



State Bar of New Mexico  
Paralegal Division

Board Of Directors  
Meeting Minutes

April 2, 2022

**I. Call to Order**

Chair, Linda Sanders, called to order the SBNM Paralegal Division Board of Directors Meeting at 11:00 a.m. on April 2, 2022. 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  
Vacant, Immediate Past Chair  
Christina Babcock, Secretary  
Kay Homan, Treasurer  
Daniel Berg, Director  
Elizabeth Michelle Pettit, Director  
Meryl Barbere-Sutton, Director  
Michelle Jaramillo, Director  
Debbie Tope, Director

Members: Kathy Campbell, Division Administrative Assistant  
Yolanda Hernandez  
Nettie Condit  
Ruby Silva

Guest: Addie Sanchez – State Bar Member Services Coordinator

**III. Approval of minutes from last meeting**

The January 8, 2022, 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 as provided.

- a. Report of the Chair:
  - i. All board members should have reviewed reports prior to the meeting. We will not spend a lot of time discussing reports.
  - ii. Introduction of Addie Sanchez from the State Bar she will be giving feedback on promoting the division.
  
- b. Report of the Treasurer:
  - i. Updated report with new bank information sent to Linda today.

#### **V. Committee Reports**

- c. Bylaws:
  - i. We will discuss report in new business (Immediate Past Chair opening and Board of Director opening).
  
- d. Report of the CLE Coordination Committee:
  - i. Should the half-day (3 credit) May 14<sup>th</sup> CLE be free?
  - ii. Topic: Indian law presented by a member of the Indian law section.
  - iii. Goal of future CLEs is to address areas of law that are lessor known like water law and employment law.
  - iv. Discussion: Should it be made available to attorneys as well? How would this be made available for self-study, and how they would pay if we post the video online?
  - v. Cost of video is believed to be around \$200.
  - vi. Motion made by Kay to make the May CLE free for all paralegals with open enrollment for attorneys. Linda seconds. Motion passes.

**ACTION ITEM:** Linda will check on the cost of the video.

- e. Report of the CLE Providers Approval Committee:
  - i. 1/3 of the way there and it is only the end of March.
  
- f. Report of the CLE Tracking Committee:
  - i. All CLEs are recorded, and all members are compliant for 2021.
  
- g. Webpage/ENews Committee:
  - i. Report was late and not included in the packet.
  - ii. Michelle says the process is working.

- h. Communication: Newsletter
  - i. Newsletter is 75% completed.
  - ii. Open to suggestions. Please forward any articles you would like to share.
  
- i. Nominating and Elections Committee:
  - i. Ruby moves to approve Linda as Acting Chair for 2021 and Chair for 2022. No discussion. Kay seconds. Motion passes.
  - ii. Board of Directors need to fill Immediate Past Chair position (vacated by Angela) and one Board of Director position (vacated by Lynette).
  - iii. With Lynette's resignation, the standing rules say the member with the most write-in votes (Barbara and Yolanda) can be appointed by the board to fill the remainder of Lynette's term.
  - iv. Yolanda accepted and Barbara declined.
  - v. Debbie moves for Yolanda Hernandez to fill Lynette's position and complete the remainder of her term. Kay seconds. Motion passes.
  - vi. Ruby sent an e-blast to qualified members to run for chair elect with no response.
  - vii. Discussion: Do we want to fill the immediate past chair position? Limits the pool since they should be a former chair.
  - viii. Debbie moves to appoint Ruby as Immediate Past Chair. Michelle J. seconds. Ruby accepts and motion passes.
  - ix. The Board of Directors will deal with immediate past chair for 2022 next year.
  
- j. Membership Committee:
  - i. 12 new members so far this year with 126 members total.
  - ii. Post baccalaureate degree – recommendation to include a definition from report to be included in the instructions on the membership form. Clarifying the definition of the post baccalaureate program that requires a bachelor's degree and 15 hours.
  - iii. For category 2 graduation from post-secondary (usually about 2 people a year apply under this section).
  - iv. Open for discussion: Question: Should we up the limit of credits required? Kathy says that most members come from the associates degree qualification. American Association for Paralegal Education (AAfPE) states 18 credits is sufficient and NALAs requirements are similar. Daniel suggests that the 15 should at least match the standard of 18.
  - v. Kay motions to approve changing the hours to 18. Linda seconds. Daniel opposes he would like numbers to be doubled. Motion passes.
  - vi. Linda recognizes Daniel's position and says we will go back and look at it at a later time.

