



**Paralegal Division
of the Utah State Bar
Board of Directors Meeting
September 3, 2009**

STRONG & HANNI

The meeting was called to order at approximately 12:00 p.m. by the Chair, Aaron Thompson. The following attendees were present, with the voting Directors present constituting a quorum:

ATTENDEES:

Aaron Thompson, Chair-Elect*
Karen McCall, Finance*
JoAnna Shiflett, Secretary*

Heather Finch, Co-Chair (Region 3)*
Thora Searle* (Region 2)
Carma Harper* (Region 1)

Colleen Wrigley (Region 4)*
Jessica Christensen*
Sanda Flint*
Heather Nielson*
Sharon M. Andersen, (Parliamentarian)

Kimberly Cassett*
J. Robyn Dotterer*
Steven Morley*
Lorraine Wardle*
Julie Eriksson, Ex-Officio Dir.

Via teleconference:

Kimberly Cassett*
Colleen Wrigley*

EXCUSED: Heather Finch*

**Voting Member*

REVIEW/APPROVAL OF MINUTES FROM THE ANNUAL MEETING AND SPECIAL BOARD MEETING OF JUNE 19, 2009

Carma Harper moved to approve the Annual Meeting Minutes and also the Special Board Meeting Minutes of 6/19/09. Motions were seconded by J. Robyn Dotterer.

BOARD OF DIRECTOR APPOINTMENTS:

Aaron Thompson discussed the present appointments for the current board, as follows:

Christensen, Mrs. Jessica A. - Government Relations Liaison
Nielson, Mrs. Heather - LAAU Liaison
Morley, Steven A. - Marketing & Publications Committee Chair

BUDGET/FINANCE:

Breakfast Expense: Discussion was had regarding payment for the expense for breakfast ordered in for the annual meeting. Carma Harper moved to approve the expense, seconded by J. Robyn Dotterer.

Membership Renewals: The Board then had a discussion on the possibility of applying upcoming membership renewals. Questions were addressed as to whether it would be feasible to apply before end of current year vs. upcoming year's budget. Julie Eriksson noted we should not to mingle next year's funds with present budget and to wait until July 1. Robyn Dotterer raised concerns of expenditures and ability to can we pay expenditures if overextended. General discussion regarding bookkeeping issues and anticipating renewals based on current numbers.

Karen McCall/Sun Valley Expense: Review and Consideration of Karen McCall's Sun Valley request reimbursement for attending Mid-Year Convention was addressed by the board. (Karen McCall was excused for this portion of the meeting pending Board discussion and vote on the issue.) Private discussion was had amongst the board relating to participation and Division representation at convention, including networking and representation opportunities, and purpose of having board members present at the meeting. There was further discussion relating to Karen's involvement and CLE attendance. Several options were presented by various board members for responding to the request. A final motion was made that no reimbursement be made, and by majority vote, approved. Final resolution: No reimbursement. Karen McCall was asked to return to the meeting.

MEMBERSHIP RENEWALS :

General discussion regarding reminding members of change in renewal period.

COMMUNITY SERVICE:

Carma Harper updated the board on her proposal for fund for community service projects wherein returned print cartridges, cell phones, computer parts, etc. could be used to help cover expenses.

LAAU:

Lorraine Wardle addressed the relationship between Division and LAAU and their respective roles. LAAU is very financially secure and Lorraine supports the two uniting for support. There was a general discussion on respective roles and why the two are necessary, including the issue with NALA affiliation and presenting CLA exam. Other items, included possibility of membership for student members, not active membership.

CLE:

Sanda Flint noted we no longer can use the facilities at Jones Waldo for our Brown Bag luncheons and discussion concern alternative venues for CLE events, including using BYU space

in Triad. Sanda Flint presented several wonderful “gift” items she recently obtained at no expense to offer to presenters and others, including tool kits and umbrellas.

GENERAL ITEMS:

Due to the time constraints, the board opted to table the remaining agenda items until the next board meeting. Thora Searle moved to table all remaining agenda items to the October 1, 2009 meeting, seconded by J. Robyn Dotterer.

Sanda Flint moved that the meeting adjourn; seconded by J. Robyn Dotterer.

No additional items were raised by Board members. This meeting of the Board of Directors was thereby adjourned at approximately 1:30 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 September 3, 2009.

/s/ JoAnna Shiflett

JoAnna Shiflett
Secretary of the Meeting