



State Bar of New Mexico
Paralegal Division

Board of Directors
Meeting Minutes

April 1, 2023

I. Call to Order

Chair, Linda Sanders, called to order the SBNM Paralegal Division Board of Directors Meeting at 11:00 am on April 1, 2023. The meeting was held in person at the NM State Bar Center and via Zoom.

II. Attendees

Board of Directors: Linda Sanders, Chair
Meryl Barbere-Sutton, Chair Elect
Debbie Tope, Past Chair
Madeline Lovato, Secretary
Kay Homan, Treasurer
Elizabeth Michelle Pettit, Director
Vanessa Martinez, Director
Daniel Berg, Director
Nicole Madrid, Director
Katelynn (Kieran) Raney, Director

Directors not Present: Michelle Jaramillo, Not attending, and Daniel Berg is her proxy.
Elizabeth Michelle Pettit was present via Zoom, but left meeting early and Meryl Barbere-Sutton is her proxy.

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

III. Approval of Minutes from last meeting

The January 7, 2023, Board of Directors Meeting minutes 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 provided as follows:

- a. Chair Report
 - i. Ethics dealing with difficult clients. CLE January date question.
- b. Treasurer Report
 - i. Total is \$62,406.69. Ending balance does not show the dues. Question as to Dues, which have not been deposited yet. Check with State Bar about deposits. Wait for bank statement and then check on that.
- c. Past Chair Report
 - i. No report, but oral report. Linda asked that the Chair Manual be updated. It contains a summary of duties and job of the Chair. The Manual aids the incoming Chair elects with the process, guidelines and how the committees work. This needs to be updated based upon the amount of time that has passed from when the Manual was first created. Idea behind this is that the Chair Elect, Meryl Barbere-Sutton will have the updated Manuel when she takes over. Wants the Manuel to be a document where anyone new to the job can do the job.

ACTION ITEM: Debbie will send the current guidelines to the committees to review and to provide updated information. Will start within the next month.

V. Standing Committee Reports

- d. Bylaws Report
 - i. Ruby and Nettie did research on proxy report. Looked at Roberts Rules. Two votes for proxy, they are here if a proxy is given to any member at the meeting. Even if not a Board Member. Right now the research shows a board member can miss 3 consecutive meetings in a row.
 - ii. Discussion-Believe it should be someone who is on the Board and not just anyone. Discussion as to input when there is someone who misses meetings. The point is to

be present and participate in the meeting. Revise that it should be clear. Looking at Amendment. If it affects a Quorum being present, based on the vote and proxy.

ACTION ITEM: Look at number of times within a year or how many times a board member can miss meetings. Kay moved to table the change to the Standing Rules and refer question back to committee for further research and Debbie Seconds this. Motion passes. This topic needs to go back to the committee for additional research. What other sources can we look at regarding this issue? Can also check NALA. Let's table and let committee figure this out. Can look at forums that discuss Roberts Rules.

e. CLE Coordination Sub-Committee Report

- i. Discussion- Need more CLEs that are not done solely by Linda. Meryl did the last CLE. Daniel is doing two this year. Linda has one more this year as a backup. The Lunch & Learn calendar for this year is full. Plans underway for the May CLE. One person had to drop out for the May CLE, 2 of the 3 hours are secured at this time. The institute person is the one who dropped out. There will be a Wellness component. Substantive topic is social media do's and don'ts. In the past, an attorney in Roswell did a presentation on when people die and removing or shutting down the account. The importance of having the needed items in place to do so. Ask Michelle to look into this Roswell attorney.

f. CLE Providers Approval Committee Report

- i. Discussion- The CLE in question was HalfMoon "New Mexico Family Law Practice for Paralegals." Discovered the program is scheduled for April 14. We will follow up the letter to HalfMoon to advise them of the Division policy regarding CLE that hasn't been approved by the NM State Bar MCLE or by the Division. Reach out with the attorneys involved in presentations and move up the ladder and speak with someone within the company. Kay explained the process, you didn't do this and you are not approved. Kay did it plenty of times to get approval. Majority of things are advertised via email. Try to promote the division. This CLE, through local attorneys, was approved by NALA.
- ii. How many of our Members attended the CLE? Won't know if division members attended until the end of the year when the compliance report is submitted, and can discuss at that point if approved. To the members we need to make them aware for CLE tracking purposes. Event was not division approved. Can consider retroactive approval as well.
- iii. How many division members did not renew because of deficiency? There are 2 or 3.

ACTION ITEM: Daniel asked about trying to maintain a working relationship with the entity concerning the CLE. Kay will follow up with them.

