



State Bar of New Mexico Paralegal Division

Board of Directors Meeting Minutes

January 7, 2023

I. Call to Order

Chair, Linda Sanders, called to order the SBNM Paralegal Division Board of Directors Meeting at 1:15 a.m. on January 7, 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
Vacant, Past Chair
Vacant, Secretary
Kay Homan, Treasurer
Elizabeth Michelle Pettit, Director
Vanessa Martinez, Director
Daniel Berg, Director
Nicole Madrid, Director
Katelynn Raney, Director

Directors not Present: Michelle Jaramillo, Director

Members: Kathy Campbell, Division Administrative Assistant
Nettie Condit
Ruby Silva
Yolanda Hernandez
Debbie Tope
Christina Babcock

III. Approval of minutes from last meeting

The September 17, 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 welcomes Katelynn, Nicole, and Vanessa to the Board.
- b. Treasurer Report:
 - i. Close to actual balance.

V. Standing Committee Reports

- c. Bylaws:
 - i. Same as annual report.
- d. CLE Coordination Committee:
 - i. Discussion – There is no benefit to the division from having the December CLE in conjunction with the State Bar. Could we do it on our own?

ACTION ITEM: Linda will talk to the State Bar about changing the CLE in December.

- e. CLE Providers Approval Committee:
 - i. Same as annual report. Over \$9,000.
- f. CLE Tracking Committee:
 - i. The new CLE reporting process is evolving.
 - ii. The committee is working on getting members compliant for 2022.
 - iii. Next steps: Creating a JotForm, work on compliance issues, and develop an audit process.
- g. Communication: Newsletter
 - i. Michelle is finalizing the newsletter.
 - ii. Linda suggests we add information about the new CLE process to the newsletter.
 - iii. Michelle will receive a plaque from the Division for her work on the newsletter.
- h. Membership Committee:
 - i. As of today, about half of the members have renewed their membership.
 - ii. The committee has recently approved 5 new members.
 - iii. The Divisions membership roster will be published by the State Bar this year.
- i. Pro Bono and Community Service Committee:
 - i. Meryl is working on events for 2023.
 - ii. Linda suggests the committee send out events a month in advance.

- iii. Translation services were added last year. Several members volunteered and it was successful.
- j. Professional Development Committee:
 - i. Daniel wants to hold a collaborative event with lawyers and stakeholders and have a roundtable discussion about the paralegal profession. Approximate time of 2 hours.
 - ii. Linda asks what Daniel wants the results to be.
 - iii. Daniel - Wants the requirements to be upped (the Division watered down our requirements); get advocacy for paralegals; we have not done a good job of promoting the profession; wants to put together a committee to discuss the immediate need for paralegals and a decline in our profession; wants involvement from the legal community. Also, the NM Public Defender Department does not require a paralegal education to be hired as a paralegal and wants that to change.
 - iv. Linda says she will ask incoming President, Ben Sherman to participate. She also suggests doing a podcast that members can get CLE credit for watching.
 - v. Debbie - How do we start this conversation? Who do we ask to raise awareness?
 - vi. Discussion: Timeline – this year? End of the first quarter?

ACTION ITEM: Linda will work with Daniel on a plan.

VI. Old Business

None

VII. New Business

- a. Discussion: Do we want to continue both Ad Hoc Committees into 2023? Yes.
 - i. Motion made to continue both Ad Hoc Committees. Daniel moves, Kay seconded, motion passes.
- b. Discussion: Board must fill open position. Vanessa Martinez will fill Meryl's BOD position for the remainder of 2023 only and Debbie will serve as past chair for 2023.
 - i. Motion made to approve and fill the two open Board positions. Meryl moves, Daniel seconded, motion passes.
- c. Discussion: Secretary position is still open. Christina received 5 write in votes and has declined to take the position, Caprice Benoit declined to serve as director or secretary, Ruby received 1 vote and has declined, Madeline Lovato and Devany Whipple each received one vote.

ACTION ITEM: Linda will reach out to both Devany and Madeline to ask if they would like to fill the secretary position. Linda will also follow up with Committee Chairs who have not responded to her email asking if they would like to continue to serve.

I. Adjournment

Motion made to adjourn. Kay moves, Meryl seconded, motion passes. Meeting adjourned at 3:01 p.m.

Minutes submitted by: Christina Babcock, 2022 secretary.