



State Bar of New Mexico Paralegal Division

ANNUAL MEETING
STATE BAR CENTER, ALBUQUERQUE, NM AND VIDEO CONFERENCE
SATURDAY, JANUARY 7, 2023

AGENDA

Meeting called to order at: _____

- | | | |
|---|--------------------------------|---------------------|
| I. Welcome | | |
| II. Approval of 2022 Meeting Minutes | | (5 minutes) |
| III. Officer Reports | | (10 minutes) |
| Chair | Linda Sanders | Report Attached |
| Chair-Elect | | |
| Past Chair | Ruby Silva | No Report |
| Secretary | Christina Babcock | Minutes Attached |
| Treasurer | Kay Homan | No Report |
| IV. Standing Committee Reports | | (1 Hour) |
| Budget & Finance | Kay Homan | No Report |
| Bylaws & Standing Rules | Kay Homan | Report Attached |
| CLE Coordination | Linda Sanders & Shannon Rooney | Report Attached |
| CLE Provider Approvals | Kay Homan | No Report |
| CLE Tracking | Christina Babcock | Report Attached |
| Communication: eNews & Web Page | Michelle Jaramillo | Report Attached |
| Communication: Newsletter | Michelle Pettit | No Report |
| Communication: Social Media | Linda Sanders & Devany Whipple | No Report |
| Nominating & Elections | Ruby Silva | Report Attached |
| Events Coordination | Barbara Lucero | No Report |
| Membership | Linda Sanders & Kathy Campbell | Report Attached |
| Pro Bono/Community Service | Meryl Sutton | Report Attached |
| Professional Development | Daniel Berg | Report Attached |
| Scholarship | Devany Whipple | No Report |
| Well- Being | Christina Babcock | Report Attached |

V. Ad Hoc Committee Reports

(5 minutes)

Paralegal Education Promotion
Division Development

Yolanda Hernandez
Linda Sanders

Report Attached
Report Attached

VI. Old Business

(10 minutes)

a. Ad Hoc Committees

VII. New Business

(5 minutes)

a. Committee Appointments

VIII. Adjourn



State Bar of New Mexico Paralegal Division

Annual Meeting Minutes

January 7, 2023

I. Call to Order

Chair, Linda Sanders, called to order the SBNM Paralegal Division Annual Meeting at 11:13 a.m. on January 7, 2023. The meeting was held in person at the NM State Bar Center and via Zoom.

II. Attendees

Board of Directors: Linda Sanders, Chair
Vacant, Chair Elect
Ruby Silva, Past Chair
Christina Babcock, Secretary
Kay Homan, Treasurer
Elizabeth Michelle Pettit, Director
Meryl Barbere-Sutton, Director
Yolanda Hernandez, Director
Debbie Tope, Director
Daniel Berg, Director

Directors not present: Michelle Jaramillo, Director

Members: Kathy Campbell, Division Administrative Assistant
Nettie Condit
Nicole Madrid
Ann Fieldhack
Vanessa Martinez
Katelynn Raney

III. Approval of minutes from last meeting

The Minutes from the January 8, 2022, Annual Meeting were approved.

IV. Officer Reports

See agenda and attached reports for full reports submitted by Board of Directors and Committees. If no particular items are noted, the reports were as provided.

- a. Report of the Chair:
 - i. Linda enjoyed her time as chair and learned a lot. She also enjoyed working with the various committees.
 - ii. Goals for 2023 are to have more informal meet ups throughout the state, work on the 3rd annual symposium, and improve our presence at the State Bar Annual meeting
- b. Report of the Treasurer:
 - i. Beginning January balance of \$64,008.38 and a true ending December balance of \$61,862.95.
 - ii. Debbie – Is there money that is not being used?
 - iii. Kay suggests we remove the postage and delivery line since we don't use it.

V. Committee Reports

- c. By-Laws:
 - i. Committee reviewed and revised standing rules and they are posted on the website.
- d. CLE Coordination Committee:
 - i. Proud of lunch and learn CLEs. The numbers were far better than imagined. The hardest part was coming up with the content.
 - ii. Self-reporting might encourage members to attend our (division) CLEs.
 - iii. Discussion – Should we get away from lunch hour? Change to early morning?
 - iv. Shannon Rooney will take over as chair of this committee.
- e. CLE Providers Approval Committee:
 - i. 2022 deposits were \$9,125.00 which is 153% of the budget amount.
- f. Nominating and Elections Committee:
 - i. This was the first year in a long time that we had a contested election for director positions.
 - ii. Linda – Ruby and Nettie do a great job on this committee.
- g. Membership Committee:
 - i. In 2022, we lost 17 members and added 22. We currently have 135 active members and 9 inactive.
 - ii. Only 1 person responded to the survey as to why they did not renew, they retired.
- h. Membership Pro-Bono/Community Service Committee:
 - i. We had a good year with successful wills for heroes and veteran's clinic events.

