



State Bar of New Mexico Paralegal Division

ANNUAL MEETING
STATE BAR CENTER, ATJ BOARD ROOM &
VIA VIDEO CONFERENCE
SATURDAY, JANUARY 8, 2022

AGENDA

Meeting called to order at: _____

- I. Officer Reports**
- | | | |
|----------------------|-------------------------------------|------------------|
| Chair | Angela Minefee | Report Attached |
| Chair-Elect | Emmalee Atencio (resigned 12/31/21) | No Report |
| 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 | No Report |
| 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 | Oral Report |
| Scholarship | Devany Whipple | Report Attached |
| Social Media Sub-Committee | Emmalee Atencio | No Report |
- III. Approval of January 9, 2021, Meeting Minutes (10 minutes)**
- IV. Officer Reports (10minutes)**
- V. Committee Reports (40 minutes)**
- VI. Adjournment _____**



Annual Meeting Minutes

January 9, 2021

I. Call to Order

Chair, Yolanda Hernandez, called to order the annual meeting of the SBNM Paralegal Division at 11:09 a.m. on January 9, 2021. Meeting held via Zoom conference.

II. Attendees

Board of Directors: Yolanda Hernandez, Chair
Angela Minefee, Chair Elect
Lynette Rocheleau, Immediate Past Chair
Kay Homan, Treasurer
Emmalee Atencio, Director
Nettie Condit, Director
Dawne Roberto, Director
Linda Sanders, Director
Debbie Tope, Director
Nancy Torres, Director

Members: Kathy Campbell, Division Administrative Assistant
Ruby Silva
Melissa Martinez
Matthew Lucero
Debbie Tope
Severina Dixon
Amy Meilander
Raquel Rodriguez
Feather Astor
Daniel Berg
Devany Whipple
Andrea Pompeo
Lory MacArthur
Linda Flores
Dora Paz
Nicole Woodward

Board of Directors not in attendance: Brandi Nastacio, Secretary



III. Approval of minutes from last meeting

The Minutes from the 2020 Annual Meeting are not available and have not been approved.

IV. 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. Treasurer Report/Budget and Finance Committee
 - i. The starting balance for 2020 was \$53,533.00

V. Old business: None

VI. New business

- a. Certificates of Appreciation have been mailed by the Chair to the Officers and Directors.
- b. A special award was presented to Linda Sanders for her service as Chair of the CLE Coordination Committee.
- c. A special award was presented to Emmalee Atencio for her service as Chair of the 25th Anniversary AdHoc Committee.

VII. Adjournment

- a. Motion to adjourn made by Angela Minefee, second by Lynette Rocheleau. Motion passed. Meeting adjourned at 12:21 p.m.

Minutes submitted by: Linda Sanders, Acting Secretary

**PARALEGAL DIVISION
2022 ANNUAL MEETING
CHAIR REPORT**

CHAIR Angela Minefee

DATE OF REPORT January 8, 2022

YEAR-END SUMMARY

As we close the books on 2021, I want to take a moment to personally thank everyone that served as a member of this Board, volunteered for a committee, or attended an event – whether it was a CLE or luncheon. Your time, energy, and dedication to the paralegal profession are the lifeblood of the Division.

This year, as we all settled into pandemic life and were forced to make sometimes uncomfortable changes, we learned to adapt to the new “normal.” As a division, we were able to offer our members eight hours of free CLE credit – and saw record attendance numbers at every offering. At our holiday dinner, over thirty active, inactive, and prospective members met to celebrate, play a game of bingo, and visit. We learned to value our mental health, set healthy boundaries, and appreciate our differences at our end-of-year CLE.

I am so immeasurably proud of this year and all that we were able to offer our members, in spite of the challenges presented by the on-going pandemic. Serving as your liaison to the Board of Bar Commissioners was the highlight to my year as Chair. During my tenure, I served on several BBC committees and was able to advocate paralegals as vital members of the legal community.

As a final note, I want to address the future of the Division. Our legal landscape is changing, quickly. More states are adopting or considering limited licensing, permitting representation by non-lawyers. In March of this year, a law firm owned entirely by non-lawyers opened its doors for business. So, although change is difficult and uncomfortable, this Division must embrace it, face our challenges head-on, and proceed with a growth mindset if we are to remain viable and relevant. We cannot and should not rest on our laurels or think “this is how we’ve always done it.” If we have learned anything this year, it is that if we embrace change, we can do great things – for ourselves, the Division, and the paralegal profession.

