

**Paralegal Division  
of the Utah State Bar  
Board of Directors Meeting  
May 7, 2009**

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

The meeting was called to order at approximately 12:10 p.m. by the Chair, Julie Eriksson. The following attendees were present, with the voting Directors present constituting a quorum:

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**ATTENDEES:**

Julie Eriksson, Chair	J. Robyn Dotterer*
Anna Gamangasso*	Bonnie Hamp* (by phone)
Carma Harper* (Region 1)	Cheryl Jeffs*
Karen McCall* (excused at 1:00 p.m.)	Suzanne Potts* (Region 4) (by phone)
Thora Searle* (Region 2)	JoAnna Shiflett*
Aaron Thompson*	

**EXCUSED:**

Sharon Andersen, Ex-Officio	Deb Caegory, Parliamentarian
Kimberly Cassett*	Heather Finch* (Region 3)
Sanda Flint*	

*\*Voting Member*

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**REVIEW/APPROVAL OF APRIL 2009 BOARD MEETING MINUTES**

J. Robyn Dotterer moved to approve the April 2009 Board meeting minutes, as revised by Karen McCall based on suggestions by JoAnna Shiflett. Anna Gamangasso seconded the motion, which received unanimous approval. The minutes will be entered.

**BOARD OF DIRECTOR NOMINATIONS/ELECTIONS**

The Board reviewed the nomination of the following Directors: Carma Harper, Region 1; Colleen Wrigley, Region 4; Lorraine Wardle, At-Large; Jessica Christensen, At-Large; Heather Nielson, At-Large; Kim Cassett, At-Large; and Steven Morley, At-Large. The present slate of nominees will move to election uncontested. As part of Board bylaw procedure, proxy forms will be sent out.

**COMMITTEE REPORTS**

Julie Eriksson reported that committee reports are due to her by May 18, 2009.

**KARIN VANDENBERG TRIBUTE**

Julie Eriksson reported that she has had several suggestions of a potential tribute to Karin Vandenberg. A discussion ensued of whether to do the tribute at the Paralegals' Day event or at the Annual Meeting. JoAnna Shiflett raised the issue of whether any tribute will set a precedent and give rise to an expectation of future

tributes. Thora Searle proposed placing a tribute to Ms. Vandenberg in a “Memoriam” section of the handbook for the Annual Meeting. A discussion followed of whether to incorporate an “Announcements” section on the Division’s website.

#### CREDIT CARD CHARGES FOR CLE REGISTRATION

Julie Eriksson reported that we will not be allowing the use of credit cards for Paralegals’ Day registration but a decision should be made concerning future events. Going forward, if individual Bar sections wish to accept credit cards, they must absorb the fees involved. Anna Gamangasso reported that she has had many complaints from people about credit card payments not being available for our Division. J. Robyn Dotterer raised the question of whether we should raise our CLE fees in order to cover potential credit card charges. Thora Searle stated that many people pay for their Division renewal by credit card, so we can’t accept checks exclusively for renewals without potentially affecting renewal rates. Julie Eriksson then confirmed that the Directors are in agreement about not accepting credit cards for CLE events. Bonnie Hamp will call Joyce at the Bar to see what the fee is for credit card use, to determine whether we can absorb it.

#### PARALEGAL DIVISION BAGS

Julie Eriksson raised a discussion of what to do with Division bags left over from last year’s Annual Meeting. A decision was made to give some of them away in a raffle at this year’s Annual Meeting.

#### BUDGET/FINANCE OVERVIEW

Bonnie Hamp reported that the most recent financial statement she has seen is from February 2009, when we had \$4,650 in our budget, but that we are in good shape for Paralegals’ Day and our Annual Meeting. Julie Eriksson reported that the March statement contained \$4,489.17, with the only expense being Blomquist-Hale. Anna Gamangasso reported that the Grand America has quoted a cost of \$5,200 for 160 attendees at Paralegals’ Day. Aaron Thompson requested that Bonnie look into how much it costs to print our Division membership cards. A discussion was held of the Bar’s Summer Convention attendance and finances – J. Robyn Dotterer stated that we’ll know our current budget status and how much the Division can reimburse Board members for convention expenses by July.

#### COMMITTEE/LIAISON REPORTS AND DISCUSSION

**Bar Commission Liaison.** Julie Eriksson reported that a change in membership dues is being discussed, and the first mentoring video was previewed. The new Chair-Elect is Rob Jeffs.

**Membership.** Thora Searle reported that 2009-10 Division renewals are starting to come in, and several new people want to join. Anna Gamangasso announced that her employer, Salt Lake County, will not be paying employees’ Division renewal fees for at least the next two years. Thora will keep track of how many Division members pay by credit card to determine whether we will have a desire to start allowing credit card payments for CLE events. To date, the Bar has not pushed the credit card processing fees upon the Division; Bonnie Hamp will contact Joyce at the Bar to see when or if this may happen. Thora will also keep track of public vs. private membership renewals and compare them to last year, to determine whether we have a large drop-off in membership due to some firms not paying their employees’ Division renewal fee.

**CLE.** Anna Gamangasso reported that the next Brown Bag, with Victoria Kidman, will provide ethics CLE. Preparations are going well for the May 21, 2009 Paralegals’ Day event as well as the Division’s June 19, 2009 Annual Meeting.

**UMBA Liaison.** JoAnna Shiflett reported that she is awaiting an update on this year’s UMBA Banquet.

**Website/Blog.** JoAnna Shiflett reported that our website has been updated to publicize upcoming Division events, and Aaron Thompson's court photos are being added. A recommendation was made to have Division forms placed in a secure, non-public location on the website. JoAnna will gather these forms and coordinate with the Bar's webmaster on this.

**Community Service.** No report.

#### REGIONAL DIRECTOR REPORTS

**Region 1.** No report.

**Region 2.** No report.

**Region 3.** In Heather Finch's absence, Julie Eriksson read the following: "I spoke to quite a few graduating paralegals and I think that will help with application numbers for next year. The Central Utah Bar Association is now allowing paralegals to be members and attend their monthly lunch CLEs so anyone in this area can get all of the CLE credits that they need without leaving Utah County. This information made it more appealing to them so they wouldn't have to drive to SLC to get their CLE."

**Region 4.** No report.

#### CALENDARING

The next Board meeting will be at Strong & Hanni on June 4, 2009. Paralegals' Day is May 21, 2009, with a luncheon event and CLE at the Grand America Hotel. The Division's Annual Meeting is June 19, 2009, and all current and new Directors should attend. The Bar's Summer Convention is July 15-18, 2009 in Sun Valley, Idaho.

#### ADDITIONAL ITEMS

No additional items were raised by Board members. This meeting of the Board of Directors was thereby adjourned at 1:33 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 May 7, 2009.

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Karen C. McCall  
Secretary of the Meeting