



BOARD MEETING
AT THE STATE BAR OF NEW MEXICO
SATURDAY, MARCH 16, 2019

AGENDA

Meeting called to order at: _____

- | | | |
|---|------------------------------------|------------------|
| I. Approval of the Minutes from September 8, 2018: | | Minutes Attached |
| II. Approval of Minutes from January 4, 2019: | | Minutes Attached |
| III. Officer Reports | | |
| Chair | Lynette Rocheleau | Report Attached |
| Chair-Elect | Yolanda Hernandez | Report Attached |
| Immediate Past Chair | Christina Babcock | No Report |
| Secretary | Logan Rhoten | Report Attached |
| Treasurer | Angela Minefee | Report Attached |
| IV. Standing Committee Reports | | |
| Budget & Finance | Angela Minefee | Report Attached |
| Bylaws | Kay Homan | Report Attached |
| ENews/Web Page | Debbie Tope & Amy Meilander | Report Attached |
| CLE-Coordination | Yolanda Hernandez & Linda Sanders | Report Attached |
| CLE-Provider Approvals | Angela Minefee | Report Attached |
| CLE-Tracking | Kay Homan | Report Attached |
| Nominating & Elections | Ruby Silva | No Report |
| Events | Barbara Lucero | Report Attached |
| Membership | Kathy Campbell & Yolanda Hernandez | Report Attached |
| Pro Bono/Community Service | Amy Melander & Linda Sanders | Report Attached |
| Professional Development | Emmalee Attencio & Ruby Silva | Report Attached |
| Scholarship | Nettie Condit | No Report |
| LLLT Working Group | Emmalee Attencio | Report Attached |

V. Old Business

A. Welcome New Members

VI. New Business

A.

VII. Adjournment at _____

**PARALEGAL DIVISION
BOARD MEETING
March 16, 2019**

CHAIR REPORT

CHAIR Lynette Rocheleau

DATE OF REPORT March 16, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Started duties as Chair on January 4
- Answered emails from member and potential members with questions
 - Forwarded emails to appropriate committees
 - Welcome emails to new members
- Attended BBC new member orientation
- Attended BBC meeting on February 22
 - Senior Lawyer Division is looking for Paralegals, regarding history on SBNM and start of Division
 - Reminded YLD and other members to let us know when they have upcoming pro-bono events so that we can support them

ISSUES REQUIRING BOARD ACTION:
None

COMMENTS:

**PARALEGAL DIVISION
BOARD MEETING
March 16, 2019**

CHAIR-ELECT REPORT

CHAIR-ELECT: Yolanda Hernandez

DATE OF ORAL REPORT: March 16, 2019

ACTIVITIES UNDERTAKEN:

I met with Angela Minefee to discuss and coordinate the January 2019 Ethics CLE. I also assisted Angela with this event held at the State Bar.

I met with Linda Sanders to discuss the Co-Chair CLE Committee elect position and shared CLE materials and information with her. I assisted Linda Sanders with the coordination of the Law Day CLE titled: **"Emerging Ethical Issues in the practice of Law"** scheduled for **April 27, 2019** at State Bar of New Mexico.

I will assist Linda Sanders with the coordination of the upcoming CLEs scheduled for September 28 and December 6 2019 to be held at the State Bar.

ISSUES REQUIRING BOARD ACTION:

None.

COMMENTS:

STATE BAR OF NEW MEXICO, PARALEGAL DIVISION

2019 Proposed Budget - Approved on September 8, 2018

OPERATING RESERVE - BEGINNING BALANCE 2019 \$ 57,022.69

INCOME	2019 Budget	02/28/19	% of Budget
4000 Memebership Dues	\$ 9,000.00	\$ 4,495.00	50%
4300 Interest Earned	\$ 100.00	\$ 14.21	14%
4500 Seminar Approval Fees	\$ 1,500.00	\$ 1,200.00	80%
4500 Seminars	\$ 1,000.00		45%
Albuquerque	\$ -	\$ 445.00	
4900 Miscellaneous	\$ -	\$ -	
TOTAL INCOME	\$ 11,600.00	\$ 6,154.21	53%

