



State Bar of New Mexico
Paralegal Division

BOARD MEETING
SANTA FE COUNTRY CLUB AND VIDEO CONFERENCE
SATURDAY, SEPTEMBER 30, 2023

AGENDA

Meeting called to order at: _____

I. Welcome

II. Approval of July 8, 2023 Meeting Minutes (5 minutes)

III. Officer Reports (10 minutes)

Chair	Linda Sanders	Report Attached
Chair-Elect	Meryl Sutton	Report Attached
Past Chair	Debbie Tope	Report Attached
Secretary	Madeline Lovato	Minutes Attached
Treasurer	Kay Homan	Report Attached

IV. Standing Committee Reports (1 Hour)

Budget & Finance	Kay Homan	Report Attached
Bylaws & Standing Rules	Kay Homan	Report Attached
CLE Coordination	Shannon Rooney	Report Attached
CLE Provider Approvals	Kay Homan	Report Attached
CLE Tracking	Christina Babcock	Report Attached
Communication: eNews & Web Page	Michelle Jaramillo	Report Attached
Communication: Newsletter	Michelle Pettit	Report Attached
Communication: Social Media	Linda Sanders & Devany Whipple	No Report
Nominating & Elections	Ruby Silva	Report Attached
Events Coordination		Report Attached
Membership	Meryl Sutton & Kathy Campbell	Report Attached
Pro Bono/Community Service	Meryl Sutton	Report Attached
Professional Development	Daniel Berg	No Report
Scholarship	Devany Whipple	No Report
Well-Being	Christina Babcock	Report Attached

V. Ad Hoc Committee Reports (5 minutes)

Paralegal Education Promotion	Yolanda Hernandez	Report Attached
Division Development	Linda Sanders	Report Attached

VI. Old Business (20 minutes)

- a. Updates to Standing Rules
- b. Scholarship

ADJOURN FOR 2024 PLANNING SESSION

VII. New Business

- a. 2024 Calendar and Budget
- b. Ratify Electronic vote in favor of donation top NMBLA
- c. LinkedIn account
- d. PayPal account
- e. Holiday dinner suggestions

VIII. Adjourn



State Bar of New Mexico Paralegal Division

Board of Directors Meeting Minutes

September 30, 2023

I. Call to Order

Chair, Linda Sanders, called to order the SBNM Paralegal Division Board of Directors Meeting at 1:12 pm on September 30, 2023. The meeting was held in person and via Zoom at the Santa Fe Country Club.

II. Attendees

Board of Directors: Linda Sanders, Chair
Meryl Sutton, Chair-Elect
Debbie Tope, Past Chair
Kay Homan, Treasurer
Daniel Berg, Director (via Zoom)
Michelle Jaramillo, Director

Officers not present: Madeline Lovato, Secretary, Daniel Berg was her proxy.

Directors not present: Nicole Madrid, Meryl Sutton was her proxy.
Vanessa Martinez, Kay Homan was her proxy.
Michelle Pettit, Linda Sanders was her proxy.
Kieran Raney, no proxy was arranged.

Members: Christina Babcock
Kathleen Campbell, Administrative Assistant
Sandra June Peterson
Christy Shije

III. Approval of Minutes from last meeting

The July 8, 2023 Board of Directors Meeting minutes were approved. Discussion was held and it was decided meetings would be recorded on Zoom platform to facilitate drafting meeting minutes.

IV. Officer Reports

- a. Chair Report – See report. The Chair attended a meeting of the Commission for Legal Regulatory Reform on August 8. The next meeting will be the week of 10/1/2023. Their goal is to improve access to justice in rural communities. All states are different in terms of regulations (structure). Non-lawyer practice is on the table. Limited Licensure is on the table. The next meeting is to meet with Alaska to find out: how does their program work? Sub-committees? Oversight? Non-atty participation? Linda Sanders & Nicole Madrid are on the Commission.
- b. Chair-Elect Report – Report lists activities undertaken. Nothing further to report.
- c. Past Chair Report – At the request of the Chair, the Past Chair is coordinating with Officers and Committee Chairs to update the Chair Manual. Memos and supporting documentation are requested to be submitted by October 31.
- d. Treasurer and Budget & Finance Committee Report – Division's starting balance as of January 1, 2023 was \$61,847.28. The balance as of August 31, 2023 was \$63,578.64. [Note: the Treasurer will correct the beginning & ending balance numbers on the table within the report and on the proposed budget.]

