



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
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 January 9, 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

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		Commissioners	
1st District	2nd District	3rd District	4th District
1st District	2nd District	3rd District	4th District
1st District	2nd District	3rd District	4th District
1st District	2nd District	3rd District	4th District
1st District	2nd District	3rd District	4th District
1st District	2nd District	3rd District	4th District
1st District	2nd District	3rd District	4th District
1st District	2nd District	3rd District	4th District
1st District	2nd District	3rd District	4th 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

MINUTES AS APPROVED FROM
PRIOR PD MEETING WITH REPORTS



Meeting Minutes

January 9, 2021

I. Call to Order

Chair, Angela Minefee, called to order the regular meeting of the SBNM Paralegal Division Board of Directors at 1:20 p.m. on January 9, 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
Dawne Roberto, Director
Devany Whipple, Director
Dora Paz, Director

Members: Kathy Campbell, Division Administrative Assistant
Matthew Lucero
Debbie Tope
Amy Meilander
Nettie Condit
Feather Astor

III. Approval of Appointment of new Board Members

- a. New Board members Daniel Berg, Dora Paz and Lynette Rocheleau were welcomed.
- b. The write in appointment of Kay Homan as Treasurer was approved.
- c. The appointment of Devany Whipple to fill the remaining term of Emmalee Atencio as a Director was approved.

IV. Approval of minutes from last meeting

- a. Linda Sanders moved to approve the Minutes of the January and April 2020 BOD Meeting Minutes as revised, second by Kay Homan. Motion passed.



- b. Kay Homan moved to approve the Minutes of the September 2020 BOD Meeting Minutes, second by Emmalee Atencio. Motion passed.

V. Reports

See agenda and attached reports for full reports submitted by Board of Directors and Committees. Reports not listed in this section were not discussed further than submitted written report.

- a. Membership Committee
 - i. Discussion as to the possible causes in the decrease in membership.
 - ii. Need to review the 2019 Survey results regarding what members want from the Division.

ACTION ITEM: Emmalee Atencio will prepare an informal exit interview and reach out to former members as to why they did not renew their membership.

- b. Scholarship Committee
 - i. Discussion as to updating/changing the requirements for scholarship requirements.

ACTION ITEM: The Scholarship and Professional Development Committees will work to develop recommendations to the BOD regarding updating/changing the scholarship program.

VI. New business

- a. The Chair announced the following Committee Chairs for 2021:
 - Budget & Finance: Kay Homan
 - Bylaws & Standing Rules: Kay Homan
 - CLE Coordination: Linda Sanders
 - CLE Provider Approvals: Kay Homan
 - CLE Tracking: Emmalee Atencio
 - eNews & Web Page: Debbie Tope & Amy Meilander
 - Newsletter: Lynette Rocheleau
 - Social Media: Emmalee Atencio & Angela Minefee
 - Events Coordination: Dawne Roberto & Lynette Rocheleau
 - Awards: Ruby Silva
 - Nominating & Elections: Ruby Silva
 - Pro-Bono/Community Service: Linda Sanders
 - Professional Development: Nancy Torres & Daniel Berg



Scholarship: Devany Whipple

- b. A discussion was held as to allowing non-member paralegal and legal assistants to be allowed to participate in attending CLE events.

ACTION ITEM: The CLE Coordination, Membership and Professional Development Committees will work to develop recommendations to the BOD.

- c. The Chair provided information on electronic resources/tools available to the BOD to conduct business outside of regular meetings.
 - i. After discussion regarding the purchase of a JotForm account for the Division, it was decided to purchase a one year subscription only while we wait to see what the new web platform being rolled out by the State Bar will support.
 - ii. Lynette Rocheleau moved to reimburse the Chair for her out-of-pocket expenses related to the JotForm account which has been being used to the benefit of the Division. Second by Daniel Berg. Motion passed.
- d. Linda Sanders discussed ideas for rolling out the brown bag lunches in 2021 and requested volunteers for the months in which CLEs are not held. Linda will coordinate publicity, registration and credit. The following Directors volunteered to present/find a speaker:
 - i. February: Linda Sanders
May: Dawne Roberto
June: Nancy Torres
July: Daniel Berg
August: Angela Minefee
 - ii. The following months still need to be covered:
March
October
November

VII. Adjournment

- a. It was moved, seconded and passed to adjourn the meeting. Meeting adjourned at 3:18 p.m.