EXPENSES

Overhead

5250 Contract Labor	\$ 4,000.00	\$ 969.19	24%
6110 State Bar Administrative Fees	\$ 1,000.00		0%
6210 Printing & Photocopies	\$ 150.00	\$ 109.37	73%
6230 Office Supplies	\$ 150.00		0%
Gifts for Members/Member Benefits	\$ 5,000.00	\$ 149.40	3%
6270 Postage	\$ 100.00		0%
6140 Contributions			
State Bar Annual Mtg Sponsorship	\$ 5,000.00		0%
Silent Auction	\$ 500.00		0%
Miscellaneous	\$ 500.00		0%

Communications

6160 Receptions/Meetings	\$ 5,000.00	\$ 163.30	3%
6310 Travel Expenses	\$ 250.00	\$ 31.18	12%

Continuing Legal Education

6741 Seminars	\$ 7,500.00	\$ 1,820.00	24%
6751 Scholarships	\$ 1,000.00		0%
6995 Miscellaneous Expenses	\$ 150.00		0%

TOTAL EXPENSES	\$ 30,300.00	\$ 3,242.44	11%
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Projected Year-End Balance	\$ 38,322.69
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	01/01/19	02/28/19	Diff +/-
Checking Account Balance	\$ 57,022.69	\$ 59,934.42	\$ 2,911.73

Year-End Seminar \$249/member

PD pays \$70/members pay \$179

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

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Nettie Condit, Ruby Silva

DATE OF MEETING: March 16, 2019

ACTIVITIES UNDERTAKEN:

ONGOING ACTIVITIES:

The Committee, with the assistance other members of the Division, is continuing its review the Standing Rules to provide information and recommendations regarding changes to the Standing Rules. Once the Committee has reviewed the Standing Rules, the recommended changes will be presented to the Board for its approval.

Some recommended changes include: (1) clarification of duties of officers to conform to current practices; (2) clarification and simplification of duties of committees; and (3) clarification of election guidelines. Also recommend eliminating attachment of forms as they are fluid and are posted on the website.

ISSUES REQUIRING ACTION: None

ATTACHEMENTS: None

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/ENews Committee

COMMITTEE COCHAIRS: Deborah R. Tope, Amy Meilander

DATE OF REPORT: March 16, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

Following the Division's Annual Meeting on January 5th, the committee posted the names of the Officers and Directors for 2018 and updated the committee/chair list with the additional 4 new PD e-mail addresses incorporated into that list. As part of implementing the new e-mail addresses, we created a new Contact the Division list and posted it. Both the updated Committee Chair list and Contact the Division lists are attached.

Since then, we have continued to post welcome to new members in addition to sending them information for access to the web page. A number of job bank announcements have been posted. The CLE Credits Table as updated weekly by the Credits Tracking subcommittee was posted.

At the conclusion of the 2018 membership renewal period, the link to the renewal form was removed from the web page and the updated member directory and inactive list was uploaded last week.

The web page committee will continue to maintain the Division's web page with activities, CLE programs & updated membership directory & CLE credit tables.

ISSUES REQUIRING BOARD ACTION: None



Paralegal Division Committees and Chairs

Please address communications to the Division Chair, other officers or directors or for general inquiries to pd@nmbar.org.

The Division Standing Rules provide for Standing Committees which are permanent, and for Special Committees which are established by the Board of Directors from time to time as the need arises.

Budget and Finance

This committee is chaired by the Treasurer and is responsible for providing analysis of financial information for the Division, making recommendations for funding projects and assisting in preparation of the annual budget.

Chair: Angela Minefee

Bylaws and Rules

This committee receives, studies and initiates suggested amendments to the Bylaws and Standing Rules and works with standing and special committees to develop and/or change Division policies and procedures as necessary.

Chair: Kay L. Homan, CP

Continuing Legal Education

This committee is in charge of processing member CLE credits and the coordination of CLE programs.

CLE Coordination Subcommittee: Develops and presents programs, seminars and materials relating to continuing legal education for the legal profession.