V. Standing Committee Reports

- e. Bylaws Report – the committee has not yet reviewed what they were asked to review, but they will work on it. There is nothing else to report.
- f. CLE Coordination Report – the committee is in the process of working on the December 1 CLE. Almost all the speakers have been finalized. This will be a 6 hour CLE. The CLE will be available by webinar. The committee is coordinating the CLE with the State Bar. Linda is concerned about that because Brianna has been on maternity leave and there is no one in charge of institute CLEs at State Bar in her absence. A question was asked if the committee is still looking for topics or presenters? That depends on how much time the presenters currently lined up want for their topics. The date on the web page calendar needs to be corrected to Friday December 1, not Saturday December 2.
- g. CLE Provider Approvals – As of August 31, 2023, the Division has received \$6,825.00 for CLE approvals which is 105% of the budgeted amount. An additional \$675 was been deposited in September.
- h. CLE Tracking – Holly Davis has been added as a member of the committee. The committee is trying to get the new CLE reporting process finalized with the State Bar IT department. Chris Lopez has left the State Bar. The committee is now working with Jerry.

The membership renewal form is ready and the link is set-up. They are trying to streamline the process. They are meeting on Monday with Jerry to simplify the link to upload the self-certification form during the renewal process. The new process is scheduled to be covered in the October Lunch & Learn seminar. There is an issue - Chris wasn't able to get the certificates to upload to the jotform. One alternative would be to use the dashboard but that doesn't have an upload function either. Upon further discussion, it was decided to switch the October & November Lunch & Learn topics.

The new CLE reporting process will now be the topic of the Lunch & Learn scheduled for November 15.

- i. Web Page/Enews – See the report. The committee is no longer maintaining a tracking log of requests for changes made to the web page as they haven't needed to use it. Changes are done within minutes by Celeste. Michelle requests that the Tracking log be dissolved. Michelle asks if we want to keep Web Page/Enews Committee Name, or change it to take out Enews? The Enews is mostly being done by the Chair and the Pro Bono Committee.

Action item – the form for travel expense reimbursement needs to be updated and posted on the web page. The Board may want to consider whether to replace the form currently in use with a jotform.
- j. Newsletter – the committee requested someone to prepare an article on the Symposium. Michelle Jaramillo volunteered for that. Linda Sanders volunteered to prepare an article on the SBNM Annual Meeting.
- k. Nominating & Elections – October 15 is the deadline for Declaration of Candidacy to be submitted. Linda will ask Ruby to send an email blast to Division members again.
- l. Events Committee – See report. The committee asks for suggestions on where to have the holiday dinner. M'Tucci's is suggested. Michelle J will call. Linda will call Prairie Star.
- m. Membership – 13 members were approved in 2023. We have 128 actives; 10 inactives. A membership applicant submitted a post baccalaureate certificate from UNM as part of the application. The membership committee requested a copy of the Bachelor's degree. The applicant never responded.
- n. Pro Bono – Committee chair asks how to remove members from the committee for lack of participation. The Division Chair tells her to send them an e-mail stating they have been removed from the committee for that reason. The report details pro bono events & volunteers of the past quarter and upcoming events. The committee is looking for a chair for 2024.
- o. Professional Development – No report was submitted. He has been working with the Ad Hoc Career Development Committee. Daniel asks if anyone wants to Co-Chair the Professional Development committee with him. The UNM Post Baccalaureate certificate should be investigated for validity & standards. Linda & Meryl will reach out to Daniel regarding this committee in 2024. The new Supreme Court Commission which Linda & Nicole are on is particularly going to be looking at legal access in rural areas in New Mexico.
- p. Scholarship – No report was submitted. Linda is going to co-chair this committee with Devany in 2024 and they will develop a proposal for scholarships going forward.
- q. NM Well Being – See report. They have a lot under consideration within their strategic plan for the next 3 to 5 years. They are considering how to approach the concept of well-being as it can be misinterpreted.

- r. Ad Hoc Career Development Committee – See report. This ad hoc committee will sunset at the end of 2023. Meryl & Linda have been talking about how to incorporate that work going forward within the Professional Development committee's work.
- s. Ad Hoc Division Development – See report. The committee submitted the Paralegal Proclamation to the Governor's office to be executed and submitted the sponsorship ad for the SBNM Annual Meeting program. The committee sponsored the PD table at the Annual Meeting. Linda got a lot of feedback from BBC members with respect to the Paralegal Division's CLE presentation at the annual meeting. They may be interested in the Division developing presentations to the SBNM's sections on paralegal work relevant to specific practice areas. The committee purchased awards to be presented to Presbyterian Healthcare & Atwood Malone Turner & Sabin law firm in recognition of their support of the Division. Ongoing activities include developing a marketing plan in conjunction with the SBNM to promote the Division in future editions of the Bar Bulletin. This ad hoc committee will sunset at the end of 2023.

VI. Old Business

- a. Updates to Standing Rules – see the discussion above in the report section.
- b. Scholarship Committee – see the discussion above in the report section.

Board meeting adjourned at 2:33 pm for Planning Session.

The Board Meeting resumed at 3:46 pm.

