



State Bar of New Mexico Paralegal Division

BOARD MEETING

IN-PERSON IN LAS CRUCES AND VIA VIDEO CONFERENCE

SATURDAY, JULY 10, 2021

AGENDA

Meeting called to order at: _____

I. Officer Reports

Chair	Angela Minefee	Report Attached
Chair-Elect	Emmalee Atencio	Report Attached
Immediate Past Chair	Yolando Hernandez	No Report
Secretary	Linda Sanders	Minutes Attached
Treasurer	Kay Homan	Report Attached

II. Standing Committee Reports

Budget & Finance	Kay Homan	Report Attached
Bylaws & Standing Rules	Kay Homan	Report Attached
eNews/Web Page	Debbie Tope & Amy Meilander	Report Attached
CLE Coordination	Linda Sanders	Report Attached
CLE Provider Approvals	Kay Homan	Report Attached
CLE Tracking	Emmalee Atencio	Report Attached
Nominating & Elections	Ruby Silva	No Report
Events Coordination	Dawne Roberto & Lynette Rocheleau	Report Attached
Membership	Emmalee Atencio & Kathy Campbell	Report Attached
Pro Bono/Community Service	Linda Sanders	Report Attached
Professional Development	Daniel Berg & Nancy Torres	Report Attached
Scholarship	Devany Whipple	Report Attached
Social Media Sub-Committee	Emmalee Atencio	Report Attached

III. Approval of April 3, 2021 Meeting Minutes

(5 minutes)

IV. Officer Reports

(15 minutes)

V. Committee Reports (Budget & Finance – CLE Tracking)

(35 minutes)

VI. Meeting Break

(15 minutes)

VII. Committee Reports (Nomination & Elections – Social Media)

(35 minutes)

VIII. Old Business

(5 minutes)

IX. New Business

a. 2022 Brown Bag CLEs

(10 minutes)

X. Adjournment _____

PARALEGAL DIVISION
BOARD MEETING
JULY 10, 2021

CHAIR REPORT Angela Minefee

DATE OF REPORT July 10, 2021

ACTIVITIES UNDERTAKEN

Activities as follows:

- Attended Board of Bar Commissioners virtual meetings on April 16 and June 11.
 - Attended Member Services Committee and Rural Outreach Committee meetings on April 5, June 7, and June 8, respectively.
- Met with Evann Laird to discuss website Phase II
 - Member profiles in lieu of membership directory – Phase II timeline
- Attended Wills for Heroes event April 24 – able to connect with a few Division members
- Attended Professional Development meeting with UNM Paralegal Certificate program Director
- Requested and received 2021 Paralegal Day Proclamation from the Governor's office
 - We have requested announcements in the Bar Bulletin in the August 11 and 25 issues, as well as, posting on the SBNM Facebook page on August 1 and 26
- Discussions with Events Committee and CLE Coordination surrounding September meeting challenges. Both the Chaves County Bar Association and Access to Justice have expressed an interest in participating in our Roswell event.
- Provided support to CLE Coordination Committee with registration
- Participated in discussion with the Scholarship Committee and attended meeting on June 23
- Participated and moderated Facebook pages and create posts
 - We are receiving views to our public Facebook page, but need more content. Ideally, we should post one organic post per day in addition to two scheduled posts.

Goals for this quarter:

- Focus on coordination with Events Coordination Committee and CLE Coordination to create itinerary and finalize September meeting in Roswell
- Holiday Swag bags remain a goal for this quarter

Respectfully submitted,
Angela Minefee

PARALEGAL DIVISION

BOARD MEETING APRIL 3, 2021

CHAIR-ELECT REPORT

EMMALEE ATENCIO

DATE OF MEETING:

JULY 10, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Sent emails to new division members extending any assistance with questions regarding the division and inviting them to join the next BOD meeting.
- Managed issues with MS Teams for BOD and Committee members
- Communicated with Events Coordination regarding July 10 BOD meeting in Las Cruces for meeting and event specifics
- Attended Zoom meeting with UNM Continuing Education regarding Paralegal Certification program

**Paralegal Division
Budget & Finance Committee
Treasurer/Budget & Finance Committee
Board Meeting Report**

Committee Title: **Budget & Finance Committee**

Committee Chair: **Kay L. Homan, CP**

Date of Report: **July 10, 2021**

RE: **Report**

Budget vs. Actual as of June 30, 2021 is attached. Balance in checking account as of June 30, 2021 is \$65,703.97 Anticipated expenses in June include Administrative Assistant quarterly billing (\$1,293.75) and travel expenses for members attending meeting in Las Cruces.

Respectfully submitted,

Kay L. Homan, CP
Treasurer

State Bar of New Mexico, Paralegal Division

2021 Budget vs. Actual

		Starting Balance	Ending Balance
1000	Checking 403-8	\$64,798.62	\$65,703.97

	Income	Budget	Actual	% to Budget
4805	CLE Provider Approvals	\$ 6,000.00	\$ 5,550.00	93%
4500	CLE Seminars	\$ 1,000.00	\$ 918.00	92%
4300	Earned Interest	\$ 100.00	\$ 29.35	29%
4000	Membership Dues	\$ 9,000.00	\$ 8,025.00	89%
	Miscellaneous Income	\$ 1,000.00		0%
			\$	
4000	Total Income	\$ 17,100.00	14,522.35	85%
	Expenses	Budget	Actual	% to Budget
6741	CLE Subsidy/Expenses	\$ 3,000.00		0%
5250	Contract Labor	\$ 5,200.00	\$ 2,587.50	50%
6100	State Bar Admin/IT/Technology	\$ 2,500.00	\$ 456.62	18%
6110	Donations/Contributions	\$ 6,000.00	\$ -	0%
	Mileage/Travel			
6140	Reimbursements	\$ 500.00	\$ -	0%
6310	Miscellaneous Expenses	\$ 200.00	\$ -	0%
6210	Elections	\$ 200.00	\$ -	0%
6230	Member Benefits/Bench & Bar	\$ 4,000.00	\$ 189.82	5%
6270	Postage & Delivery	\$ 150.00	\$ -	0%
6160	Receptions & Meetings	\$ 7,000.00	\$ -	0%
6160	Scholarships	\$ 3,000.00	\$ 150.00	5%
6751	Total Expenses	\$ 31,750.00	\$ 3,383.94	11%

CLE Seminars – included \$315
for 5/2020 CLE
\$150 transferred from
scholarship to Dues

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/E-News Committee

COMMITTEE CO-CHAIRS: Amy Meilander, Deborah R. Tope

DATE OF REPORT: July 10, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

Since the last Board meeting in April, the News and Calendar page was updated with the information for the July 10 meeting in Las Cruces to be held in person and the link to register to attend by Zoom. At the scholarship committee's request, information related to the new membership scholarship program has been posted to the News & Calendar page.

