



**BOARD MEETING
STATE BAR OF NEW MEXICO
SATURDAY, JANUARY 4, 2020
AMENDED AGENDA**

Meeting called to order at: 1:00 p.m.

I. Introductions of Board members.

II. Approval of minutes of Board meeting on September 21, 2019

III. Officer Reports

Chair	Yolanda Hernandez	No Report
Chair-Elect	Angela Minefee	No Report
Immediate Past Chair	Lynette Rocheleau	No Report
Secretary	Brandi Nastacio	No Report
Treasurer	Kay L. Homan, CP	No Report

IV. Standing Committee Reports

Budget and Finance	Kay L. Homan, CP Angela Minefee (<i>Past Chair</i>)	Report Attached
Bylaws and Rules	Kay L. Homan, CP	Report Attached
ENews/Web Page	Debbie Tope, CP, RP	Report Attached
CLE-Coordination	Linda Sanders	Report Attached
CLE-Provider Approvals	Kay L. Homan, CP Angela Minefee (<i>Past Chair</i>)	Report Attached
CLE-Tracking	Emmalee Atencio, ACP Kay Homan, CP (<i>Past Chair</i>)	Report Attached
Nominating & Elections	Ruby Silva	Report Attached
Events Coordination	Barbara Lucero, CP	Report Attached
Membership	Kathleen Campbell, ACP Angela Minefee	Report Attached
Pro Bono/Community	Linda Sanders	Report Attached
Professional Development	Emmalee Atencio, ACP Ruby Silva	Report Attached
Scholarship Committee	Nettie Condit	No Report
Special Committee:		
Ad-Hoc 25 th Anniversary	Emmalee Atencio, ACP	Report Attached

BOARD MEETING – AMENDED AGENDA

January 4, 2020

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V. State Bar Committee Liaison:

LLLT Working Group

Emmalee Atencio, ACP

Report Attached

VI. Old Business:

The Board reviewed the Division's Calendar of Events for 2020.

VII. New Business:

- Paralegal Division's Working Group (PDWG) discussion regarding the project and introduction to the new Board of Directors and Division members regarding what PDWG is about (*See* attached documents re PDWG).
- The Board reviewed the Standing Committees to confirm 2020 committee chairs and members.
- The elected 2019 Division's secretary and Board member, Logan S. Rhoten, resigned, and accepted by majority of the Board, pursuant to the Division's Bylaws, Article V, Section 5.7. Debbie Tope stepped in as Board member due to Logan Rhoten's resignation.
- Lynette Rocheleau, Angela Minefee and Linda Sanders volunteered to assist committee chair, Emmalee Atencio, on the Division's Special Committee - AD Hoc 25th Anniversary.

VIII. Adjournment at 2:20 p.m.

**Paralegal Division
Budget & Finance Committee
Treasurer's Report
Board Meeting Report**

Committee Title: Budget & Finance Committee
Committee Chair: Angela Minefee
Date of Report: January 4, 2020
RE: Treasurer's Report Q1

Kay Homan is the recently elected Treasurer and will begin taking over duties in the next few weeks. She has recently been added a user to the Wave Accounting program. We have made tentative plans to meet the week of January 13 to review duties and transfer files for a smooth transition.

Respectfully submitted,

Angela Minefee
Treasurer

State Bar of New Mexico, Paralegal Division

2019 Proposed Budget, Approved on September 8, 2018

	Starting Balance	Ending Balance
1000 Checking 403-8	\$57,022.69	\$53,533.32

Income	Budget	Actual	% to Budget
4500 CLE Provider Approvals	\$ 1,500.00	\$ 5,625.00	375%
4100 CLE Seminars	\$ 1,000.00	\$ 1,040.00	104%
4300 Earned Interest	\$ 100.00	\$ 103.05	103%
4000 Membership Dues	\$ 9,000.00	\$ 11,126.75	124%
Total Income	\$ 11,600.00	\$ 17,894.80	154%

Expenses	Budget	Actual	% to Budget
6741 CLE Expenses	\$ 7,500.00	\$ 2,035.75	27%
5250 Contract Labor	\$ 4,850.00	\$ 4,850.44	100%
6110 State Bar Administrative Fees	\$ 1,000.00	\$ -	0%
6140 Donations/Contributions	\$ 6,000.00	\$ 5,500.00	92%
6310 Mileage/Travel Reimbursements	\$ 250.00	\$ 69.48	28%
6995 Miscellaneous Expenses	\$ 150.00	\$ 37.70	25%
6210 Postage	\$ 100.00	\$ -	0%
6230 Office Supplies	\$ 150.00	\$ -	0%
6230 Gifts for Members	\$ 5,000.00	\$ 4,139.45	83%
6210 Printing and Reproduction	\$ 150.00	\$ 319.74	213%
6160 Receptions & Meetings	\$ 5,000.00	\$ 3,931.61	79%
6751 Scholarships	\$ 1,000.00	\$ 500.00	50%
Total Expenses	\$ 31,150.00	\$ 21,384.17	69%

State Bar of New Mexico, Paralegal Division
2020 Proposed Budget, Presented September 21, 2019

Opening Bank Balance \$53,533.32

	2020 Budget
INCOME	
Membership Dues	\$ 9,000
Earned Interest	\$ 100
CLE Provider Approvals	\$ 6,000
CLE Seminars	\$ 1,000
Miscellaneous Income	\$ -
TOTAL INCOME	\$ 16,100
EXPENSES	
Contract Labor	\$ 5,200
Administrative Costs	\$ 500
IT/Technology	\$ 1,200
Elections	\$ 200
Member Benefits	\$ 4,000
Commemorative Gifts	\$ 3,000
Contributions/Donations	\$ 6,000
BOD Meetings	\$ 2,000
Luncheons	\$ 4,000
Travel/Mileage Expenses	\$ 500
CLE Expenses	\$ 1,000
Regional Scholarships	\$ 1,000
Miscellaneous Expenses	\$ 200
TOTAL EXPENSES	\$ 28,800

Projected Ending Bank Balance \$40,833.32

**STATE BAR OF NEW MEXICO PARALEGAL DIVISION
BYLAWS COMMITTEE REPORT
FOR 2019 ANNUAL MEETING
AND JANUARY 4, 2020 BOARD MEETING**

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Nettie Condit, Ruby Silva

DATE OF MEETING: January 4, 2020

ACTIVITIES UNDERTAKEN: Revision of the Standing Rules

ONGOING ACTIVITIES:

The Committee, with the assistance Board members and committee chairs of the Division, who have provided valuable comments and suggestions, is continuing the revisions of the Standing Rules. The Committee expects to have the final version of the revised Standing Rules ready to present to the Board for approval early in 2020, at least by the March meeting.