VII. New Business

- a. 2024 Calendar and Budget – a vote on the 2024 Calendar will be tabled until the Chair can confirm the location and dates of the SBNM Annual Meeting. The proposed budget was approved by vote of the Board.
- b. Ratify Electronic Vote in favor of donation to NMBLA – the electronic vote ratified by the Board.
- c. LinkedIn account – the Division has a LinkIn account and there are members waiting in a queue to be admitted. Christina indicated she has been given access to the Division's Linked account. Michelle Jaramillo volunteered to take over the account in conjunction with the Web Page Committee.
- d. PayPal account – discussion held on whether the Division could set up a PayPal account or a Venmo account. This would need to be discussed with and approved by Angela at the Bar.
- e. Holiday dinner suggestions – see the discussion above in the report section for the Events committee.
- f. A suggestion made at the Division's Annual Meeting lunch at El Pinto's to have a form bank was raised for discussion. Linda mentioned concerns were raised as to access, location & confidentiality of any materials posted there. The suggestion was made that forms are already available at www.nmcourts.gov. We could do a lunch & learn on that,

consider making a link to that site on our web page and suggest that Michelle Pettit include that information with a link in a newsletter.

ACTION ITEM – Create a Retention Policy. To be addressed by the Chair, Chair-Elect, Secretary, Treasurer so have in place by 2024. During the meeting it came up that we can't locate a retention policy so one needs to be developed. There are references to a retention policy within officers' duties in the Standing Rules. Kay could provide an example of a retention policy created for the Country Club. Linda will ask the State Bar for a copy of their retention policy.

VIII. Adjournment

The meeting is adjourned at 3:58 pm.

Minutes submitted by Meryl Sutton as Acting Secretary for this meeting.

**PARALEGAL DIVISION
BOARD MEETING**

CHAIR REPORT: Linda Sanders

DATE OF REPORT: September 30, 2023

ACTIVITIES:

- Attended July Lunch & Learn discussion
- Attended Annual Meeting of the State Bar, July 26-29, 2023
- Attended BBC meeting of July 27, 2023
- Attended Annual Meeting Luncheon July 28, 2023
- Moderated Annual Meeting break-out session July 28, 2023
- Attended meeting of Commission for Legal Regulatory Reform August 8, 2023
- Attended Paralegal Day Luncheon August 26, 2023
- Attended BBC Member Services Committee Meeting of August 29, 2023
- Worked with Pro-Bono/Community Service Committee regarding volunteer opportunities
- Monitor and respond to Division email
- Participated and moderated Division Social Media pages
- Communications and meetings with new Division members welcoming them to the Division, discussing what the Division has to offer and what they would get from membership
- Worked with Chair-Elect to prepare for 2024 Planning Session
- Worked with Chair-Elect on committee Chairs for 2024

Goals for this Quarter:

- Work with CLE Coordination Committee to organize December CLE
- Holiday dinner organization
- Work with Chair-Elect to prepare for 2024

STATE BAR OF NEW MEXICO PARALEGAL DIVISION

CHAIR-ELECT

BOARD MEETING REPORT

September 30, 2023

Meryl Sutton

DATE OF MEETING:

September 30, 2023

ACTIVITIES UNDERTAKEN:

- Attended Wills for Heroes event, July 22
- Attended Law-La-Palooza event, August 25
- Attended Veterans Clinic, September 5
- Met with Kathy & Christina to discuss Membership Committee
- Helped Linda coordinate break out session at the Annual Meeting
- Helped Linda coordinate the Symposium
- Worked with Linda on Planning Session & Budget
- Worked with Treasurer on 2024 Budget

ONGOING ACTIVITIES:

- Prepare for 2024
- Reach out to Division Members re: 2024 BOD & Officers
- Continue to recruit Members for Division

ACTION ITEMS: N/A

**Paralegal Division
Board Meeting Report**

Report for Past Chair **Deborah R. Tope, CP, RP**

Date of Report: **September 30, 2023**

At the request of Chair Linda Sanders, I have e-mailed Officers and Committee Chairs requesting memos detailing how their office and committees work with supporting documentation to be included in an updated Chair Manual.

Action Item: Officers & Committee Chairs are requested to respond to Debbie Tope with memos and support documentation by October 31, 2023.

At

**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 30, 2023

RE: Report

Budget vs. Actual as of August 31, 2023 is attached. Beginning balance January 1, 2023 - \$61,862.95. Balance as of August 31, 2023 - \$63,399.63. Outstanding checks: Linda Sanders - \$1,940.59 (Paralegal Day lunch at El Pinto) and NM Black Layers Association - \$250.00 (donation for Raymond Hamilton Backyard Bash).

Action Item: None.