Co-Chairs: Yolanda Hernandez and Linda Sanders

CLE Provider(s) Approvals Subcommittee: Reviews CLE provider submissions for approval by Division.

Chair: Angela Minefee

CLE Tracking Subcommittee: Monitors members' adherence to the minimum CLE requirements and reports CLE credits to the Membership Committee. For CLE credit submissions and related questions, send e-mails to pd-CLECredits@nmbar.org.

Chair: Kay L. Homan, CP

Events Coordination

This committee works with the CLE Coordination Subcommittee, as necessary, and shall be the liaison with the State Bar for the planning of events including, but not limited to, the Division Annual Meeting, State Bar Annual Meeting, CLE and/or other events in conjunction with the State Bar and the Division's December holiday dinner.

Chair: Barbara C. Lucero, CP

Awards Subcommittee

This committee is responsible for making the Certificates of Appreciation and getting the award plaques made for the Division's Annual Meeting.

Chair: Ruby Silva

Membership

This committee promotes membership and growth within the Division, reviews and approves membership applications, reaches out to potential members, answering questions and providing information regarding the Division and the paralegal profession. For membership issues, send e-mails to pd-Membership@nmbar.org.

Co-Chairs: Yolanda K. Hernandez and Kathleen F. Campbell, ACP

Nominations and Elections

This committee is responsible for all duties in connection with: (1) the nomination and annual election of officers and directors; and (2) the preparation and submission of ballots to membership for approval of bylaws amendments.

Chair: Ruby Silva

Pro Bono/Community Service

This committee works with the State Bar of New Mexico to offer opportunities through which Division members may volunteer their time to assist with established programs to provide paralegal services to the community and the disadvantaged in New Mexico. For issues related to ProBono Opportunities, send e-mails to pd-ProBono@nmbar.org.

Chair: Amy Meilander

Professional Development

This committee studies, develops and implements various means to better inform and educate the legal community and general public about the use of paralegals in the legal profession. This committee also collects and studies information regarding the education standards of paralegal education and training programs with regard to the certification or licensing of paralegals and works with local and national paralegal associations throughout the country.

Co-Chairs: Emmalee Atencio, ACP and Ruby Silva

Scholarship

The Scholarship Committee supervises the award of scholarships to paralegal studies students at junior colleges, community colleges or universities in New Mexico based on the budgetary allocation by the Board of Directors of the Paralegal Division.

Chair: Nettie L. Condit

Web Page & ENews

The web page committee designs and maintains the Division's website at <http://www.nmbar.org>. For job bank submissions and related questions, send e-mails to pd-JobBank@nmbar.org.

The ENews committee creates and provides relevant articles and information regarding paralegals and the Division for publication in the State Bar ENews.

Co-Chairs: Deborah R. Tope, CP, RP and Amy Meilander

[Link to Committee Signup Form]

TO CONTACT THE PARALEGAL DIVISION

The Division can be contacted by U.S. Postal Mail or electronic mail. The Division does not maintain a telephone number.

The Division's website can be found at: www.nmbar.org, click on About Us, Divisions, then Paralegal Division.

Mailing address:

PARALEGAL DIVISION
Post Office Box 92860
Albuquerque, New Mexico 87199-2860

For submitting membership applications that require dues remittance via personal or firm check and any other hard copy correspondence that cannot be submitted electronically.

pd-Membership@nmbar.org

For Inquiries related to membership, the application process, membership renewals and member address changes. Membership applications may be submitted to this email providing the dues remittance is submitted via postal mail to the State Bar address c/o Paralegal Division and noted on the application.

pd-CLECredits@nmbar.org

For CLE credit submissions and related questions.

pd-JobBank@nmbar.org

For job bank submissions and related inquiries.

pd-ProBono@nmbar.org

For communications related to Pro Bono opportunities.

pd@nmbar.org

To contact the Division Chair, other officers or directors or for general inquiries not covered by the specific topic areas listed above.