Some recommended changes include: (1) clarification of duties of officers to conform to current practices; (2) clarification and simplification of duties of committees (including adding "Social Media" as a subcommittee of the Communications Committee); (3) clarification of election guidelines, (4) eliminating or conforming conflicting rules and (5) eliminating attachment of forms as they are fluid and are posted on the website. However, the Canons will be attached as an Appendix.

ISSUES REQUIRING ACTION: None

ATTACHEMENTS:

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/ENews Committee

COMMITTEE CO-CHAIRS: Deborah R. Tope, Amy Meilander

DATE OF REPORT: January 4, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

Once the new Officers and Directors take office at the Division's Annual Meeting on January 4th, the committee will post those names for 2020.

We will update the committee/chair list as those positions are filled and post the calendar of new events for 2020 following the Annual Meeting.

Since the last BOD meeting 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 and CLE Total Table were posted as they were updated. Information and the registration form for the Division's December 13 CLE was posted on the calendar of events and CLE programs pages.

The link for the 2020 membership renewal has been posted and will remain on the Division's home page until mid-February.

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
BOARD MEETING
JANUARY 4, 2020**

COMMITTEE TITLE: CLE COORDINATION SUBCOMMITTEE

COMMITTEE MEMBERS: Linda Sanders, Yolanda Hernandez

DATE OF MEETING: January 4, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

On November 21, 2019, the Committee received from Cecilia Webb confirmation that the Board Rooms, Modrall Classroom and Auditorium have been reserved for the Paralegal Division's 2020-2021 events. The auditorium reservation for December 4, 2020 includes the Keleher and Rodey classrooms.

ONGOING ACTIVITIES:

The Committee recommends the utilization of the "CLE Success Starts Here! CLE Liaison Training," which was prepared by State Bar of New Mexico Bar Foundation Center for Legal Education. This document provides information to design, develop and implement a CLE program. The various topics include: (1) Roles and Expectations; (2) Planning: Speakers; (3) Planning: Agenda; (4) Speakers: Materials, Fees, Travel; and (5) Sponsorships. Also, the wardrobe considerations for presenters for live CLE programs which are videotaped and webcast to members. There is no charge to the Division for the services provided by the New Mexico Bar Foundation Center for Legal Education.

The State Bar of New Mexico Center for Legal Education Staff:

Christine Morganti

Assistant Executive Director: cmorganti@nmbar.org (505) 797-60258

Morgan Pettit

CLE Program Coordinator: mpettit@nmbar.org (505-797-6035

Cecilia Webb

Front Desk/Facilities Coordinator: cwebb@nmbar.org (505) 797-6055

The CLE Liaison Website:

https://www.nmbar.org/Nmstatebar/CLE/Liaison_Speakers/CLE_Liasion_Info.aspx

2020 CLEs:

April 25: Law Day CLE; **September 26:** Half Day CLE; **December 4:** The Institute CLE

ISSUES REQUIRING BOARD ACTION: Board approval to work with State Bar regarding webcast communications.

ATTACHMENTS: None.

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

Committee Title: CLE Provider(s) Approvals Committee

Committee Chair: Angela Minefee (outgoing); Kay Homan (incoming)

Date of Report: January 4, 2020

RE: Quarter 1 Report

CLE Provider Approval requests for presentations taking place in 2020 have already begun to be submitted. There are currently 27 CLEs already approved for 2020.

Kay Homan will begin taking over CLE Provider Approvals as I transition to Chair-Elect 2020. Over the course of the next few weeks, I will assist Kay by informing CLE Providers of the new contact information and making myself available for questions.

**STATE BAR OF NEW MEXICO PARALEGAL DIVISION
CLE TRACKING COMMITTEE REPORT
FOR 2019 ANNUAL MEETING AND JANUARY 4, 2020 BOARD MEETING**

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Kathy Campbell, Division Administrator

DATE OF MEETING: January 4, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The CLE credits are reported as they are reported to the CLE Tracking Chair on a monthly basis. Issues regarding CLE reporting include members not sending requests to PD-CLE email, but to the Division email which requires forwarding to the Committee. Further, a number of members fail to include their bar numbers when submitting requests for CLE approval.

ONGOING ACTIVITIES:

Continuing to report CLE as it is reported.

ISSUES REQUIRING BOARD ACTION: Continue to communicate the proper way to submit CLE requests for approval.

ATTACHMENTS: None

COMMENTS:

PARALEGAL DIVISION

COMMITTEE TITLE: ELECTION COMMITTEE
COMMITTEE CHAIR: RUBY SILVA
COMMITTEE MEMBER: NETTIE CONDIT
DATE OF MEETING: JANUARY 4, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The Committee sent out the Declaration of Candidacy Forms in September with an October 15, 2019 deadline to respond. Only Emmalee Atencio turned in a Declaration by the deadline, so with the Board's approval, the deadline was extended to November 15, 2019.

The Election started on November 27, 2019 and ended on December 16, 2019. Unfortunately, the Declaration from Nancy Torres was missed by the Election Committee and her name was left off the ballot. Debbie Tope had agreed to run for Director so all the Director positions would be filled. Once Nancy Torres notified the Committee that her name was left off the ballot, the Committee informed the Board. Debbie Tope then informed the Board and the Committee that she wanted her name removed from the ballot. The Committee removed Debbie Tope's name from the ballot and added Nancy Torres' name to the ballot.

The Directors who go off the Board this year are Nettie Condit, Linda Sanders, and Debbie Tope (who is filling in for Yolanda Hernandez).

ISSUES REQUIRING BOARD ACTION:

None.

ATTACHMENTS:

Certification of 2020 Elections

COMMENTS:

None

**STATE BAR OF NEW MEXICO
PARALEGAL DIVISION
NOMINATING AND ELECTIONS COMMITTEE
CERTIFICATION OF 2019 ELECTION**

I, Ruby Silva, as Chair of the Nominating and Elections Committee of the Paralegal Division, do hereby certify the following results for the 2019 Elections. Terms to begin in 2020.

POSITION	CANDIDATE	NO. OF VOTES
Chair-Elect	Angela Minefee	72
Secretary	Brandi Nastacio	72
Treasurer	Kay L. Homan CP	71
Board Member	Emmalee Atencio	65
Board Member	Dawne B. Roberto	61
Board Member	Nancy Torres	41
Board Member	Deborah R. Tope, CP, RP	28

I further certify that there were 72 ballots received by the deadline for voting.

