



State Bar of New Mexico Paralegal Division

BOARD MEETING VIA VIDEO CONFERENCE SATURDAY, SEPTEMBER 18, 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	Report Attached
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 July 10, 2021 Meeting Minutes

(5 minutes)

IV. Officer Reports

(10 minutes)

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

(40 minutes)

VI. Old Business

(10 minutes)

VII. Break

(10 minutes)

VIII. Planning Session Recess

(60 minutes)

IX. Resume Board Meeting

(60 minutes)

a. New Business

X. Adjournment _____

**PARALEGAL DIVISION
BOARD MEETING
SEPTEMBER 18, 2021**

CHAIR REPORT Angela Minefee
DATE OF REPORT September 18, 2021

ACTIVITIES UNDERTAKEN

Since our last meeting, I have been dealing with some health issues that have taken me away from many activities. I want to give a special thanks to Emmalee, Linda, and Dawne for their time and dedication to planning and coordinating today's events.

Activities as follows:

- Monitor and follow up by email with Division members questions
- Review updates and forward information as needed regarding SBNM Section emails
- Worked with CLE Coordination Committee to moderate and organize registration for July Brown Bag CLE presentation
- Participated and moderated Facebook pages, create posts and sent out invites to join public page Facebook page
- Requested Paralegal Day Proclamation for governor's office and coordinated publication on SBNM Facebook page and Bar Bulletin
- Attended and networked with members at Paralegal Day luncheon
- Dropbox account has been organized for Division use. I propose changing the login address to: pd@sbnm.org for continuity.

Goals for this quarter:

- Based on member feedback, interest in apparel seems to have generated the highest amount of interest. In order to have product ready for delivery by December 4, I propose an order deadline of Friday, November 5.
- Organize informal member meetups in and around Albuquerque – at least one per month through end of the year.

Respectfully submitted,
Angela Minefee

PARALEGAL DIVISION

BOARD MEETING SEPTEMBER 18, 2021

CHAIR-ELECT REPORT

EMMALEE ATENCIO

DATE OF MEETING:

SEPTEMBER 18, 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 and CLE Coordination regarding the 1st Annual Paralegal Symposium. The event was initially to be held in Roswell, NM; based on the trajectory of the pandemic in Eastern New Mexico and the state as whole, it was ultimately decided to move the Symposium to be conducted entirely virtually. An in-person Symposium will be placed on the agenda for the 2022 event.
- Monitor and respond to division email as needed when Chair was unavailable

**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: **September 18, 2021**

RE: **Report**

Budget vs. Actual as of August 31, 2021 is attached. Balance in checking account as of August 31, 2021 is \$64,763.79. Checks for charge to Pappadeaux Anniversary Lunch and additional travel expenses will be paid in September. \$300 has been transferred from scholarship line item to dues line item in payment for 4 scholarships.

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	\$65,703.97	\$64,763.79	
	Income	Budget	Actual	% to Budge
4805	CLE Provider Approvals	\$ 6,000.00	\$ 6,675.00	111%
4500	CLE Seminars	\$ 1,000.00	\$ 918.00	92%
4300	Earned Interest	\$ 100.00	\$ 40.49	40%
4000	Membership Dues	\$ 9,000.00	\$ 8,400.00	93%
4900	Miscellaneous Income	\$ 1,000.00		0%
	Total Income	\$ 17,100.00	\$ 16,033.49	94%
	Expenses	Budget	Actual	% to Budge
6741	CLE Subsidy/Expenses	\$ 3,000.00	\$ 100.00	3%
5250	Contract Labor	\$ 5,200.00	\$ 3,885.25	75%
6100	State Bar Admin/IT/Technology	\$ 2,500.00	\$ 650.00	26%
6140	Donations/Contributions	\$ 6,000.00	\$ 700.00	12%
6310	Mileage/Travel Reimbursements	\$ 500.00	\$ 79.45	16%
6995	Miscellaneous Expenses	\$ 200.00	\$ -	0%
6210	Elections/Printing Expenses	\$ 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	\$ 58.45	0%
6751	Scholarships	\$ 3,000.00	\$300.00	10%
	Total Expenses	\$ 31,750.00	\$ 5,962.97	19%
	CLE Seminars - \$315 from			
	State Bar for 5/2020 CLE			
	\$300 from scholarship to dues			
	4 scholarships			

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

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Kathy Campbell, Nancy Torres, Daniel Berg, Nettie Condit, Ruby Silva

DATE OF MEETING: September 18, 2021

ACTIVITIES UNDERTAKEN: Addition of new members

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.

Nancy and Daniel have recently joined the committee. Daniel would like the Committee to consider changing the bylaws to allow student membership. We need board input to see if committee should pursue this.

