



**ANNUAL MEETING
SATURDAY, JANUARY 9, 2021
Virtual Meeting via Zoom**

AGENDA

Meeting called to order at: _____

I. Approval of the Minutes from January 4, 2020: No Minutes available

II. Officer Reports

Chair	Yolanda Hernandez	Report Attached
Chair-Elect	Angela Minefee	Report (Pending)
Immediate Past Chair	Lynette Rocheleau	Report Attached
Secretary	Brandi Nastacio	Minutes Attached
Treasurer	Kay L. Homan, CP	Report Attached

III. Standing Committee Reports

Budget & Finance	Kay L. Homan, CP	Report Attached
Bylaws	Kay L. Homan, CP	Report Attached
ENews/Web Page	Debbie Tope & Amy Meilander	Report Attached
CLE-Coordination	Linda Sanders	Report Attached
CLE-Provider Approvals	Kay L. Homan, CP	Report Attached
CLE-Tracking	Emmalee Atencio, ACP	Report Attached
Nominating & Elections	Ruby Silva	Report Attached
Events	Dawne Roberto	No Report
Membership	Kathleen Campbell & Angela Minefee	Report Attached
Pro Bono/Community Service	Linda Sanders	Report Attached
Professional Development	Emmalee Atencio ACP & Ruby Silva	Report Attached
Scholarship Committee	Nettie Condit	Report Attached
Social Media Sub-Committee	Emmalee Atencio, Angela Minefee and Yolanda H.	Report Attached

Special Committee Report:

Ad-Hoc 25 th Anniversary	Emmalee Atencio ACP	Report Attached
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IV. Old Business
A.

V. New Business:
A.

VI. Adjournment at _____.

OFFICER REPORTS

**PARALEGAL DIVISION
ANNUAL REPORT
January 9, 2021**

CHAIR: Yolanda Hernandez

DATE OF REPORT June 27, 2020

Board of Bar Commissioners (BBC) Activities:

- I attended all BBC meetings as the Paralegal liaison. At each meeting, I reported on Division's membership, CLEs sponsored by the Division, and other work conducted by the Division.
- February 3, 2020 - BBC orientation with Richard Spinello, Kris Becker, Dan Behles and Tim Griego at Slate Street Café
- February 7, 2020 – BBC regular meeting and sworn in by Justice Barbara Vigil
- June 9, 2020 –Annual Awards Committee meeting
- June 18 -19, 2020 –BBC regular meetings
- September 24, 2020 –BBC regular meeting
- December 9, 2020 – BBC regular meeting
- I served on the BBC Awards Committee

Paralegal Division Activities:

- Attended all Division Board meetings
- February 29, 2020 - Volunteered for the YLD's Wills for Heroes at the Bernalillo County Fire Department
- August 26, 2020 – Correspondence to Division members regarding Division's 25th Anniversary
- September 25, 2020 – Virtual attendance at the 2020 Annual Meeting and Member Appreciation Day
- September 26, 2020 – Virtual attendance at the Half-Day CLE sponsored by the Division; Topic: Electronic Discovery and Trial Preparation
- November 2020 – Prepared and submitted to Bar Center Division's 2020 Highlight's or Recaps for the SCD Digest

I am honored to have served as the 2020 Division's Chair and Paralegal liaison for the BBC. I am available to assist Angela as needed in 2021. Thank you!

[RESERVED FOR CHAIR-ELECT REPORT]

**PARALEGAL DIVISION
BOARD METING
January 9, 2021**

PAST CHAIR ANNUAL REPORT

CHAIR-ELECT Lynette Rocheleau

DATE OF REPORT January 9, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

I have attended the Board of Director's meetings. I also worked with and advised our Chair Elect Angela Minefee. I participated in the State Bar's Annual Meeting and CLE in September and the Paralegal Division's CLE in December. I re-ran for the Board of Directors for 2021 and 2022.

I appreciate and have enjoyed working the past three years as the Chair-Elect, Chair and Immediate Past Chair.