Signed this 30th day of December 2019

Ruby Silva

Ruby Silva, Chair
Nominating and Elections Committee

**PARALEGAL DIVISION
Board of Directors Meeting
January 4, 2020**

EVENTS COMMITTEE REPORT

COMMITTEE CHAIR: Barbara C. Lucero, CP

COMMITTEE MEMBER: None at this time

DATE OF REPORT: December 30, 2019

Following is my report for the Events Committee:

I planned the holiday dinner at Nick & Jimmy's Restaurant. It was held immediately following our CLE on December 13, 2019 with a turnout of 25.

The next event is our regular and annual meetings on Saturday, January 4, 2020. Snacks, coffee, and lunch will be provided.

Please contact me with questions. Thank you.

PARALEGAL DIVISION

COMMITTEE REPORT

COMMITTEE TITLE: **Membership**

COMMITTEE MEMBERS: **Yolanda Hernandez (outgoing); Angela Minefee (incoming) and Kathy Campbell (Co-Chairs); Kay Homan**

DATE OF REPORT: **January 4, 2020**

The 2020 membership renewal cycle is in full swing with an e-mail to members sent on November 15. We currently have 142 active members and 11 inactives. Of those 142 active members, 134 will be required to renew by January 15 or be subject to disenrollment (eight were approved after September 1 and do not need to renew).

PARALEGAL DIVISION

COMMITTEE TITLE: Pro-Bono/ Community Service Committee Report

COMMITTEE: Amy Meilander, Linda Sanders

DATE OF MEETING: January 4, 2020

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 as reported to them (see attached Pro Bono Opportunities page, as of November 20, 2019).

The Committee continues to send a monthly email to paralegal division members about the next month's pro bono events and respond to email messages from members. We continue to use Facebook as another avenue to announce pro bono events around the state.

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.

ONGOING ACTIVITIES:

The Pro Bono Opportunities web page continues to be updated with events as reported and the monthly announcement emails continue to be sent to members.

ISSUES REQUIRING BOARD ACTION: None at the present.

ATTACHMENTS:

Pro Bono Opportunities pages for September/October and November 2019. 2019

PARALEGAL DIVISION

JANUARY 4, 2020 BOARD MEETING

COMMITTEE TITLE: PROFESSIONAL DEVELOPMENT

COMMITTEE CHAIR: EMMALEE ATENCIO, RUBY SILVA

COMMITTEE MEMBER: N/A

DATE OF MEETING: JANUARY 4, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Contact made with Las Cruces division members regarding hosting a 2020 Board Meeting in Las Cruces. Susan Baker of Miller Stratvert volunteered a conference room in her office for the May 16, 2020 Board Meeting.

PARALEGAL DIVISION

JANUARY 4, 2020 ANNUAL/BOARD MEETING

COMMITTEE TITLE: AD-HOC 25th ANNIVERSARY COMMITTEE

COMMITTEE CHAIR: EMMALEE ATENCIO

COMMITTEE MEMBER: N/A

DATE OF MEETING: JANUARY 4, 2020

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Committee formed during September 21 PD Board Meeting with Emmalee Atencio and Yolanda Hernandez as co-chairs with no additional members
- October 9, 2019 Yolanda Hernandez withdrew from the committee
- Initial research conducted into commemorative gifts for members

PARALEGAL DIVISION

JANUARY 4, 2020 BOARD MEETING

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

LIAISON: **EMMALEE ATENCIO**

DATE OF MEETING: **JANUARY 4, 2020**

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

Attended LLLT Work group meeting in Albuquerque on November 15. A draft report was submitted to the Working Group in October and the draft was discussed at length at the November 15 meeting. Ultimately, the Working Group will be recommending several initiatives to the Supreme Court but will recommending that the LLLT initiative undergo further research before any move toward implementation. At this time the recommendation is to not move forward with LLLTs in New Mexico until and unless further study is conducted.

PDWG: Summary of Developmental Phase

At the June 22 meeting, the PDWG identified areas on which to focus. PDWG members who have volunteered for these areas will develop a plan on how to move forward and implement those plans if feasible. We'll plan to report those plans & implementation to the larger group at the planning session in September.

If anyone not already identified wants to volunteer for an area, please contact Debbie by e-mail – drt@fbdlaw.com.

1. Facebook group: Volunteers – Emmalee, Debbie will help

On Saturday, Emmalee set up the Facebook group called State Bar of New Mexico Paralegal Division Group and sent an invitation to members of the PDWG (or BOD?). This group will be closed for now and those interested in joining will have to provide their Bar ID Nos.. Emmalee will serve as the administrator. People will be allowed to post without screening unless or until that ability is identified as a problem.

2. One Hour CLEs: Volunteers – Linda, Debbie will help

The initial plan will be to develop a list of topics for paralegals to teach paralegals. The CLEs will be approved by the PD for paralegal member credit. We will then try to reach out to survey respondents who provided names & e-mail addresses to seek volunteers to help with the CLEs, including serving as speakers. One option for presentation will be to make these seminars available through Skype with the speaker & attendees participating by online login. In response to Q5, members offered some topics for CLEs. We'll have to address how payment will be made.

3. Newsletter: Volunteers – Lynette, Angela

There was interest from members in the survey responses & from members of the PDWG. We circulated the first issue of a newsletter being started by the YLD & 2 issues of the Focus, a PD newsletter published in 2004 to 2007 ish. Kathy Campbell volunteered that she has a complete collection of Focus issues if anyone wants to see them. Frequency was discussed. We wouldn't want to issue an initial newsletter, perhaps referring to it to be a quarterly publication and then never send out another issue again.

4. After Hours Social Get-togethers in Various Locations around the State: Volunteers – Barbara, Angela, Dorothy, Linda, Yolanda H.

"Inaugural" event will be Thursday, August 1, c. 5:30 at the Hotel ____ on Day 1 of the Annual Meeting. Barbara will make arrangements for appetizer type food to be catered by the hotel.

We expect there will be a cash bar available. Advance information about Get-togethers will be circulated through the new Facebook Group; PD e-mail and on the web page calendar.

5. Web Page Suggestions: Volunteers – Amy, Debbie

Amy & Debbie will review the comments made by survey respondents to identify suggestions that we might incorporate into the web page. As new projects are developed by the PDWG group, information about them will be posted on the web page – including the new Facebook group, any social gatherings, CLE seminars, and newsletter issues.

6. Reaching out to survey respondents who provided names & e-mails:
Volunteers – Emmalee, Ruby

We can expect that some of those folks want to sign up for “services” such as to have a mentor, others may want to volunteer to help in various areas, The first contact will be to identify why the respondents provided their names.

