner, award \$150 and compensate \$100 for additional work after he submits a separate invoice. Aaron made a motion to approve Jonathan Turner as the winner of the logo contest with the stipulation that he signs the release. Tracy seconded the motion, which received unanimous approval. Aaron then moved to award Mr. Turner an additional \$100 for design support; Carma Harper seconded the motion, which was unanimously approved.

SALARY SURVEY DISCUSSION/APPROVAL

Aaron reported that the 2008 Division salary survey is on track to go out to all paralegals and legal assistants statewide on September 1, 2008. The Board discussed Tracy Lewis' suggestion that the ranking component of Question 31 be taken out in favor of respondents simply mark those tasks they perform routinely. Also discussed was whether the hyperlink to the survey page should appear in the survey announcement in the Utah Bar Journal. Karen McCall has drafted the survey announcement and will submit it at the Bar Journal Committee meeting on July 31, so it can appear in the September/October 2008 edition. Karen also suggested giving respondents a minimum of 30 days to complete the survey. The survey results will be reported both on the Division's website and in the Bar Journal. JoAnna Shiflett raised the issue of whether legal administrators' report on surveys done through the Beehive Chapter of the Association of Legal Administrators relating to salary information for paralegals in the Utah area had been reviewed, which led to a decision to remove any reference to "legal administrator" in Question 1.

Aaron proposed that, in the interest of time and efficiency, Board members take the next couple of days to analyze and discuss via email the various versions of and changes to the salary survey, with the goal of producing a final draft in the next few days.

CALENDARING

The Board of Directors retreat is set for Saturday, September 20, 2008 at 9:00 a.m.; the suggested location is Aaron Thompson's home. Board of Directors meetings will take place on the first Thursday of each month, and the next Board meeting will be September 4, 2008.

ADDITIONAL ITEMS

No additional agenda items were raised by Board members. This meeting of the Board of Directors was thereby adjourned at 1:28 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 July 29, 2008.

Karen C. McCall
Secretary of the Meeting