If you don’t like change, you’re going to like irrelevance even less.

—General Eric Shinseki

Respectfully submitted,
Angela Minefee

**Paralegal Division
Budget & Finance Committee
Treasurer/Budget & Finance Committee
2021 Annual Meeting Report**

Committee Title: Budget & Finance Committee

Committee Chair: Kay L. Homan, CP

Date of Report: January 8, 2022

RE: 2021 Annual Meeting Report

Beginning balance as of 01-01-21 was \$54,776.59. We received \$10,157.25 in membership fees through December 31, 2021. (\$375.00 was transferred from the scholarship line item to cover 2021 scholarships). We received \$9,525.00 from NBI/IPE for CLE approvals. Ending balance as of 12/31/21 is \$64,009.38.

Respectfully submitted,

Kay L. Homan, CP
Treasurer

**STATE BAR OF NEW MEXICO PARALEGAL DIVISION
BYLAWS COMMITTEE 2021 ANNUAL MEETING REPORT**

COMMITTEE CHAIR: Kay L. Homan, CP

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

DATE OF MEETING: January 8, 2022

ACTIVITIES UNDERTAKEN:

ONGOING ACTIVITIES:

The Committee added two new members, Daniel Berg and Nancy Torres. 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 Following is information to clarify the amendment rules and procedures for changes to the Division's Standing Rules, Division's Bylaws or the Supreme Court Rules governing the Paralegal Division.

Amendments to Standing Rules. Any proposed revisions to the Standing Rules must be in compliance with the Bylaws and require approval by the Board of Directors.

Amendments to Bylaws. Article XI. Section 11.1 Bylaws may only be amended by mail or electronic ballot by a two thirds (2/3) vote of the Members, all in accordance with the Standing Rules. No amendment(s) adopted by the membership shall become effective until the Board of Bar Commissioners ratifies the amendment(s).

Section 11.2 Any proposed amendment(s) to these Bylaws shall first be submitted in writing to the Board by: a) The initiative of the Bylaws and Standing Rules Committee or the Board of Directors; or b) A petition signed by at least ten (10) members of the Division. The Board shall publish the proposed amendment(s) with the Board's recommendations concerning adoption or rejection of the amendment(s) by email or mail attaching a "redlined" version of the Bylaws showing the proposed amendment(s) along with the Board's written recommendations concerning adoption or rejection of the proposed amendment(s) together with a clean copy of the proposed Bylaws and a written ballot or a link to the electronic ballot.

Amendments to Supreme Court Rules. **Rule Set 24 Rules Governing the New Mexico Bar** is where the Paralegal Division is defined and where there are membership qualifications listed.

For changes to the Division's rules and bylaws under Rule 24-101, Section B(3). **Divisions created:**

(3) a paralegal division. A person may become a member of the Paralegal Division if the person meets the requirements of Rule 24-101.1 NMRA. **The Paralegal Division shall adopt bylaws applicable to its division which shall have been approved by the Board of Bar Commissioners.** The 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. (Emphasis added.)

And this is repeated under Membership:

Rule 24-101.1. 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.**

If changes are made to the Divisions rules or bylaws, or proposed changes to the Supreme Court Rules, those changes have to be approved by the State Bar of New Mexico Board of Bar Commissioners .

Once any proposed changes to the Supreme Court Rules are approved by the Board of Bar Commissioners, then the proposed changes are assigned to one of the Supreme Court Rules Committees for approval. If the proposed changes are approved, then they are sent out for public comment, then referred back to the committee for review, and then the recommendation is sent to the justices of the NM Supreme Court for final approval. Changing a New Mexico rule is a huge deal and the whole process is quite long (approximately 2 years).

Here is a link to a flowchart of the process starting with the NM rules committee (from the NM Courts website).