The following 2 areas were mentioned by PDWG members but we didn’t discuss them in detail or identify volunteers. Initially we may be able to work on these areas through the increased communications with members that will come with the Facebook group & the newsletter or determine at some point to focus more on these areas.

7. Mentorship

8. Certification

PD Working Group (PDWG) – Collaboration Guidelines

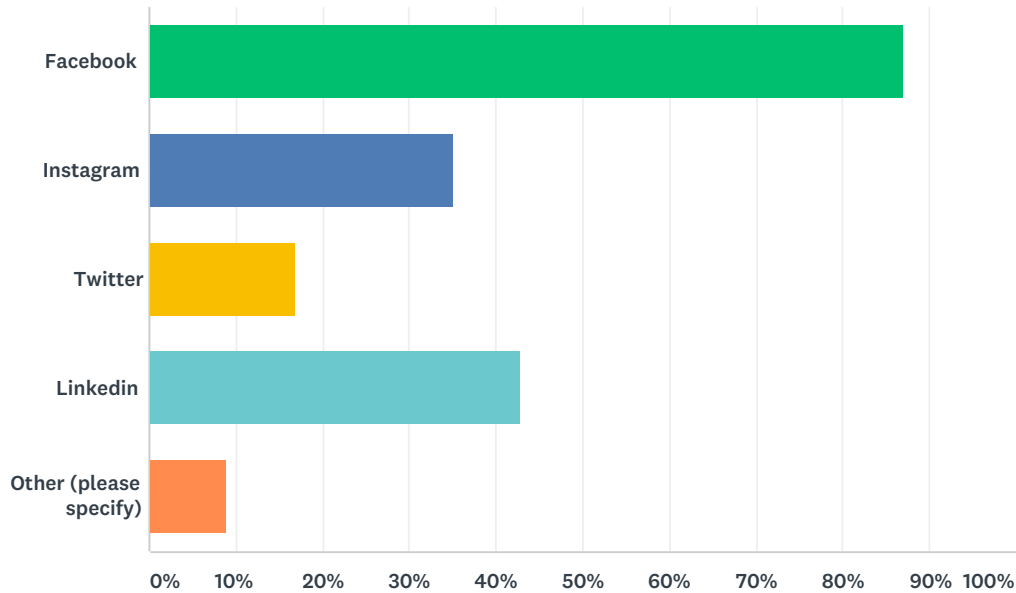
In order to make collaboration by e-mail and attachments practical and efficient, remember that there are 12 people signed up to work on this project who will be reading and trying to follow all our communications. So please keep in mind the following guidelines:

- when responding to an e-mail message, hit reply all so everyone sees your response, **UNLESS** there is a specific reason for responding to only a specific person.
- when responding to an e-mail message, please include the e-mail you're responding in the body of your response. Not all e-mail systems do that automatically but please try to make that happen. Otherwise the rest of us have to guess at what you're responding to and you've effectively started a new string that we'll have to address (and save) separately.
- we all have busy professional & personal lives so don't waste everyone's time by blathering on about how busy you are.
- if you don't have time to volunteer for a project at this time, then don't. Presumably there will be a time when you can volunteer to work on something.
- if something comes up and you can't finish what you're working on or make a deadline, don't wait until the 11th hour to cry uncle. Be considerate of the others in this Working Group by letting folks know ahead of time that you'll need help or more time to finish.
- if you are suggesting changes to an attachment, please **make those changes in redline**. If you can't make the changes in redline, **then make them in bold red font**. If you don't make your changes in redline or bold red font, your possibly brilliant suggestions will go undetected for all time.
- we will assume all of us are polite people so please don't respond to group e-mails with "thank you" or "you're welcome". That would cause 10 people to have to open & delete an unnecessary e-mail. If you really want to say "thank you" or "you're welcome", please send that to just the person you want to say that to.

These guidelines are intended to facilitate a productive, efficient collaboration process and should be taken with a sense of humor and/or the alcoholic beverage of your choice. Let's be creative, respectful of each other's time, and have some fun with this as we work on making Division membership a better experience for new & existing members.

Q1 What social media sites do you currently use either personally or professionally? (check all that apply)

Answered: 77 Skipped: 6

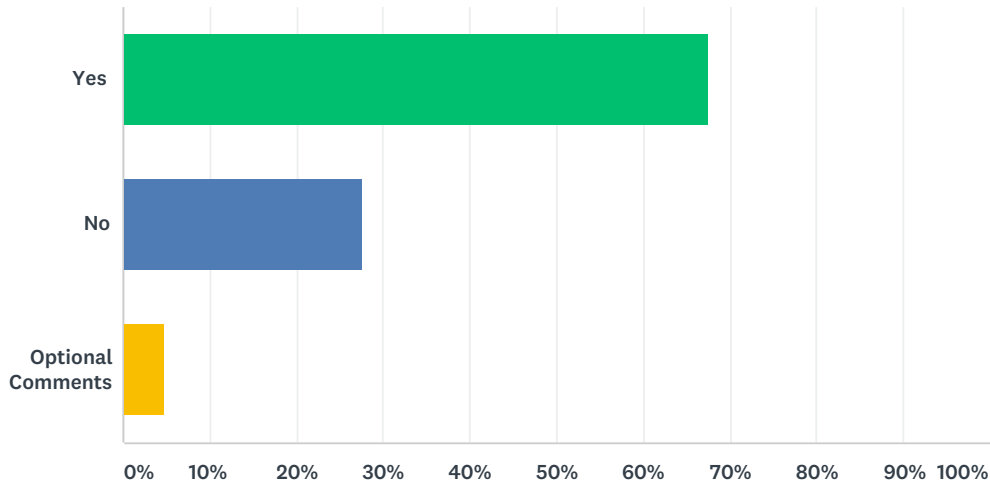


ANSWER CHOICES	RESPONSES
Facebook	87.01% 67
Instagram	35.06% 27
Twitter	16.88% 13
Linkedin	42.86% 33
Other (please specify)	9.09% 7
Total Respondents: 77	

#	OTHER (PLEASE SPECIFY)	DATE
1	none	5/15/2019 12:01 PM
2	None	5/6/2019 7:55 PM
3	None.	5/2/2019 12:36 PM
4	Snapchat	5/2/2019 9:11 AM
5	None	5/2/2019 7:25 AM
6	MilSuite	5/1/2019 3:50 PM
7	None	5/1/2019 3:40 PM

Q2 Would you be interested in participating in a PD Facebook group for networking, event announcements, etc.?