State Bar of New Mexico, Paralegal Division				
2023 Budget V. Actual				
		Starting Balance	Ending Balance	
1000	Checking 403-8	\$63,578.64	\$61,847.28	
	Income	Budget	Actual	% to Budget
4805	CLE Provider Approvals	\$ 6,500.00	\$ 6,825.00	105%
4500	CLE Seminars	\$ 100.00		0%
4300	Earned Interest	\$ 50.00	\$ 83.77	168%
4000	Membership Dues	\$ 9,000.00	\$ 9,061.25	101%
4220	Miscellaneous Income	\$ 1,000.00		0%
	Total Income	\$ 16,650.00	\$ 15,970.02	96%
	Expenses	Budget	Actual	% to Budget
6741	CLE Subsidy/Expenses	\$ 3,000.00	\$ 915.88	31%
5250	Contract Labor	\$ 5,200.00	\$ 3,890.70	75%
6100	State Bar Admin/IT/Technology	\$ 2,500.00	\$ 379.49	15%
6140	Donations/Contributions	\$ 6,000.00	\$ 5,500.00	92%
6310	Mileage/Travel Reimbursements	\$ 500.00	\$ 178.27	36%
6995	Misc. Expenses/Oral History	\$ 1,400.00	\$ -	0%
6210	Elections/Printing Expenses	\$ 200.00	\$ -	0%
6230	Member Benefits/Bench & Bar	\$ 4,000.00	\$ 496.30	12%
6270	Postage & Delivery	\$ 150.00	\$ -	0%
6160	Receptions & Meetings	\$ 7,000.00	\$ 633.14	9%
6751	Scholarships	\$ 1,000.00		0%
6260	Web/Zoom/Jot Form	\$ 500.00		0%
6210	Division Development Comm.	\$ 5,000.00	\$ 2,925.89	59%
6210	Career Development Comm.	\$ 1,500.00	\$ 785.71	52%
6995	Miscellaneous Expenses	\$ 1,000.00	\$ -	0%
	Total Expenses	\$ 38,950.00	\$ 15,705.38	40%

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

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Ruby Silva, Nettie Condit

DATE OF MEETING: September 30, 2023

ACTIVITIES UNDERTAKEN:

ONGOING ACTIVITIES:

The revised Standing Rules approved as of October 2022 are posted on the website.

This committee provides assistance to the Board, Directors and Committee Chairs regarding matters relating to Division policies and procedures as needed. Further, the committee receives, studies and initiates suggested amendments to the Bylaws and Standing Rules and works with standing and special committees to develop and/or change Division policies and procedures.

Action Item: None.

**PARALEGAL DIVISION
BOARD MEETING**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CO-CHAIRS: Shannon Rooney/Linda Sanders

DATE OF REPORT: September 25, 2023

ACTIVITIES SINCE LAST REPORT:

July 28, 2023 CLE breakout session at the Annual Meeting on the “Effective & Ethical Use of Paralegals”. This breakout session was wonderful. It could have gone on for much longer if time allowed. The panel discussion was constructive and interesting to listen to, and should be implemented again next year.

August 16, 2023 Lunch & Learn: Shannon Rooney presented on “New Laws in New Mexico”. The event was held via Zoom. Announcements were made on the Division website 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. The presentation was recorded.

UPCOMING CLE’S:

October 18, 2023 Lunch & Learn: Christina Babcock will present on “Self-Reporting CLEs”.

November 15, 2023 Lunch & Learn: Linda Sandera will present on “Closing File Protocol”.

December 2, 2023 Institute CLE: The CLE Coordination Committee is working on topics/finding presenters for the half-day CLE. The presentation will be secured by November 1, 2023.

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

Committee Member(s)

Date of Report: September 30, 2023

RE: Report

NBI/IPE is the only provider currently submitting CLE for approval by the Division.

Deposits of approval fees through August 31, 2023 - \$6,825.00 (105% of budgeted amount). Have deposited \$675.00 additional approval fees in September. Waiting for checks for 2 additional approved seminars. IPE seminars scheduled October through December attached.

