



State Bar of New Mexico  
Paralegal Division

Board of Directors  
Meeting Minutes

September 17, 2022

**I. Call to Order**

Chair, Linda Sanders, called to order the SBNM Paralegal Division Board of Directors Meeting at 1:15 p.m. on September 17, 2022. The meeting was held in person at the Fair Field Inn in Roswell, NM and via Zoom.

**II. Attendees**

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

Directors not Present: Ruby Silva, Past Chair  
Daniel Berg, Director  
Michelle Jaramillo, Director

Members: Kathy Campbell, Division Administrative Assistant

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

The July 16, 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. Linda's goal for this quarter is the Bridge the Gap project.
    - 1. Reached out to members outside of the Board to add input.
    - 2. A committee has been formed and is working on it.
    - 3. Bill Kramer is fine with waiting until October to compete everything.
  - ii. Barbara Lucero is now chair of the events committee.
- b. Treasurer Report:
  - i. Budget – \$67,000 in the bank.
  - ii. We have not been billed for the Annual Conference luncheon yet. We get billed for those members that ate with us but did not attend the meeting.
  - iii. The State Bar has not billed us for the swag yet either.

ACTION ITEM: Kay would like to balance the books so she will follow up with Angela by the end of the month.

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

- c. Bylaws:
  - i. Committee sent out standing rules for edits before this meeting.
  - ii. Changes requested at the meeting - eliminate "may", due to size "it is" and on page 2, Membership Due, B(3) sub "waivers" for "grant"
  - iii. What is the process for awarding the waiver – will it be the decision of the membership committee or the scholarship committee?
  - iv. Kathy is ok with adding language that the committee can review due waivers.
  - v. It is made clear that scholarships will only be awarded for scholarships.
  - vi. Kay - we need to change the name of the committee.
  - vii. Kathy – new name: membership benefits committee or scholarship and membership committee.
  - viii. Debbie – if we are not giving due waivers going forward, we need to take it off the website.
  - ix. Clarification that no scholarships have been given out.
  - x. Kay will make the discussed changes and send out a draft. Board will vote by email.
  - xi. Revising CLE tracking – revisit later in the meeting.

ACTION ITEM: Kathy and Linda will get with Devany about the changes.

- d. CLE Coordination Committee:
  - i. Annual meeting luncheon was a success.
  - ii. Linda - Time to review holding the “Institute” in conjunction with the State Bar Annual Meeting. We get nothing from the December CLE and it is the most expensive CLE we have. This is a conversation that needs to happen with the State Bar also.
  - iii. What we do get from having it at the State Bar - video recording, all arrangements for the day are made, no fee for use of the room, and advertising is also free.
  
- e. CLE Providers Approval Committee:
  - i. We are over 100% of our budget at \$6025.
  
- f. CLE Tracking Committee:
  - i. Committee would like to streamline the CLE reporting process starting in 2023.
  - ii. Kathy- we will continue to use carryover this year towards next year to comply. Then carry over will go away starting in 2024.
  - iii. Utah and Texas use self-reporting system repository and NALA also uses a self-reporting system. Attached to this report are the forms that will be used to track and report members CLEs.
  - iv. Discussion: How will audit work? Should every member get audited?
  - v. We will need to beef up the CLE tracking committee by at least one more member to help with random audits.
  - vi. Linda - concerned that the State Bar may drop us for non-compliance. We have a responsibility to comply, and we need to assure that each member is compliant.
  - vii. Meryl – hesitant because what if a paralegal loses the form before they are able to submit it. Wants to create language that makes it clear that requires paralegal responsibility to keep their records.
  - viii. Christina – suggests we create a jot form so members can attach all of their certificates. Ensuring we have copies if members can’t find them later for an audit.
  - ix. Michelle – concerned that some members won’t be happy if we remove carryover.
  - x. Kathy – only 37 members currently have carryover.
  - xi. Christina and Kathy will work on wording for a letter that will go out to members. The plan is to email members to explain the new process by renewal.
  - xii. Meryl – wants to amend the motion to allow carry over credits. 5 credits max per year and cannot be self-study or volunteer hours.

- xiii. Kay - makes motion to approve recommendation to move to self-reporting as is.
- xiv. Debbie – objects members and says members should be responsible for their own carry over.
- xv. Meryl withdraws amendment and Debbie makes a new motion to approve carry over of 12 credits per year excluding pro bono and self-study.
- xvi. Kathy will delete third paragraph on the proposal “Effective...
- xvii. Kay made the motion, Debbie amended, and Meryl seconded. Motion passes.
- xviii. The committee will work on the JotForm format down the road.
- xix. Kathy wants to start working with people to take over membership. Do we need a paid position to replace Kathy on membership? Administrative Assistant must also be membership co-chair.

ACTION ITEM: Meryl and Linda will research how many PDFs can be submitted with a JotForm.