Answered: 83 Skipped: 0

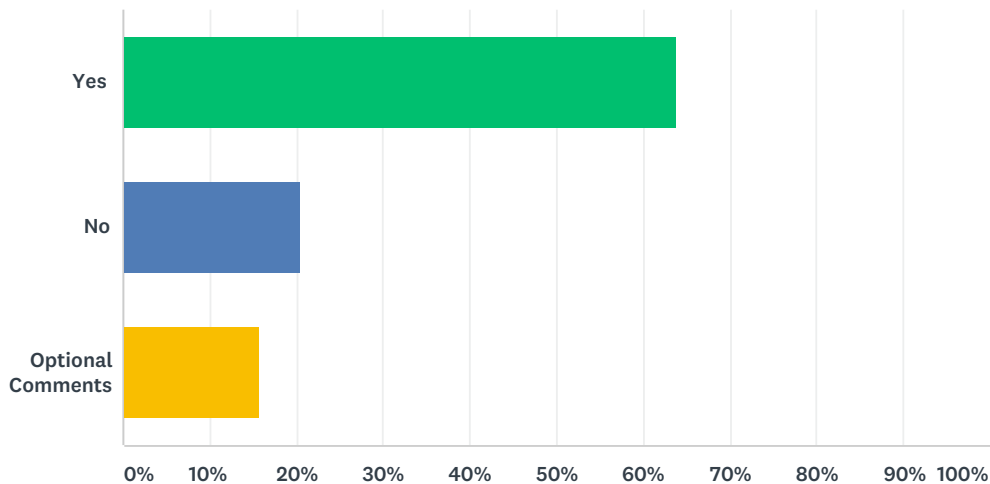


ANSWER CHOICES	RESPONSES	
Yes	67.47%	56
No	27.71%	23
Optional Comments	4.82%	4
TOTAL		83

#	OPTIONAL COMMENTS	DATE
1	maybe	5/15/2019 12:25 PM
2	Not really, but if this is the best way to receive updated information regarding events, etc. then I would participate.	5/8/2019 4:31 PM
3	If I resume with Facebook	5/3/2019 9:02 AM
4	Don't do FB	5/2/2019 7:25 AM

Q3 Would you be interested in participating in informal PD networking events such as meet-and-greets, coffee meet-ups, happy hours, lunches, etc.

Answered: 83 Skipped: 0

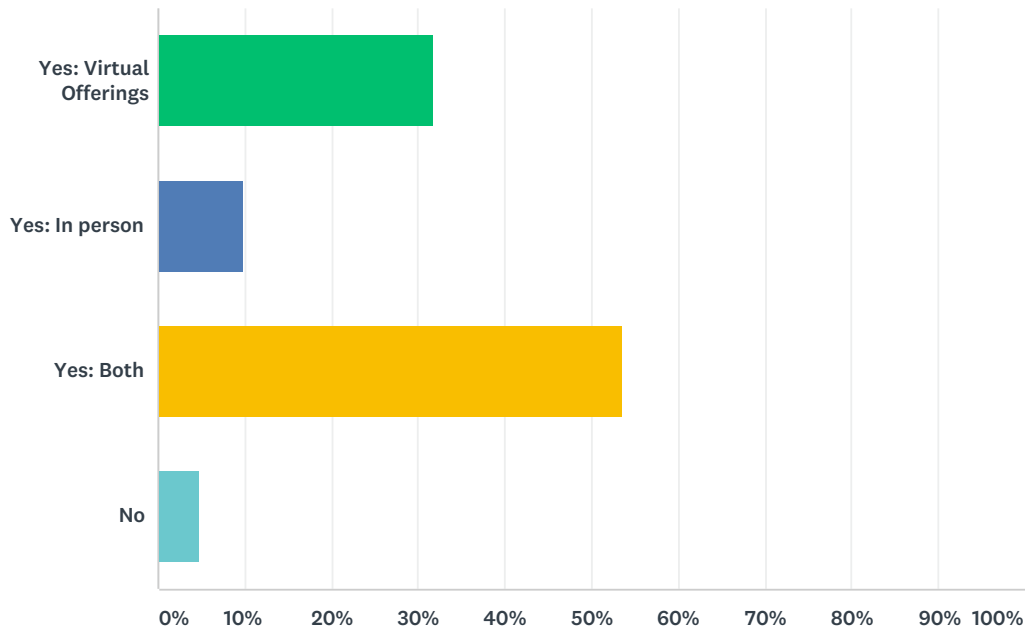


ANSWER CHOICES	RESPONSES	
Yes	63.86%	53
No	20.48%	17
Optional Comments	15.66%	13
TOTAL		83

#	OPTIONAL COMMENTS	DATE
1	depends on date and time	5/15/2019 12:25 PM
2	Depends on when they would be held and the topics of dicussion.	5/8/2019 4:31 PM
3	I'd love to if there were some in the southern part of the state.	5/8/2019 12:16 PM
4	I would be interested, but the few that I have been to it seems that most members are too shy to meet members outside their established group. Maybe if there were some group ice breakers it would make it eaiser and less awkward.	5/8/2019 10:10 AM
5	Maybe	5/6/2019 10:10 AM
6	Please think of venturing outside of Albuquerque. Santa Fe has tons of paralegals, yet very few networking events, if any, take place here.	5/2/2019 12:36 PM
7	Yes, but they need to take places besides just Albuquerque/Santa Fe area. There are lots of paralegals in the Southeastern part of the state.	5/2/2019 9:43 AM
8	Would depend on the location	5/2/2019 9:11 AM
9	However, being in Roswell makes this very difficult	5/2/2019 7:25 AM
10	I am in Farmington NM and could only participate in local events	5/1/2019 6:35 PM
11	It would be nice to have events in the SENM area (Roswell)	5/1/2019 4:41 PM
12	If there are any in Santa Fe	5/1/2019 3:45 PM
13	I am in Las Cruces, but would love to set some up here	5/1/2019 3:41 PM

Q4 Would you be interested in participating in brown bag seminars/CLEs presented by paralegals for paralegals featuring practical tips or specific practice areas either virtually (via Skype or other webcasting) or in-person?