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/E-News Committee

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

DATE OF REPORT: September 18, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

Since the last Board meeting in July, the reports, agenda & minutes for the July 10 meeting were posted; the CLE Credits Tables and CLE Total Tables were uploaded to the CLE Resources page as they were updated monthly and the updated directory of active members was uploaded to the Member Resources page and job bank positions were posted. We also added the request for CLE topics & presenter suggestions to be e-mailed to the CLE Coordinator.

We have created a new tab on the web page called “Materials from Past CLE Programs”, migrated the monthly Brown Bag CLE seminar handouts from CLE Resources to this tab and added the materials for the July & August seminars. As requested by the CLE Coordination committee, we have added links to the videos of the March and July Brown Bag seminars conducted on Zoom so that they are now available for viewing. All of these materials are posted on the new page in chronological order along with the most recent materials at the top.

We regularly update the News & Calendar page, adding, revising and removing events & information to keep the calendar current to include updating the calendar with the agenda & registration link for the September Symposium to now be held remotely. New members are welcomed on the News & Calendar page and an email is sent to each new member with login information, committees to join, and links to the Paralegal Division web pages.

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

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
September 18, 2021**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMBER: Dora Paz

DATE OF REPORT: September 18, 2021

ACTIVITIES SINCE LAST REPORT:

July 21, 2021, Brown Bag Session: "Electronic Discovery and File Management - Part One" was held via Zoom. The CLE offered 1 hour of general of credit. The presenter for the event Daniel Berg. 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 26 members attended the event. This event was recorded and will be available for self-study credit.

August 18, 2021, Brown Bag Session: "Wills" was held via Zoom. The presenter for the event was Linda Sanders. 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: September 18, 2021

RE: Report

NBI/IPE is the only provider currently submitting CLE for approval by the Division in 2021. Deposit of approval fees through August 31, 2021 - \$6,675.00.

PARALEGAL DIVISION - BOARD MEETING

COMMITTEE TITLE: CLE TRACKING

COMMITTEE CHAIR: EMMALEE ATENCIO

COMMITTEE MEMBER: KAY HOMAN

DATE OF MEETING: SEPTEMBER 18, 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

PARALEGAL DIVISION
BOARD MEETING REPORT

COMMITTEE TITLE:	NOMINATING AND ELECTIONS
COMMITTEE CHAIR:	RUBY SILVA
COMMITTEE MEMBER:	NETTIE CONDIT
DATE OF MEETING:	September 18, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The cover letter and the Declaration of Candidacy Forms will go no later than September 20th.

The Members whose terms expires this year are: Dawne B, Roberto, Nancy Torres, and Devany Whipple.

The deadline for returning the Declaration of Candidacy Form will be October 15th and the elections will start in November.

IMPORTANT ELECTION INFORMATION

IMMEDIATE RESPONSE IS REQUESTED

Following are the Election Campaign Guidelines

ALL MEMBERS OF THE PARALEGAL DIVISION WHO ARE
IN GOOD STANDING ARE STRONGLY ENCOURAGED TO RUN
FOR EITHER A POSITION ON THE BOARD OF DIRECTORS
OR FOR AN OFFICER POSITION

The following is a list of positions open for candidacy:

Chair-Elect
Secretary
Treasurer
Board of Director (2-year term)
Board of Director (2-year term)
Board of Director (2-year term)

If you would like to declare your candidacy for one of these positions, please complete the Declaration of Candidacy form, and email to:

Chair of Nominating and Elections Committee
Ruby Silva at rubyfs13@gmail.com

PARALEGAL DIVISION OF THE STATE BAR OF NEW MEXICO
ELECTION CAMPAIGN GUIDELINES

1. A brochure or resume pertaining to each candidate for officer or Board member outlining his or her qualifications for the position will be enclosed **(if provided)** with the ballots and shall be prepared and furnished to the Nominating and Elections Committee at each candidate's own expense. Such brochure or resume shall be submitted to the Nominating and Elections Committee Chair with the Declaration of Candidacy Form. **Such brochure or resume shall not exceed one 8-1/2" x 11" page.**
2. A brochure or resume pertaining to each candidate for officer or Board member outlining his or her qualifications for the position will be available **(if provided)** for viewing on the election website with the candidate's Declaration of Candidacy Form and shall be prepared and furnished to the Nominating and Elections Committee at each candidate's own expense. Such brochure or resume shall be submitted to the Nominating and Elections Committee Chair with the Declaration of Candidacy Form. **Such brochure or resume shall not exceed one 8-1/2" x 11" page.**
3. The excessive use of solicitation by persons other than candidates through the use of telephone, Facebook, e-mail and similar organized solicitation is discouraged.
4. Solicitation by mail for support by an individual paralegal is proper, provided that such mailing be on personal stationery or employer letterhead (provided that the employer's permission has been obtained.) Candidates themselves, in addition to the mailing authorized in paragraph 1 above may campaign by personal solicitation. The full expense of such mail solicitation shall not exceed \$100.00, as determined by the Nominating and Elections Committee. However, to the fullest extent possible, all communications and solicitations, whether by mail, telephone, e-mail or facsimile, should concentrate on the candidate's merits and should avoid criticism of the other candidate or candidates.
5. A nomination or declaration of candidacy is an expression of confidence and trust in the candidates by their peers. Candidates and their supporters should make a reasonable effort to present their candidacy in a dignified manner.
6. The Nominating and Elections Committee shall supervise all elections to assure compliance with these rules.