COMMITTEE REPORTS

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

Committee Title: Budget & Finance Committee

Committee Chair: Kay L. Homan, CP

Date of Report: January 9, 2021

RE: Budget vs Actual for 2020

Budget vs. Actual as of 12/31/20 is attached. Commemorative Gifts totaled \$3,177.83; Member Benefits totaled \$1,975.00; Receptions & Meetings totaled \$3,798.57 (included \$15 gift cards for members). Postage for mailings of gifts to members increased to \$686.05. Only \$500.00 of the \$6,000.00 budgets for Donations/Contributions was expended. There were no applicants for scholarships, so the \$1,000.00 scholarship budget was not expended. We have a balance of \$54,776.59 in the checking account as of December 31, 2020.

Respectfully submitted,

Kay L. Homan, CP
Treasurer

State Bar of New Mexico, Paralegal Division

2020 Budget vs. Actual

	Starting Balance	Ending Balance
1000 Checking 403-8	\$53,496.96	\$54,776.59

Income	Budget	Actual	% to Budget
4805 CLE Provider Approvals	\$ 6,000.00	\$ 8,550.00	143%
4500 CLE Seminars	\$ 1,000.00	\$ 420.00	42%
4300 Earned Interest	\$ 100.00	\$ 77.71	78%
4000 Membership Dues	\$ 9,000.00	\$ 9,880.00	110%
Total Income	\$ 16,100.00	\$ 18,927.71	118%

Expenses	Budget	Actual	% to Budget
6741 CLE Expenses	\$ 1,000.00	\$ 1,092.49	109%
5250 Contract Labor	\$ 5,200.00	\$ 5,175.00	100%
6110 State Bar Administrative Fees	\$ 1,500.00	\$ 1,067.57	71%
6140 Donations/Contributions	\$ 6,000.00	\$ 500.00	8%
6310 Mileage/Travel Reimbursements	\$ 500.00	\$ 56.11	11%
6995 Miscellaneous Expenses	\$ 200.00	\$ -	0%
6210 Postage	\$ 100.00	\$ 686.05	686%
6230 Office Supplies	\$ 150.00	\$ 46.34	31%
6230 Commemorative Gifts	\$ 3,000.00	\$ 3,177.83	106%
6230 Member Benefits	\$ 4,000.00	\$ 1,975.00	49%
6210 Printing and Reproduction	\$ 150.00	\$ 99.79	67%
6160 Receptions & Meetings	\$ 6,000.00	\$ 3,798.57	63%
6751 Scholarships	\$ 1,000.00	\$ -	0%
Total Expenses	\$ 28,800.00	\$ 17,674.75	61%

Member gift cards in lieu of	anniversary lunch	credited to 6160
CLE Expenses includes gift	cards for presenters	
Postage increased for mailing	commemorative	gifts
Received \$1,275 for 2021	membership dues	

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

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Nettie Condit, Ruby Silva. Kathy Campbell

DATE OF MEETING: January 9, 2021

ACTIVITIES UNDERTAKEN:

ONGOING ACTIVITIES:

The revisions to the Standing Rules were approved by the Board on April 14, 2020. The Standing Rules have been finalized and posted on the Webpage. If the Board votes to eliminate the Scholarship Committee, we will revise the Standing Rules to eliminate this Standing Committee.

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.

PARALEGAL DIVISION

ANNUAL REPORT

COMMITTEE TITLE: Web Page/ENews Committee

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

DATE OF ANNUAL REPORT: January 9, 2021

The web page for the Paralegal Division is part of the web site for the State Bar of New Mexico at www.nmbar.org. To find the Division's web page, click on "About Us" and follow the Division links or click on the link below:

https://www.nmbar.org/nmstatebar/AboutUs/Divisions/Paralegal_Division/Nmstatebar/About_U/Paralegal_Division/Paralegal_Division.aspx?hkey=7fea2437-2fa2-4acd-bef2-6d8e1d012f43

The Paralegal Division's About Us page has information about the Division and its history along with links to the membership qualifications, the Rules Governing Paralegal Services, the Code of Ethics and Professional Responsibility, Bylaws and Standing Rules and the list of Committees and Chairs. Other tabs include: the News & Calendar where we welcome new Division members and post the yearly schedule of Division activities; our free job bank; the new CLE Resources page with CLE credits tables, CLE Submission link with instructions, CLE-related forms and information about CLEs sponsored by the Paralegal Division as they are scheduled; the member directory; the Division's Officers and Directors; minutes & reports from prior Division annual and board meetings; pro bono opportunities and frequently used forms. At the top of the home page is a Contact the Division link with the postal address and e-mail addresses for specific member-related questions. Also on the Division's home page is a Join the Division button and a Renew Your Membership button during the renewal period.