- k. Pro Bono and Community Service Committee:
  - i. The Second Judicial District plans an in-person legal fair for May 25<sup>th</sup>. They might potentially going back to in person events like Law-La-Palooza. There are two ways division members can help. Interpreters and intake by screening and paring attorneys with clients.
  - ii. Yolanda joined the committee she currently works with NM Legal Aid.
  - iii. Wills for heroes not scheduled until possibly October.

ACTION ITEM: Pro Bono Committee will make members aware that it doesn't have to be a sponsored event for members to receive Pro Bono credit.

Break for lunch at 12:33 pm

Return from lunch at 12:50 pm

- l. Professional Development Committee:
  - i. New member reached out about joining the committee.
- m. Scholarship Committee:
  - i. Two online forms attached to report one is no longer needed as cost is free for May CLE.
  - ii. Ruby raises issue with giving scholarship for new members. Scholarship is for education not membership. Standing rules may need to be changed as they do not say membership.

ACTION ITEM: Linda requests the Bylaws Committee review that part of the standing rules.

- n. NMSB Well-Being Committee:
  - i. Linda and Christina will be working with Bill Sleuse of the Well-Being Committee to create an article and a podcast about the Paralegal Division for the What a Healthy Legal Community Looks Like campaign.
  - ii. More information will be provided to the board once the details are discussed.

## **VI. Old Business**

a. Membership Renewal Scholarship (Discussed during Scholarship Report)

b. New Division Banner

- i. Board agrees to new banner and table banner.
- ii. The board would also like to update the old brochures.

ACTION ITEM: Linda will look into getting a banner and one for a table.

c. College Fair Participation

- i. Daniel says they are still being held virtually.

d. Membership Committee Recommendation (Discussed during Membership Report).

e. Special Election (Discussed during Elections Report).

## **VII. New Business**

a. Immediate Past Chair opening (Discussed during Elections Report).

b. Director opening (Discussed during Elections Report).

c. SBNM Judicial Clerkship Program Donation

i. Do we want to contribute this year? Discussed.

ii. Kay motions to contribute \$250. Michelle J. seconds. Motion passes.

d. CNM Program Update

i. CNM will move to sunset the entire Paralegal Program if numbers do not improve over the next 2 terms. Paperwork has been prepared and sunset would begin in Spring of 2023.

ii. Christina will keep members informed as to any new developments.

e. May 20, 2022 BBC/3rd District Event

i. Happy hour after the BBC meeting. More information to come.

f. Ad Hoc Division Development Committee

i. What can we do to do a better job? How can we contribute to the legal community, members, potential members, and the community in general?

ii. Discussion: Create swag specific to the division, have a mixer for members or with other divisions of the State Bar, mentorship – YLD does it with UNM, members going to high schools and speaking, have mixer with food for students at the State Bar (rent auditorium), Reaching out to Career Enrichment Center (CEC) and high school counselors, reaching out to Job Corps.

iii. Linda would like to put together an Ad Hoc Division Development Committee and an Ad Hoc Paralegal Education Promotion Committee.

iv. Linda asks for \$2500 for Division Development.

v. Michelle makes motion to give a budget to each newly created Ad Hoc Committee. Debbie seconds. Motion passes.

vi. Michelle moves the Division Development Committee receives \$2500 and the Education Promotion Committee receives \$1500. Daniel seconds. Motion passes

vii. Board members that volunteered to work on the Division Development Committee: Debbie, Linda, Ruby, Nettie, Kathy, Kay

- viii. Board members that volunteered to work on the Education Promotion Committee: Yolanda, Michelle, Daniel, and Christina.
- ix. The Board can vote by email on issues that arise before the next meeting.

ACTION ITEM: Ad Hoc Committees will begin discussions.

g. State Bar Annual Meeting Update

- i. Linda is working on an advertisement for The State Bar Annual Meeting set for August 11-13.

h. Symposium planning

- i. Linda needs help finalizing the event set for September 17th & 18<sup>th</sup> in Roswell.
- ii. Michelle lives in Roswell and will help Linda.
- iii. The plan is to have a CLE in the morning, board meeting in afternoon, and a Friday night meet and greet mixer.
- iv. CLE will be in person only.
- v. Chief judge of that area will be speaking to the division

ACTION ITEM: Meryl can reach out to the judge to ask about a tour of the courthouse and maybe coordinate a Pro Bono legal event while we are there.

**I. Adjournment**

Motion made by Kay to adjourn. Michelle J. seconded. Motion passed and meeting adjourned at 2:27 p.m.

Minutes submitted by: Christina Babcock, 2022 Secretary