- ii. Interpretation services were provided by division members this year and we want to continue to provide new opportunities.
- iii. Lawlapalooza will happen this year with the Second Judicial District.
- iv. If you have any ideas on pro bono opportunities, please share them with the committee.
- v. Nicole suggests teaming with the Air force base in SE NM.
- vi. New program - Meryl says “Modest Means” is a new program for people who don’t qualify for financial assistance. They can still get help through this program. The program was created for overflow and conflicts.
- vii. Linda suggests a lunch and learn with information on pro bono services.
- i. Professional Development Committee:
 - i. Not much happened in 2022.
 - ii. Daniel wants to continue with CLEs and the Ad Hoc Committee but may want to step down as chair.
- j. Ad Hoc Paralegal Education Promotion Committee
 - i. Committee members met several times this year.
 - ii. Yolanda will be promoting the division at Eldorado career day on Jan 31st.
 - iii. Discussion – Yolanda asks if we get reimbursed for travel outside of county. Answer: Yes. Do we need approval from the BBC to attend events. Answer: No. We don’t need approval from BBC if we are promoting paralegal education as long as we are not promoting the State Bar
 - iv. Christina – HS Mock Trial judging opportunity for members. Email will go out soon.
- k. Ad Hoc Division Development Committee
 - i. Linda wants to continue to improve our presence with the State Bar.
 - ii. Bridge the gap curriculum didn’t happen last year but we will continue to work on it this year.

VI. Old Business

VII. New Business

Committee appointments – Linda emailed committee chairs and asked if they would like to continue. She will reach out to those who did not respond.

VIII. Adjournment

Motion made, seconded, and passed to adjourn the meeting. Meeting adjourned at 12:58 p.m.

Minutes submitted by: Christina Babcock, 2022 Secretary.

PARALEGAL DIVISION ANNUAL MEETING

CHAIR REPORT: Linda Sanders

DATE OF REPORT: January 7, 2023

ACTIVITIES:

Board of Bar Commissioners (BBC) Activities:

- I attended all BBC meetings as the Paralegal Division liaison. At each meeting, I reported on the Division's membership, CLEs, and other activities conducted by the Division.
 - February 25, 2022
 - May 20, 2022
 - August 11, 2022
 - October 21, 2022
 - December 14, 2022
- I volunteered on the Community Outreach Committee and interacted regularly with the Chair Joe Sawyer

Paralegal Division Activities:

- I attended all Division Board meetings
- I attended all Division CLEs and Lunch & Learn discussions
- I attended 3 Wills for Heroes events
- I attended the Division Symposium
- I attended 3 Division networking events
- I attended the Annual Meeting of the State Bar
- I participated in a Division podcast on behalf of the Legal Well-Being in Action program of the State Bar
- I co-authored an article for publication in the Bar Bulletin on behalf of the Legal Well-Being in Action program of the State Bar
- I authored a "Message from the Chair" for inclusion in the Division Newsletters
- I worked with Division Committees as needed to support their activities
- I worked with the Young Lawyers and Senior Lawyers Divisions to develop ways our Division can provide support to their activities and potential mutual activities
- Participated in 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 benefits of membership
- Communications with non-Division members who attended CLE events discussing what the Division has to offer and encouraging them to apply for membership

Goals for 2023:

- Organize informal member meetups throughout the State
- Planning/organization of Symposium
- Planning/organization of Division participation in State Bar Annual Meeting

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

COMMITTEE CHAIR: Kay L. Homan, CP

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

DATE OF MEETING: January 7, 2023

ACTIVITIES UNDERTAKEN: Review and Revision of Division Standing Rules

ONGOING ACTIVITIES:

The Bylaws Committee reviewed and revised the Standing Rules. The Standing Rules revisions were approved by the Board and the Standing Rules Revised and Restated effective October 3, 2022, have been posted on the Division Website.

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

The Committee is actively recruiting new members.

