



MEETING MINUTES
July 13, 2017
BOARD MEETING

12:15 p.m. Lorraine Wardle Called the Meeting to Order. The following attendees were present:

ATTENDEES PRESENT:

Lorraine Wardle
Greg Wayment
Deborah Caegory
Shaleese McPhee
Erin Stauffer
Paula Christensen
Candace Gleed
Sarah Stronk

Robyn Dotterer
Stefanie Ray
Cheryl Miller
Terri Hines (via telephone)

Excused: Julie Emery
Laura Summers

Lorraine welcomed the new board members and asked all members to introduce themselves.

Lorraine announced the board member positions and asked everyone to send her their contact information to her if not previously sent. Lorraine will email a new list with updated information.

Board meetings will be held the second Thursday of every month at 12:00 p.m. at Snell & Wilmer. Lorraine thanked Erin and her firm Snell and Wilmer for hosting.

Candace made a motion to approve Board minutes of June 23, 2017. Robyn seconded the motion. June board minutes were approved.

Lorraine asked for board member preference on days for The Retreat August 19th. Preference was for Friday/Saturday in lieu of Saturday/Sunday.

Lorraine reported her goals for the year will be a mentoring program for new paralegals. Lexi Balling will be helping with this project. Working closer with the UPA and developing a practical CLE series for new paralegals are additional goals.

The budget has not yet been received from the USB. Paula with work with Julie to obtain.

Lorraine asked the board members to read the Standing Rules for the Paralegal Division that were revised in June.

Lorraine has received numerous names of volunteers that want to serve on committees. Discussions



about this will continue at The Retreat.

Candace reported that the CLE brown bag of July 12th with speaker Christopher Droubay did not take place due to a communications error. Paula made a motion to purchase a \$50.00 thank you gift card for Christopher Droubay, Robyn seconded. Candace will purchase and deliver the gift card.

Erin and Candace will attend USB Fall Forum on August 3, 2017.

Paula made a motion to adjourn, Erin seconded the motion. The meeting was adjourned at 1:10 p.m.