With that new application option, the web page committee decided to create a new page called "Join the Division" and placed the scholarship application information on that page along with the membership qualifications and the standard membership application form.

The reports, agenda & minutes for the April 3 meeting were posted. Additionally the Paralegal Day Proclamation for 2021 was posted to the News & Calendar page.

The CLE Credits Tables and CLE Total Tables were posted to CLE Resources page as they were updated monthly and the updated directory of active members has been uploaded to the Member Resources page. Job bank positions have been posted. The new brown bag seminars were posted and materials from Division-sponsored CLEs are posted as resources for members at the bottom of the CLE Resources page.

At the request of the CLE Coordination committee, we are in the process of adding a new tab which will offer access to the videos recorded from the Brown Bag seminars. The reference materials for PD-sponsored CLEs will be posted on the new page in chronological order along with the videos.

New members were welcomed on the News & Calendar page and an email was sent to each new member with login information, committees to join, and links to the Paralegal Division web pages.

New links were posted for the following forms as they were revised by Angela Minafee: the committee sign-up form, expense reimbursement form and the address change form.

The Pro Bono Opportunities page will be updated when events resume.

The web page committee has not submitted any requests for the weekly E-News e-mails. Entries related to events sponsored by the Division that have been published in the E-News were submitted by the organizing committee(s). We appreciate that.

The Committee continues to encourage the Board, Committee Chairs and members to suggest anything new or different that they would like to see on our website. We will take any suggestions to the Bar's Communications & Member Services & IT Department to pursue them.

Please let us know if you have questions or suggestions about the new website and new functionality.

ISSUES REQUIRING BOARD ACTION: None

**PARALEGAL DIVISION
BOARD MEETING
April 3, 2021**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMBER: Dora Paz

DATE OF REPORT: July 10, 2021

ACTIVITIES SINCE LAST REPORT:

April 21, 2021, Brown Bag Session: "A Paralegal's Role in a Quiet Title Suit" was held via Zoom. The CLE offered 1 hour of general of credit. The presenter for the event Kay Homan. Advertisement was run in the State Bar eNews, a flyer was posted on the Division website and Face Book page and an email blast sent to the membership. Members were encouraged to invite a friend/co-worker in an effort to increase awareness of and interest in the Division. A total of 30 members attended the event.

May 1, 2021, Law Day CLE: "How to Leverage the Feature and Functionality of the NMOneSource.com Service" was presented by Brenda Castello and "Legal Citation" was presented by Alethia Allen. The CLE was held via Zoom. Advertisement was run in the State Bar eNews, a flyer was posted on the Division website and Face Book page and an email blast sent to the membership. A total of 33 members attended the event.

June 16, 2012, Brown Bag Session: "Tips and Tricks for Calendar Management & Productivity" was held via Zoom. The presenter for the event was Devany Whipple. Advertisement was run in the State Bar eNews, a flyer was posted on the Division website and Face Book page and an email blast sent to the membership. Members were encouraged to invite a friend/co-worker in an effort to increase awareness of and interest in the Division. A total of 35 members attended the event.

ISSUES REQUIRING BOARD ACTION: None.

ATTACHMENTS: Attendance Reports are available upon request. Materials and video (when available) for the events are posted on the Division website.

**Paralegal Division
CLE Provider(s) Approval Committee
Board Meeting Report**

Committee Title: CLE Provider(s) Approvals Committee

Committee Chair: Kay L. Homan, CP

Date of Report: July 10, 2021

RE: Report

NBI/IPE is the only provider currently submitting CLE for approval by the Division in 2021. Deposit of approval fees through June 30, 2021 \$5,500.00 .

PARALEGAL DIVISION

JULY 10, 2021 BOARD MEETING

COMMITTEE TITLE: CLE TRACKING

COMMITTEE CHAIR: EMMALEE ATENCIO

COMMITTEE MEMBER: KAY HOMAN

DATE OF MEETING: JULY 10, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Answered member questions regarding CLE credits and recorded member CLE credit submissions for inclusion and tracking by the AA in the division database and monthly posting on the website

EVENTS COMMITTEE REPORT

Chair: Dawne Roberto

Co-Chair: Lynette Rocheleau

July 10, 2021

Planning continues for the September meeting in Roswell. A possible courthouse tour is being discussed. Hotels have been contacted and some look promising, however, a rough estimate of people attending is needed. Some conference rooms hold as little as 25, while other hotels offer 100+ capacity. Hotels that offer breakfast in the morning is preferable.

One of the hotels I contacted is charged almost \$300.00 a night, which I think is ridiculous. Right now, the average rate is \$100-\$125.00.

I would like to see if we can circulate a “jot form” request for attendance at the meeting. It feels like I am spinning my wheels and have no realistic range of how many people to estimate when I asked by the hotels. I have talked to two separate hotel planners and when trying to negotiate for items such as tea, coffee or discounted rooms, it has become nearly impossible without an idea of how many people we expect.

Paralegal Day- Barbara Lucero is graciously planning the meal at Pappadeaux.

Now that COVID restrictions are lifted, I would like to get this finalized as soon as possible so that I can try and get museum discounted tickets, etc. My idea is to have all the information regarding itinerary, activities, food places, etc. for easy access to the members.

PARALEGAL DIVISION

COMMITTEE TITLE: Membership

COMMITTEE: Emmalee Atencio and Kathy Campbell (Co-Chairs)
Kay Homan (Member)

DATE OF REPORT: July 5, 2021 (for July 10 Board Meeting)

2021 Membership Activity:

The following eight (8) members have been approved to date in 2021:

LastName	FirstName	Middle Name/ Initial	Firm Name	City	Category	Approved
Higuera	Jennifer		Giddens & Gatton Law PC	Albuquerque	1(b)	4/28/2021
Devi	Uma		Butt Thornton & Baehr PC	Albuquerque	3	5/21/2021
Rohrbaugh	Tara		Law 4 Small Business PC	Albuquerque	1(b)	5/21/2021
Barbere-Sutton	Meryl		New Mexico Legal Aid	Albuquerque	1(b)	6/14/2021
Chavez	Michelle	M.	NTESS LLC; Sandia Natl Labs	Albuquerque	1(b)	6/17/2021
Miller*	Robert	J.	Law 4 Small Business PC	Albuquerque	1(b)	6/17/2021
Cordova*	Corina		Law Office of Ryan J. Villa	Albuquerque	1(b)	6/17/2021
Anaya	Paul	Carlos	Amparo Alevante Law Firm	Albuquerque	1(b)	6/25/2021

*Scholarship recipients.