On the main State Bar of New Mexico's web site at www.nmbar.org, Division members can access all the same features available to attorney members of the Bar, including the 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 Bar Bulletin and eNews via e-mail on a weekly basis.

Following the Annual & Board meetings on January 9, updates will be made to the schedule of events for 2021, the Officers & Directors and committee chairs.

In early 2021, the Bar's website will be moving to a new platform with a new look and features. The Web Page Committee looks forward to working with the State through that process to ensure the unique needs of Division members & prospective members continue to be accessible. We welcome any suggestions to make the web page as useful to members as possible. Please send any suggestions regarding the web page to the Division e-mail address.

Deborah Tope

Amy Meilander

Web Page/ENews Committee Co-Chairs

**PARALEGAL DIVISION
ANNUAL MEETING
January 9, 2021**

CLE COORDINATION SUB-COMMITTEE REPORT

COMMITTEE CHAIR: Linda Sanders

COMMITTEE MEMBER: Angela Minefee

DATE OF REPORT: January 9, 2021

ACTIVITIES SINCE LAST REPORT:

The Committee coordinated CLE's for January, May, September and December 2020. An effort was made to incorporate feedback and suggestions resulting from the membership survey performed in 2019.

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. A new format, "Ethics Jeopardy", was used for this CLE, to mixed reviews. The criticism of the event was that it was too basic and did not provide an in-depth ethics discussion.

May 30, 2020: "Family Law" CLE was held via Zoom. The CLE offered 3 hours of general credit. The presenters for the event were Carlos Martinez, "Cannibals and Child Custody"; Jensen Wallace, "Kinship Guardianships", and Martha Kaser, "Effective Parenting Plans". Advertisement was run in the Bar Bulletin, a flyer was posted on the Division website and an email blast sent to the membership. A total of 24 members attended the event. The content of this CLE was a direct result of feedback resulting from the membership survey performed in 2019. MCLE credit was approved for this event, although no attorneys attended the event.

September 26, 2020: "Trial Preparation and Electronic Discovery" CLE was held via Zoom. The CLE offered 3 general hours of credit. The presenters for the event were Margaret "Peggy" Graham and Lalita Devarakonda. Advertisement was run in the Bar Bulletin, a flyer was posted on the Division website and an email blast sent to the membership. A total of 78 members attended the event. The content of this CLE was a direct result of feedback resulting from the membership survey performed in 2019. MCLE credit approval for this event was not sought, although 2 attorneys attended the event.

December 4, 2020: "Hot Topics in the Legal Community" CLE was held in conjunction with the State Bar Center for Continuing Legal Education via. The CLE offered 4.8 hours of general credit and 1.5 hours of ethics credit. The presenters for the event were: Chris Dodd, "You Can't Make This S*** Up: How to Avoid Sharing a Jail Cell With Your Client"; Dr. Rex Swanda, "Minimizing Cultural Errors in Professional Practice"; Lisa Millich and Kymberleigh Dougherty, "The Intersection of Family Law, Probate and Guardianships and Conservatorships"; Gabe Sanchez, "Survey and Focus Group Results from 2019 CDLP's Report on Status of

Minorities in the New Mexico Bar and CWLP's 2019 Report"; the Honorable Wendy York (Ret.), "Mediation Do's and Don'ts"; and Tim Gardner, "Disability Rights in a Time of COVID-19". Advertisement was run in the Bar Bulletin, a flyer was posted on the Division website and an email blast sent to the membership. MCLE credit was approved for this event. A total of 89 people attended the event, although a breakdown of paralegal/attorney attendance is not available at the time of this report.

ONGOING ACTIVITIES: Planning for 2021 CLE topics and presenters is underway. At this time the State Bar is not permitting in-person events and as such it is anticipated all CLEs will be held via Zoom.

