

MEETING MINUTES
November 9, 2017
BOARD PLANNING MEETING

12:04 p.m. Lorraine Wardle called the Meeting to Order. The following attendees were present:

ATTENDEES PRESENT:

Lorraine Wardle
Erin Stauffer
Paula Christensen
Candace Gleed

Julie Emery
Cheryl Miller

Via Telephone:
Robyn Dotterer
Stefanie Ray
Deborah Category
Cheryl Jeffs
Sarah Stronk

Excused:
Greg Wayment
Shaleese McPhee
Laura Summers
Terri Hines

Paula made a motion to approve the board meeting minutes of September 14, 2017. Candace seconded the motion, minutes were approved.

Lorraine reported that Laura has resigned as the YLD Community Service Chair effective at the end of November 2017. Sarah Stronk has accepted the position and will work with Laura regarding pending assignments. Sarah reported that the next event is scheduled for February 2018 in St. George, Utah.

Erin is working with the Utah State Bar in regards to topics for the CLE Brown Bags. She reported that Angie Jensen has volunteered to work on the Education Committee.

Lorraine stated that one-night lodging and gas is authorized for Julie Emery's presentation on LPP in St. George on December 1, 2017. Julie will attend the Spring and Summer Conventions in connection with the LPP Program.

Paula has not received a response from the Utah State Bar regarding online CLE. Paula also reported that she is keeping a spreadsheet for expenses and handed out the ledger. She requests receipts for the unknown expenses on the ledger.

Julie suggested that a formal request be made to the Utah State Bar regarding the fee charged for the use of their space. If the room fee was "comped" it would help keep the budget on track.

Lorraine announced that Cheryl Jeffs has taken over Laura's Director at Large position.

Robyn will conduct monthly web searches with respect to ethics and paralegal issues.

Greg is currently attending Fall Forum and will write an article for the Bar Journal. The salary survey article will be moved due to the retirement of Judge Durham.

Candace reported that she will look into posting on the new website for the Utah State Bar. She has also been reviewing LinkedIn as a presence for the Paralegal Division to be involved in.

Deb is working on the bylaws and should have a draft ready for review at the end of the month and will circulate to the committee. Deb is helping Julie with seminars in December and Spring.

Lorraine reported that there is no liaison set up for the new UPA Board.

Candace motioned to adjourn, Paula seconded, meeting was adjourned at 12:55.