				5 General, 1	
06/27/23	IPE	10/11/23	97260	Ethics	Workers' Comp Cases: A How to Guide fo
06/28/23	IPE	10/12/23	97406	3 General	Top Divorce Litigation Mistakes to Avoid f
06/30/23	IPE	10/17/23	97253	3 General	discovery Requests for Paralegals: From li
07/06/23	IPE	09/22/23	97138	1 General	Bankruptcy Made Simple: A Paralegal's G
07/06/23	IPE	10/19/23	97427	3 General	Paralegals' Guide to Medicaid Qualifying t
07/07/23	IPE	09/26/23	97210	1 General	Federal Court: E-Filing, Discovery, and Otl
				5 General, 1	
07/10/23	IPE	10/25/23	97255	Ethics	The Complete Litigation Paralegal
07/13/23	IPE	09/20/23	97214	1 General	Metadata Guide for Paralegals
				5 General, 1	
07/17/23	IPE	10/14/23	97413	Ethics	The Corporate Paralegal from A to Z
07/18/23	IPE	10/31/23	97426	3 General	Paralegal Tips: dealing with Difficult Clie
07/18/23	IPE	10/03/23	97560	1 General	Paralegal's Guide to Reviewing Land Use a
07/19/23	IPE	10/18/23	97415	6 General	Paralegas' Complete Guide to Reviewing l
07/19/23	IPE	11/02/23	97602	3 General	Skip Tracing for Paralegals: Finding Debt
07/19/23	IPE	10/05/23	97559	1 General	Communicating with Auto Insurance Com
				5 General, 1	
07/24/23	IPE	11/01/23	97621	Ethics	Complex Family Law Issues and Solutions
07/25/23	IPE	10/10/23	97586	1 Ethics	Lega Ethics Compliance Hotline for Parale
07/26/23	IPE	11/09/23	97578	3 General	Collecting Evidence on the Internet: Para
08/01/23	IPE	11/14/23	97620	2 ethics	Legal Ethics Top Challenges for Paralegals
				5 General, 1	
08/07/23	IPE	11/08/23	97624	Ethics	Medicare Liens, Set-Asides and Medicaid
08/08/23	IPE	10/20/23	97587	1 General	What Trusts and Estates Paralegals Need
08/15/23	IPE	10/10/23	97561	1 General	Paralegal Insight: Assisting Your Attorney
				5 General, 1	
08/22/23	IPE	11/29/23	97573	Ethics	Managing the Discovery Process: A Parale
				5 General, 1	
08/23/23	IPE	11/30/23	97596	Ethics	Medical Records for Paralegals: Advanced
08/25/23	IPE	11/07/23	97656	1 General	ChatGPT for Paralegals
				5 General, 1	
08/30/23	IPE	12/06/23	97737	Ethics	Paralegals Guide to Obtaining Evidence Fr
09/06/23	IPE	12/12/23	97725	2 ethics	Paralegal Etics: Administrative Pitfalls to /
09/06/23	IPE	11/15/23	97669	1 General	Exhibit Preparation Mistakes Paralegals N
09/07/23	IPE	11/10/23	97671	1 General	Paralegals' Guide to Tech Licensing and S
09/07/23	IPE	12/14/23	97701	3 General	Paralegals' Checklist Guide to Personal Inj
09/13/23	IPE	12/19/23	97715	3 General	Real Estate Transfers Buide for Paralegals
09/22/23	IPE	11/28/23	97670	1 General	Intro to Wills and Trusts for Paralegals
09/25/23	IPE	12/07/23	97834	1 General	Taxes in Probate 101: A Quick Guide for P

**PARALEGAL DIVISION
BOARD MEETING
SEPTEMBER 30, 2023**

COMMITTEE:	CLE Tracking
COMMITTEE CHAIR:	Christina Babcock
COMMITTEE MEMBER:	Kay Homan and Holly Davis
DATE OF MEETING:	September 30, 2023

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Added Holly Davis as a new member of the committee.
- Met with the membership committee to get ideas for the October Lunch and Learn presentation about the new process.
- Answered questions from members about credits and CLEs.
- Holly is now managing the PD CLE and pro bono database.

ONGOING ACTIVITIES:

- Meet with the State Bar one more time about the JotForm.
- Continue to work on the October Lunch and Learn presentation.
- The committee will start to develop a plan for the audit process.
- Continue to answer questions from members about credits, CLEs, and end of the year submissions.

PARALEGAL

DIVISION

QUARTERLY REPORT

COMMITTEE TITLE: **Web Page/ENews Committee**

COMMITTEE CHAIR: **Michelle Jaramillo**

DATE OF ANNUAL REPORT: **September 12, 2022**

No new items to report.

All requested edits continue to be processed in a timely manner. A tracking log is available upon request to review edits requested and completed.

Contact has been maintained with those posting in the job bank to ensure that the postings are up-to-date or removed when positions are filled or postings expire.

Michelle S. Jaramillo, CP

Web Page/ENews Committee Chair

Paralegal Division

Quarterly Report

COMMITTEE TITLE: Newsletter
COMMITTEE CHAIR: Michelle Pettit
DATE OF ANNUAL REPORT: September 30, 2023

I have begun work on the fall issue of the newsletter and will reach out to the election committee about making part of the issue dedicated to the election, the positions and benefits of being on the board. As it relates to that would like to add content related to the paralegal division participation at the State Bar Convention as well as at the Paralegal Symposium.

Although the format of the newsletter is fluid and always evolving to meet the needs of the division, in generally it consists of a feature article or two, a tips and tricks column, the calendar of events, a member spotlight and a message from the chair. I hope to add a column related to personal development as well. I plan to continue having the newsletter go out quarterly and when possible timed to be an additional reminder of important events coming up.