Answered: 82 Skipped: 1

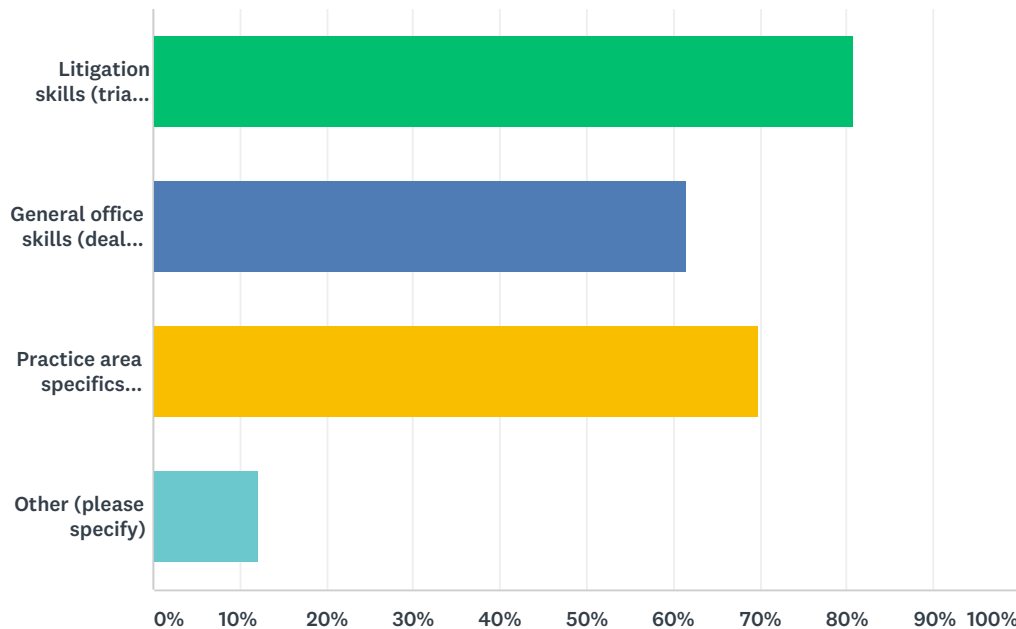


ANSWER CHOICES	RESPONSES	
Yes: Virtual Offerings	31.71%	26
Yes: In person	9.76%	8
Yes: Both	53.66%	44
No	4.88%	4
TOTAL		82

#	OPTIONAL COMMENTS	DATE
1	Yes, especially being in the southern part of the state in-person seminars are not an option for me.	5/8/2019 12:16 PM
2	Maybe - time constraints on brown bags from office to state bar and return - 1 hr in travel does not allow enough time to attend CLE and do not have additional time to take to attend and travel.	5/8/2019 11:23 AM
3	Lunch time CLE live webcasts would be awesome.	5/2/2019 12:36 PM
4	If they count towards CLEs	5/2/2019 7:27 AM
5	or by webcast	5/1/2019 6:35 PM
6	In person in Santa Fe	5/1/2019 3:45 PM
7	Again from Las Cruces	5/1/2019 3:41 PM

Q5 What topics would you be interested in covering during brown bag seminars? (Choose all that apply)

Answered: 83 Skipped: 0

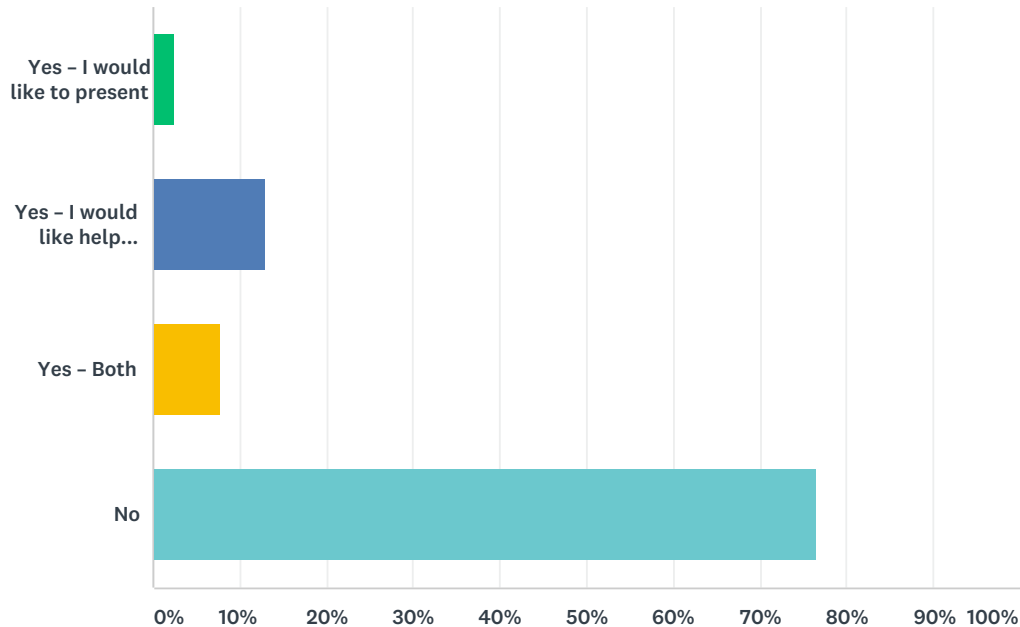


ANSWER CHOICES	RESPONSES	
Litigation skills (trial preparation, trial notebooks, client/witness prep, exhibit/discovery management, etc.)	80.72%	67
General office skills (dealing with difficult clients, dealing with difficult co-workers, dealing with attorneys, technology skills, etc.)	61.45%	51
Practice area specifics (updates in personal injury, common issues for probate paralegals, criminal defense issues, etc.)	69.88%	58
Other (please specify)	12.05%	10
Total Respondents: 83		

#	OTHER (PLEASE SPECIFY)	DATE
1	Professional boundaries regarding what can and cannot be done with and without attorney approval.	5/8/2019 4:31 PM
2	Social Media and privacy and the law	5/8/2019 10:46 AM
3	Med mal organization	5/8/2019 10:29 AM
4	of the listed "general" skills, only technology skills	5/8/2019 9:31 AM
5	All of the above. Case law, rules or statutes that have currently been updated or changed	5/8/2019 9:25 AM
6	contracting related	5/3/2019 2:56 PM
7	Medical Malpractice (defense)	5/2/2019 7:25 AM
8	real estate, corporations and LLCs, oil and gas, probate, estate planning	5/1/2019 6:35 PM
9	Tips and tricks for software	5/1/2019 3:46 PM
10	Any and all	5/1/2019 3:41 PM

Q6 Would you be interested in presenting or assisting in coordinating brown bag seminars/CLEs? (check all that apply)