ISSUES REQUIRING BOAR ACTION: None.

ATTACHMENTS: Agendas for the CLEs are available upon request.

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

Committee Title: CLE Provider(s) Approvals Committee

Committee Chair: Kay L. Homan, CP

Date of Report: January 9, 2021

RE: Annual Report

NBI/IPE was the only provider that submits CLE for approval by the Division in 2020. We deposited \$8,550 in fees in 2020. There are 8 approvals pending checks for 2021.

PARALEGAL DIVISION

ANNUAL BOARD MEETING, JANUARY 9, 2021

COMMITTEE TITLE: CLE TRACKING

COMMITTEE CHAIR: EMMALEE ATENCIO

COMMITTEE MEMBER: KAY HOMAN

DATE OF MEETING: JANUARY 9, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Communicated with PD members regarding recording 2019 and 2020 CLE hours
- Communicated with division administrative assistant regarding tracking and reconciling 2019 and 2020 CLE hours for division members
- In May of 2020 the committee moved and the BOD approved removing the cap on the number of self-study credits members could earn during 2020 in light of the global pandemic and the number of cancelled CLE opportunities
- Throughout the summer, the committee worked with the chair-elect and division AA to develop and test the new online form for submitting CLEs to the division. The form was beta tested by division members beginning in August 2020 and was launched on Sept. 14, 2020
- In addition to launching the new online form, the MCLE guidelines were revised to reflect current division practices and to modernize the language
- Developed and launched a new “Sponsor Certification” form which replaced the Pro Bono Form, Self-Study Form, and Pre-Approval Form
- In conjunction with the webpage subcommittee, a new “CLE Resources” tab was launched on the Division’s webpage which contains all CLE resources including upcoming events, MCLE Guidelines, CLE tables, and a link to the online submission form
- Emails were sent in December to all members not yet in compliance for 2020 with their current CLE totals and 2019 rollovers to allow members time to submit or finish CLEs in 2020 prior to the membership renewal deadline
- Throughout the year the committee answered member questions regarding CLE credits and courses for credits, and recorded CLE submissions

PARALEGAL DIVISION

ANNUAL MEETING REPORT

COMMITTEE TITLE: **NOMINATING AND ELECTIONS**

COMMITTEE CHAIR: **RUBY SILVA**

COMMITTEE MEMBER: **NETTIE CONDIT**

DATE OF MEETING: **January 9, 2021**

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The deadline for submitting Declaration of Candidacy Forms for the Elections 2021 term was October 15, 2020. The Election Committee received the following Declaration of Candidacy Forms by the deadline:

- Chair Elect – Emmalee Atencio
- Security: – Linda Sanders
- Director – Daniel R. Berg
- Director – Dora Y. Paz
- Director – Lynette Rocheleau
- Director – Devany Whipple

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 Elections 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
- Setting up the elections so people could choose not to vote for someone
- Ensuring that the write-in feature worked
- Names appeared in random order on the ballot, so no one person had an advantage

On November 2, 2020, 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 23, 2020. 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 fifty-four percent (54%) of the members voted.

**STATE BAR OF NEW MEXICO
PARALEGAL DIVISION
NOMINATING AND ELECTIONS COMMITTEE
CERTIFICATION OF 2020 ELECTIONS
FOR THE 2021-2022 TERMS**

I, Ruby Silva, as Chair of the Nominating and Elections Committee of the Paralegal Division, do hereby certify the following results for the 2020 Elections for the 2021 term.

POSITION	CANDIDATE	NO. OF VOTES
Chair-Elect	Emmalee Atencio, ACP	68
Secretary	Linda Sanders	69
Treasurer		
Board Member	Daniel R. Berg	55
Board Member	Dora Y. Paz	52
Board Member	Lynette Rocheleau	49
Board Member	Devany Whipple	45

I further certify that there were 70 ballots were received by the deadline for voting, 54% of the members voted.