Action Item:

**PARALEGAL DIVISION
ANNUAL MEETING**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CO-CHAIRS: Linda Sanders and Shannon Rooney

COMMITTEE MEMBER: Carlos Anaya

DATE OF REPORT: January 7, 2022

ACTIVITIES SINCE LAST REPORT:

The Committee coordinated CLE's for January, May, September and December 2022. The Lunch & Learn Group held one hour events in February, March, April, June, July, August, October and November.

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 on "Boundaries". 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 19 members attended this event. The presentation was recorded to allow for self-study credit for members.

May 14, 2022, Indian Law CLE: Judge Catherine Begaye presented on ICWA, ICWA Court, and Indian Family Protection Act; Judge Fox and Judge Torres presented on Perspectives as State Judges with Tribal Judge Experience; Josett Monette and Simon Tuck presented on Perspectives of practitioners in tribal courts. Announcements were made on the Division website and Face Book page, an email blast sent to the membership and the event was published in the eNews blast from the State Bar. MCLE credit was approved for the event. The event was held via webcast and in-person at the State Bar. A total of 22 members and 3 attorneys attended the event. The presentation was recorded to allow for self-study credit for members.

Symposium: With the help of the Symposium Committee, the CLE was finalized to include a tour of the historic Chavez County Courthouse conducted by Judge Hunter and a presentation on the history of law in Chavez County by Judge Romero. A total of 17 members and 2 potential members attended the event.

December 2, 2022, Institute CLE: "Introduction to Legal Specialties". This was a hybrid event allowing for in-person and remote attendance. The CLE covered six lesser-known areas of law: Cannabis, Intellectual Property, Water, Bankruptcy, Animal and Immigration. A total of 29 members and 5 attorneys attended the event. 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.

Eight Brown Bag Discussions were held in the course of 2022. 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.

ISSUES REQUIRING BOARD ACTION: None.

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

2022 Lunch & Learn:

Month	Presenter	Topic	Attendance
February 16, 2022	Linda Sanders	Notary Law Update	56
March 16, 2022	Shannon Rooney	Case Management	50
April 20, 2022	Holly Healy	Court Filings: Common Mistakes and How to Avoid Them	43
June 15, 2022	Daniel Berg	PACER	43
July 20, 2022	Linda Sanders	Overcoming Procrastination	35
October 19, 2022	Ray Torres	Situational Awareness	47
November 16, 2022	Linda Sanders	Pro Hac Vici	45

**PARALEGAL DIVISION
ANNUAL MEETING
JANUARY 7, 2023**

COMMITTEE: CLE Tracking

COMMITTEE CHAIR: Christina Babcock

COMMITTEE MEMBER: Kay Homan

DATE OF MEETING: January 7, 2023

ACTIVITIES UNDERTAKEN IN 2022:

- Created a new database to record CLE submissions for 2022.
- Worked with Kathy to get members compliant for 2021.
- Worked with numerous members that did not get their CLE credits added to the tables before the previous chair of this committee left.
- Worked with Kay and Kathy on determining approval of non-approved CLEs.
- Worked with Kathy to develop a plan for streamlining CLE submission for 2023.
- Reviewed CLE submission processes and forms from other organizations with Kay, Kathy, and Linda.
- Reviewed draft of Kathy's proposal along with proposed revision of guidelines and forms.
- Recorded all CLE credits for all members in 2022.
- Updated table each month for posting.
- Answered numerous emails from members asking how to submit credit requests and how to submit requests for Pro Bono credit.
- Answered general CLE credit questions from members.
- Recorded monthly Brown Bag/Lunch and Learn attendance logs.
- Recorded December CLE attendance log.

ONGOING ACTIVITIES:

- Continue to develop and implement the new CLE submission process.
- Continue to answer questions regarding CLE credits.
- Continue to work with Kathy to get members compliant for 2022.

PARALEGAL DIVISION

ANNUAL REPORT

COMMITTEE TITLE: Web Page Committee

COMMITTEE: Michelle Jaramillo CO-CHAIRS:

DATE OF ANNUAL REPORT: December 22, 2022

The web page for the Paralegal Division is part of the web site for the State Bar of New Mexico.

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.

There have been changes to the procedure for editing the web pages that took effect in January 2022 as per the technical support and web site administrators at the State Bar. All changes, edits, additions, and deletions are now submitted solely to Celeste Valencia or her designee at the State Bar. She then implements the requested edits. As this committee is now only one person, the change has allowed this committee to be prompt with updates as it is less time-consuming. Ms. Valencia has been exceptionally helpful and prompt with submitted changes, making them usually within 24 - 48 hours or less. The committee proposes to continue to manage the Division's web pages in this manner.