Duties of Officers and Directors

THE CHAIR SHALL:

- Preside at all meetings of the Board of Directors and attend special meetings as needed;
- Preside over and present at the annual meeting of the Board of Directors a report of the work of the Division for the past year;
- As a non-voting member of the Board of Bar Commissioners (BBC), attend all BBC meetings as the representative of the Division (or the Chair can appoint a past chair to attend the BBC Meetings);
- Serve on the Board as Past Chair for the year following his/her term during which he/she shall act as the Committee Coordinator;
- Perform such other duties and acts as usually pertain to the office.

THE CHAIR-ELECT SHALL:

- Assume the chair position of the Membership Committee and coordinate membership activities in conjunction with the CLE Tracking Committee;
- Coordinate with Bylaws & Rules Committee as necessary regarding policies and procedures;
- Upon the resignation, death or during the disability of the Chair, or upon his/her refusal to act, perform the duties of the Chair for the remainder of the Chair's term or remainder of the Chair's disability, and then only during so much of the term as the disability continues;
- Assume such other duties as may be delegated by the Chair;
- Create and/or maintain a job description for the position;
- **Please Note:** To run for this position, a member shall have served as Chairperson of a Committee for at least one (1) year and shall have served one (1) term on the Board of Directors prior to nomination.

THE SECRETARY SHALL:

- Be custodian of all books, records, papers, documents and other property of the Division;
- Keep a true record of the proceedings of all meetings of the Division and of the Board of Directors, whether assembled or acting under submission;
- Track resolutions and votes of the Board of Directors;
- Assist the Past Chair in the preparation of the Board notebooks and keeping them updated;
- With the Chair, prepare the Division's Annual Report;
- Serve as liaison to the FOCUS subcommittee for communication of actions and/or policies and procedures approved at Board meetings;
- In conjunction with the Chair, as authorized by the Board of Directors, attend generally to the business of the Division;
- Create and/or maintain a job description for the position.

(Over)

THE TREASURER SHALL:

- Keep a record of all monies received and disbursed unless waived on a meeting-by-meeting basis by vote of the Board of Directors;
- Monitor the Division budget, present a current financial report at each meeting of the Board of Directors and advise the Board of special consideration;
- Annually, submit a written financial report for presentation and distribution to the membership of the Division and the BBC;
- Prepare the Division's annual budget with input from Committee Chairs and the Board of Directors;
- Consistent with the Bylaws of the State Bar of New Mexico, be responsible for forwarding all monies of the Division which he/she receives, to the Bookkeeping Department at State Bar Headquarters for deposit and credit to the account of the Division;
- Serve as the Chair of the Budget & Finance Committee, which will oversee the fundraising activities of the Division;
- Create and/or maintain a job description for the position.

IMMEDIATE PAST CHAIR SHALL:

- Serve in the capacity of Committee Chair Coordinator or appoint a member in good standing to serve in such role;
- Provide orientation for new Board members and Committee Chairs no later than the last day of February of each term;
- See that all committee notebooks are transferred to the incoming committee chairs no later than Board orientation;
- Serve as a liaison between the Board of Directors and Committee;
- Assist Committee chairs, as needed in filling committee vacancies;
- Monitor committee activities and provide assistance as necessary in fulfilling committee responsibilities;
- Attend committee meetings as needed to provide support and guidance; Provide a status report at each Board of Directors meeting;
- Create and/or maintain a job description for the position.

BOARD MEMBERS/DIRECTORS SHALL:

- Attend Board meetings as scheduled. **[If a Board member fails to attend three (3) consecutive Board meetings it shall constitute an automatic resignation subject to acceptance by a majority of the Board.]**
- Serve as a member of or preferably serve as Chair of at least one (1) committee during his/her term (this includes Officers).

**PARALEGAL DIVISION OF THE STATE BAR OF NEW MEXICO
DECLARATION OF CANDIDACY**

I, _____, declare my candidacy for _____ of the Paralegal Division of the State Bar of New Mexico for the term of office beginning January 1, 2022 and ending December 31, 2022 for Officers and December 31, 2023 for Directors.