**PARALEGAL DIVISION
BOARD MEETING
March 16, 2019**

CLE COORDINATION COMMITTEE REPORT

COMMITTEE CO-CHAIRS: **Yolanda Hernandez and Linda Sanders**

COMMITTEE MEMBERS:

DATE OF ORAL REPORT: **March 16, 2019**

April CLE:

The Committee coordinated the Law Day CLE titled: “**Emerging Ethical Issues in the practice of Law**” scheduled for **April 27, 2019** at State Bar of New Mexico. The speakers secured are **Gerald Dixon**, attorney and President of the State Bar of New Mexico and **William Slease**, attorney, and Chief Disciplinary Counsel for the New Mexico Supreme Court Disciplinary Board.

The CLE was approved by NM MCLE course approval for 3.0 CLE credit hours (2.0 – General Credit and 1.0 – Ethic Credit).

David Newquist of The Video People has confirmed his availability to webcast the CLE. David has created a Livestream link for this CLE. His fee for recording/webcasting have not changed (cost \$50 per hour plus \$50 one hour set up fee).

UPCOMING CLES:

September 28, 2019 - Half-Day CLE

December 6, 2019 - The Institute CLE

January 4, 2019: - Ethics CLE

The State Bar auditorium has been reserved.

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

Committee Title: CLE Provider(s) Approvals Committee

Committee Chair: Angela Minefee

Date of Report: March 14, 2019

RE: Committee Activities

- Reviewed and approved CLE for credit from IPE and Half Moon Education
- Total Amount collected in approval fees for January and February \$1350
 - Last Year the Division collected \$6,975 in provider approval fees

**STATE BAR OF NEW MEXICO PARALEGAL DIVISION
CLE TRACKING REPORT**

COMMITTEE TITLE: CLE Tracking Committee

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Kathy Campbell, Division Administrator

DATE OF MEETING: Board Meeting – March 16, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

I have continued the practice of reporting updated CLE credits as they are reported to me. No members were disenrolled during the renewal period for 2018 for failure to complete required credits for renewal. The committee did work with three members to bring them into compliance.

ONGOING ACTIVITIES:

The Committee, thanks to our Division Administrator, has updated 2018 CLE credits table. The 2018 credit and carryover tables as well as the 2019 credits received to date have been posted to the website (thanks to our efficient webpage committee members). The Committee has continued the preparation of updated spreadsheets of CLE credits for posting on the webpage at frequent intervals. The Division Administrator and CLE Tracking Chair will be sending a letter to the members to check the 2018 credits.

ISSUES REQUIRING BOARD ACTION: None

ATTACHMENTS: None

COMMENTS: The Division still has to remind members to submit their CLE credits as soon as possible after they are earned and to check them regularly to insure they are on track for renewal. And continue to remind them that non-Division sponsored CLE is not reported to the Division and members must submit that credit to the Committee or the credits will NOT be reported.

**PARALEGAL DIVISION
Board of Directors Meeting
March 16, 2019**

EVENTS COMMITTEE REPORT

COMMITTEE CHAIR: Barbara C. Lucero, CP

COMMITTEE MEMBER: None at this time

DATE OF REPORT: March 13, 2019

Following is my report for the Events Committee:

I coordinated the breakfast snacks and lunch for the annual meeting held on January 5, 2019 at the State Bar of New Mexico. The lunch was catered by the Daily Grind.

The lunch for our meeting on Saturday will also be catered by the Daily Grind.

Please let me know your suggestions for a location to hold our holiday dinner on Friday, December 6, 2019.

Please contact me with questions. Thank you.