Answered: 77 Skipped: 6

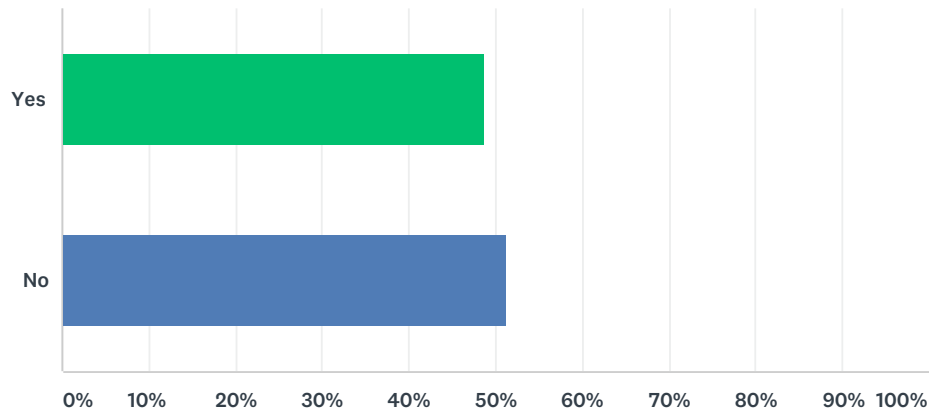


ANSWER CHOICES	RESPONSES	
Yes – I would like to present	2.60%	2
Yes – I would like help coordinate	12.99%	10
Yes – Both	7.79%	6
No	76.62%	59
Total Respondents: 77		

#	OPTIONAL COMMENTS	DATE
1	I have coordinated in the past and will let others have an opportunity now	5/15/2019 1:08 PM
2	depends on date/time and topic	5/15/2019 12:25 PM
3	Not at this time, I am new to the division and would like to participate first before volunteering.	5/8/2019 4:31 PM
4	I can help if it can be done via online.	5/8/2019 12:16 PM
5	Maybe help coordinate and possibly co-present -- in possible job transition right now	5/8/2019 9:27 AM
6	Maybe	5/2/2019 9:16 AM
7	I am the only person in our Farmington office (except attorney) so it would be difficult for me to present or assist in brown bag CLE	5/1/2019 6:35 PM
8	I might be interested in helping in a few years once my kids are in college.	5/1/2019 4:41 PM
9	Santa Fe only	5/1/2019 4:05 PM
10	possibly	5/1/2019 3:41 PM
11	Possibly at a later time.	5/1/2019 3:35 PM

Q7 Would you be interested in participating in PD sponsored seminars/CLEs focusing on paralegal certification exams (overview of exams offered, requirements for applying, how to apply, topic overviews, and preparation)?

Answered: 82 Skipped: 1

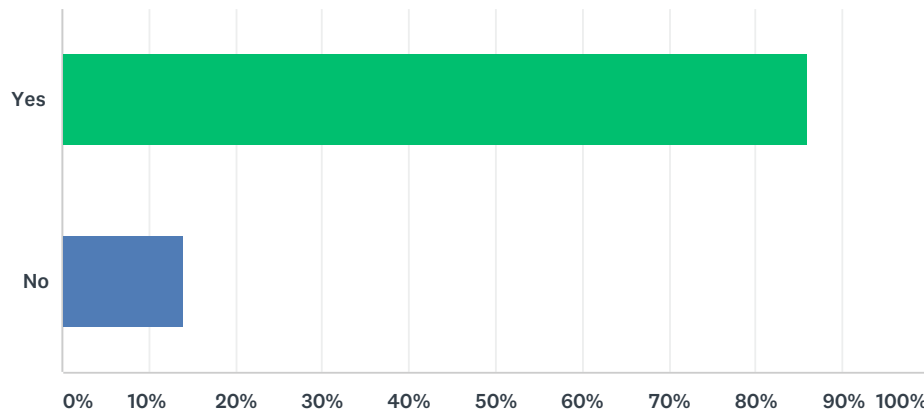


ANSWER CHOICES	RESPONSES	
Yes	48.78%	40
No	51.22%	42
TOTAL		82

#	OPTIONAL COMMENTS	DATE
1	Already have my CP, but this could be useful for some!	5/8/2019 9:27 AM
2	But I think it's a great offering for those that want to take certification exams	5/7/2019 10:18 PM
3	I think this is a great seminar/CLE idea for paralegals' education and to promote more certifications for paralegals in the state.	5/2/2019 9:51 AM
4	Already a CP	5/2/2019 7:25 AM
5	I'm certified already	5/1/2019 4:05 PM
6	No - retiring in a few years.	5/1/2019 3:50 PM

Q8 Should the PD members continue receiving annual updates in hard copy of the Bar & Bench Directory?

Answered: 79 Skipped: 4

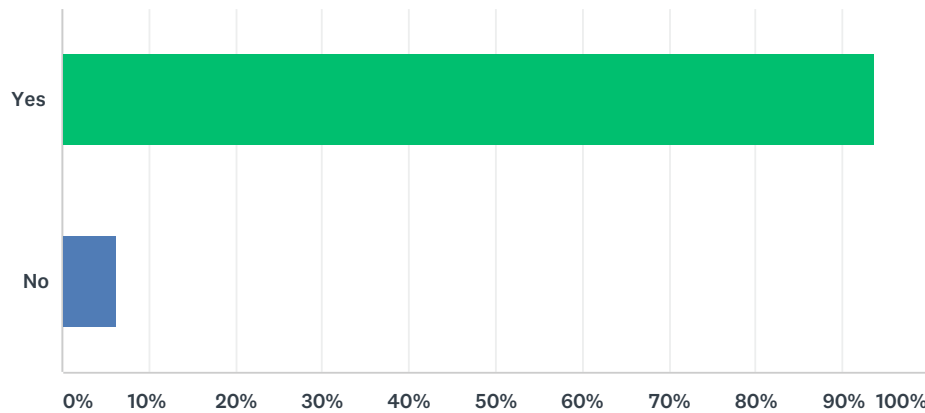


ANSWER CHOICES	RESPONSES
Yes	86.08% 68
No	13.92% 11
TOTAL	79

#	OPTIONAL COMMENTS	DATE
1	No opinion	5/15/2019 2:37 PM
2	Valuable and appreciated!!!	5/15/2019 1:08 PM
3	Undecided. It's expensive for the Division and most of the information is available on line, but it's so handy as a quick reference!	5/10/2019 6:47 AM
4	Depends on cost - I like mine, but if it's not cost effective, we do have online access	5/8/2019 9:27 AM
5	Is there a reason why they should not?	5/2/2019 9:51 AM

Q9 Would you be interested in receiving a periodic electronic newsletter with PD updates, events, reminders, etc.?