EMPLOYMENT INFORMATION:

Firm Name, Address and Telephone Number:

Specialty: _____

Years with employer: _____

Previous employment information if above is less than five years:

EDUCATIONAL INFORMATION:

FORMER DIVISION POSITION(S) OR COMMITTEE PARTICIPATION:

OTHER EXPERIENCE RELATED TO POSITION SOUGHT:

PROFESSIONAL GOALS:

GOALS FOR THE DIVISION:

I, _____, hereby nominate _____ for _____ of the Paralegal Division of the State Bar of New Mexico for the term of office beginning January 1, 2022 and ending _____. [12/31/22 for Officers – 12/31/23 for Directors.] **{To be filled out only if you are nominating someone for a position. If you are running for a position skip this section and sign below.}**

I certify that I am a member in good standing of the Paralegal Division of the State Bar of New Mexico as defined in the Bylaws.

Date: _____

Signature of Candidate or Nominator

This Declaration of Candidacy must be received by the Nominating and Elections Committee no later than 5:00 p.m. on October 15, 2021. Please email this form to Ruby Silva at rubyfs13@gmail.com. PLEASE PUT "DECLARATION" IN THE SUBJECT LINE OF YOUR EMAIL. Thanks.

EVENTS COMMITTEE REPORT

Chair: Dawne Roberto

Co-Chair: Lynette Rocheleau

September 18, 2021

ONGOING ACTIVITIES:

The Committee met on August 14, 2021 to finalize plans for the Roswell Symposium. The hotel and facilities were secured. Meal planning was in the final stages. It was decided to create a flyer regarding the Symposium to send to the membership, post on Social Media and the Division website.

Paralegal Day was August 26th and a celebratory luncheon was held on August 28, 2021 at Pappadeaux. Approximately 30 Division members attended. A HUGE thank you to Bobbie Lucero for working with the restaurant to make this event a success and to Chair Angela Minefee for addressing the group.

Due to current COVID conditions, it was decided on August 31st to change the event to a virtual format. The conference room, etc. was canceled. There was no cancellation fee.

HOWEVER, things will be much easier to plan when we do decide to go to Roswell for a meeting, since we had everything planned.

The Committee is working with the Division Chair regarding plans for the Holiday dinner on Friday, December 3, 2021.

ISSUES REQUIRING BOARD ACTION: I had a thought/suggestion of renting out movie theater for a paralegal movie showing? Rentals start at \$200.00 in Albuquerque. I can check other areas (Las Cruces, etc).

PARALEGAL DIVISION

COMMITTEE TITLE: Membership

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

DATE OF REPORT: September 13, 2021 (for September 18 Board Meeting)

2021 Membership Activity:

The following thirteen (13) members have been approved to date in 2021:

LastName	FirstName	MI	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
Pino	Natalie	N.	Barnhouse Keegan Solimon & West LLP	Los Ranchos de Albuquerque	1(b)	7/8/2021
Rooney*	Shannon	L.	The Law Office of Shasta N Inman LLC	Albuquerque	1(b)	8/9/2021
Lucero	Camille	E.	Chavez Legal Group	Albuquerque	1(b)	8/27/2021
Dubose	Denise		Rio Rancho Public Schools Office of General Counsel	Rio Rancho	1(a)	9/1/2021
Chavez*	Angela	G.	NM Legal Aid	Las Cruces	1(b)	9/10/2021

*Scholarship recipients.

We currently have 125 active members and 9 inactives.

Miscellaneous:

The Committee has responded to five (5) inquiries regarding paralegal licensing/certification/qualification to date this year.

**PARALEGAL DIVISION
BOARD MEETING
September 18, 2021**

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

COMMITTEE CHAIR: **Linda Sanders**

COMMITTEE MEMBER: **Meryl Sutton**

DATE OF MEETING: **September 18, 2021**

ONGOING ACTIVITIES:

Meryl Sutton has joined this Committee. She and I met via Zoom on July 13, 2021 to discuss the focus of the Committee, ideas for future service opportunities.

The Young Lawyers Division held 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 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. The events currently being held are workshops offering legal advice and do not necessitate paralegal support.

On August 31, 2021, I attended a meeting of the 2nd Judicial District Pro-Bono Committee. The Committee is gearing up for a large volume of foreclosure and eviction cases due to the end of the moratorium on these cases resulting from COVID. It is anticipated the Volunteer Attorney Pool will be heavily relied upon to handle caseload. The Committee is creating a manual to assist volunteer attorneys with little or no experience.

I reached out to Damon Hudson, Chair of the “Wills for Heroes” Committee for the Young Lawyers Division, to inquire if they are still intending to hold an event in October and will provide an update to our membership upon receipt of a response.

ISSUES REQUIRING BOARD ACTION: None.