Following the Annual & Board meetings on January 7, updates will be made to the tabs with the lists of Officers & Directors and committee chairs and any other updates necessary.

As the 2022 year closes, Michelle Jaramillo will continue as the chair of the Web Page Committee.

Michelle S. Jaramillo, CP
Web Page/ENews Committee Chair

PARALEGAL DIVISION
ANNUAL MEETING REPORT

COMMITTEE TITLE: NOMINATING AND ELECTIONS
COMMITTEE CHAIR: RUBY SILVA
COMMITTEE MEMBER: NETTIE CONDIT
DATE OF MEETING: January 7, 2023

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The deadline for submitting the Declaration of Candidacy Forms for the 2023 Election term was October 15, 2022. The Election Committee received the following Declaration of Candidacy Forms by the deadline:

- Chair Elect — Meryl Barbere-Sutton
- Treasurer – Kay Homan
- Director – Caprice Benoit
- Director – Daniel Berg
- Director – Nicole Madrid
- Director – Vanessa Martinez
- Director – Katelyn Raney
-
-

Ruby Silva and Pam Zimmer, of the State Bar, discussed the elections in various emails.

The following criteria was followed by the Election Committee:

- Starting the Election no later than November 5th
- Setting up reminders to go out to the Members that have not voted
- Testing the election system to make sure the online election process worked correctly
- Ensuring that the write-in feature worked
- Names for Directors appeared in random order on the ballot, so no one person had an advantage

On November 2, 2022, the State Bar sent out the Committee's letter to the Members with the link to the voting site. The deadline for voting was November 22, 2022. Several reminders were sent to the Members that had not cast their votes. The reminders were sent out by Online Elections. This reminder goes

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 almost Fifty-three percent (53%) of the members voted.

Certification of the 2022 Elections for the 2023-2024 term is attached to this report.

**STATE BAR OF NEW MEXICO
PARALEGAL DIVISION
NOMINATING AND ELECTIONS COMMITTEE
CERTIFICATION OF 2021 ELECTIONS
FOR THE 2023-2024 TERMS**

I, Ruby Silva, as Chair of the Nominating and Elections Committee of the Paralegal Division, do hereby certify the following results for the 2022 Elections for the 2023-24-term.

POSITION	CANDIDATE	NO. OF VOTES
Chair-Elect	Meryl Barbere-Sutton	72
Secretary	See write-in candidate votes below	
Treasurer	Kay Homan, CP	69
Board Member	Nicole Madrid	51
Board Member	Daniel Berg	44
Board Member	Katelynn Raney	38
Board Member	Vanessa Martinez	37
Board Member	Caprice Benoit	30

I further certify that there were 73 ballots received by the deadline for voting, 52.90% of the members voted.

The write-in votes for Secretary are as follows:

Christina Babcock 5 votes
 Devanny Whipple 1 vote
 Emmalee Atencio 1 vote
 Madeline Lovato 1 vote
 Ruby Silva 1 vote

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

Barbara Lucero 1 vote
 Debbie Tope 1 vote

Signed this 30th day of November 2022.

Ruby Silva

Ruby Silva, Chair
 Nominating and Elections Committee

PARALEGAL DIVISION
ANNUAL COMMITTEE REPORT

COMMITTEE TITLE: Membership

COMMITTEE: Linda Sanders (outgoing Co-chair) and Kathy Campbell (Co-chair); Meryl Barbere-Sutton (incoming Co-chair) and Kay Homan (outgoing Committee Member) and Christina Babcock (incoming Committee Member)

DATE OF MEETING: January 7, 2023

2022 Membership Activity

- At the beginning of the 2022, we had 131 active members and 9 inactives
- Of those, 108 active members renewed (68 online and 40 by mail—5 were approved after September 1st and did not need to renew)
- 1 member transferred to inactive status (Jennifer Lucero)
- 1 member was deceased (Dawn Seals)
- 17 active members did not renew (disenrollment letters were mailed February 15)
- No members were disenrolled for MCLE non-compliance
- 22 members were approved in 2022 (five were returning members)*
- We ended 2022 with 135 active members and 9 inactives

An online exit interview was sent to non-renewing members. One non-renewing member (Joni Sterrett) responded that her reason for not renewing was that she was transitioning to retirement.

MCLE Guidelines and Standing Rules Revisions

Worked with the CLE Tracking committee to revise the MCLE Guidelines to adopt member self-reporting for CLE beginning in 2023. Self-reporting of CLE was adopted by the Board on September 17, 2022, to take effect on January 1, 2023. Also worked with the Bylaws committee to revise the Standing Rules related to membership and MCLE requirements.