PARALEGAL DIVISION

COMMITTEE TITLE: Membership

COMMITTEE: Yolanda Hernandez and Kathy Campbell (Co-Chairs)
Kay Homan (Member)

DATE OF REPORT: March 16, 2019

2019 Membership Renewal Cycle Stats to Date:

- At the end of 2018, we had 144 active members
- Of those, 115 active members renewed (65 online and 50 by mail); (7 were approved after September 1st and did not need to renew)
- 2 members transferred to inactive status (Tina Kelbe and Debi Shoemaker)
- 21 active members did not renew
- 3 inactives did not renew (Sandy Byer, Becky Chisman, Linda Stocky (deceased))
- 9 members have been approved to date in 2019
- We currently have 131 active members and 11 inactives

The following 21 active members were disenrolled for nonrenewal (disenrollment letters were mailed February 15):

Brown, Darryl	Ormerod, Donna
Cotoia, Alexander	Perkins, Linda
Dokladny, Juliusz	Rutledge, Margie
Fierro, Arianna	Salazar, Melinda
Jones, Anita	Sanchez, Donna
Jones, Tricia	Saunders, M. Nicole
Lopez, Cynthia	Standifer, Ashley
Marsh, Patricia	Williams, Rowan
McCafferty, Mary Jane	Wood, Carol (deceased)
McNurlin, Corrinna	Zizwarek, Kathy
Murphy, Linda	

The following members have been approved thus far in 2019:

Christy Bankston, Las Cruces
Tobanna Barker, Albuquerque
Jane Clifford, Santa Fe
Cindee Hernandez, Albuquerque
Jessica Johnson, Albuquerque
Yvonne Nieto, Albuquerque
John Pummell, Las Cruces
Brandi Trujillo, Albuquerque
Oksana Vivchar, Albuquerque

Updated membership rosters have been posted on the Division's web page.

PARALEGAL DIVISION

COMMITTEE TITLE: Pro Bono/Community Service
COMMITTEE: Amy Meilander and Linda Sanders
DATE OF REPORT: March 16, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

In a continuing effort to keep Paralegal Division members apprised of pro bono events around the state, the Pro Bono Opportunities web page was updated with events for the first quarter of 2019. Events are removed at the end of each month (see attached).

Committee members continue to send a monthly email to paralegal division members about the next month's pro bono events. In the monthly email messages, division members are pointed to the web page and are urged to post the announcements (that are in English and Spanish) to advertise the events, even if they do not plan to attend.

Aja Brooks, who was the Pro Bono Coordinator for the Volunteer Attorney Program at LegalAid, accepted a job with the 2nd Judicial District Court as the Director of its Center for Self-Help and Dispute Resolution. The good news is she will keep us updated (and already has) on events sponsored by the 2nd Judicial District Court.

We made contact with Marissa Gonzales, who is filling in for Aja until a new Pro Bono Coordinator is appointed. She will keep us posted on upcoming events.

Through Marissa, we learned of an additional pro bono event on Saturday, March 23. A special email was sent to members of the Paralegal Division about the event.

ISSUES REQUIRING BOARD ACTION: None



[About](#) [CLE Credits Table & Member Directory](#) [Officers/Directors](#) [Forms](#) [CLE Programs](#) [News & Calendar](#)
[Job Bank](#) [Minutes of PD Board Meetings](#) [Pro Bono Opportunities](#)