PARALEGAL DIVISION

BOARD MEETING

COMMITTEE TITLE: Professional Development

COMMITTEE CHAIR: Daniel Berg and Nancy Torres

COMMITTEE MEMBER: Emmalee Atencio

DATE OF MEETING: SEPTEMBER 18, 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.
- ***NEW* September 13, 2021:** received email response from Amy Thompson responded to email from Daniel advising the UNM Continuing Education Paralegal Certificate Program is a total of 96 hours. 48 hours in class and 48 hours of self-paced on-line study. They will update course

description to clarify the Post-Baccalaureate Paralegal Certificate Program and prerequisite information. With an open invitation to notify them if more modification is necessary.

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.
- 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.
- 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?
- ***NEW*** The Professional Development Committee met to discuss the possibility of modernizing the Paralegal Qualifications. In specific reviewing the Rules/Orders from the New Mexico Supreme Court or "Rules Governing Paralegal Services" pdf located in the State Bar of New Mexico Website under Member Resources "Paralegal Division Documents" (<https://www.sbnm.org/Leadership/Divisions/Paralegal/Member-Resources>). With special attention to page 4 of 4. Inserted for ease of access below. Rule 20-115 Paralegal Qualifications and 24-101 A. Paralegal Division are *nearly* identical except for the last qualification (HS diploma + 7 years) is NOT listed under the 2004 New Rule or 24-101A. Was this a case human error and "F" was accidentally NOT included? We have had several paralegals from other law firms approach us individually requesting clarification. Please advise why the NM Supreme court defines a qualified paralegal 6 different ways but the paralegal division only allows for 5 avenues to join.

This is confusing, frustrating, and disheartening for some of our prospective members.

20-115. Paralegal qualifications.

A paralegal shall meet one or more of the following educational, training or work experience qualifications:

A. graduation from a paralegal program that is:

- (1) approved by the American Bar Association;
- (2) an associate degree program;
- (3) a post-baccalaureate certificate program in paralegal studies; or

(4) a bachelor's degree program;

B. graduation from a post-secondary legal assistant program which consists of a minimum of sixty (60) semester hours or equivalent, as defined by the American Bar Association *Guidelines for the Approval of Paralegal Education Programs*, of which at least eighteen (18) semester hours or equivalent are general education courses and eighteen (18) semester hours or equivalent are legal specialty courses;

C. a bachelor's degree in any field plus two years of substantive law-related experience under the supervision of a licensed attorney. Successful completion of at least fifteen (15) semester hours of substantive paralegal courses may be substituted for one year of law-related experience;

D. graduation from an accredited law school and not disbarred or suspended from the practice of law by the State of New Mexico or any other jurisdiction;

E. certification by the National Association of Legal Assistants, Incorporated, the National Federation of Paralegal Associations, Incorporated or other equivalent national or state competency examination plus at least one (1) year of substantive law-related experience under the supervision of a licensed attorney; or

F. A high school diploma or equivalent plus seven (7) years of substantive law-related experience under the supervision of a licensed attorney.

[Approved, effective January 30, 2004.]

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COMMITTEE COMMENTARY

Paralegals are encouraged to meet the minimum continuing legal education requirements established for attorneys in Rule 18-201 NMRA.

24-101. Board of Bar Commissioners.

(Paragraph A has not been amended)

B. Divisions created. The Supreme Court of New Mexico does hereby create the following divisions of the state bar:

(1) a young lawyers division. Membership in the Young Lawyers Division shall consist of all members of the State Bar of New Mexico in good standing under thirty-six (36) years of age and those members who have been admitted to the practice of law in any state less than three (3) years. Membership shall terminate automatically at the adjournment of the annual convention of the state bar next after a member attains thirty-six (36) years of age or three (3) years after admission to the practice of law in any state, whichever occurs last. The Young Lawyers Division shall adopt bylaws applicable to its division which shall be approved by the Board of Bar Commissioners. Such bylaws shall not be inconsistent with these rules. The bylaws of the young lawyers division shall establish the process for the election of its officers and directors;

The paralegal division shall adopt bylaws applicable to its division which shall have been approved by the Board of Bar Commissioners. Such bylaws shall not be inconsistent with these rules. The bylaws of the paralegal division shall establish the process for the election of its officers and directors.

(Paragraphs C through J have not been amended)

[As amended, effective January 1, 1987; July 1, 1987; June 1, 1992; October 1, 1992; December 1, 1993; June 15, 1994; February 7, 1995; June 8, 1998; April 17, 2000; August 14, 2000; January 30, 2004.]

NEW RULE:

24-101A. Paralegal division.

A. Membership. A person is eligible to become a member of the paralegal division of the state bar if the person meets the qualifications set forth in this rule and bylaws approved by the Board of Bar Commissioners.

B. Employment qualifications. A person may become a member of the paralegal division if the person:

- (1) contracts with or is employed by an attorney, law firm, corporation, governmental agency or other entity;
- (2) performs substantive legal work as defined in Rule 20-102 NMRA; and
- (3) meets one or more of the qualifications described in Paragraph C of this rule.