<https://supremecourt.nmcourts.gov/wp-content/uploads/sites/3/2020/12/Flowchart-of-the-Rule-Making-Process.pdf>

PARALEGAL DIVISION

ANNUAL REPORT

COMMITTEE TITLE: Web Page/ENews Committee

OUTGOING COMMITTEE: Deborah R. Tope, CP, RP; Amy Meilander
CO-CHAIRS:

DATE OF ANNUAL REPORT: January 8, 2022

The web page for the Paralegal Division is part of the web site for the State Bar of New Mexico. In March, 2021, the State Bar migrated its web site to www.sbnm.org. The Division's web page can now be found at [State Bar of New Mexico > Leadership > Divisions \(sbnm.org\)](http://www.sbnm.org) or by going to www.sbnm.org, click on "Leadership", then Divisions, then the Paralegal Division. On the new web site, the menu bar displays across the top and the navigation panel displays on the left side which allow easy access to all portions of the State Bar & Division's materials. From the menu bar, Division members can access all the same features available to attorney members of the Bar including the bi-weekly Bar Bulletin, the classified ads and information for CLEs sponsored by the Bar. Paralegal Division members are included in the Bar's master electronic distribution list and receive the bi-weekly Bar Bulletin and weekly eNews via e-mail.

The Division's portion of the web site has a home page and the following tabs: Join the Division, Officers & Directors, Member Resources, CLE Resources, News & Calendar, Minutes, Pro Bono Opportunities, Job Bank, Scholarships and Materials from Past CLE Programs.

With the move to the web site, the Division's home page and tabs have changed and also offer new features introduced by the Division's Board of Directors and working committees in 2021. The home page has information about the Division and its history along with a link to how to contact the division. Join the Division has links to the membership qualifications, application & an application for membership through the Division's scholarship program. There are 3 new tabs and other resources have been reorganized for easy access. New this year are the Member Resources tab, which includes links to membership renewal (during the renewal period), the membership directory, the Division's members-only social media, and reference documents including the Bylaws, Code of Ethics & Professional Responsibility, Rules Governing Paralegal Services, the list of Committees & Chairs and the Standing Rules and general forms; the CLE Resources tab with links to the MCLE Requirements, CLE Credits tables, CLE Submission, CLE-related Forms and CLE Programs sponsored by the Division as scheduled; Materials from Past CLE Programs for ongoing reference, including Brown Bag seminar materials and, if recorded on Zoom, videos of the presentations; and the Scholarships tab where first-year members can apply for a scholarship worth their first year's dues. Other tabs include News & Calendar where we welcome new Division members and list the yearly schedule of Division activities; our free Job Bank; the Division's Officers and Directors; Minutes with reports from prior Division annual and board meetings; and Pro Bono Opportunities (as scheduled). The web page committee ensures these materials are kept current and supplemented as needed.

Following the Annual & Board meetings on January 8, updates will be made to the tabs with the lists of Officers & Directors and committee chairs and any other updates necessary.

As the 2021 year closes, Amy Meilander and Debbie Tope will be retiring as the co-chairs of the eNews & Web Page Committee and turn the Committee over to the new co-chairs – Michelle Jaramillo and Michelle Pettit.

Deborah Tope, CP, RP

Amy Meilander

Web Page/ENews Committee Outgoing Co-Chairs

**PARALEGAL DIVISION
ANNUAL MEETING
January 8, 2022**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMBER: Shannon Rooney

DATE OF REPORT: January 8, 2022

ACTIVITIES SINCE LAST REPORT:

The Committee coordinated CLE's for January, May, September and December 2021. The Brown Bag Discussion Group was launched and held one hour events in February, March, April, June, July, August, October and November. An effort was made to incorporate feedback and suggestions resulting from membership surveys at the conclusion of each Brown Bag event.

The January CLE was a one-hour Ethics event held at the State Bar in conjunction with the Annual Meeting of the Division and January Quarterly Meeting of the Board. Linda Sanders presented a case study on the "Importance of a Fee Agreement". A flyer advertising this event was posted on the Division website and an email blast was sent to the membership. This CLE was offered at no cost to our members. A total of 40 members attended this event.

May 1, 2021: "Legal Research and Citation" CLE was held via Zoom. The CLE offered 3 hours of general credit. The presenters for the event were Brenda Castello, "How to Leverage the Feature Functionality of the NMOneSource.com Service" and Alethia Allen, "Legal Citation". Advertisement was run in the Bar Bulletin and State Bar eNews, a flyer was posted on the Division website and an email blast sent to the membership. The cost of this CLE was \$35.00. A total of 33 members attended the event.

September 18, 2021: A 2 hour CLE, held via Zoom, was held in conjunction with the First Annual Paralegal Symposium. Susan Page, Esq. and Kathryn Rubi, Esq. presented on the Oral History Project of the State Bar of New Mexico. Advertisement was run in the Bar Bulletin and State Bar eNews, a flyer was posted on the Division website and an email blast sent to the membership. This CLE was offered at no cost to our membership. A total of 12 members attended the event.