As always, I am always open to ideas, suggestions, guest writers, etc.

PARALEGAL DIVISION
BOARD MEETING REPORT

COMMITTEE TITLE: NOMINATING AND ELECTIONS
COMMITTEE CHAIR: RUBY SILVA
COMMITTEE MEMBER: NETTIE CONDIT
DATE OF MEETING: September 30, 2023

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

On September 15, 2023, the Committee sent an email blast to all active members regarding the upcoming elections. Included in the email was a letter regarding the elections, a Declaration of Candidacy form, Election Guidelines and Duties of Officers.

Oops, in the cover letter Nicole Madrid's and Vanessa Martinez's names were inadvertently switched. The letter stated Nicole's term ended this year instead of Vanessa's. Thank you, Linda Sanders, for noticing the mistake. An email was sent to both Vanessa and Nicole informing them of the mix up.

As of September 26th, the committee has received the following Declarations:

Nicole Madrid for Chair-Elect.

Michele S. Jaramillo for Director

Thank you, Nicole & Michelle.

ISSUES REQUIRING BOARD ACTION:

None.

ATTACHMENTS:

None.

COMMENTS:

None.

**PARALEGAL DIVISION
BOARD MEETING
SEPTEMBER 30, 2022**

COMMITTEE: Events Committee

COMMITTEE CHAIR: None

COMMITTEE MEMBER: None

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Made arrangements for Annual Meeting luncheon held on Friday, July 28, 2023 at the Tamaya Resort. We had 32 members and 3 guests in attendance.
- Made arrangements for our annual Paralegal Day luncheon held on Saturday, August 26, 2023 at El Pinto. We had 26 members and 2 guests in attendance.

ONGOING ACTIVITIES:

- Looking for restaurants to cater our board meeting lunches.
- Looking for a venue to hold our 2023 Holiday dinner.

PARALEGAL DIVISION

COMMITTEE TITLE: Membership

COMMITTEE: Meryl Sutton and Kathy Campbell (Co-Chairs)
Christina Babcock (Member)

DATE OF REPORT: September 26, 2023 (for September 30 Board Meeting)

2023 Membership Activity:

The following thirteen (13) members have been approved to date in 2023:

Last Name	First Name	Firm Name	City, State	Category	Approved
Barclay	Amy		Albuquerque	1(b)	1/27/2023
Blossom	Krystal	Atwood Malone Turner & Sabin PA	Roswell	2	4/25/2023
Chino-Zamora*	Amanda	Law Office of the Public Defender	Albuquerque	1(b)	6/30/2023
Davis*	Holly	Wiseman Legal Group	Albuquerque	1(c)	3/3/2023
Dubiel	April			2	4/25/2023
Hatten	Ann	Madison Mroz Steinman Kenny & Olexy PA	Albuquerque	1(a)	5/15/2023
Hernandez	Lawrence	Carrillo Law Firm PC	Las Cruces	3	6/26/2023
Irlbeck	Candice	Jennings Haug Keleher McLeod	Albuquerque	1(b)	6/1/2023
Medina	Renee	Macke Law & Policy LLC	Albuquerque	1(b)	4/25/2023
Myers	Cortney	NM Local Government Law LLC	Albuquerque	3	9/19/2023
Page	Elizabeth	NM Local Government Law LLC	Albuquerque	1(b)	7/25/2023
Richard-Peckham	Todd	Independent Paralegal	Elephant Butte	3	6/23/2023
Tuttle	Stormy	James Wood Law	Albuquerque	3	4/17/2023

*Initial dues waiver recipient

We currently have 128 active members and 10 inactives.

Miscellaneous:

The Committee is working with the CLE Tracking Committee to implement the revised CLE tracking process and MCLE Guidelines for annual membership renewal.

STATE BAR OF NEW MEXICO PARALEGAL DIVISION

PRO BONO COMMITTEE

BOARD MEETING REPORT

September 30, 2023

COMMITTEE CHAIR: Meryl Sutton

COMMITTEE MEMBERS: Yolanda Hernandez, & Vanessa Martinez

DATE OF MEETING: September 30, 2023

ACTIVITIES UNDERTAKEN:

- July 22, Wills for heroes event. The Pro Bono Committee was able to secure three volunteers (including myself) for this event.
- August 25, Law-La-Palooza. The Pro Bono Committee was able to secure three volunteers for this event.
- September 5, Veterans Clinic. The Pro Bono Committee was able to secure zero volunteers for this event. Meryl attended and conducted Intake.
- September 30, Wills for Heroes event. The pro Bono Committee was able to secure three volunteers for this event.