C. Educational and experience qualifications. In addition to the employment qualifications set forth in Paragraph B of this rule, an applicant for membership to the paralegal division, shall meet one or more of the following educational or experience qualifications:

(1) graduation from a paralegal program that is:

- (a) approved by the American Bar Association;
- (b) an associate degree program;
- (c) a post-baccalaureate certificate program in paralegal studies; or

(d) a bachelor's degree program;

(2) graduation from a post-secondary legal assistant program which consists of a minimum of sixty (60) semester hours or equivalent, as defined by the American Bar Association *Guidelines for the Approval of Paralegal Education Programs*, of which at least eighteen (18) semester hours or equivalent are general education courses and eighteen (18) semester hours or equivalent are legal specialty courses;

(3) a bachelor's degree in any field plus two years of substantive law-related experience under the supervision of a licensed attorney. Successful completion of at least fifteen (15) semester hours of substantive paralegal courses may be substituted for one year of law-related experience;

(4) graduation from an accredited law school and not disbarred or suspended from the practice of law by the State of New Mexico or any other jurisdiction; or

(5) certification by the National Association of Legal Assistants, Incorporated, the National Federation of Paralegal Associations, Incorporated or other equivalent national or state competency examination plus at least one (1) year of substantive law-related experience under the supervision of a licensed attorney.

[Approved, effective January 30, 2004.]

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: August 18, 2021

ACTIVITIES UNDERTAKEN DURING THIS QUARTER:

- Weekly monitoring of Scholarship email account
- We are working through the issues and concerns with the approval process
- Membership Scholarships received and status:

Shannon Rooney- Approved

Owen Kominiak- Rejected; did not meet membership qualification

Angela Chavez- Approved

- Total of 4 scholarships issued
- Attended professional development meeting

ONGOING ACTIVITIES

- Advertise scholarships
- Certification flyer
- Reviewing application as they come in

ISSUES REQUIRED BOARD ACTIONS: None

FUTURE ACTIVITIES: Finalize CLE scholarship

PARALEGAL DIVISION

BOARD MEETING

COMMITTEE TITLE: SOCIAL MEDIA SUB-COMMITTEE

COMMITTEE CO-CHAIRS: EMMALEE ATENCIO
ANGELA MINEFEE

COMMITTEE MEMBER: LYNETTE ROCHELEAU

DATE OF MEETING: SEPTEMBER 18, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Facebook
 - Moderated activity in Facebook group
 - Four members added since last report, total 61 members
 - 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
 - As of September 14, 2021:
 - 27 people like the page
 - 32 people follow the page
 - Reach is up 114% in last 28 days (number of people who saw at least one of our posts)
 - Of the last 5 posts on the page the most engaged were the Paralegal Day proclamation and Angela's job announcement post
- Twitter
 - Moderated activity, very low activity
- LinkedIn
 - Group page moderated
 - Eight members currently linked



State Bar of New Mexico
Paralegal Division

BOARD MEETING – 2022 PLANNING SESSION
SATURDAY, SEPTEMBER 18, 2021
AGENDA

Meeting called to order at: _____

I. Officers:

Chair: Angela Minefee
Chair-Elect: Emmalee Atencio
Secretary: Linda Sanders
Treasurer: Kay Homan
Past Chair: Yolanda Hernandez

Directors:

Daniel Berg
Dora Paz
Dawne Roberto
Lynette Rocheleau
Nancy Torres
Devany Whipple

II. Proposed 2022 Calendar – attached

III. Proposed 2022 Budget – attached

IV. Proposed 2022 Initiatives and Three-Year Strategic Planning

a. Working Group Initiatives

i. Mentorship

1. Approach Inactive Members to initiate mentoring program

ii. Newsletter

1. Quarterly
2. Member Spotlights

iii. Brown Bag CLEs

1. Growing contributor pool
2. Build CLE Coordination Committee

iv. Survey

1. Plan for renewed surveys every 3 years
2. Survey questions developed by first meeting following Annual Meeting in January (usually in April)
3. Release the survey to membership by June 1 to run through June 30
4. Results of survey by July BOD meeting
5. Facilitating Committee?

b. Succession Planning

- i. Increase committee involvement

- ii. Symposium
 - 1. Annual
 - 2. Held in towns outside of the Albuquerque metro area
 - iii. Member Spotlights
- c. Professional Identity
 - i. Cohesive branding
 - 1. Division email accounts
 - 2. Branded items for members
 - 3. Annual “swag bag”
- d. 20-Year Review of Rules