December 3, 2021: "Building Health & Wellness Practices for Legal Professionals" CLE was held in conjunction with the State Bar Center for Continuing Legal Education. The CLE offered 4.8 hours of ethics credit. The presenters for the event were: Rick Vinnay, "Employee Assistance Program of the State Bar; Pamela Moore, "Resiliency"; William Slease, "The Impact of Civility/Professionalism on Well-Being"; and Elizabeth Phillips, "Mindfulness and Presence", "Enneagram", and "Boundaries". Advertisement was run in the Bar Bulletin and State Bar eNews, a flyer was posted on the Division website and an email blast sent to the membership. MCLE credit was approved for this event. The cost of the CLE was \$265.74 which included a discount

for all attendees. The event was held both in-person and via webcast. A total of 36 members attended the event.

Eight Brown Bag Discussions were held in the course of 2021. Topics varied based on membership request and interest of the presenters. All events were held via Zoom at no cost to our members. Information regarding the presenters, topics and attendance are attached.

ONGOING ACTIVITIES: Planning for 2022 CLE and Brown Bag Discussion topics presenters are underway. Due to the on-going COVID pandemic it is anticipated all CLEs will be held in-person (as permitted by the State Bar) and via Zoom.

ISSUES REQUIRING BOARD ACTION: None.

ATTACHMENTS: Agendas for the CLEs are available upon request. Information regarding the Brown Bag Discussion is attached.

2021 Brown Bag Discussion Group:

Month	Presenter	Topic	Attendance
February 17, 2021	Linda Sanders	Deeds	26
March 17, 2021	Angela Minefee	LLC Formation	43
April 21, 2021	Kay Homan	Quiet Title Actions	30
June 16, 2021	Devany Whipple	tips and tricks for calendar management and productivity	36
July 21, 2021	Daniel Berg	Electronic Discovery and File Management - Part One	26
August 11, 2021	Linda Sanders	Wills	35
October 20, 2021	Dawne Roberto	Dealing With People In Crisis	30
November 17, 2021	Dora Paz	Parental Alienation	35

**Paralegal Division
CLE Provider(s) Approval Committee
2021 Annual Meeting Report**

Committee Title: CLE Provider(s) Approvals Committee

Committee Chair: Kay L. Homan, CP

Date of Report: January 8, 2022

RE: Report

NBI/IPE is the only provider currently submitting CLE for approval by the Division in 2021. Deposit of approval fees through December 31, 2021 is \$9,525.00.

only to the Members that have not voted, so Members who had already voted were not bothered with unnecessary emails to vote.

The Committee monitored the number of votes received during the Election process to ensure the Division had the necessary votes for a valid election, which is forty percent (40%). In this election fifty-four percent (54%) of the members voted.

Certification of the 2021 Elections for the 2022-2023 term is attached to this report.

**STATE BAR OF NEW MEXICO
PARALEGAL DIVISION
NOMINATING AND ELECTIONS COMMITTEE
CERTIFICATION OF 2021 ELECTIONS
FOR THE 2022-2023 TERM**

I, Ruby Silva, as Chair of the Nominating and Elections Committee of the Paralegal Division, do hereby certify the following results for the 2021 Elections for the 2022-23-term.

POSITION	CANDIDATE	NO. OF VOTES
Chair-Elect	Linda Sanders	70
Secretary	Christina Babcock	68
Treasurer	Kay Homan, CP	69
Board Member	Michelle S. Jaramillo	67
Board Member	Elizabeth Michelle Pettit	68
Board Member	Meryl Barbere-Sutton	69

I further certify that there were 70 ballots received by the deadline for voting, 54.26% of the members voted.

There were three write-in votes for Director. The following members received write in votes for Director.

Yolanda Hernandez 1 vote
Barbara Lucero 1 vote
Debbie Tope 4 votes

Signed this 29th day of November 2021.

Ruby Silva
Ruby Silva, Chair
Nominating and Elections Committee

EVENTS COMMITTEE REPORT

Chair: Dawne Roberto/

Co-Chair: Lynette Rocheleau

DATE OF MEETING: January 7, 2022

ACTIVITIES UNDERTAKEN IN 2021

Starting in January, the Committee was tasked with organizing an event for Paralegals for September 2021 to take place outside of Albuquerque. The committee called several hotels but, due to strict COVID restrictions could not book hotel or conference rooms at that time. Also, the Committee needed further instructions as to how long the gathering was to be and what was to take place.