Minutes submitted by: Linda Sanders, Secretary



BOARD MEETING
VIA VIDEO CONFERENCE
SATURDAY, JANUARY 9, 2021

AGENDA

Meeting called to order at: _____

- | | | |
|--|-------------------------------|---------------------|
| I. Officer Reports | | |
| Chair | Angela Minefee | No Report |
| Chair-Elect | Emmalee Atencio | No Report |
| Immediate Past Chair | Yolando Hernandez | No Report |
| Secretary | Linda Sanders | No Report |
| Treasurer | Kay Homan | No Report |
| 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 | No Report |
| Membership | Kathy Campbell | Report Attached |
| Pro Bono/Community Service | Linda Sanders & Amy Meilander | Report Attached |
| Professional Development | Emmalee Atencio & Ruby Silva | No Report |
| Scholarship | Nettie Condit | Report Attached |
| Social Media Sub-Committee | Emmalee Atencio | Report Attached |
| III. Approval of September 19, 2020 Minutes | | (5 minutes) |
| IV. Committee Reports | | (10 minutes) |
| V. Old Business | | |
| a. Scholarship Committee | | (15 minutes) |
| VI. New Business | | |
| a. Committee Appointments | | (5 minutes) |
| b. Board & Committee Communication | | (10 minutes) |
| c. Brown Bag CLEs | | (15 minutes) |
| VII. Adjournment _____ | | |

**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: **January 9, 2021**

RE:

Budget vs. Actual as of 12/31/20 is attached. Commemorative Gifts totaled \$3,177.83; Member Benefits totaled \$1,975.00; Receptions & Meetings totaled \$3,798.57 (included \$15 gift cards for members). Postage for mailings of gifts to members increased to \$686.05. Only \$500.00 of the \$6,000.00 budgets for Donations/Contributions was expended. There were no applicants for scholarships, so the \$1,000.00 scholarship budget was not expended. We have a balance of \$54,776.59 in the checking account as of December 31, 2020.

Respectfully submitted,

Kay L. Homan, CP
Treasurer

State Bar of New Mexico, Paralegal Division

2020 Budget vs. Actual

	Starting Balance	Ending Balance
1000 Checking 403-8	\$53,496.96	\$54,776.59

Income	Budget	Actual	% to Budget
4805 CLE Provider Approvals	\$ 6,000.00	\$ 8,550.00	143%
4500 CLE Seminars	\$ 1,000.00	\$ 420.00	42%
4300 Earned Interest	\$ 100.00	\$ 77.71	78%
4000 Membership Dues	\$ 9,000.00	\$ 9,880.00	110%
Total Income	\$ 16,100.00	\$ 18,927.71	118%

Expenses	Budget	Actual	% to Budget
6741 CLE Expenses	\$ 1,000.00	\$ 1,092.49	109%
5250 Contract Labor	\$ 5,200.00	\$ 5,175.00	100%
6110 State Bar Administrative Fees	\$ 1,500.00	\$ 1,067.57	71%
6140 Donations/Contributions	\$ 6,000.00	\$ 500.00	8%
6310 Mileage/Travel Reimbursements	\$ 500.00	\$ 56.11	11%
6995 Miscellaneous Expenses	\$ 200.00	\$ -	0%
6210 Postage	\$ 100.00	\$ 686.05	686%
6230 Office Supplies	\$ 150.00	\$ 46.34	31%
6230 Commemorative Gifts	\$ 3,000.00	\$ 3,177.83	106%
6230 Member Benefits	\$ 4,000.00	\$ 1,975.00	49%
6210 Printing and Reproduction	\$ 150.00	\$ 99.79	67%
6160 Receptions & Meetings	\$ 6,000.00	\$ 3,798.57	63%
6751 Scholarships	\$ 1,000.00	\$ -	0%
Total Expenses	\$ 28,800.00	\$ 17,674.75	61%

Member gift cards in lieu of CLE Expenses includes gift Postage increased for mailing	anniversary lunch cards for presenters commemorative	credited to 6160 gifts
Received \$1,275 for 2021	membership dues	

**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: January 9, 2021

ACTIVITIES UNDERTAKEN:

ONGOING ACTIVITIES:

The revisions to the Standing Rules were approved by the Board on April 14, 2020. The Standing Rules have been finalized and posted on the Webpage. If the Board votes to eliminate the Scholarship Committee, we will revise the Standing Rules to eliminate this Standing Committee.

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.