We currently have 120 active members and 9 inactives.

Miscellaneous:

See Professional Development Committee report for an update on the UNM Continuing Education Paralegal Studies program.

**PARALEGAL DIVISION
BOARD MEETING
April 1 2021**

COMMITTEE: **Pro-Bono/ Community Service Committee Report**

COMMITTEE CHAIR: **Linda Sanders**

DATE OF MEETING: **July 10, 2021**

ONGOING ACTIVITIES:

On February 12, 2021 I attended a meeting of the “Wills for Heroes” Committee of the Young Lawyers Division. Discussion centered on what an event would look like if held, including current COVID restrictions, State Bar requirements, and best practices for a safe event for participants and volunteers.

On April 9, 2021, I attended a planning meeting of the “Wills for Heroes” Committee of the Young Lawyers Division to finalize the event on April 24, 2021. A volunteer sign up was sent out and was posted on our Face Book page.

April 24, 2021, I attended the “Wills For Heroes” event. A total of 12 members volunteered at the event, split between AM and PM sessions. We were able to help 10 heroes execute estate planning documents.

May 5, 2021, I attended the debrief of the April 24, 2021 “Wills For Heroes” event and planning for the June 5th event. It was decided to expand the number of appointments due to the success of the April event and easing of the COVID related health order. A volunteer sign up was sent out and was posted on our Face Book page.

While I did not attend, the June 5th, 2021 event had 11 members volunteer and 16 heroes were able to execute estate planning documents.

Per current COVID guidelines, the State is now fully open and hopefully more event will resume in the near future. I continue to be in contact with sponsors of the various pro bono events in an effort to be prepared to support events and inform our membership when events resume.

The Young Lawyers Division is planning a “Wills for Heroes” event in Farmington on July 31, 2021. I emailed our Division members living in Farmington and Aztec to inform them of the event and inquire if they are interested in volunteering.

I reached out to Damon Hudson, Chair of the “Wills for Heroes” Committee for the Young Lawyers Division, to inquire if they would be interested in taking advantage of our September conference in Roswell to support an event. I was informed an event is being planned for Carlsbad in October. Our offer was declined due to lack of volunteer attorneys in that part of the state.

ISSUES REQUIRING BOARD ACTION: None.

PARALEGAL DIVISION

APRIL 3, 2021 BOARD MEETING

COMMITTEE TITLE: Professional Development

COMMITTEE CHAIR: Daniel Berg and Nancy Torres

COMMITTEE MEMBER: Emmalee Atencio

DATE OF MEETING: July 9, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- The attached letter was sent to UNM Continuing Education. A conversation with Audrey Arnold and Amy Thompson occurred on Tuesday, June 29, 2021. Daniel Berg, Emmalee Atencio, and Angela Minefee were present for a productive meeting. They believe their program is still post-baccalaureate and can issue “Post Baccalaureate Paralegal Certificates.” The degree is verified before issuing the certificate. They also accept anyone into their program, the educational requirements are only a high school diploma. We did not press them to ensure they understood that anyone who graduates from their program without a bachelors degree is not qualified to be a paralegal. It was implied in the conversation but not our intention to get accusatory at that time. We did ask for more information about the course requirements to ensure that their program can qualify. Currently the certificate program is roughly 96 hours of in-person time. UNM Continuing Education is working on an accurate amount of education this means for students. Most college courses, you usually calculate 2 hours of homework, per one hour of instruction. We consider what qualifies as a proper Post Baccalaureate program look like. During our meeting we briefly discussed that any changes to rules would involve changes into the NMRA and Adoption by the New Mexico Supreme Court.
- On April 9, 2021, Daniel Berg attended the CNM Paralegal Advisory Meeting and learned the following:
 - CNM is sunsetting the post degree certificate in paralegal studies. This will take about a year to implement as all students in the program will be able to complete the program as we work on a "teach out" of the program.
 - CNM will working on a survey to “industry partners” to ensure that they are teaching the skills needed for paralegals to be successful in the workplace and meeting the needs of the industry.

COMMITTEE ONGOING BUSINESS:

- The committee will continue to dialog with UNM Continuing Education and report back to the Board.

- **The committee requests the board discuss some of the questions brought forth. The committee's concern is what, in fact qualifies as a Post-Baccalaureate certificate program.**
- **The Committee request the board discuss the current requirements for qualification as a paralegal. There is some ambiguity with rules. For instances, how to distinguish NMRA 20-115 (A)(3), (A)(4), and the 15 semester hour substitute in (C). Does the Board see any interest in modernizing the Paralegal Qualifications and how would this be done?**
- Committee members will continue to participate in the CNM Paralegal Advisory Board meetings.
- The Professional Development Committee is continuing to consider creating a survey for lawyers and paralegals (member and non-member) to identify utilization requirements and goals. (This may be in conjunction with the proposed CNM study to stakeholders. This will help us to identify where to focus on CLEs, how to advocate to paralegal studies programs regarding skills to focus on and meet ongoing member needs.



State Bar of New Mexico Paralegal Division

Post Office Box 92860
Albuquerque, New Mexico 87199-2860
www.nmbar.org

April 15, 2021

Audrey Arnold
Executive Director
UNM Continuing Education
1634 University Blvd NE
Albuquerque, NM 87102

Re: Paralegal Certificate Course

Dear Ms. Arnold:

As chairs of the membership and professional development committees of the State Bar of New Mexico Paralegal Division, we would like to introduce ourselves and the State Bar of New Mexico Paralegal Division. Briefly, the Paralegal Division of the State Bar of New Mexico ("Division") was formally organized in August 1995 by New Mexico Supreme Court rule to encourage a high order of ethical and professional attainment of the paralegal profession by means of its members meeting certain levels of education to successfully perform substantive legal work under those rules. More detailed information about the Division is available on our [website](http://www.nmbar.org).

It has recently come to the attention of our committees that your program is no longer a post-baccalaureate certificate program. Unfortunately, because your certificate program does not meet the membership criteria of the Paralegal Division (specifically, NMRA Rule 24-101A.C.), the membership committee has had to deny membership to recent recipients of your program's certificate who are applying under Category 1(c) of our [application](http://www.nmbar.org).

