

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

November 13, 2008

**Strong & Hanni
3 Triad Center, 5th 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:

ATTENDEES:

Julie Eriksson, Chair	Sharon Andersen, Ex-Officio
Kimberly Cassett*	J. Robyn Dotterer*
Sanda Flint*	Bonnie Hamp*
Carma Harper* (Region 1)	Karen McCall*
Suzanne Potts* (Region 4) (by phone)	JoAnna Shiflett*
Thora Searle* (Region 2)	Aaron Thompson*

EXCUSED:

Deb Caletory, Parliamentarian	Heather Finch* (Region 3)
Anna Gamangasso*	Cheryl Jeffs*

* *Voting Member*

REVIEW/APPROVAL OF OCTOBER 2008 BOARD MEETING MINUTES

Aaron Thompson made a motion to approve the October 2008 Board meeting minutes. Thora Searle seconded the motion, and it was unanimously approved. The October 2008 minutes will be so entered.

COMMUNITY SERVICE AWARD TO BE PRESENTED TO CARMA HARPER

Julie Eriksson congratulated Carma Harper on the award she will be receiving at the Fall Forum. The award will recognize Carma's achievements in various charitable causes on the Board's Community Service Committee.

SPECIAL ANNOUNCEMENT BY THE CHAIR

Julie Eriksson reminded the Board that, as we are a division of the Bar, all decisions made on behalf of the Paralegal Division need to go through the Board.

BUDGET/FINANCE OVERVIEW

Bonnie Hamp reported that \$7,320 had been deposited into the Paralegal Division's account in October 2008, from member dues. She projects that we have \$6,300 in our budget. The October statement will be coming to us in mid-November; however, per Jeff at the Bar, future statements will be coming to Julie Eriksson instead of to Bonnie, as this is the usual policy. Julie stressed that any major Division expenses need to be cleared through Bonnie.

REPORTS

Membership. Thora Searle reported that she has one new membership to process and estimates that the Division has approximately 130 members; she is putting them into alphabetical order for placement on our website. Thora reported following up with two potential new Division members but receiving no information. Shortly thereafter, one of these individuals emailed John Baldwin at the Bar with a complaint about our application processing. Thora proposed that, as a result, we offer no more special treatment regarding payment for late membership applications. A discussion ensued regarding how to handle problematic applications and whether all application renewals should be held up while the problems are sorted out.

CLE. Sanda Flint reported that all remaining Brown Bag CLE events are set, though a speaker is still being confirmed for the legislative update. Justice Durrant will speak at Paralegals' Day, and at the Spring Convention in St. George, the paralegal breakout session topic will be the art of witness interviewing with Bryant McConkie. Supreme Court Justice Sandra Day O'Connor will be attending and speaking at the Summer Convention in Sun Valley. January 2009's Brown Bag, scheduled for the 14th, will feature Ben Wright speaking on understanding medical records. February's topic is legal research; March's topic is medical malpractice, with Steve Owens; and June's topic is the unauthorized practice of law, with Vicky Kidman. We are in need of a presenter for the paralegal breakout session at the Summer Convention, but we will not be covering the topic of paralegal utilization. Kim Cassett will try to get Enid Greene to speak.

Salary Survey. Aaron Thompson reported that he has not received the analysis of the results from Lincoln at the Bar, but the data is on our website. Aaron will meet with Karen McCall, his committee co-chair, to discuss an article on the salary survey for the January/February 2009 Bar Journal. Julie Eriksson will do a listserv announcement to the Division membership of the survey results after our new website is finished. Karen will send Julie the text of her salary survey announcement for use in the listserv.

Website/Blog. JoAnna Shiflett reported that a calendar of events will be appearing on our website, and a job posting board will be phased in. Karen McCall will email JoAnna the Board meeting minutes from 2007 and 2008 for posting on the site. A discussion was held on posting photographs from Division events. Julie Eriksson suggested spotlighting a couple of different paralegals on our website each month as a way for Division members to get to know each other. JoAnna solicited suggestions from Board members on the new website.

Bar Journal/Marketing. Karen McCall solicited suggestions from Board members for the January/February 2009 issue's "Paralegal Tips & Tricks" column. Julie Eriksson will send an announcement to Division members for further suggestions.

Community Service/YLD. Carma Harper reported that the upcoming "Wills for Heroes" events in Farr West and West Jordan have enough volunteers. JoAnna Shiflett has put together an informative binder on "Wills for Heroes" events. We are working with Everest College on a clothing drive, and one Community Service committee member has contacted Mervyns regarding obtaining clothing racks for this event. LAAU is doing a service project for a homeless teen shelter and is looking for donations.

UMBA Liaison. JoAnna Shiflett and Karen McCall attended the UMBA Banquet on behalf of the Division.

Bar Commission Liaison. Julie Eriksson reported that the Commission approved the awards to be given at the Fall Forum. The Bar lost funds in the Lehman Brothers collapse, but fortunately, the losses were from reserve funds.

Membership Taskforce. In Heather Finch's absence, Julie Eriksson reported that paralegals are being allowed to attend CLE functions for attorneys through Central Utah Bar Association, Cache County Bar Association and Southern Utah Bar Association.

CALENDARING

The next Board meeting will be at Strong & Hanni on December 4, 2008.

ADDITIONAL ITEMS

No additional agenda items were raised by Board members. This meeting of the Board of Directors was thereby adjourned at 1:12 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 November 13, 2008.

Karen C. McCall
Secretary of the Meeting