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/ENews Committee

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

DATE OF REPORT: January 9, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

Modifications to the division's web pages continue to be made to better assist Paralegal Division members find needed resources and announcements. A new "CLE Resources" page was created to make a "one-stop-shop" for PD members looking for information about CLEs. The CLE Resources page contains the CLE credits tables, links to the CLE submission form, CLE Forms - Sponsor Certification Form, Request for CLE Provider Approval; and CLE Programs sponsored by the Division. The "CLE Credits Table and Member Directory" page was renamed to "Member Directory" and populated with the memberships, active and inactive, as of December 2020. The committee plans to revise and expand the Member Directory page in 2021.

The CLE Credits Table and CLE Total Table were posted to CLE Resources page as they were updated.

Information for the December CLE and the January CLE were posted on the CLE Resources page and the News & Calendar page. The January CLE, Annual Meeting and board meeting, and the link to the JotForm to register were posted to the News & Calendar and CLE Resources pages.

The Scholarship flyer was posted on the home page.

The link for the 2021 membership renewal was also posted to the home page and will remain on the Division's home page until mid-February.

As board meetings and CLEs were changed to Zoom meetings, pages were updated directing members to registrations. The Calendar of Events was updated regularly to reflect the changes in board of directors meetings as needed due to the ongoing COVID-19 pandemic.

Job ads continued to be submitted and posted through December and the Job Bank page was updated accordingly. We hope this was helpful to PD members during this difficult employment period.

Board of Directors minutes were posted following board meetings.

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.

Election results were posted on the News & Calendar page. Once the new Officers and Directors take office at the Division's Board Meeting on January 9th, the committee will post those names for 2021, along with the calendar of events for 2021, and change any committee chairs.

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

The committee continues communication with their IT State Bar Department contacts concerning the move to a new web server and new NM State Bar web site design. As of the date of this report, the PD web pages can and will continue to be updated until further notice.

ISSUES REQUIRING BOARD ACTION: None

**PARALEGAL DIVISION
BOARD MEETING
January 9, 2021**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMEBR: Angela Minefee

DATE OF REPORT: January 9, 2021

ACTIVITIES SINCE LAST REPORT:

September 26, 2020: "Trial Preparation and Electronic Discovery" CLE was held via Zoom. The CLE offered 3 general hours of credit. The presenters for the event were Margaret "Peggy" Graham and Lalita Devarakonda. Advertisement was run in the Bar Bulletin, a flyer was posted on the Division website and an email blast sent to the membership. A total of 78 members attended the event.

December 4, 2020: "Hot Topics in the Legal Community" CLE was held in conjunction with the State Bar Center for Continuing Legal Education via. The CLE offered 4.8 hours of general credit and 1.5 hours of ethics credit. The presenters for the event were: Chirs Dodd, "You Can't Make This S*** Up: How to Avoid Sharing a Jail Cell With Your Client"; Dr. Rex Swanda, "Minimizing Cultural Errors in Professional Practice"; Lisa Millich and Kymberleigh Dougherty, "The Intersection of Family Law, Probate and Guardianships and Conservatorships"; Gabe Sanchez, "Survey and Focus Group Results from 2019 CDLP's Report on Status of Minorities in the New Mexico Bar and CWLP's 2019 Report"; the Honorable Wendy York (Ret.), "Mediation Do's and Don'ts"; and Tim Gardner, "Disability Rights in a Time of COVID-19". Advertisement was run in the Bar Bulletin, a flyer was posted on the Division website and an email blast sent to the membership. A total of 89 members attended the event.

ISSUES REQUIRING BOAR ACTION: None.

ATTACHMENTS: Agendas for the CLEs are available on request.

**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: January 9, 2021

RE: First Report

NBI/IPE is the only provider currently submitting CLE for approval by the Division in 2020. We deposited \$8,550 in fees in 2020. \$6,000 is in the budget for CLE approvals. There are 8 approvals pending checks so far for 2021.

PARALEGAL DIVISION

JANUARY 9, 2021 BOARD MEETING

COMMITTEE TITLE: CLE TRACKING

COMMITTEE CHAIR: EMMALEE ATENCIO

COMMITTEE MEMBER: KAY HOMAN

DATE OF MEETING: JANUARY 9, 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
- Sent an email to all members who were not yet in compliance for 2020 to allow them time to submit or complete their 2020 CLE requirements
- Made several Facebook posts regarding upcoming CLEs, submission reminders, and posted link to CLE Resources tab for members to access the online submission form and CLE Tables

PARALEGAL DIVISION

COMMITTEE REPORT

COMMITTEE TITLE: **Membership**

COMMITTEE MEMBERS: **Angela Minefee (outgoing); Emmalee Atencio (incoming); and Kathy Campbell (Co-Chairs); Kay Homan**

DATE OF MEETING: **January 9, 2021**

2021 Membership Renewal

The 2021 membership renewal cycle is in full swing with an e-mail renewal notice to members sent on November 16. We currently have 129 active members and 11 inactives. Of those 129 active members, 126 will be required to renew by January 15 or be subject to disenrollment (three were approved after September 1 and do not need to renew). To date, 51 members have renewed. A reminder email will be sent the first week in January.