Recognizing that we have a common goal of promoting the paralegal profession through education and awareness of its importance to the legal community, we would like the opportunity to meet with you and discuss ideas of how to introduce your students to the Division and its membership criteria, including possible class presentations by Division members, to ensure that they are informed that receiving a paralegal studies certificate from your program *alone* does not qualify them for Paralegal Division membership.

Please contact either one of us via email or telephone -- Daniel (daniel_berg@fd.org/505-804-6720) or Emmalee at (e_atencio@live.com/575-644-2167).

We look forward to hearing from you.

Sincerely,

Daniel Berg
Professional Development Committee Chair

Emmalee Atencio
Membership Committee Co-Chair

Carla C. Martinez, Esq.
2021 President,
State Bar of New Mexico

Paralegal Division
2021 Officers

Angela Minefee
Chair

Emmalee Atencio, ACP
Chair-elect

Linda Sanders
Secretary

Kay L. Homan, CP
Treasurer

Yolanda K. Hernandez
Immediate Past Chair

Board of Directors

Daniel R. Berg (2021-2022)
Dora Y. Paz (2021-2022)
Dawne B. Roberto (2020-21)
Lynette Rocheleau (2021-2022)
Nancy Torres (2020-21)
Devany Whipple (2021)

Kathleen F. Campbell, ACP
Administrative Assistant

Committee Chairs

Budget & Finance

Kay L. Homan, CP

Bylaws and Standing Rules

Kay L. Homan, CP

Communications

ENews/Web Page

Amy Meilander
Deborah R. Tope, CP, RP

Social Media

Emmalee Atencio, ACP

Membership

Emmalee Atencio, ACP
Kathleen F. Campbell, ACP

Continuing Legal Education

Coordination

Linda Sanders
Provider(s) Approvals
Kay L. Homan, CP

Tracking

Emmalee Atencio, ACP

Nominating and Elections

Ruby Silva

Events Coordination

Dawne B. Roberto
Lynette Rocheleau

Pro Bono/Community Service

Linda Sanders

Professional Development

Daniel R. Berg
Nancy Torres

Scholarships

Devany Whipple

Richard Spinello
Executive Director,
State Bar of New Mexico

PARALEGAL DIVISION

COMMITTEE TITLE: **Scholarship Committee Report**

COMMITTEE CHAIR: **Devany Whipple**

COMMITTEE MEMBERS: **Kay Homan, Emmalee Atencio, Daniel Berg and Feather Astor**

DATE OF MEETING: **July 10, 2021**

ACTIVITIES UNDERTAKEN DURING THIS QUARTER:

- Created Membership Scholarship Flyer
- CNM Video Presentation – Daniel Berg
- Email sent to NMSU- Alamogordo branch with offer to speak to their paralegal studies students about the division and about the new scholarships, no response received
- Created Jotform for Membership Scholarship and Certification Exam Scholarship for applications to be submitted through
- Created Gmail account for Scholarship Committee
- Membership Scholarships Received and Status:

4/20/2021 Robert Miller – Rejected due to required documents missing

5/1/2021 Robert Miller - Rejected due to missing employer affidavit

5/28/2021 Robert Miller- Approved

6/7/2021 Corina Cordova – Approved

- Posted to Membership Scholarship flyer to Facebook group and public Facebook page
- Enews/Website committee created a tab on the webpage for scholarships and posted membership scholarship flyer
- Responded to inquiry from CNM
- Researched Santa Fe Community College Paralegal program contact info
- Sent email to Santa Fe Community College Paralegal program on 5/5/2021 received no response
- Sent NMCDLA email blast about the Member Scholarship
- Scholarship committee met on 6/23/2021
- Notification of Scholarships approvals sent to Treasurer for transfer of funds and Treasure Notified administrative and membership committee so approval emails could be sent.

ONGOING ACTIVITIES

- Advertise scholarships
- Certification Exam Scholarship flyer
- Reviewing applications as they come in

ISSUES REQUIRED BOARD ACTIONS: None

FUTURE ACTIVITIES: Finalize CLE scholarship

PARALEGAL DIVISION

BOARD MEETING JULY 10, 2021

COMMITTEE TITLE: **SOCIAL MEDIA SUB-COMMITTEE**

COMMITTEE CO-CHAIRS: **EMMALEE ATENCIO**
ANGELA MINEFEE

COMMITTEE MEMBER: **LYNETTE ROCHELEAU**

DATE OF MEETING: **JULY 10, 2021**

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Facebook
 - Moderated activity in Facebook group
 - No new members added since last report
 - Maintained event calendar
 - Multiple posts made to encourage group activity
 - Moderated front-facing Division page for non-members to get information regarding the division and division events
- Twitter
 - Moderated activity, very low activity
- LinkedIn
 - Group page moderated
 - 5 members connected

MINUTES AS APPROVED FROM
PRIOR PD MEETING WITH REPORTS



Meeting Minutes

April 3, 2021

I. Call to Order

Chair, Angela Minefee, called to order the regular meeting of the SBNM Paralegal Division Board of Directors at 11:11 a.m. on April 3, 2021. Meeting held via Zoom conference.

II. Attendees

Board of Directors: Angela Minefee, Chair
Emmalee Atencio, Chair Elect
Yolanda Hernandez, Immediate Past Chair
Kay Homan, Treasurer
Linda Sanders, Secretary
Daniel Berg, Director
Lynette Rocheleau, Director
Devany Whipple, Director

Directors not present: Dawne Roberto
Nancy Torres

Members: Kathy Campbell, Division Administrative Assistant
Veronica Vasquez-Parra
Debbie Tope
Amy Meilander
Severina Dixon
Ruby Silva

III. Approval of minutes from last meeting

- a. Daniel Berg moved to approve the Minutes of the January 2021 BOD Meeting Minutes, second by Kay Homan. Motion passed.

IV. Reports

See agenda and attached reports for full reports submitted by Board of Directors and Committees.

- a. Report of the Chair:
 - i. Thank you for all the Board and Committee activity in the last quarter.



- ii. A recap of the Board of Bar Commissioners meetings has been added to TEAMS.
- iii. Please use our public Facebook page to invite non-member paralegals to join.
- b. Report of the Chair-Elect:
 - i. Eblast and Facebook post to try and fill the two volunteer spots;
 - ii. Recap of the exit-interviews per action item from January meeting;
 - iii. Has reached out to new members.
- c. Report of the Webpage/ENews Committee:
 - i. The platform transition at the State Bar is finished. All Division emails have been tested.
- d. Report of the CLE Coordination Committee:

ACTION ITEM: Include language that the Brown Bags Sessions qualify for NALA credit.

