



State Bar of New Mexico
Paralegal Division

Board Of Directors
Meeting Minutes

July 16, 2022

I. Call to Order

Chair, Linda Sanders, called to order the SBNM Paralegal Division Board of Directors Meeting at 11:02 a.m. on July 16, 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
Ruby Silva, Past Chair
Christina Babcock, Secretary
Kay Homan, Treasurer
Elizabeth Michelle Pettit, Director
Meryl Barbere-Sutton, Director
Yolanda Hernandez, Director
Debbie Tope, Director

Directors not Present: Daniel Berg, Director
Michelle Jaramillo, Director (Kay Homan, Proxy)

Members: Kathy Campbell, Division Administrative Assistant
Nettie Condit

III. Approval of minutes from last meeting

The April 2, 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. Chair Report:
 - i. Board of Bar Commissioners (BBC) spent all day on planning session.
 - ii. Would like to build on Emmalee's plan but thinks we can do a better job moving forward.
- b. Treasurer Report:
 - i. Additional \$300 with the addition of MBI (not in report).

V. Standing Committee Reports

- c. Bylaws:
 - i. Ruby and Nettie worked on changes to the bylaws. Recommended changes are detailed in their report.
 - ii. Important topics addressed by Ruby include adding a three-year membership requirement in order to be reimbursed for a certification exam and the Institute is excluded from the request to attend a division sponsored CLE award.
 - iii. Ruby asks the board to review the report and send input and comments to the committee.

ACTION ITEM: July 30th is the deadline to submit comments and revisions to the committee.

- d. CLE Coordination Committee:
 - i. Over 50 people registered for the Indian law CLE and only half attended.
 - ii. Debbie suggests sending a survey asking why they did not attend.
 - iii. The committee will continue to offer CLEs that are not common topics like water law.
- e. CLE Providers Approval Committee:
 - i. Kay worked with Christina to approve a four-hour CLE presented by the National Apartment Association (NAA) for credit.
 - ii. Current approval fess of \$4900 with budget of \$6000.
- f. CLE Tracking Committee:
 - i. Kathy and Christina want to streamline the CLE tracking process.
 - ii. Yolanda suggests we find out how the State Bar tracks CLEs.
 - iii. Linda said we need to do a better job of sharing division committee email addresses with the membership. She gets a lot of emails that she has to forward to other committees.

- iv. Kathy says the email address list is very small and not easy to find on the webpage.
- v. Debbie wants to remove the last two board meetings from the calendar on the webpage. Linda suggests that we leave the events to show what we are doing throughout the year. Kathy suggests splitting into two categories of past and future events. Christina suggests that we grey out past events while leaving them all visible.
- vi. Debbie sent the full calendar to Christina and Linda during the meeting to give to Michelle J. to replace on the webpage.
- vii. Kathy suggests webpage modifications. The membership scholarship should be in three places. It is currently under news and calendar and membership. It should be under the join the division page also.
- viii. Debbie wants to add a line that says credits are updated monthly and should be added by the 10th of the month to the CLE credits table.

ACTION ITEM: Linda will ask Michelle to fix contacts link to make it bigger and more visible on the “About the Paralegal Division” page, grey out past events, add January events back to the calendar, copy blurb about scholarship from calendar and news page to the intro paragraph under join the division, and add “credits are typically updated by the 10th of the month” before credits current through line.

- g. Communication: Newsletter
 - i. Michelle was not present for this part of the meeting.
 - ii. Linda is happy with the newsletter and that it is up and running.
- h. Communication: Social Media
 - i. Feel free to share things of interest on our Facebook page.
- i. Membership Committee:
 - i. 16 new members 5 of those are returning members.
 - ii. Linda has been reaching out to firms with multiple division members is their office to thank them for their support.
 - iii. Debbie suggests having a list of firms or attorneys that have multiple division members on our table at the annual meeting. Asking the question “Is your name/firm on the list?”
 - iv. Kathy wants to retire by renewal. She believes the State Bar can take over some of the tasks she currently does.

ACTION ITEM: Linda and Kathy will speak with the State Bar about how they can absorb some of these tasks.