We did not have a candidate running for Treasurer. The following members received write in votes for Treasurer:

Kay Homan, CP	9 votes
Carolyn Cochran	1 vote
Steven Gonzales	1 vote
Frances Phillips	1 vote
Oksana Vivchar	1 vote

Signed this 25th day of November 2020

Ruby Silva

Ruby Silva, Chair
Nominating and Elections Committee

PARALEGAL DIVISION
ANNUAL COMMITTEE REPORT

COMMITTEE TITLE: **Membership**

COMMITTEE: **Angela Minefee and Kathy Campbell (Co-Chairs); Emmalee Atencio and Kay Homan**

DATE OF MEETING: **January 9, 2021**

2020 Membership Activity

We started 2020 with 142 active members. We lost 22 actives to nonrenewal (19 to nonrenewal and 3 transferring to inactive status) leaving 120 active members after the 2020 renewal cycle. Three members were subsequently disenrolled for CLE non-compliance leaving 117 active members at the end of March. We approved 12 new members during the year, ending 2020 with 129 active members.

We started 2020 with 11 inactives. Three inactives did not renew and 3 actives transferred to inactive status for a total of 11 inactives for the year.

Correspondence

AA/Co-Chair has responded to approximately one inquiry per month regarding paralegal licensing and/or membership qualification.

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. Also according to past practice, on April 22, the AA/Co-Chair forwarded the Paralegal Division membership roster to Cassandra Scott, State Bar Communications Coordinator, for submission to the State Bar for inclusion in the *2020-2021 Bench and Bar Directory*. The AA/Co-Chair was informed by Ms. Scott that there would be a slight delay in publication due to State Bar staff working from home under COVID-19 restrictions. The AA/Co-Chair followed up via emails on June 24 and September 3 inquiring about the status and whether updates could be submitted. No response was received from Ms. Scott to either email. An email was then sent to Evann Laird, State Bar Director of Communications, on October 22 inquiring whether the directory was mailed to Paralegal Division members, again with no response. It was not until early December when Division Board members examined the directory mailed to their attorneys (now a two-volume set) that it came to the attention of the AA/Co-Chair that the directory had not been mailed to Division members, that the membership roster was not included in the hard copy version nor was it included in the online member directory as indicated in a footnote in the directory. The AA/Co-Chair then requested that the Division Chair or Chair-Elect pursue the issue with the State Bar. The Chair and Chair-Elect have initiated communication with the State Bar regarding the omission of the Paralegal Division from the mailing and from the directory itself. In an email response from Ms. Laird to Ms. Hernandez, she offered to print a separate directory of Paralegal Division members and mail the directories as a package. Further, Ms. Laird indicated that it was decided (we do not know by whom) to only print the list of active attorneys in the membership roster without consulting or even informing the Division of that decision. The consensus of the Board was that a separate directory of Paralegal Division members is not of value to Division members and is

2020 Membership Committee Annual Report
January 2, 2021

not needed. Members have been informed via email of the issue and that they will receive a delayed two-volume set in the mail in January 2021. The Board is awaiting confirmation from the Chair regarding her communication with Ms. Laird of the Board's decision.

It is the Committee's recommendation that the 2021 Division leadership convey to the State Bar that the Division finds these omissions and failures of communication unacceptable and disappointing, at the least – especially since the Division has generously supported the State Bar and its Annual Meeting for years -- and that it expects assurances that they will not occur again going forward.

PARALEGAL DIVISION

COMMITTEE TITLE: Pro-Bono/ Community Service Committee Annual Report

COMMITTEE: Linda Sanders

DATE OF MEETING: January 9, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The collaboration with various Pro bono event sponsors from the State Bar of New Mexico continued until in-person events were suspended in March. The Committee had regular contact with the Young Lawyers Division (Allison Block-Chavez) and New Mexico Legal Aid (Meryl Sutton) who provided flyers and/or links to their web pages which contained information on the event itself and contact information for our members to volunteer.

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.

A monthly email was sent to paralegal division members about the next month's pro bono events. In the monthly email messages, division members were pointed to the web page and are urged to post the announcements (that are in English and Spanish) around their offices to advertise the events, even if they do not plan to attend. In an effort to promote events and participation outside the Albuquerque and Santa Fe areas, an event was high-lighted each month on both the web page and in the monthly email.

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

Prior to the suspension of in-person events our members performed a total of 39.5 volunteer hours.