2022 Membership Committee Annual Report
 January 6, 2023

*Members Approved in 2022:

Last Name	First Name	Firm Name	City	Category	Approved
Canter	Kaycee	Catron Catron & Glassman	Santa Fe	1(b)	1/28/2022
Carrillo	Beatrice	Paul L. Civerolo LLC	Albuquerque	5	11/4/2022
Fieldhack	Ann	Peacock Law PC	Albuquerque	1(a)	9/20/2022
Goldstein	Ellice		Albuquerque	1(b)	2/1/2022
Gorham	Tamara	Michael Armstrong Law Office LLC	Albuquerque	3	7/15/2022
Griego	Kayla	Law Office of David M Houliston	Albuquerque	3	1/19/2022
Holland	Renee	Presbyterian Healthcare Services	Albuquerque	1(b)	1/17/2022
King	Vanessa	City of Las Cruces City Attorney	Las Cruces	1(a)	4/1/2022
Kuban	Angela	NM Office of the Attorney General	Albuquerque	1(d)	2/1/2022
Lykins	Teresa	The Jones Witt Law Firm	Roswell	1(b)	6/17/2022
Madden	Shani	Stalter Law LLC	Albuquerque	3	2/9/2022
Martinez	Melissa	Miller Stratvert PA	Santa Fe	1(b)	2/9/2022
Martinez	Vanessa	Duran & McDonald LLC	Albuquerque	1(b)	9/20/2022
McCoy	Leslie	Cardenas Law Firm LLC	Las Cruces	2, 3	3/21/2022
Montoya	Narene	Jennings Hauf Keleher McLeod	Albuquerque	1(b)	8/4/2022
Morris	Kayla	Carrillo Law Firm PC	Las Cruces	3	5/24/2022
Murray	Ariel	Morgan & Morgan	Orlando, FL	1(b)	2/3/2022
Paul	Amy	Chavez Legal Group	Albuquerque	5	7/7/2022
Sakiewicz	Jane	Law Office of Benjamin Hancock	Albuquerque	1(a)	2/15/2022
Sena	Shenina	Parnall & Adams Law LLC	Albuquerque	1(b)	9/20/2022
Shije	Christy	Law Offices of Blake J. Dugger PC	Lovington	1(d)	3/25/2022
Zufelt	Kimberly	Crotalus Law LLC	Albuquerque	1(b)	10/19/2022

**PARALEGAL DIVISION
ANNUAL MEETING
JANUARY 7, 2023**

COMMITTEE: Pro Bono Committee

COMMITTEE CHAIR: Meryl Sutton

COMMITTEE MEMBER: Yolanda Hernandez, Ellice Goldstein

DATE OF MEETING: January 7, 2023

ACTIVITIES UNDERTAKEN IN 2022:

- Worked with the 13 Judicial Districts to provide paralegal volunteers for legal fairs and events
- Worked with the Young Lawyers Division to provide paralegal volunteers for veteran's clinics
- Worked with the Young Lawyers Division to provide paralegal volunteers to notarize/witness Wills for Heroes
- Worked with the 2nd JD Pro Bono Committee to discuss expansion of paralegal volunteer opportunities
- Worked with the Pro Bono Coordinator of NMLA to provide paralegal volunteers for interpretation

ONGOING ACTIVITIES:

- Continue to make contacts in the legal community to expand pro bono opportunities for paralegals
- Work with YLD for future events
- Work with the 13 JD's to bring volunteer opportunities to the division

PARALEGAL DIVISION

ANNUAL MEETING

COMMITTEE TITLE: Professional Development

COMMITTEE CHAIR: Daniel Berg

DATE OF MEETING: January 7, 2023

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Paralegal Programs in New Mexico continue to struggle. New Mexico continuing education continues to hold courses for 96 hours for the price of \$2,995. The lines of communication are open between the division and educational institutions.
- Daniel has had ongoing conversations with New Mexico Stakeholders who are concerned that paralegals are being hired as paralegals without proper credentials. For example, Jennifer Burril at the New Mexico Law Officer of the Public Defender, indicates that they are highly understaffed with paralegals and investigators and the paralegals that they currently have are not properly educated, usually just promoted to the title of paralegal to increase the pay.

