

MEETING MINUTES
August 19, 2017
BOARD PLANNING MEETING

9:10 a.m. Lorraine Wardle Called the Meeting to Order. The following attendees were present:

ATTENDEES PRESENT:

Lorraine Wardle
Greg Wayment
Deborah Calegory
Shaleese McPhee
Erin Stauffer
Paula Christensen
Candace Glead

Julie Emery
Stefanie Ray
Terri Hines
Cheryl Miller
Laura Summers

Excused:

Sarah Stronk
Robyn Dotterer
Cheryl Jeffs

Lorraine welcomed everyone and thanked them for coming to the retreat in Deer Valley.

Candace made a motion to approve the July 13, 2017 meeting minutes. Shaleese seconded the motion and it was approved.

Lorraine reported that the theme for the current year will be mentoring.

The job bank will only be sending out positions for paralegals. Other positions will be referred to other job banks.

Laura reported a Wills For Hero's is being planned for February 2018 in St. George, Utah. She will update everyone with details at a later date.

Lorraine suggested mentoring with the prior chair of the division. She feels this will be very helpful.

Julie and Candace suggested making CLE's available outside of the immediate Salt Lake City area as a way of networking.

Lorraine asked everyone to brainstorm some ideas for networking with other paralegals for CLE events.

Julie reported that she will give a monthly update on the LPP program.

Lorraine stated that the salary survey was sent out a few months ago. Due to a limited response, she will send it out again.

Greg reported that the deadline for the Bar Journal is in five weeks. Greg is also working on a brochure update.

Paula reported that she does not have the two years of prior financial records that must be retained. Lorraine will look into the issue and obtain the records.

Julie suggested that Directors outside of Salt Lake City be on the education committees and supported by the Board.

Lorraine would like all the committee members to think about what their budget is going to be for the year.

Julie reported that the Standing Rules are almost finalized.

Lorraine would like to have the main calendar on the division website to be updated. Julie will show Candace how to update the calendar for CLE events.

Lorraine read through all the board member descriptions and duties. The meeting was concluded as Lorraine met with each individual board members to discuss their position.