ACTION ITEM: post after-event follow up on Facebook

- e. Report of the CLE Tracking Committee:
 - i. A motion was made by Emmalee Atencio to remove the self-study cap for 2021. As always self-study credits will not be eligible for carry-over. Second by Kay Homan. Motion passed unanimously.
- f. Events Committee:
 - i. Planning is underway for a Paralegal Convention in Roswell in conjunction with our September BOD meeting.

ACTION ITEM: Linda Sanders will initiate a TEAMS conversation to incorporate the September CLE into this event.

- g. Membership Committee:
 - i. The renewal cycle is complete. Stats are available in the Report.
 - ii. Committee is working in conjunction with the Professional Development Committee. For more information looks at TEAMS.
- h. Pro-Bono/Community Service Committee:

ACTION ITEM: Linda Sanders will send a second email and Facebook announcement in an attempt to fill the two remaining volunteer spots for the Wills For Heroes event on April 24, 2021.

- i. Professional Development Committee:
 - i. Working on engagement with the paralegal study programs state wide;



- ii. Working in conjunction with the Membership and Scholarship Committees to develop plan to increase membership and engage current members.
- j. Scholarship Committee:
 - i. Motion was made by Devany Whipple to increase the Scholarship budget to \$3000. Second by Daniel Berg. Motion passed unanimously;
 - ii. Committee is working through a proposal of the Scholarship programs.

V. New business

Attended to in the course of Committee Reports.

VI. Old Business:

Attended to in the course of Committee Reports.

VII. Adjournment

- a. It was moved, seconded and passed to adjourn the meeting. Meeting adjourned at 1:31 p.m.

Minutes submitted by: Linda Sanders, Secretary



State Bar of New Mexico Paralegal Division

BOARD MEETING
VIA VIDEO CONFERENCE
SATURDAY, APRIL 3, 2021

AGENDA

Meeting called to order at: _____

I. Officer Reports

Chair	Angela Minefee	Report Attached
Chair-Elect	Emmalee Atencio	Report Attached
Immediate Past Chair	Yolando Hernandez	No Report
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Treasurer	Kay Homan	Report Attached

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(5 minutes)

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(15 minutes)

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(35 minutes)

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(15 minutes)

VII. Committee Reports (Nomination & Elections – Social Media)

(35 minutes)

VIII. Old Business

a. Scholarship Committee Recommendations

(20 minutes)

IX. New Business

a. 2021 Self-Study Credit Cap

(5 minutes)

X. Adjournment _____

PARALEGAL DIVISION
BOARD MEETING
APRIL 3, 2021

CHAIR REPORT Angela Minefee

DATE OF REPORT April 3, 2021

ACTIVITIES UNDERTAKEN

I would like to take a moment to acknowledge this Board and its Committees. Thank you for all the time, attention, dedication, and effort to further engagement and membership.

Activities as follows:

- Attended meeting with Evann Laird regarding distribution of resource guide, membership roster exclusion, and website re-launch.
- Attended Board of Bar Commissioners virtual meeting on February 5 and provide summary to the Board of Directors via Teams
- Follow up by email to Division members in attendance at Board of Directors meeting
 - Two members have joined committees: Feather Astor has joined the Scholarship Committee and Andrea Pompeo has joined the Pro Bono/Community Services Committee
- Provided updates and communication from the State Bar regarding website launch and sections information as provided by Communications
- Scheduled and meet with Kris Becker regarding pointers and strategies for holding a paralegal convention
- Worked with CLE Coordination Committee to moderate, organize registration, and present topic for revived Brown Bag CLE presentations
- Participated and moderated Facebook pages, create posts and sent out invites to join public page Facebook page

Goals for this quarter:

- Coordinate and work with Events Coordination Committee to assess viability of convention
- Begin planning phase for holiday swag bags
- Complete calendar sharing, Dropbox migration for Division use, and plan for broadcasting all future meetings

Respectfully submitted,
Angela Minefee

PARALEGAL DIVISION

BOARD MEETING APRIL 3, 2021

CHAIR-ELECT REPORT

EMMALEE ATENCIO

DATE OF MEETING:

APRIL 3, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Sent emails to new division members added in the last quarter of 2020 extending any assistance with questions regarding the division and inviting them to join the next BOD meeting.
- Set up the Division's MS Teams and established 3 Teams with several channels. Calendars were added for each team and OneNote Notebooks were added for each team to brainstorm and collaborate. Division docs added to files for BOD members.
 - SBNM Paralegal Division
 - Board of Directors
 - Committees and Sub-Committees
- Attended Zoom meeting with Evann Laird, SBNM Communications, regarding Bench and Bar issues and redesign of Bar website

**Paralegal Division
Budget & Finance Committee
Treasurer/Budget & Finance Committee
Board Meeting Report**

Committee Title: **Budget & Finance Committee**

Committee Chair: **Kay L. Homan, CP**

Date of Report: **April 3, 2021**

RE: **Report**

Budget vs. Actual as of 03/03/2021 is attached. We have a balance of \$57,681.60 in the checking account as of March 31, 2021.

Respectfully submitted,

Kay L. Homan, CP
Treasurer

State Bar of New Mexico, Paralegal Division

2021 Budget vs. Actual

	Starting Balance	Ending Balance
1000 Checking 403-8	\$56,326.73	\$57,681.60

Income	Budget	Actual	% to Budget
4805 CLE Provider Approvals	\$ 6,000.00	\$ 3,075.00	51%
4500 CLE Seminars	\$ 1,000.00	\$ -	0%
4300 Earned Interest	\$ 100.00	\$ 13.94	14%
4000 Membership Dues	\$ 9,000.00	\$ 1,625.00	18%
Miscellaneous Income	\$ 1,000.00		0%
4000 Total Income	\$ 17,100.00	\$ 4,713.94	28%
Expenses	Budget	Actual	% to Budget
6741 CLE Subsidy/Expenses	\$ 3,000.00		0%
5250 Contract Labor	\$ 5,200.00	\$ 1,293.75	25%
6100 State Bar Admin/IT/Technology	\$ 2,500.00	\$ 275.61	11%
6110 Donations/Contributions	\$ 6,000.00	\$ -	0%
6140 Mileage/Travel Reimbursements	\$ 500.00	\$ -	0%
6310 Miscellaneous Expenses	\$ 200.00	\$ -	0%
6210 Elections	\$ 200.00	\$ -	0%
6230 Member Benefits/Bench & Bar	\$ 4,000.00	\$ 36.57	1%
6270 Postage & Delivery	\$ 150.00	\$ -	0%
6160 Receptions & Meetings	\$ 7,000.00	\$ -	0%
6160 Scholarships	\$ 1,000.00	\$ -	0%
6751 Total Expenses	\$ 29,750.00	\$ 1,605.93	5%

**STATE BAR OF NEW MEXICO PARALEGAL DIVISION
BYLAWS COMMITTEE BOARD MEETING REPORT**

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Nettie Condit, Ruby Silva. Kathy Campbell

DATE OF MEETING: April 3, 2021

ACTIVITIES UNDERTAKEN:

ONGOING ACTIVITIES:

The Bylaws Committee is available to the Division Chair for assistance with any parliamentary procedures as needed pursuant to the provisions of the Standing Rules.