Proposed Calendar of Events for 2022

Events	Date & Location
11:00 a.m. Ethics CLE 12:00 p.m. Lunch (Provided by the Division) 1:00 p.m. Annual Meeting 2:00 p.m. Board Meeting & Orientation	Saturday, January 8, 2022 State Bar of New Mexico
11:00 a.m. Board Meeting 1:00 p.m. Lunch (Provided by the Division)	Saturday, April 2, 2022 State Bar of New Mexico
Law Day CLE 9:00 a.m. to 12:00 p.m.	Saturday, May 14, 2022 State Bar of New Mexico
11:00 a.m. Board Meeting 12:00 p.m. Lunch (Provided by the Division)	Saturday, July 9, 2022 TBD
State Bar Annual Meeting Bench & Bar Conference	TBD
Paralegal Division Annual Meeting Lunch	TBD
Paralegal Day Anniversary Celebration 11:30 a.m. to 1:30 p.m.	Saturday August 27, 2022 TBD
<i>Paralegal Day</i>	August 26, 2022
<u>2nd Annual Paralegal Symposium</u> 9:00 a.m. CLE 12:00 p.m. Lunch (Provided by the Division) 1:00 p.m. Board Meeting 2:00 p.m. Planning Session 3:00 p.m. Board Meeting Cont. 4:00 p.m. Executive Committee Planning Session 5:00 p.m. Member Mixer Happy Hour	Saturday, September 17, 2022 Roswell, NM
The Institute CLE 8:30 a.m. to 4:30 p.m.	Friday, December 2, 2022 State Bar of New Mexico
Holiday Dinner	Friday, December 2, 2022 6:00 p.m., Location TBD Albuquerque, NM
11:00 a.m. Ethics CLE 12:00 p.m. Lunch (Provided by the Division) 1:00 p.m. Annual Meeting 2:00 p.m. Board Meeting & Orientation	Saturday, January 7, 2023 State Bar of New Mexico

State Bar of New Mexico, Paralegal Division
2022 Proposed Budget, Presented September 18, 2021

August 31st Bank Balance \$64,763.79

	<i>Proposed</i>	<i>2022 Budget</i>
INCOME		
4000 Membership Dues	\$	9,000
4300 Earned Interest	\$	50
4500 CLE Seminars	\$	1,000
4805 CLE Provider Approvals	\$	6,000
Promotional Items	\$	1,000
TOTAL INCOME	\$	17,050
EXPENSES		
5250 Contract Labor	\$	5,200
6100 Admin/IT/Technology	\$	2,500
6140 Contributions/Donations	\$	6,000
6160 Receptions & Meetings	\$	7,000
6210 Elections/Printing Expenses	\$	200
6230 Member Benefits/Bench & Bar	\$	4,000
6310 Travel/Mileage Expenses	\$	500
6741 CLE Subsidy	\$	3,000
6741 CLE Expenses	\$	3,000
6751 Scholarships	\$	3,000
6995 Miscellaneous Expenses	\$	200
Promotional Items	\$	1,000
TOTAL EXPENSES	\$	35,600
Balance Ending	\$	43,834.07

MINUTES AS APPROVED FROM
PRIOR PD MEETING WITH REPORTS



Meeting Minutes

July 10, 2021

I. Call to Order

Chair, Angela Minefee, called to order the regular meeting of the SBNM Paralegal Division Board of Directors at 11:40 a.m. on July 10, 2021. Meeting held in person at the US Attorney's Office in Las Cruces as well as via Zoom for member who could not attend in person. A thank you is extended to Emmalee Atencio for hosting this meeting at her office.

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
Dawne Roberto, Director

Directors not present: Nancy Torres
Dora Paz

Members: Kathy Campbell, Division Administrative Assistant
Debbie Tope
Nettie Condit
Ruby Silva

III. Approval of minutes from last meeting

- a. Following the correction of an organizational error, Kay Homan moved to approve the Minutes of the April 2021 BOD Meeting Minutes, second by Yolanda Hernandez. Motion passed.

IV. Officer Reports

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



a. Report of the Chair:

- i. The Board of Bar Commissioners is following the lead of the PD by committing to hold at least one meeting outside of the Albuquerque area.
- ii. Access to Justice and the Chavez County Bar have expressed an interest in collaborating with the PD at our September 2021 event in Roswell.

ACTION ITEM: Linda Sanders will approach the Young Lawyers Division with this information to see if this provides incentive/assistance for holding a Wills for Heroes event at the September event.

- iii. The State Bar is considering moving to a digital only format for the Bench & Bar Directory.
- iv. The State Bar is considering adding PD CLE credit tracking to it's website, but this will take some time to implement as there are other items to be addressed in relation to the launching of the new State Bar website.
- v. We will be holding the Paralegal Day celebration on August 28, 2021 at Pappadeaux.

ACTION ITEM: Angela Minefee will make arrangements for an ENews announcement of Paralegal Day to accompany the Bar Bulletin and Facebook announcements by the State Bar.