Changes to UNM and CNM Paralegal Studies Programs

It has come to the attention of the Committee that the UNM Continuing Education Paralegal Studies certificate program is no longer a post-baccalaureate program and, therefore, applicants who have completed that program under its new requirements (without other qualifications) would no longer qualify for membership under the S.Ct. Rules. Further, the Committee has been informed that CNM has sunsetted the post-certificate paralegal program due to lack of enrollment. It now only offers the AAS paralegal degree.

2020-21 Bench and Bar Directory

See full report in the 2021 Membership Committee Annual Report.

**PARALEGAL DIVISION
BOARD MEETING
January 9, 2021**

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

COMMITTEE CHAIR: **Linda Sanders**

DATE OF MEETING: **January 9, 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.

ISSUES REQUIRING BOARD ACTION: None.

PARALEGAL DIVISION

COMMITTEE TITLE: Scholarship Committee Report

COMMITTEE CHAIR: NETTIE CONDIT

COMMITTEE MEMBERS: Carolyn Winton, Kay Homan, Ruby Silva

DATE OF MEETING: January 9, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The committee has discussed the items brought up at the Board Meeting on 9/19/20 and it is the consensus of the committee that we do not change the requirements for scholarships, except to remove the recommendation letter from an instructor.

The flyer was sent out to CNM, NMSUA and Clovis Community College with a deadline of 12/1/20. NO applications were received.

Other items brought up at the 9/19/20 meeting that the committee considered and noted:

- a. Discussion from the board meeting indicated that the transcripts and essay requirements should be discontinued. The transcript and essay are used to evaluate the qualifications of the applicants. We use the essay to show writing skills and thought processes. This is an important part of our jobs as paralegals.
- b. There was also a discussion about who is eligible to apply for a scholarship, it is the committee's recommendation that only New Mexico residents should be eligible unless the out of state resident is attending a New Mexico program.
- c. The flyer to high schools is a logistical nightmare. Different criteria would be needed for qualifications, and how many high school students really know what they want to do.
- d. Scholarships for MEMBERS to take certification exams could be investigated to see what would be needed to give a scholarship. NO scholarships for non-members. Perhaps this should be made into a separate scholarship from the academic scholarship.

A sheet attached to this report shows the previous winners and non-winners of scholarships. NONE of these people have joined the Division. The committee's understanding was the purpose of the scholarships was to encourage membership in the Division once they met all qualifications for membership.

The scholarship committee feels that the committee should be disbanded.

ONGOING ACTIVITIES:

ISSUES REQUIRING BOARD ACTION: Status of the committee

ATTACHMENTS:

Winner/non-winner table

COMMENTS:

SCHOLARSHIP WINNERS
NONE ARE MEMBERS OF THE DIVISION

2012	2013	2014	2015
Venus Emerson Noella Frost		Edward Miller Anita Jenkins Anna Hoefler	Chi-Hsin Chang Sharon Trotter
2016	2017	2018	
Malcolm Alonzo Diego Rascon Merissa Reddy	Ashley Gonzales Julia Garcia Julia Maciel Lucy Parra	Clarisse Cravens Julia Garcia Kelly Sloboda	
2019	2020		
	Melissa Frank Natalie Pino		

SCHOLARSHIOP NON-WINNERS
NONE ARE MEMBERS OF THE DIVISION

2012	2013	
Katherine Coleman-Martinez	Angela D. Chavez Gabriel Roybal Kamila Janeway	
2014	2016	2017
Jessica Lucero Ramond Carabajal Shannon Gifford	Bonnie Barnaby Margie Rutledge Carol Renna Franke Wylde	Anialynda Hill
2018		
Tiffany Vigil-Montano Celese Kristina Jaramillo		

PARALEGAL DIVISION

BOARD MEETING JANUARY 9, 2021

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

COMMITTEE CO-CHAIRS: **EMMALEE ATENCIO**
YOLANDA HERNANDEZ (2020)
ANGELA MINEFEE (2021)

COMMITTEE MEMBER: **N/A**

DATE OF MEETING: **JANUARY 9, 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
- Twitter
 - Moderated activity, very low activity, only 3 members following
- Other
 - Reviewing possibility of other social media accounts for division including Instagram and LinkedIn