COMMITTEE ONGOING BUSINESS:

- The committee continues to work to engage with stakeholders in the workforce. The committee is seeking additional relationships in the civil realm, government realm and other law. The committee seeks to understand the new needs emerging from the legal field today.
- The Professional Development Committee is working with the Ad Hoc Paralegal Education Committee at upcoming events.

**PARALEGAL DIVISION
ANNUAL MEETING
JANUARY 7, 2023**

COMMITTEE: **NM Well-Being Committee**

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

DATE OF MEETING: **January 7, 2023**

ACTIVITIES UNDERTAKEN IN 2022:

- Began working on the 2022 campaign “What a Healthy Legal Community Looks Like” which included members of the legal community.
- Helped to plan several events and workshops that were offered during the State Bar Annual Meeting.
- Worked with Tenessa Eakins from the State Bar, and Paralegal Division members Lynette Rocheleau and Linda Sanders on the “What a Healthy Legal Community Looks Like” pod cast and article focusing on the Paralegal Division.
- Worked on logistics of this project with Tenessa Eakins and Bill Slease.
- The Paralegal Division podcast was emailed to all members of the State Bar along with the article, which was also published in the bar bulletin. This was great exposure for the division.
- Met with Tenessa Eakins and discussed how the Bar and the WBC can support the division for our future meetings, events or CLEs.
- Acquired fidget spinners from the WBC to provide to members of the division for Paralegal Day and for the swag bags for the Symposium in Roswell.
- The WBC is interested in finding more ways in which paralegals can get involved with the overall community.
- Provided our calendar of events to Tenessa and Pam Moore. They want to help with our CLEs if we need a presenter on well-being or present on the many resources available for paralegals through the State Bar.
- Attended all WBC Meetings which are held every other month.

ONGOING ACTIVITIES:

- Continue to work on growing the connection between JLAP, the WBC, the State Bar, and the Paralegal Division.
- The committee wants to continue to include the division in more podcasts, articles, and CLEs in the coming year. Example: Wellness Wednesdays.
- Continue to attend Well-Being Committee Meetings which are held every other month.
- The committee will begin working on the campaign for 2023.

STATE BAR OF NEW MEXICO PARALEGAL DIVISION

**AD HOC PARALEGAL EDUCATION
PROMOTION COMMITTEE**

ANNUAL MEETING REPORT

COMMITTEE CHAIR: Yolanda Hernandez

COMMITTEE MEMBERS: Christina Babcock, MPS; Michelle Jaramillo;
Daniel Burg

DATE OF MEETING: January 7, 2023

ACTIVITIES UNDERTAKEN:

This Committee has conducted meetings via Zoom to address the budget and projected costs for 2023; High School Essay Contest; Paralegal Division Preparation Scholarship; the upcoming Eldorado High School Career Day on campus scheduled for January 31, 2023; and upcoming career fairs for year 2023.

In August 2022, the Committee assisted at the Division's table during the Annual meeting held at the Hyatt Regency Tamaya Resort and Spa.

In September 2022, members of the Committee attended the 2nd Annual Paralegal Symposium held in Roswell, New Mexico.

The Committee chair met with the Director of VAP-NMLA regarding upcoming outreach opportunities to include the Gordon Bernell Charter School ("Changing Lives from Inside Out").

The Committee's outreach included communications with the DECA's local Chapter, Albuquerque High School/Career Enrichment Center and Eldorado High School for upcoming career fairs.

ONGOING ACTIVITIES: Plans for preparation of upcoming outreach opportunities to students in high schools or charter schools for year 2023 are ongoing.

ISSUES REQUIRING BOARD ACTION:

- Motion to continue this Committee for year 2023

ATTACHMENTS: None.

PARALEGAL DIVISION ANNUAL COMMITTEE 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: January 7, 2023

ACTIVITIES UNDERTAKEN:

The Committee has undertaken the following work since its inception as an Ad Hoc committee in 2023:

- 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 (mouse pads, thumb drives and camera blockers), 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.
- Paralegal Symposium, September 16-17, Roswell, NM – The Committee worked closely with the CLE Coordination Committee and the BOD members organizing the Symposium. Effort was made to invite/include potential members as well as the legal community in general. This event was successful in terms of attendance (increased over 2021) and overall agenda (included a CLE, BOD meeting, Community Service opportunity, well-being event and 2 social events).

ONGOING ACTIVITIES:

- Continued outreach to attorneys/firms;
- Continued collaboration with the State Bar to develop ways to promote the Division.
- Development of the "Bridge the Gap" curriculum and webinar is underway.

ISSUES REQUIRING BOARD ACTION: None.