The Committee is recruiting new members.

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/ENews Committee

COMMITTEE CO-CHAIRS: Amy Meilander, Deborah R. Tope

DATE OF REPORT: April 3, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The SBNM's transition to a new website is now complete. The new website went live on March 16, 2021 and can be found at the new domain at www.sbnm.org. The Division's section can be found under the Leadership link at www.sbnm.org/Leadership/Divisions/Paralegal.

The Division's pages have now been moved to the new site. The new site has a clean look with a simplified navigation panel that remains in view on the left hand panel and makes moving around the site easy. The committee has trained on content management for the new site, updated the information and checked all the links. We are now able to upload and link files ourselves without going through the IT department. All e-mail addresses to contact the Division are now through the new domain at sbnm.org, for example pd@sbnm.org and can be found in the updated "To Contact the Division" on the home page. Angela developed a new online committee sign-up form which has been added to the Member Resources page.

To log in to the new website for the first time, members are advised to use the "forgot password" link using their e-mail address. They will receive an e-mail with a link to create a new password (or re-use their existing password). Members will now log in using their e-mail address rather than their bar number.

Following the January meetings, the website was updated to list the officers and directors and committee chairs for 2021. The News and Calendar page was updated with the 2021 dates and revised to note the April 3 meeting will be conducted remotely with the link to register to attend by Zoom. The reports, agenda & minutes (where available) for the January 9 meetings were posted.

Since the last Board meeting in January the CLE Credits Table and CLE Total Table were posted to CLE Resources page as they were updated. The 2020 CLE credits table has now been replaced with the 2021 credits table. The inactives list was updated. This was a particularly active period with multiple job bank postings and the job bank page now has a link to the Bar Bulletin Classified Ads at the bottom. Additionally, the job bank guidelines has been revised to clarify that the Division does not post listings for employment agencies or recruiters. The new brown bag seminars are posted when possible and materials from Division-sponsored CLEs are posted as resources for members at the bottom of the CLE Resources page. The Pro Bono Opportunities page will be updated when events resume.

New members were welcomed on the News & Calendar page and an email was sent to

each new member with login information, committees to join, and links to the Paralegal Division web pages.

During our training, the committee inquired about what new features and functionality may be available to the Division through the new domain, such as accessing PD committee groups set up inside the membership portal. The website is not yet configured for such functionality. The Bar's Communications & Member Services and IT Department will contact us when more information is available.

The Committee would like to encourage the Board, Committee Chairs and members to suggest anything new or different that they would like to see on our website. We will take any suggestions to the Bar's Communications & Member Services & IT Department to pursue them. For example, the Committee would like to know if the Board would be interested in including a section with photos of the Board as seen in the attached screenshot from the Bar's Governance/BBC page.

We anticipate that we will continue to learn more about changes related to the new website and new functionality available to us as we all get more familiar with it. Please let us know if you have questions or suggestions.

ISSUES REQUIRING BOARD ACTION: None

Officers

Number of Commissioners by District at the Commission's Meeting	
1st District	2nd District
3rd District	4th District
5th District	6th District
7th District	8th District
9th District	10th District
11th District	12th District
13th District	14th District
15th District	16th District
17th District	18th District
19th District	20th District
21st District	22nd District
23rd District	24th District
25th District	26th District
27th District	28th District
29th District	30th District
31st District	32nd District
33rd District	34th District
35th District	36th District
37th District	38th District
39th District	40th District
41st District	42nd District
43rd District	44th District
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79th District	80th District
81st District	82nd District
83rd District	84th District
85th District	86th District
87th District	88th District
89th District	90th District
91st District	92nd District
93rd District	94th District
95th District	96th District
97th District	98th District
99th District	100th District



Carla C. Martinez
President



Carolyn A. Wolf
President-Elect



Benjamin I. Sherman
Secretary-Treasurer



Ernestina R. Cruz
Immediate Past President

Commissioners

First Judicial District



Ms. Constance Grace Tatham
12/31/2021



Ms. Elizabeth Jacqueline Travis
12/31/2023



Ms. Carolyn A. Wolf
12/31/2023
President-Elect

Second Judicial District



Ms. Carla C. Martinez
12/31/2022
President, State Bar of New Mexico



Hon. Kevin L. Fitzwater
12/31/2022



Ms. Lucy Higgins Sinkular
12/31/2021

**PARALEGAL DIVISION
BOARD MEETING
April 3, 2021**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMBER: Dora Paz

DATE OF REPORT: April 3, 2021

ACTIVITIES SINCE LAST REPORT:

January 9, 2021, Ethics CLE: "A Case Study on the Importance of a Fee Agreement" CLE was held via Zoom. The CLE offered 1 hour of ethics of credit. The presenter for the event Linda Sanders. Advertisement was run in the State Bar eNews, a flyer was posted on the Division website and Face Book page and an email blast sent to the membership. A total of 40 members attended the event.

February 17, 2021, Brown Bag Session: "Deeds" CLE was held via Zoom. The CLE offered 1 hour of general of credit. The presenter for the event Linda Sanders. Advertisement was run in the State Bar eNews, a flyer was posted on the Division website and Face Book page and an email blast sent to the membership. A total of 24 members attended the event.

March 17, 2021, Brown Bag Session: "LLC Formation" was held via Zoom. The CLE offered 1 hour of general of credit. The presenter for the event Angela Minefee. Advertisement was run in the State Bar eNews, a flyer was posted on the Division website and Face Book page and an email blast sent to the membership. Members were encouraged to invite a friend/co-worker in an effort to increase awareness of and interest in the Division. A total of 37 members and 3 non-members attended the event. The names and contact information of the non-members was provided to the Membership Committee for follow-up.