2019 Pro Bono Opportunities

Date	Time	Event	Location	To Volunteer	More Information
Wednesday, March 6	10 a.m. - 1 p.m.	Civil Legal Clinic (civil matters except family law)	2nd Judicial District Court Albuquerque	(505) 814-5033	ABO Civil Legal Clinic flyer
Tuesday, March 12	8:30 a.m. - 10:30 a.m. (volunteers, please arrive at 8 a.m. for orientation and complimentary breakfast)	Veterans Civil Justice Clinic (free civil legal advice for veterans)	New Mexico Veteran's Memorial 1100 Louisiana Blvd SE Albuquerque	To volunteer, click here	2019 Veterans Civil Justice Clinic flyer
Wednesday, March 20	10 a.m. - 1 p.m.	Family Law Clinic	2nd Judicial District Court Albuquerque	1-877-266-9861	Family Law Clinic flyer
Saturday, March 23	10 a.m. - 2 p.m.	FREE Real ID/Name Change Legal Fair	Convention Center Albuquerque	To volunteer, click here	Real ID/Name Change Legal Fair
Wednesday, April 3	10 a.m. - 1 p.m.	Civil Legal Clinic (civil matters except family law)	2nd Judicial District Court Albuquerque	(505) 814-5033	ABO Civil Legal Clinic flyer
Friday, April 5	10 a.m. - 1 p.m.	Civil Legal Clinic (except family law)	1st Judicial District Court Santa Fe	(505) 814-5033	Santa Fe Civil Legal Clinic flyer
Wednesday, April 17	10 a.m. - 1 p.m.	Family Law Clinic	2nd Judicial District Court Albuquerque	1-877-266-9861	Family Law Clinic flyer
Wednesday, May 1	10 a.m. - 1 p.m.	Civil Legal Clinic (civil matters except family law)	2nd Judicial District Court Albuquerque	(505) 814-5033	ABO Civil Legal Clinic flyer
Wednesday, May 15	10 a.m. - 1 p.m.	Family Law Clinic	2nd Judicial District Court Albuquerque	1-877-266-9861	Family Law Clinic flyer
Wednesday, June 5	10 a.m. - 1 p.m.	Civil Legal Clinic (civil matters except family law)	2nd Judicial District Court Albuquerque	(505) 814-5033	ABO Civil Legal Clinic flyer
Friday, June 7	10 a.m. - 1 p.m.	Civil Legal Clinic (except family law)	1st Judicial District Court Santa Fe	(505) 814-5033	Santa Fe Civil Legal Clinic flyer
Tuesday, June 11	8:30 a.m. - 10:30 a.m. (volunteers, please arrive at 8 a.m. for orientation and complimentary breakfast)	Veterans Civil Justice Clinic (free civil legal advice for veterans)	New Mexico Veteran's Memorial 1100 Louisiana Blvd SE Albuquerque	To volunteer, click here	2019 Veterans Civil Justice Clinic flyer
Wednesday, June 19	10 a.m. - 1 p.m.	Family Law Clinic	2nd Judicial District Court Albuquerque	1-877-266-9861	Family Law Clinic flyer

Know of other pro bono events? Contact the Pro Bono/Community Services Committee at pd-ProBono@nmba.org

PARALEGAL DIVISION

BOARD MEETING

COMMITTEE TITLE: PROFESSIONAL DEVELOPMENT

COMMITTEE CHAIR: EMMALEE ATENCIO, RUBY SILVA

COMMITTEE MEMBER: NA

DATE OF MEETING: MARCH 16, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Contacted Dorothy Murphy regarding potential outreach to paralegals in Alamogordo and surrounding areas for future PD Division meetings, meet-and-greets, CLE etc.
- Received roster of current division members for geographic breakdown of Division members
- Researched Facebook and Twitter business/organization account criteria for future PD Division accounts
- Will contact outlying geographic area members to discuss future PD events and networking

PARALEGAL DIVISION

BOARD MEETING

COMMITTEE TITLE: **LLLT WORKING GROUP, PD LIAISON**

LIAISON: **EMMALEE ATENCIO**

DATE OF MEETING: **MARCH 16, 2019**

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Work group meetings attended on January 9, 2019 and March 4, 2019
- Sub-committees formed: Practice Area, Education, and Rules/Ethics
- Sub-committee meetings attended on January 23, 2019 (Practice-area) and February 15, 2019 (Education)
- Forward letter to work group from CNM Paralegal Studies Department chair regarding support for ongoing development and implementation
- Contacted Dona Ana Domestic Relations bar regarding presenting LLLT to their monthly lunch meeting in March or April
- Next meeting scheduled for April 19, 2019

MINUTES AS APPROVED FROM PRIOR PD MEETING
WITH REPORTS AS AVAILABLE

**NEW MEXICO STATE BAR
PARALEGAL DIVISION BOARD MEETING AND PLANNING SESSION
MINUTES OF SEPTEMBER 8, 2018**

A regular meeting of the Board of Bar Directors of the State Bar of New Mexico Paralegal Division ("Division") was held on Saturday, September 8, 2018, at the State Bar of New Mexico, Albuquerque, New Mexico.

CALL TO ORDER: The meeting was called to order by Chair, Christina Babcock at 10:00 a.m.