- j. Pro Bono and Community Service Committee:
 - i. Meryl says a lot of events are coming up. Districts are starting to plan legal fairs for October, since that is pro bono month. The committee is checking to see who is doing hybrid, online, and in person.
 - ii. The Wills for Heroes event in Las Cruces – Four division members volunteered for this event. Two members backed out at the last minute and the other 2 didn't show up. No one showed up on behalf of the division and it was embarrassing. Linda stopped by to visit and stayed to help. Meryl wants to draft something that says we are relying on you so show up.
 - iii. 2nd Judicial Judges wants Lawlapaloza in person this year.
 - iv. Linda suggests adding a paragraph to the summer newsletter – Looking at a lot of volunteer opportunities including the Roswell Wills for Heroes event.

- k. NMSB Well-Being Committee:
 - i. Linda, Christina, and Lynette are working on an article and podcast that will be released in September.

- l. Ad Hoc Paralegal Promotion Committee
 - i. Yolanda says the committee is meeting biweekly.
 - ii. Becky with Legal Aid spoke with Yolanda and said she was contacted by someone who wants to work with students. She will get more information.
 - iii. Linda says the State Bar purchased a banner for the division. It will be kept at the State Bar and we should use it for all division events.

- m. Ad Hoc Division Development Committee
 - i. Committee has not meet yet.
 - ii. Ad for annual meeting (included with report). Linda is very pleased how it turned out.
 - iii. Promotional items were purchased and include camera blocker, thumb drive, tumbler, and mouse pad. We will also have State Bar pins, stickers, and leaflets (prepared by the State Bar) for the table at the annual meeting.
 - iv. Linda will continue outreach to attorneys for their paralegals to become members and thank them for their support of the division.
 - v. Bill Kramer asked the division to be a part of the podcast for bridge the gap. What paralegals can and cannot do. What we would like to teach new lawyers. That will take place in September.
 - vi. Kay requested and received proclamation from the Governor's office for Paralegal Day.

- n. Symposium Committee
 - i. Event is in person only.
 - ii. Division has a block of rooms at the Fairfield Inn.
 - iii. Judge Hunter is awaiting approval for the courthouse tour. The CLE will be a tour of the courthouse and museum. In addition, Judge Romero will talk to us about the history of NM law.
 - iv. Events planned for Friday, Saturday, and Sunday. Michelle had the idea to charge per event and for the total event package.
 - v. Linda asked if we should charge for happy hour? Debbie thinks the division should pay for appetizers but have a cash bar. Friday night might be a smaller crowd so we could also invite attorneys.
 - vi. Members who plan to attend all events will pay for the CLE, paint and wine, and hotel rooms.
 - vii. Michelle is working on a flyer to start advertising.
 - viii. Payment in the form of a check can be mailed to Kay and made payable to the division.
 - ix. YLD and State Bar said they will help promote the event.
 - x. Tumblers are swag for the symposium along with door prizes.

VI. Old Business

a. State Bar Annual Meeting Update

- i. The event is fast approaching.

ACTION ITEM: Linda will be sending a sign-up Jot form for those wanting to watch the table during the annual meeting.

b. Symposium Planning (Discussed during Symposium report).

VII. New Business

a. Paralegal Day & Anniversary Celebration

- i. Pappadeaux is no longer accepting reservations on weekends. New location will be El Pinto on Saturday, August 27th.
- ii. Linda will be sending out a Jotform to RSVP for lunch.

ACTION ITEM: Linda will ask Michelle to add El pinto to calendar on our website.

b. IT Support

- i. Yolanda says we have all experienced IT issues. Maybe we could have this topic for a CLE or have a resource page.
- ii. Suggestions: Maybe adding YouTube videos to Facebook on IT issues or a list of resources for paralegals on working with Adobe, Google Meet, and Zoom.

- iii. Michelle would also like to add a tech corner to the newsletter.
 - iv. This could be a useful benefit to our members.
- c. Bridge the Gap curriculum development (Discussed in Ad Hoc Division Development Committee Report).
- d. Bylaws Committee Recommendations (Discussed in Bylaws Committee Report).
- e. Wellness Forum
- i. What can we do to have a wellness forum? What does wellness mean? Send Linda your thoughts and ideas. Topics like financial, self-care, and mental well-being.
 - ii. Yolanda suggests 5k run.

Christina says we need to ratify the electronic votes made by email. Motion made to ratify votes by Kay. Meryl seconded. Motion passes.

I. Adjournment

Motion made by Kay to adjourn. Yolanda seconded. Motion passed and meeting adjourned at 2:15 p.m.

Minutes submitted by: Christina Babcock, 2022 Secretary