ONGOING ACTIVITIES:

- Continued expansion of volunteer opportunities for Division Members.
- Worked with the 2nd JD Pro Bono Committee Judge Chairs to set a date for Peter Johnstone Legal Fair (April 2024). The Pro Bono Committee is working with the 2nd JD, ATJ, private family law bar to coordinate a mediation legal fair.
- Worked with 13 JD's on Pro Bono Month Events for volunteer opportunity.

ACTION ITEMS:

- 2024 Chair for Pro Bono Committee

**PARALEGAL DIVISION
BOARD MEETING
SEPTEMBER 30, 2023**

COMMITTEE: **NM Well-Being Committee (WBC)**

**PARALEGAL DIVISION
REPRESENTATIVE:** **Christina Babcock**

DATE OF MEETING: **September 30, 2023**

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Hosted The Well-Being Committee (WBC) table and gratitude wall at the State Bar Annual Meeting.
- Attended the WBC retreat to discuss and brainstorm a strategic plan for the next 3 to 5 years.
- Attended all WBC Meetings.

ONGOING ACTIVITIES:

- Continue working with the WBC on the strategic plan.
- Continue to attend WBC meetings.

**PARALEGAL DIVISION
BOARD MEETING REPORT
September 30, 2023**

COMMITTEE: **AD HOC CAREER DEVELOPMENT COMMITTEE**

COMMITTEE CHAIR: **Yolanda Hernandez**

COMMITTEE MEMBERS: **Devany Whipple and Daniel Berg**

DATE OF MEETING: **September 30, 2023**

COMMITTEE STATEMENT:

The purpose of this Committee is to promote paralegal education awareness of the Paralegal Division in high schools in New Mexico. The Committee has recognized a significant decline of schools that do not offer either a paralegal degree or certificate program. The goal is an outreach approach to encourage students to become a degreed paralegal, and hopefully, a member of the Division. The vision is for the Division to support and encourage students in the career of a professional Paralegal.

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The Chair has notified its members of the need to “sunset” the Ad Hoc Career Development Committee due to the Chair’s unforeseeable medical issues. There are no scheduled high school career fairs in the surrounding area this year and anticipated high school career fairs scheduled in 2024.

ONGOING ACTIVITIES:

None.

ISSUES REQUIRING BOARD ACTION:

- Board approval to sunset this Committee until 2024.
- Board approval to table this Committee’s scholarship until 2024.

ATTACHMENTS:

None.

COMMENTS:

- The current balance for this Committee is \$785.71. There are no anticipated expenditures.
- This Committee is thankful for the valuable service and contributions from the members of the Ad Hoc Career Development Committee. The Chair sincerely appreciates their dedicated efforts through the past year during the high school career fairs and service in support of the Paralegal Division.

**PARALEGAL DIVISION
COMMITTEE BOARD REPORT**

COMMITTEE: Ad Hoc Division Development Committee

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMBERS: Debbie Tope, Kathy Campbell, Kay Homan, Nettie Condit, Ruby Silva

DATE OF REPORT/MEETING: September 30, 2023

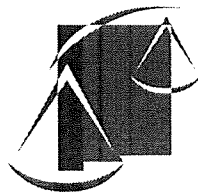
ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- The Committee submitted the necessary paperwork for the 2023 Paralegal Day Proclamation from the Governor. The Proclamation was run as an advertisement in the Bar Bulletin for the week of August 23, 2023.
- The Committee submitted the sponsorship ad to be included in the program for the Annual Meeting
- Participation at the Annual Meeting of the State Bar: Members of the Committee helped cover our vendor table which involved interacting with attendees (attorneys, Division members and potential members). The vendor table had multiple swag items available, a brochure promoting the Division, and applications for potential members. A copy of the Governors Proclamation was also on display. The Division banner was present together with a large thank you board recognizing all of the firms/entities at which our members are employed.
- The Committee purchased awards for Presbyterian Healthcare and Atwood, Malone, Turner & Sabin, P.A. recognizing their support of the Division. The awards were displayed at the Annual Meeting and announced at the Annual Meeting Luncheon and Paralegal Day Luncheon.

ONGOING ACTIVITIES:

- Continued outreach to attorneys/firms;
- Continued collaboration with the State Bar to develop ways to promote the Division.
- The Committee is developing a marketing plan with the State Bar for inclusion in the Bar Bulletin that will include information about the Division as it relates to membership, attorneys and the legal community in general.

ISSUES REQUIRING BOARD ACTION: None.