ACTION ITEM: Remind Division Members that not all CLEs are division approved. Reach out to the CLE Tracking Committee if you have questions about the CLE you are going to register for. CLE tracking committee email and remind of the procedures. Seek preapproval if unsure. Look for State Bar or Paralegal Division Approved on the CLE flyer.

g. CLE Tracking Report

- i. Adjusting to the new process and have everyone CLE compliant. The process is getting better since the link is gone. Answering questions for members. Working on next steps. Working on the actual submission process for the end of the year. Need to develop the Jot Form and Audit process. Need to add committee members. Shannon asked to present a Lunch & Learn on the new process. October is okay.
- ii. Look for the division sponsored and pro bono events. Remind Linda that we need to have a lot of cloud space to record the CLE to put on the website thereafter.
- iii. Requirements for CLE's, they have to be substantive. May need to revise the MCLE guidelines. Membership should not suffer the consequences of changes by the board. If vote on discussing the new process for the CLE reporting, do not see that as substantive. Michelle-Helps and is a useful and necessary part of the division.

ACTION ITEM: Look at the MCLE requirements with respect to the content of the Lunch & Learns set up and make sure we are in compliance.

ACTION ITEM: Review by the committee and additional discussion and possible revision. May wellness topic by any attorney, approved by State Bar for attorney's and then it is approved for the division. The division members need to know up front if Lunch & Learn CLE is not in compliance and will not count for the yearly credits.

h. Web Page Committee-Daniel is proxy for this.

- i. Kathy has made an enormous number of revisions made and getting the web page on track. Encourage everyone to put another set of eyes on the web page.
- ii. Committees need to constantly be looking at it and making sure it is up to date. Keeping the calendar up to date and shading out the items that have passed. Can someone mention this to Michelle? Minutes from January have not been added to the website yet.

i. Newsletter Report

- i. Discussion-Have the calendar on the newsletter, do you want to leave it there? Have been removing the items that have passed. Leave the newsletter as you have been

doing it. Have web page resource. Newsletter is to be current information and not a historical reference. Does the newsletter include: please check out the division website as an additional resource? No, but can add it to the newsletter. It is 80% done, and needs proofing.

Break for lunch at 12:00 pm.

Reconvened at 12:20 pm.

- j. Membership Committee Report
 - i. At the end of 2022 we had 136 active members. Also had 3 inactive, and 1 deceased member. The renewal deadline was March 31, 2023. One member said she would mail in yesterday or by the deadline, Nancy Torres. Some division members responded with reminders, and some said why they were not renewing.
 - ii. Had two members approved in 2023 so far. Will see if they have been welcomed to the division on the website.
 - iii. 113 active members will be part of the roster in the upcoming bench and bar listing. Won't include all because after the deadline. Tried to bring members into compliance. Carryover into 2023 to populating their new attendance forms.
 - iv. Discussion: When will the bench and bar be published? They extended the deadline. Members can continue to carry over CLE credits, but may revisit this at some point. Form for submission includes carry over. Look at the table, which tells you how much carryover the member can put on the form. Next year members will have to show proof of carry over credits. Have to have 2 years worth of records to show proof. Pro Bono hours cannot be carried over.
 - v. The Bench & Bar Directory is going back to being one bound publication.
 - vi. Linda feels the Bench & Bar has looked at the division as an afterthought. No one has reached out about advertising for the annual meeting. Reached out super early to ensure that we would be part of the CLE content of this meeting. Put out a save the date about a week and a half before that. When does the Bench & Bar reach out of sponsors? How do we fix this from being an afterthought? It used to be that the division would pay for the President and then draw a name for a board member to attend. The Annual Meeting Brochure needs to be finalized soon for \$5,000.00.

ACTION ITEM: Do we want to do the sponsorship this year? If so, someone make a Motion. Paralegal Division has been a gold sponsor. Contribution to event which provides full page ad in the program for the event as well as vendor space. Get a great spot for table. Get priority placement in vendor spacing. Make motion that the Paralegal Division offer to be as sponsor at the annual meeting with a contribution of \$5,000.00 with a full page and table. Amend that we also get a presentation of one hour. Content is different from

advertisement. Amend to not set a monetary amount but at the highest sponsorship level because do not know if they are raising their sponsorship amount. Highest is \$10,000.00 would not support. Debbie leaving motion as is. Kay seconds the Motion. Do not know the monetary amount for this year. Table this and an action item and reach out to Marsha where the levels would be. Can do an electronic vote if necessary. Pending and once get more information and then move forward on Debbie's motion with more information. Last year's ad was new. Will send last years ad for everyone to look at. May be quick turn around. They did help with ad, only had to deal with content.