Following the suspension of in-person events the Committee continued communication with the Young Lawyers Division (Allison Block-Chavez) and New Mexico Legal Aid (Meryl Sutton) in hopes volunteer help would be needed at online or telephonic events.

ONGOING ACTIVITES:

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

ANNUAL MEETING JANUARY 9, 2021

COMMITTEE TITLE: PROFESSIONAL DEVELOPMENT
COMMITTEE CHAIR: EMMALEE ATENCIO, RUBY SILVA
COMMITTEE MEMBER: N/A
DATE OF MEETING: JANUARY 9, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Contacted Las Cruces division members regarding hosting a BOD meeting in LC for the May/June BOD meeting. Susan Baker of Miller Stratvert initially volunteered a conference room but was unable to host due to the global pandemic (the May/June meeting was ultimately held via Zoom conference due to pandemic)
- Contacted NALA regarding becoming a NALA Affiliated Association, no action taken at this time
- Contacted CLE Committee, PD Working group, and NALA regarding materials for CP Exam CLEs, no action taken at this time
- Monitored ongoing changes to paralegal studies being offered in NM as departments are moved online or being sunset due to enrollment issues and pandemic issues

**PARALEGAL DIVISION
ANNUAL REPORT**

COMMITTEE TITLE: Scholarship Committee

COMMITTEE CO-CHAIRS: NETTIE CONDIT

COMMITTEE MEMBERS: Ruby Silva, Kay Homan, Carolyn Winton

DATE OF MEETING: January 9, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

2021 Flyer was sent to CNM New Mexico State University Alamogordo and Clovis Community College.

No applications were received.

ONGOING ACTIVITIES: None

ISSUES REQUIRING BOARD ACTION: None at the present.

ATTACHMENTS: None

COMMENTS: None

PARALEGAL DIVISION

ANNUAL MEETING JANUARY 9, 2021

COMMITTEE TITLE: SOCIAL MEDIA SUB-COMMITTEE

COMMITTEE CO-CHAIRS: EMMALEE ATENCIO
YOLANDA HERNANDEZ (2020)
ANGELA MINEFEE (2021)

COMMITTEE MEMBER: N/A

DATE OF MEETING: JANUARY 9, 2021

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Facebook
 - Moderated activity in Facebook page
 - 5 new group members added in 2020
 - Maintained event calendar
 - Multiple posts made to encourage group activity
 - Angela Minefee sent Admin request on Jan. 2, 2021 as co-chair of subcommittee for 2021
- Twitter
 - Moderated activity, very low activity, only 3 members following
- Other
 - Reviewing possibility of other social media accounts for division including Instagram and LinkedIn

PARALEGAL DIVISION

ANNUAL MEETING

COMMITTEE TITLE: **AD-HOC 25th ANNIVERSARY COMMITTEE**

COMMITTEE CHAIR: **EMMALEE ATENCIO**

COMMITTEE MEMBER: **DEBBIE TOPE, LINDA SANDERS, DAWNE ROBERTO, ANGELA MINEFEE**

DATE OF MEETING: **JANUARY 9, 2021**

ACTIVITIES UNDERTAKEN IN 2020:

- Committee formed during September 21 PD Board Meeting with Emmalee Atencio and Yolanda Hernandez as co-chairs with no additional members. Committee formed until December 31, 2020
- October 9, 2019 Yolanda Hernandez withdrew from the committee
- Added committee members Debbie Tope, Linda Sanders, Dawne Roberto, and Angela Minefee during January 4, 2020 Board Meeting
- Gifts identified and purchased
 - Commemorative Challenge Coins for all members (active and inactive) enrolled for >20 years
 - Travel set with luggage tag, key chain, and passport wallet embossed with Division logo for all members
 - Handmade masks for all 2020 BOD members
- Discussions in first quarter of the year included holding events and gatherings throughout the year in multiple locations throughout the state. Due to the global pandemic beginning in March 2020 ultimately all gatherings and events were either cancelled or held virtually
- In lieu of the Anniversary dinner in August, \$15.00 gift cards were purchased for all members and mailed with the member gifts in early September
- Facebook posts and emails sent to members regarding Anniversary and gifts