

**April 12, 2018**  
**PARALEGAL DIVISION BOARD MEETING**  
**Snell & Wilmer**  
15 West South Temple Suite 1200  
Salt Lake City, UT 84101

MINUTES

**Attendees:** Julie Emery, Shaleese McPhee, Erin Stauffer, Sarah Stronk, Greg Wayment, Lorraine Wardle;  
**Attended by phone:** Deb Caleyory, Robyn Dotterer, Terri Hines, Stephanie Ray  
**Excused:** Paula Christensen, Cheryl Jeffs

- 1. Chair – Lorraine Wardle**
  - a. Reported that she needs to follow up with Nate Alder regarding the status of moving the Heather Finch Scholarship Fund to SLCC
  - b. She attended the Expungement Clinic, which was well attended, but the paralegals were not utilized. She will suggest to organizers to get more paralegals involved and set it up differently to move more people through the process faster.
- 2. Education – Erin Stauffer**
  - a. Reported that there were problems with the registration link for Paralegal Day – May 17, but the Bar has resolved the issues, so registration can continue.
  - b. Reported that lots of nominations have been received for Paralegal of the Year – deadline for nominations April 23
  - c. Asked that all members of the Board get a commitment from one company to donate a raffle prize AND swag for our bags for the Annual CLE – June 22. Lorraine is taking care of the swag bags, which will most likely be the folding, rolling carts.
  - d. **MOTION:** Erin Stauffer **SECOND:** Shaleese McPhee - The PD reimburse room reservation deposits as they are made, and attendees will be reimbursed for actual gas receipts and lodging, not to exceed \$1000 per person for Summer Convention – July 25-28. **VOTE:** Unanimous; motion passed.
- 3. Marketing and Publications – Greg Wayment**
  - a. Reported that the WFH was well organized and well attended.
  - b. Greg also attended the open house for new lawyers, along with Candace Gleed. Greg reported that this year the event was “reception-like,” and they did not talk to any new lawyers.
  - c. Greg wrote the Bar Journal article coming out in the next edition regarding document management.
- 4. Membership – Stefanie Ray/Shaleese McPhee**
  - a. Shaleese is back! Gearing up for annual renewals.
  - b. 141 Current Members
- 5. Social Media/Government Relations Committee – Candace Gleed**
  - a. Not in attendance, and no written report submitted.
- 6. Ethics/Professional Standards – Cheryl Jeffs/Robin Dotterer**
  - a. Reported “no hits: on monthly web searches for ethics/UPL/paralegal issues
- 7. Community Service/YLD –Sarah Stronk**
  - a. Upcoming WFH has been scheduled for May 19 in West Jordan
  - b. Rocky Mountain Innocence Center is in current need of volunteers. Lorraine will send out an email to the PD.

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**8. Parliamentary – Deb Category**

- a. Officers for next year's Board: (no vote, because only one nomination per office) **MOTION:** Robyn Dotterer **SECOND:** Terri Hines – The nominees, listed below, become the officers for next year's board. **VOTE:** Unanimous; motion passed
  - Chair Elect – Sarah Stronk
  - Secretary – Erin Stauffer
  - Finance Officer – Cheryl Miller
- b. Call for nominations for Board of Directors deadline April 23
- c. Notice of Annual Meeting to go out April 20
- d. Ballot & Proxy to go out by May 23
- e. There was a discussion about the proposed revision to the Bylaws. **MOTION:** Erin Stauffer **SECOND:** Shaleese McPhee - The Revision of Bylaws, as proposed by the Bylaws Revision Subcommittee, go to the membership for vote at the Annual Meeting, except for one small revision. Since the Finance Officer was not in attendance, we tabled the proposed revision to Section 6.2 until we can hear from Paula Christensen, then the final vote for that last change will be done by email. **VOTE:** Unanimous; motion passed.

**MOTION:** Shaleese McPhee **SECOND:** Sarah Stronk – Moved that the meeting adjourn. **VOTE:** Unanimous; motion passed.