k. Professional Development Report

- i. trying to get on advisory board for Santa Fe and working with CNM. Renaming Associates Degree program continues. 60 credit hours at CNM. Will remove an elective course. Removed constitutional law credit.
- ii. NMDLA is struggling to find Paralegals. Profession isn't marketing Paralegals. We are working on this.
- ii. UNM 90 hours, no internship. Continues to be a problem.
- iv. Discussion-Need good programs educating people. Request an ad in the Bar Bulletin-Contact division to post job openings and give section of web page to promote a web page. NALA projecting, we should have a jump in the profession by 2025. Need to keep working on taking job posting and do it once a month to hire people with experience. Need to remind attorneys. Annual meeting to remind what good paralegals do and why we are important. Closing at annual bar, we are looking at putting together a round table about this discussion, please reach out to me. Topic is: How to best utilize a Paralegal. Panel discussion. Judges, Attorneys and Paralegals. Struggling on finding a Criminal Attorney. Working as a team NMCDL. For the table, may want to have a flyer. Talk about the round table and about discussion ideas. Flyer about requirements for Paralegals. Symposium can carve out time over the weekend. Santa Fe, location and dates. Invite people. Ben Sherman president of BBC to engage in conversation of other ideas. What are the top 20 things you want from Paralegals? What are they noticing and what they do to ensure that they are employing paralegals adequately trained. Audience interactive on cell phones and answering. Break out session. Most indicating that rules for defining paralegal, all a person has to do is graduate from a program with a certificate. Legal Administrators and E-news to get information out. Promoting to other professions and to high schoolers. Have spoken with Justice Bacon about Supreme Court tabling the issues.

l. Pro Bono Committee report

- i. Law La Palooza working on this with Judge Levy and Judge O'Connell and will get information out. Michelle Pettit signed off. Thank you for content in upcoming newsletter.
- m. Scholarship Report
- i. Approved one initial dues waiver. Updated the flyer. Please note-Membership benefit. First Come-First Serve. Change Scholarship to waiver. Had wrong email and updated. This one is correct.
 - ii. Changed name to Scholarship/Membership Benefits Committee. Application to scholarship committee should be Scholarship and Member Benefits Committee. Linda will get to Devany with updates. Approve of content with edits.
- n. Ad Hoc Paralegal education Promotion Committee
- i. Promoting education to high school students. Meetings to discuss budget and preparing for future high school career fairs. Present in career fairs at Ed Dorado and La Cueva. Had sign in sheet and 22 students signed. Mentoring and promote the program. Feedback and students don't know what we do and get word out. Have another fair at East Mountain High School. Will be there in person. Easy access with QR code on flyer. US Constitution booklets. Using logo created QR code and division website.
 - ii. Ad Hoc Career Development Committee is what was approved as the name.
 - iii. Had budget of \$1,500.00, but we are at \$1,000.00. Have a budget and take one hundred for scholarship and approval to use funds. Want to bring to board what thoughts are. Standing rules. See what is out there and approved, propose altering what offer then requires the board to discuss. This is our budget, can we use to do this. Not appropriate use of it. Will take board action.
 - vi. Discussion-Career fair, not a job fair. Put something together here at the State Bar. Discuss further in meetings moving forward. Recording about what Paralegals do. Talked about education scholarship for high school students, essay contest. Trying to get other members to join the committee. There are times someone cannot make an event. Can improve brochure. Appreciation to Christina and Daniel by Yolanda.

ACTION ITEM: Job shadowing for high schoolers to promote the division. E-blast to division members.

ACTION ITEM: Ask that committee come up with a concrete plan and what proposing in terms of budget and education scholarship.

ACTION ITEM: Need to reach out to the person for outlying area schools concerning career fairs to get the word out to students.

- o. Ad Hoc Division Development Committee Board Report
 - i. Discussion-More input from committee and board on who should be working on securing presenters. I can't do it all myself and need help with annual meeting break out session. Have people for panel, but we need assistance with content. Panel discussion or do we want audience interactive and what does that look like if we make it happen. State Bar technology may also be an issue, what do we have to work with? What do we want to ask the panelists. Utilization seminars can be an opening, but don't know. Do we still have questions presented at one of the past annual meetings?

ACTION ITEM-Christina is going to look for the past annual meeting question information. Identify the points attorneys seemed to want to talk about. Circle back around to CLE coordination.

- o. Election Committee-No report.

VI. Old Business

None

VII. New Business

- a. Discussion-Teams subscription is going away. Don't use it. Could get a paid version of teams. Chat feature. Let the subscription lapse. Do not buy paid prescription.
- b. Lacking bodies and volunteers.
- c. Discussion-Swag ideas-stickers made me think of this. Have 15 mugs left maybe 20. Have same number of mousepads. Ordered 250 USBs, need to think about and place order. Notebook with pen. Liked this idea, fits in the purse, would be Paralegal Division. Reach out if have swag suggestions. Sanitizer. Send Linda your ideas in the next 2 weeks. Addie is one person department at State Bar. Selection of 6-7 items and pare down items. Change color.
- d. Discussion-Symposium update-Would like to put together a committee for September in Santa Fe. You are voluntold, Linda and Meryl on committee. If interested, get with Linda. Santa Fe Country Club got free from Kay as she is part of the Country Club. CLE content, wellness piece. Roundtable discussion part of this event. Young Lawyers Division for attendees. Extracurricular, yoga class as wellness component. Meow Wolf as a component.

ACTION ITEM: Will look at what Teams will be providing and provide additional information. It is user friendly and like chat feature.

ACTION ITEM: Welcome the new members in the bulletin and on the web page.

I. Adjournment

Motion made to adjourn. Linda Moves, Kay seconds, Motion passes. Meeting adjourned at 2:07 pm.

Minutes submitted by: Madeline Lovato, 2023 secretary.