- g. Communication: Newsletter
  - i. Michelle would like to have a theme for the newsletter.
  - ii. Timing wise - we should push back October (fall) newsletter to early November to add anything for December and January. Our winter newsletter will be sent later following the Paralegal Division Annual meeting in January.
- h. Events
  - i. Linda - Loved the new venue for the Paralegal Day luncheon. The event was a success!
  - ii. Suggests Indian Pueblo Cultural center for Christmas dinner.
- i. Membership Committee:
  - i. 17 new members to date plus a few that are awaiting approval.
  - ii. 131 members and 9 inactive.
  - iii. 6 returning members – returning for various reasons.
- j. Pro Bono and Community Service Committee:
  - i. Meryl says large events and legal fairs statewide are coming up since we are moving back to in person.
  - ii. Damon will be next YLD chair and he will be working with the pro bono committee.
- k. NMSB Well-Being Committee:
  - i. Paralegal Well-Being podcast and article were released in August.

- ii. Committee wants the paralegal division to be more involved with upcoming events.
- iii. JLAP has offered to speak at our meetings, supply support animals, and set up mocktail bars for our future events.

1. Ad Hoc Division Development Committee

- i. Bridge the Gap for the State Bar will be the continued focus of the committee.

**VI. Old Business**

- a. State Bar Annual Meeting Update (discussed during CLE Coordination report).
- b. Paralegal Day Celebration (discussed during Events report).
- c. Bridge the Gap curriculum development (discussed during Ad Hoc Division Development Committee report).
- d. Bylaws Committee Recommendations (Discussed during Bylaws report).
- e. Wellness Article and podcast (Discussed during NMSB Well-Being report).

**VII. New Business**

- a. CLE Reporting Process
  - i. Table process so Kay and Kathy can make changes and send out new redline to the Board.
  - ii. Review, discussion, and electronic votes to follow.

**Recess** - Recess BOD meeting and move into planning session at 3:26 p.m.

**Board of Directors 2023  
Planning Session**

**I. Call to Order / Attendees**

**Call to Order**

Chair, Linda Sanders, called to order the SBNM Paralegal Division Board of Directors 2023 Planning Session at 3:28 p.m. on September 17, 2022. The meeting was held in person at the Fair Field Inn in Roswell, NM and via Zoom.

**Attendees**

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

Directors not Present: Ruby Silva, Past Chair  
Daniel Berg, Director  
Michelle Jaramillo, Director

Members: Kathy Campbell, Division Administrative Assistant

**II. Proposed 2023 Calendar**

- a. All events scheduled at the State Bar have been confirmed for 2023.
- b. Our once a year out of town meeting should be held during symposium.  
Discussion - Symposium location for next year. Same dates of September 15-17.  
Suggestions: Santa Fe, Ruidoso, Taos, and T or C.
- c. Santa Fe for next year's symposium pending prices. Alternative location Ruidoso.

ACTION ITEM: Linda will research Santa Fe venues in the coming months.

**III. Proposed 2023 Budget**

- a. Income – By September we are at 100 % to goal for provider approvals. Can we up that by \$500 to \$6500?
- b. Leave Membership \$9,000.
- c. Do we want to continue to offer the May CLE for free as related to the budget?  
Discussion - Yes, May CLE will continue to be free.
- d. Kay would like members to pay with checks because the State Bar won't pay the division until the end of the year.

- e. We will continue to charge for the symposium.
- f. We are leaving in item 4500 CLE seminars but will zero out.
- g. CLE Subsidies/Expenses includes gifts to speakers, donations, video, and printed material at \$3000.
- h. Item 6230 Member Benefits include national certification, membership, and gifts at \$4000
- i. Item 6160 Receptions and meetings includes luncheons, holiday dinners, Paralegal Day, symposium, and symposium luncheon.
- j. Debbie asks if \$7,000 covers it? Kay says that it more than covers it. Linda suggests we leave it as is because of the location of the future symposium.
- k. Item 6210 - Linda asks to increase division promotion budget from \$2500 to \$5000

#### **IV. Proposed 2023 Initiatives**

- a. Implement a survey.
- b. Succession planning – no progress on it.
- c. Improve involvement in committees.
- d. Officer track like the BBC has.
- e. Chairs of various committees need to reach out and attract members.

#### **V. Adjournment**

Linda adjourns Planning session at 4:19 p.m.

**Resume** - Resume board meeting at 4:19 p.m.

- a. Motion to approve proposed calendar. Debbie makes motion, Yolanda seconded. Motion passes.
- b. Motion to approve proposed budget which includes increase of \$6500 to CLE providers approval, decrease of CLE seminars to zero dollars, increase division promotion budget from \$2500 to \$5000. Kay makes motion to approve. Michelle P. seconded. Motion passes.

#### **I. Adjournment**

Motion made by Kay to adjourn. Michelle seconded. Motion passed and meeting adjourned at 4:22 p.m.

Minutes submitted by: Christina Babcock, 2022 Secretary