ISSUES REQUIRING BOARD ACTION: None.

ATTACHMENTS: Attendance Reports are available upon request. Materials for the CLEs are posted on the Division website.

**Paralegal Division
CLE Provider(s) Approval Committee
Board Meeting Report**

Committee Title: CLE Provider(s) Approvals Committee

Committee Chair: Kay L. Homan, CP

Date of Report: April 3, 2021

RE: Report

NBI/IPE is the only provider currently submitting CLE for approval by the Division in 2021. Deposit of approval fees through 2/28/2021 - \$1,725. Deposits in March - \$1,350.

PARALEGAL DIVISION

APRIL 3, 2021 BOARD MEETING

COMMITTEE TITLE: CLE TRACKING

COMMITTEE CHAIR: EMMALEE ATENCIO

COMMITTEE MEMBER: KAY HOMAN

DATE OF MEETING: APRIL 3, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Answered member questions regarding CLE credits and recorded member CLE credit submissions for inclusion and tracking by the AA in the division database and monthly posting on the website
- Coordinated with Division AA regarding member CLE deficiencies for 2020
 - 4 members were given extensions to complete their 2020 CLE credits due to ongoing issues during pandemic

COMMITTEE NEW BUSINESS:

- The committee would like to propose that the cap on the number of self-study credits that can be earned in 2021 be lifted similar to 2020 due to ongoing issues during the pandemic. Like 2020, self-study credits would still not be eligible for roll-over to the subsequent year's CLE totals.

EVENTS COMMITTEE REPORT

Chair: Dawne Roberto

Co-Chair: Lynette Rocheleau

Date of Report: April 3, 2021

ACTIVITIES SINCE LAST REPORT:

We have been tasked with organizing our September meeting in Roswell. Several questions remain which makes it very difficult to plan anything. We cannot be too overzealous and try to plan a large event with a lot of activities when only a few people are interested in attending.

I have called several hotels and have received almost the same response. In order to book a block of rooms and a conference room or two, a contract must be signed. Several of them charge a cancellation fee and all of them charge a deposit (ranging from \$100-\$200)

Most of the hotels DO NOT offer a sit-down meal service in the restaurants and those that have the free breakfast, offer breakfast bags to go. All of this is what is going on currently and is subject to change.

One option is to get an invitation out and see how many members RSVP that they are interested in traveling to Roswell. We cannot assume all Board members will want to travel and some may just want to attend remotely.

After we get a general idea of attendance, we can choose a hotel with reasonable prices, good group discount and make a deal on the conference room(s). After it is booked, we can type a "Places to Visit" and "Restaurant Guide" for those that have family. People will have the option of hanging out at the hotel or sightseeing. I will coordinate with a couple of the "touristy" spots to see if they will give us a discount on admission, or at least what discounts are offered (i.e. AAA, AARP, Military, etc.).

Another option is to book a conference room or two, sign a contract with a hotel and plan meals at local restaurants, and plan activities.

Here is a list of hotels I have reached out to in Roswell:

Holiday Inn

Towne Place Suites

Fairfield Inn

Home2Suites

Angela has made contact with La Quinta.

ISSUES REQUIRING BOARD ACTION: Statement of what needs to be discussed/voted on (be sure to let Angela know you want time on the Agenda)

PARALEGAL DIVISION

COMMITTEE TITLE: Membership
COMMITTEE: Emmalee Atencio and Kathy Campbell (Co-Chairs)
Kay Homan (Member)
DATE OF REPORT: April 3, 2021

2021 Membership Renewal Cycle Stats to Date:

- At the end of 2020, we had 129 active members
- Of those, 113 active members renewed (74 online and 39 by mail); (3 were approved after September 1st and did not need to renew)
- 0 members transferred to inactive status
- 16 active members did not renew
- 2 members were disenrolled for CLE noncompliance
- 2 inactives did not renew (Kelbe and Ortiz)
- 0 members have been approved to date in 2021
- We currently have 112 active members and 9 inactives
- 3 members (Madrid, Nieto, and Ortiz) are MCLE non-compliant and have been given extensions. They are considered not in good standing and will be disenrolled if they have not met their 2020 requirement by their extension date.
- The following 16 active members were disenrolled for nonrenewal (disenrollment letters were mailed February 15):

Barker, Tobanna	Murray, Ariel
DeHoyos, Melissa	Phillips, Frances,
Denardo, Tracy	Pummell, John
Hernandez, Cindee	Roark, Darla
Jaramillo, Vanessa	Rollins, Christopher
Martinez, Melissa	Stuchly, Pamela
McCoy, Leslie	Thurman, Esabel
McInnis, Sheryl	Williams, Michelle

An exit interview was conducted of those members who did not renew and who had not previously responded to reminders. One member (Vanessa Jaramillo) responded that she was applying to law school and, in addition, with Covid and her school schedule she was unable to complete her CLE credits. Five other members (Denardo, Pummell, Phillips, Roark and Williams) had previously responded to reminders that they were not renewing due to retirement or leaving the profession.

Miscellaneous: AA/Co-Chair has responded to various requests regarding paralegal licensing and membership qualification. The Co-Chairs met with the Professional Development Committee to address how to approach the UNM Continuing Education certificate program regarding their discontinuance of the post-baccalaureate requirement. The program had been changed in the early 2000s at the urging of Former Chair Bonita Ortiz. Ms. Ortiz was contacted for her input and she responded as follows:

Yes, I did work with the UNM Continuing Education Department to stop advertising its paralegal certificate program as a singular means of qualifying someone to be a paralegal. It was a struggle, as the program was a money maker for that department. I both had multiple conversations and written communications with UNM. That was over 15 years ago. If my memory serves me, it wasn't that long after I left employment at UNM that the Continuing Ed department again began inflating the value of its program in its advertising campaigns.

Unfortunately, Bonita did not retain any written communication or notes regarding her contacts with the department that would assist the Professional Development Committee in their communication with the UNM Continuing Education department.

**PARALEGAL DIVISION
BOARD MEETING
April 1 2021**

COMMITTEE: **Pro-Bono/ Community Service Committee Report**

COMMITTEE CHAIR: **Linda Sanders**

DATE OF MEETING: **April 1, 2021**

ONGOING ACTIVITIES:

Unfortunately, due to the current health crisis, all events continue to be cancelled. The Chair of the Committee continues communication with sponsors of the various pro bono events to offer volunteer services for any online or telephonic events and to be prepared to support events and inform our membership when events resume.