Attendees were:

Christine Babcock, Chair	Lynette Rocheleau, Chair-Elect	Barbara Lucero, Immediate Past Chair
Tina Kelbe, Treasurer	Nettie Condit, Director/Scholarship	Dorothy J. Murphy, Director
Yolanda Hernandez, Director	Debbie Tope, Web Page	Ruby Silva, Director/Elections
Angela Minefee	Kay L. Homan, CLE	Linda Sanders
	Tracking/Bylaws/Acting Secretary	
Directors/Officers Excused	Yolanda Ortega, Secretary	Amy Meilander, Director
Emmalee Atencio, Director		

I. Approval of Minutes – Upon Motion made by Tina Kelbe and duly seconded Yolanda Hernandez, the minutes of the May 12, 2018, meeting were approved.

II. Officer Reports

Chair – Christine Babcock. Report Attached. Christina reported that Annual Meeting Paralegal Lunch and the Anniversary Lunch were well attended.

Chair-Elect – Lynette Rocheleau. Report Attached.

Immediate Past Chair – Barbara Lucero. No Report

Secretary – Yolanda Ortega. No Report. Minutes are Secretary's report.

Treasurer – Tina Kelbe. No report.

III. Standing Committee Reports

Budget & Finance – Tina Kelbe. 2018 Budget Attached

Bylaws – Kay Homan. Report Attached

ENews/Web Page – Debbie Tope & Amy Meilander. Report Attached

CLE Coordination – Lynette Rocheleau & Yolanda Hernandez. Report Attached. Lynette reported that she is waiting for MCLE approval for the September 22, 2018 CLE. Registration and CLE information to be sent out shortly. Linda Sanders agreed to serve on the Committee.

CLE Provider Approvals – Tina Kelbe. Report Attached.

CLE Tracking – Kay Homan. Report Attached.

Nominating & Elections – Ruby Silva. Report Attached. Amy Meilander, Ruby Silva and Nettie Condit will be leaving the board. Three Directors, Secretary, Treasurer and Chair-Elect positions up for Election. Yolanda Hernandez will run for Chair-Elect; Angela Minefee will run for Treasurer. Linda Sanders will run for a Director position.

Events Coordination – Barbara Lucero. Report attached.

Membership – Kathleen Campbell & Lynette Rocheleau. Report Attached

Pro Bono/Community Service – Amy Meilander. Report Attached.

Professional Development – Emmalee Atencio & Ruby Silva. No Report.

Scholarship Committee – Nettie Condit. Report Attached.

IV. State Bar Committee Reports

Access to Justice – Rules and Technology – Amy Meilander. No report

Professionalism – Sunsetting by State Bar.

V. Old Business - None

VI. New Business. To consider a “Welcome New Members” activity to have members meet each other and learn about the activities and volunteer opportunities of the Division. Maybe at Annual Meeting.

The Board then recessed at 10:55.

Planning Session – Chair-Elect Lynette Rocheleau called the Planning Session to Order at 11:20 am. Lynette’s goals for her term as Chair are to recruit more members and encourage their involvement in committees and running for board positions and continue with the Board agenda.

Lynette then addressed the Chair of the Committee and confirmed if the current chair would continue to serve or if a new Chair was needed. Chairs remaining:

Budget & Finance – The new Treasurer will serve as Chair.

Bylaws – Kay Homan

ENews/Web Page – Debbie Tope/Amy Meilander

CLE-Coordination –Yolanda Hernandez/Co-Chair needed.

CLE-Provider Approvals – The new Treasurer will serve as Chair

CLE-Tracking - Kay Homan

Nominating & Elections – Ruby Silva

Events – Barbara Lucero

Membership – Kathleen Campbell/New Chair-Elect will serve as Co-Chair

Pro Bon0/Community Service – Lynette will contact Amy Meilander

Professional Development – Lynette will contact Emmalee Atencio. Ruby Silve wil serve as Co-Chair

Scholarship – Nettie Condit.

The 2019 budget Attached was reviewed and discussed. Lynette will move for approval of the budget when the Board meeting is reconvened.