ACTION ITEM: Angela Minefee will confer with Debbie Tope regarding the correct process to obtain permission to re-post articles and such to be shared on the PD Facebook and future newsletters.

b. Report of the Chair-Elect:

- i. The idea of a three-year strategic plan of the PD was discussed. Such a plan would add consistency and continuity to the goals of the PD. The committee would be comprised of the officers of the PD. This would allow for continuity on the committee. The idea was accepted with enthusiasm.

c. Report of the Treasurer:

- i. Payment of the dues for two Scholarship members (\$75.00 each) has been done.

V. Committee Reports

d. Webpage/ENews Committee:

- i. The State Bar has worked with the Committee to establish a Youtube channel for the PD which will hold videos of the Brown Bag sessions.



ACTION ITEM: Linda Sanders will send the Brown Bag calendar to the Webpage/ENews and Social Media Committees to be posted and shared with the membership.

- b. Report of the CLE Coordination Committee:
 - i. Brown Bag attendance has been consistent whether general or specific subject matter.
 - ii. The Committee has been working to record the presentations to be shared with the membership on the Youtube channel allowing for self-study CLE credit.
 - iii. The September CLE will be held in conjunction with the Roswell Conference at no cost to PD members.

ACTION ITEM: Linda Sanders and Angela Minefee to edit the Brown Bag JotForm registration to include a date picker feature so members can register for events in advance.

- c. Report of the CLE Providers Approval Committee:
 - i. PD is at 93% to budget for income from CLE Provider approvals.
- d. Report of the CLE Tracking Committee:
 - i. The Attendance JotForm used during the Brown Bag sessions has greatly improved the recording of CLE credit.
 - ii. The revised online submission is also working well and members seem to be submitting for credit on a more timely basis.
- e. Events Committee:
 - i. Planning continues for the Paralegal Convention in Roswell in conjunction with our September BOD meeting. Biggest hurdle is an idea of in-person attendance so the Committee has a better idea of which venue to book in terms of conference room capacity.
 - ii. Barbara Lucero is working on the contract with Pappadeaux for the Paralegal Day luncheon.

ACTION ITEM: Dawne Roberto will have the Venue chosen and under contract by August 1, 2021.

- f. Membership Committee:
 - i. Eight new members have been approved in 2021, two of which are scholarship recipients.



- ii. Committee continues to work in conjunction with the Professional Development Committee regarding the UNM Continuing Education paralegal studies certificate program and whether it qualifies for Paralegal Division membership. The Membership Committee recently rejected an applicant under Category 1(c) whose certificate from the program indicated a post-baccalaureate certificate. The Committee's rationale was that the program's minimum acceptance requirement is a high school diploma. Although the applicant holds a bachelor's degree, it has been the long-standing position of the Division that a bachelor's degree is a *prerequisite* for entrance into a post-baccalaureate certificate program and it could not make an exception based on individual circumstances. Membership and Professional Development committee co-chairs attended a Zoom meeting with representatives from the UNM program. See the Professional Development Committee report for further discussion.
- g. Pro-Bono/Community Service Committee:
 - i. Committee is communicating with the various District Court and State Bar Divisions regarding in-person events now that COVID restrictions have been lifted.
- h. Professional Development Committee:
 - i. Dialog has been initiated with UNM Continuing Education regarding is program and its failure to qualify participants for membership in the PD based on NMRA 20-115(A)(3);
 - ii. Working in conjunction with the Membership on how to clarify membership qualification based on NMRA 24-101.1(C)(1)(c). A discussion ensued regarding the best approach to accomplish this: approaching the Supreme Court to amend the Rules vs. revising our Application for membership. Due to the length of this discussion the topic was tabled to be re-addressed at a later meeting. See the Membership Committee report for further discussion.
- i. Scholarship Committee:
 - i. Two membership scholarships have been approved. Applications continue to be reviewed upon receipt;
 - ii. The Committee continues to work on development and advertisement of the Certification Exam and CLE Scholarships.



- j. Social Media Committee:
 - i. Facebook continues lead in the PD social media presence. It has been rewarding to see the account being utilized as intended.

VI. Old business

Attended to in the course of Committee Reports.

VII. New Business:

- a. Linda Sanders opened a conversation on vision for Brown Bag Sessions for 2022. In particular, continuation of holding the Sessions via Zoom, at no cost, and including both specific and general topics. A number of topics were discussed. Linda Sanders and Angela Minefee will continue to request suggestions as part of the attendance JotForm.

ACTION ITEM: Linda Sanders will send an email blast to the membership requesting topic suggestions.

VIII. Adjournment

- a. It was moved, seconded and passed to adjourn the meeting. Meeting adjourned at 2:22 p.m.

Minutes submitted by: Linda Sanders, Secretary



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 _____



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. Eblast and Facebook post to try and fill the two volunteer spots Report of the Chair-Elect:
 - i. Recap of the exit-interviews per action item from January meeting;
 - ii. 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

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	\$ 500.00		
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