On February 12, 2021 I attended a meeting of the “Wills for Heroes” Committee of the Young Lawyers Division. Discussion centered on what an event would look like if held, including current COVID restrictions, State Bar requirements, and best practices for a safe event for participants and volunteers.

On March 12, 2021, I attended a second meeting of the “Wills for Heroes” Committee of the Young Lawyers Division. It was decided to hold an event on April 24, 2021. The event will be at the State Bar beginning at 9:00 am. We will be using two rooms which will be limited to no more than 6 people at any given time (1 attorney, up to 2 participants, 3 paralegals to witness and notarize). Social distancing and masks will be required. Appointments will be staggered and traffic patterns in the building monitored to ensure safety. Paralegals will work in morning and afternoon shifts of 3 ½ hours to give as many members as possible an opportunity to volunteer. A volunteer sign up has gone out and has been posted on our Face Book page and as of the writing of this Report the morning session is full and 4 members have volunteered for the afternoon.

ISSUES REQUIRING BOARD ACTION: None.

PARALEGAL DIVISION

APRIL 3, 2021 BOARD MEETING

COMMITTEE TITLE: Professional Development

COMMITTEE CHAIR: Daniel Berg and Nancy Torres

COMMITTEE MEMBER: Emmalee Atencio

DATE OF MEETING: APRIL 3, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Committee met and discussed UNM Continuing Education which does not comply with the statutes related to paralegals in New Mexico. The committee discussed that this previously happened more than 10 years ago. It was agreed that a letter would be drafted to alert them and encourage them to comply with the Statute.
- The committee was notified that CNM will be having a Paralegal Studies Advisory on April 9, 2021. Emmalee Atencio will join Daniel Berg at this meeting, on behalf of the Professional Development Committee.
- The committee discussed surveying all lawyers and paralegals to work on a ranking of paralegal duties, expectations for paralegals, and demographic information including utilization and compensation. This would look like an email to all attorneys and member or non-member paralegals with a link to a JotForm questionnaire. This contact with attorneys and non-member paralegals could encourage membership. Member surveys would be tailored to resemble the working group survey conducted in 2019 in addition to adding questions regarding utilization and compensation.

COMMITTEE NEW BUSINESS:

- The committee is proposing drafting a letter to the UNM Continuing Education Program notifying them that they are graduating students that do not qualify as paralegals under the Rules and do not qualify for membership in the Division.
- The Professional Development Committee is proposing to meet with CNM Program Directors and Constituents at the CNM Paralegal Division Advisory Board Meeting on April 9, 2021.
- The Professional Development Committee is proposing to begin creating a survey for lawyers and paralegals (member and non-member) to identify utilization requirements and goals. This will help us to identify where to focus on CLEs, how to advocate to paralegal studies programs regarding skills to focus on, and meet ongoing member needs.

PARALEGAL DIVISION

COMMITTEE TITLE: Scholarship Committee Report

COMMITTEE CHAIR: Devany Whipple

COMMITTEE MEMBERS: Kay Homan, Emmalee Atencio, Daniel Berg and Feather Astor

DATE OF MEETING: April 3, 2021

ACTIVITIES UNDERTAKEN DURING THIS QUARTER:

The scholarship committee worked very hard this quarter to begin to reform the scholarships we offer. There were lots of discussions and brainstorming. We met on March 9th and in attendance was Devany, Kay, Emmalee and Daniel. The Committee discussed requesting an increase to the scholarship budget, how it would affect the Division, and how much of an increase would be possible and reasonable. We also discussed many options of different type of scholarships but decided to table the original college scholarship while we further discuss how to revise it. We discussed implementing three new scholarships:

- 1st year Member Fee Scholarship -to obtain more members to the division.
- National Certification Exam Scholarship, which will include their 1st year membership fee- to assist with compliance to become a member as well as get them to join the membership.
- Member's Only CLE Scholarship - For the CLEs put on and sponsored by the division which would assist with the issue of members not meeting the CLE requirements. We would be able to list as a member benefit, which will hopefully result in more membership interest.

We were all in agreement that scholarship applications could be send through Jotform and we began discussing outreach ideas as well as the application process and required documentation.

ONGOING ACTIVITIES:

Finalize the requirements, application, and documentation to apply, create flyers and presentations, schedule meetings with college programs to inform students regarding the available scholarships and collaborate with professional development committee to inform the students about the division at the same time. Discuss and brainstorm additional ways to make the scholarships well known.

ISSUES REQUIRING BOARD ACTIONS:

Increase annual budget by \$2,000 making our total budget \$3,000. See detailed proposal attached.

FUTURE ACTIVITES:

Reform the college scholarship requirements and guidelines.

Proposal

The scholarship committee has been working diligently to get the scholarship program revitalized. We have discussed many options and have a lot of great ideas to move forward and try to get more members to join the division. For this year we have decided to table the original college scholarship while we work on updating the requirements and qualifications to pique interest in that particular scholarship and move forward with providing three new scholarships:

- 1st year Member Fee Scholarship
- National Certification Exam Scholarship (which will include their 1st year membership fee)
- Member's Only CLE Scholarship - For the CLEs put on and sponsored by the division.

However, in order to put our ideas into action and provide three different scholarships we are going to need a larger budget and would like to request a budget increase of \$2,000, making our total budget \$3,000 annually. Increasing the budget would allow us to provide approximately 20 new membership scholarships, 3 national certification scholarships, and the remaining \$450 to go to the CLE Scholarship, depending on the interest in each scholarship. We would keep the scholarships available year-round until there are no more funds.

PARALEGAL DIVISION

BOARD MEETING APRIL 3, 2021

COMMITTEE TITLE: **SOCIAL MEDIA SUB-COMMITTEE**

COMMITTEE CO-CHAIRS: **EMMALEE ATENCIO**
ANGELA MINEFEE (2021)

COMMITTEE MEMBER: **LYNETTE ROCHELEAU**

DATE OF MEETING: **APRIL 3, 2021**

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Facebook
 - Moderated activity in Facebook page
 - No new members added since last report
 - Maintained event calendar
 - Multiple posts made to encourage group activity
 - Angela Minefee sent Admin request on Jan. 2, 2021 as co-chair of subcommittee for 2021
 - Started front-facing Division page for non-members to get information regarding the division and division events
- Twitter
 - Moderated activity, very low activity, only 4 members following
- LinkedIn
 - Group page created and moderated
 - 5 members connected