The Committee continued to meet and discuss options. We decided to call the meeting the Roswell Symposium and settled on a date in September. The Committee secured the hotel and facilities; meal planning was in the final stages; a flyer was created and sent to post on social media and the Division website.

The Paralegal Day luncheon was held on August 28, 2021 at Pappadeaux's in Albuquerque. Approximately 25 members attended.

On August 31, due to the COVID restrictions at the time, the in person Symposium was cancelled. There were no cancellation fees associated with this.

On December 3, the yearly Paralegal Division dinner was held at Nick & Jimmy's. Approximately 29 members attended. This included 3 prospective members. During the dinner, we played BINGO and gave away prizes.

PARALEGAL DIVISION
ANNUAL COMMITTEE REPORT

COMMITTEE TITLE: **Membership**

COMMITTEE: **Emmalee Atencio (outgoing Co-Chair) and Kathy Campbell (Co-Chair);
Linda Sanders (incoming Co-chair) and Kay Homan**

DATE OF MEETING: **January 8, 2022**

2021 Membership Activity

- At the beginning of the year, we had 129 active members and 11 inactives
- Of those, 109 active members renewed (74 online and 35 by mail--3 were approved after September 1st and did not need to renew)
- 0 members transferred to inactive status
- 17 active members did not renew (disenrollment letters were mailed February 15)
- 2 inactives did not renew (Kelbe and Ortiz)
- 18 members were approved in 2021
- We ended 2021 with 130 active members and 9 inactives

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.

Two applicants (Jenkins and Kominiak) applied under Category 1(c) and were not approved because the paralegal studies certificate programs they completed were not post-baccalaureate certificates. Neither have reapplied. One applicant (Miller) attempted to apply but was not employed as a paralegal. He subsequently reapplied when he was employed as a paralegal and was approved)

Correspondence

Six inquiries were responded to regarding membership qualifications and licensing requirements.

2020-21 Bench and Bar Directory

It has been the practice for many years and considered a significant member benefit (paid for by the Division) for Division members to receive the annual Bench and Bar Directory that included a Paralegal Division membership roster. The format of the directory was changed for the 2020-2021 directory (without the Division's knowledge) to consist of a two-volume set, neither of which included a Division membership roster, nor was the set provided to Division members. After discussion and communication with State Bar staff, members received the two-volume set by mail but an offer for the State Bar to prepare and mail a separate directory of Division members was rejected as not being of value to Division members.

**PARALEGAL DIVISION
ANNUAL MEETING
January 8, 2022**

PRO-BONO/ COMMUNITY SERVICE COMMITTEE REPORT

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMBER: Meryl Sutton

DATE OF REPORT: January 8, 2022

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

In-person events continued to be largely suspended in 2021. The Committee had regular contact with the Young Lawyers Division (Damon Hudson), New Mexico Legal Aid (Meryl Sutton) and the Second Judicial Pro-Bono Committee.

The Web Page/ENews Committee updated the Pro Bono Opportunities web page as events were reported in a continued effort to keep Division members apprised of pro bono events around the state.

Volunteer help was coordinated with New Mexico Legal Aid for our Spanish speaking members to provide interpretation services to the Volunteer Attorney Program of New Mexico Legal Aid at it's statewide teleclinics.

Two in-person Wills for Heroes events were held in 2021. Our members performed a total of 92 volunteer hours at these events.

Any email questions from sponsors or Division members were answered and questions concerning CLE credits were sent to the CLE Tracking Committee.

ONGOING ACTIVITIES:

The Committee will continue to keep in contact with sponsors and other organizations in an effort to provide volunteer help at online or telephonic events. As soon as in-person events are able to resume the Committee is prepared to share information with the membership as outlined above.

ISSUES REQUIRING BOARD ACTION: None

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: January 8, 2022

ACTIVITIES UNDERTAKEN DURING THIS YEAR:

- Weekly monitoring of Scholarship email account
- Established a fully functioning Membership Scholarship
 - Total of 5 scholarships issued
- Began establishing the CLE scholarship
- Began Establishing the Certification Scholarship
- Advertised scholarship
- Had a few Committee meetings

ONGOING ACTIVITIES

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

ISSUES REQUIRED BOARD ACTIONS: None

FUTURE ACTIVITIES: Finalize CLE scholarship and Certification Scholarships