Lynette set the 2019 Calendar and confirmed the dates of meetings or CLE at State Bar. Calendar is attached. Lynette reserved room for The Institute CLE for 12/4/2020 as State Bar calendar will filling up.

The Board Meeting reconvened at 12:05 p.m.

Upon Motion made by Lynette Rocheleau and duly seconded by Tina Kelbe, the proposed Budget for 2019 was approved.

There being no further business, upon Motion made by Lynette Rocheleau and duly seconded by Tina Kelbe, the meeting was adjourned at 12:15 p.m. Annual Meeting January 4, 2020 at the State Bar in Albuquerque, New Mexico.

Respectfully submitted

Kay L. Homan, CP, Acting Secretary for Yolanda Ortega

MINUTES AS APPROVED FROM PRIOR PD MEETING
WITH REPORTS AS AVAILABLE

**NEW MEXICO STATE BAR
PARALEGAL DIVISION BOARD MEETING
MINUTES OF JANUARY 5, 2019**

A regular meeting of the Board of Bar Directors of the State Bar of New Mexico Paralegal Division ("Division") was held on Saturday, January 5, 2019, at the State Bar of New Mexico, Albuquerque, New Mexico.

CALL TO ORDER: The meeting was called to order by Chair, Lynette Rocheleau at 1:01 p.m.

Attendees were:

Lynette Rocheleau, Chair
Angela Minefee, Treasurer
Barbara Lucero, Director
Debbie Tope, Web Page

Yolanda Hernandez, Chair-Elect
Nettie Condit, Director
Emmalee Atencio, Director
Logan S. Rhoten, Secretary
Kathy Campbell, Membership

Christina Babcock, Immediate Past Chair
Amy Mielander, Director
Dorothy J. Murphy, Director
Ruby Silva, Elections

Linda Sanders
Kay Homan

I. Approval of Minutes – Upon Motion made and duly seconded, the minutes of the September 2018, meeting were tabled until March 16, 2019 Board Meeting.

II. Officer Reports

Chair – No report.

Chair-Elect – No report

Immediate Past Chair – No Report

Secretary – No Report.

Treasurer – No report

III. Standing Committee Reports

Budget & Finance – No Report. Side discussion about dues being raised.

Bylaws – No Report.

ENews/Web Page – No Report

CLE Coordination – No report. Discussions of brown bag CLE's. No extra cost for webcast. Linda moved for next 3 CLE's to be webcast, Yolanda 2nd the Motion. All in favor. Motion passes.

CLE Provider Approvals – No report.

CLE Tracking – No Report.

Nominating & Elections – No report. Motion in New Business.

Events Coordination – No Report.

Membership – No report. Proposed changes to application. Motion in New Business.

Pro Bono/Community Service – No Report.

Professional Development – No Report.

Social Networks: Linda moved motion. Angela 2nd the Motion. All in favor. Motion passes. Emmalee will work on Twitter. Christina will work on Facebook. All in favor to put social network under Professional Development. Linda moved to review technicality of Social Network pages to March Board Meeting. Angela 2nd Motion. All in favor. Motion Passes.

Scholarship Committee – No report.

IV. State Bar Committee Reports

Access to Justice – Rules and Technology – No report

Diversity – No report

Professionalism – No report.

V. Old Business – There was no old business

VI. New Business

- A. Application for Membership: Motion made for revisions to application, Motion seconded. All in favor. Motion passed.

B. CLE Webcast: Motion made for webcast option on next 3 CLE's. Motion seconded. All in favor. Motion passed.

C. Board member and Secretary: Barbara Lucero voted in as Director for one year to replace Logan Rhoten. Debbie Tope possible second Director. Logan Rhoten voted in as Secretary. She will be Secretary for one year and finish her second year as Director.

There being no further business, upon Motion made and duly seconded, the meeting was adjourned at 2:35 p.m. Next Board meeting is March 16, 2019 at the State Bar in Albuquerque.

Respectfully submitted

Logan S. Rhoten, Secretary