State Bar of New Mexico
Paralegal Division

BOARD MEETING – 2024 PLANNING SESSION
SATURDAY, SEPTEMBER 30, 2023

AGENDA

Meeting called to order at: _____

I. Officers

Chair: Linda Sanders
Chair-Elect: Meryl Sutton
Treasurer: Kay Homan
Secretary: Madeline Lovato
Past Chair: Debbie Tope

Directors

Daniel Berg (2023-2024)
Nicole Madrid (2023-2024)
Kieran Raney (2023-2024)
Vanessa Martinez (2023)
Michelle Jaramillo (2023)
Michelle Pettit (2023)

II. Proposed 2024 Calendar

- a. Location of out of town Board meeting
- b. Location of Symposium

III. Proposed 2024 Budget

IV. Proposed 2024 Initiatives

- a. Professional Development Committee
 - i. Paralegal Promotion Committee
 - ii. Division Development Committee
- b. Succession Planning
 - i. Increase committee involvement
- c. Administrative Assistant transition/SBNM Dashboard

Proposed Calendar of Events for 2024

EVENT	DATE & LOCATION
10:00 am Ethics CLE 11:00 am Annual Meeting 12:00 pm Lunch (Provided by the Division) 1:00 pm Board Meeting	Saturday, January 6, 2024 State Bar of New Mexico
11:00 am Board Meeting 12:30 pm Lunch (provided by the Division)	Saturday, April 6, 2024 State Bar of New Mexico
Law Day CLE 9:00 am – 12:00 pm	Saturday, May 4, 2024 State Bar of New Mexico
11:00 am Board Meeting 12:30 pm Lunch (provided by the Division)	Saturday, July 8, 2023 TBD
State Bar Annual Meeting Bench & Bar Conference	TBA
Paralegal Division Annual Meeting Luncheon	TBA
Paralegal Day	August 30, 2024
Paralegal Day Luncheon 12:00 pm – 2:00 pm	Saturday, August 31, 2024 El Pinto Restaurant
4 th Annual Paralegal Symposium	September 13-15, 2024 TBD
The Institute CLE 8:30 am – 4:30 pm	Friday, December 6, 2024 State Bar of New Mexico
Holiday Dinner 6:00 pm – 8:00 pm	Friday, December 6, 2024 TBD
10:00 am Ethics CLE 11:00 am Annual Meeting 12:00 pm Lunch (Provided by the Division) 1:00 pm Board Meeting	Saturday, January 4, 2025 State Bar of New Mexico

State Bar of New Mexico, Paralegal Division

2023 Budget V. Actual

	Starting Balance	Ending Balance	
1000 Checking 403-8	\$61,847.28		a/o 8/31/23

Income	Budget	Actual	% to Budget
4805 CLE Provider Approvals	\$ 6,500.00		0%
4500 CLE Seminars	\$ 100.00		0%
4300 Earned Interest	\$ 50.00		0%
4000 Membership Dues	\$ 9,000.00		0%
4220 Miscellaneous Income	\$ 1,000.00		0%
Total Income	\$ 16,650.00	\$ -	0%
Expenses	Budget	Actual	% to Budget
6741 CLE Subsidy/Expenses	\$ 3,000.00		0%
5250 Contract Labor	\$ 5,200.00		0%
6100 State Bar Admin/IT/Technology	\$ 2,500.00		0%
6140 Donations/Contributions	\$ 6,000.00		0%
6310 Mileage/Travel Reimbursements	\$ 500.00		0%
6995 Misc. Expenses/Oral History	\$ 1,400.00	\$ -	0%
6210 Elections/Printing Expenses	\$ 200.00	\$ -	0%
6230 Member Benefits/Bench & Bar	\$ 4,000.00	\$ -	0%
6270 Postage & Delivery	\$ 150.00	\$ -	0%
6160 Receptions & Meetings	\$ 7,000.00		0%
6751 Scholarships	\$ 1,000.00		0%
6260 Web/Zoom/Jot Form	\$ 500.00		0%
6210 Professional Development	\$ 6,000.00		0%
6995 Miscellaneous Expenses	\$ 1,000.00	\$ -	0%
Total Expenses	\$ 38,450.00	\$ -	0%

State Bar of New Mexico, Paralegal Division

2024 Proposed Budget - Presented September 30, 2023

Bank Balance a/o August 31, 2023 - \$61,847.28

	2023 Budget
INCOME	
4000 Membership Dues	\$ 9,000
4300 Earned Interest	\$ 75
4805 CLE Provider Approvals	\$ 6,750
4500 CLE Seminars	\$ 100
4220 Miscellaneous Income	\$ 1,000
TOTAL INCOME	\$ 16,925
EXPENSES	
5250 Contract Labor	\$ 5,200
6100 State Bar Admin/IT	\$ 1,500
6230 Member Benefits	\$ 7,000
6210 Professional Development Committee	\$ 3,000
6140 Contributions/Donations	\$ 6,000
6160 Receptions & Meetings	\$ 7,000
6260 Web/Zoom/Jot Form	\$ 500
6310 Travel/Mileage Expenses	\$ 500
6741 CLE Subsidy/Expenses	\$ 1,200
6751 Scholarships	\$ 1,000
6995 Miscellaneous Expenses	\$ 1,000
TOTAL EXPENSES	\$ 33,900