Answered: 80 Skipped: 3

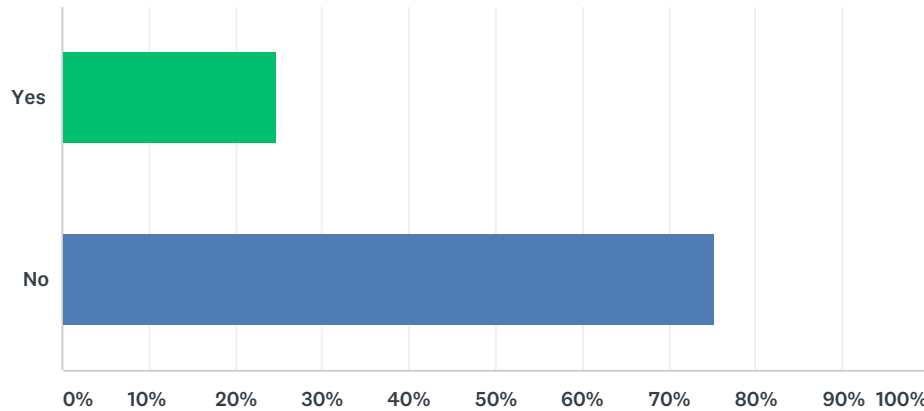


ANSWER CHOICES	RESPONSES
Yes	93.75% 75
No	6.25% 5
TOTAL	80

#	OPTIONAL COMMENTS	DATE
1	especially CLE's	5/15/2019 12:25 PM
2	We get information and evites by email now. Do we need a formal newsletter?	5/10/2019 6:47 AM
3	But I realize this will take man-power. Is there a committee?	5/2/2019 9:51 AM
4	maybe	5/1/2019 6:35 PM

Q10 Would you be interested in assisting with compiling, drafting, or editing a PD newsletter?

Answered: 77 Skipped: 6

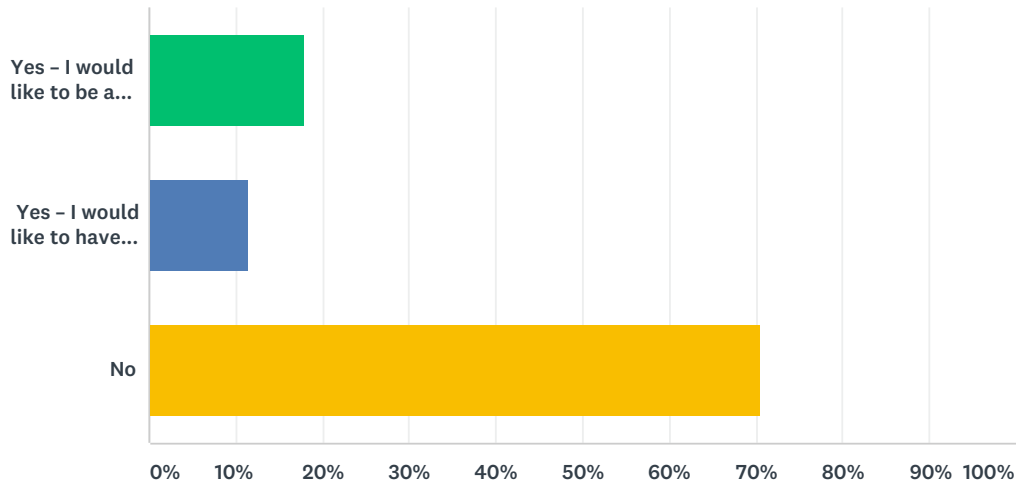


ANSWER CHOICES	RESPONSES
Yes	24.68% 19
No	75.32% 58
TOTAL	77

#	OPTIONAL COMMENTS	DATE
1	Perhaps at a later date	5/15/2019 1:08 PM
2	Maybe.	5/8/2019 4:31 PM
3	Possibly	5/8/2019 9:27 AM
4	I am the only person in our Farmington office, and would not be able to do this	5/1/2019 6:35 PM
5	I could help with editing or proofing	5/1/2019 3:38 PM
6	Possibly.	5/1/2019 3:35 PM
7	Unsure	5/1/2019 3:34 PM

Q11 Would you be interested in mentorship pairing with a PD member?

Answered: 78 Skipped: 5

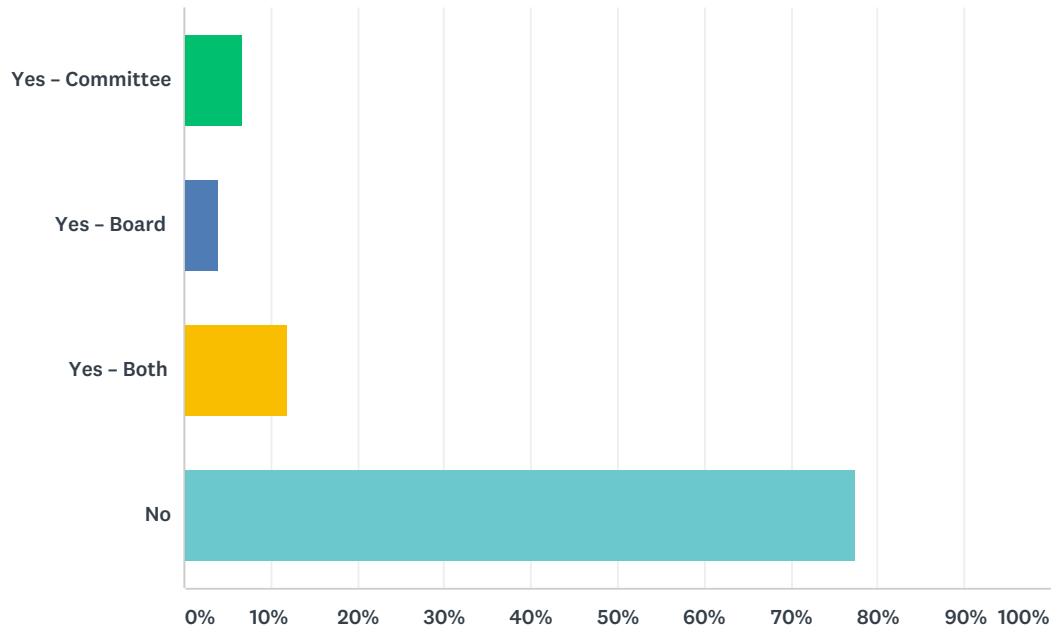


ANSWER CHOICES	RESPONSES	
Yes – I would like to be a mentor	17.95%	14
Yes – I would like to have a mentor	11.54%	9
No	70.51%	55
TOTAL		78

#	OPTIONAL COMMENTS	DATE
1	I am training one at work right now and would not have time, so sorry	5/15/2019 1:08 PM
2	maybe - depends on what the mentoring would entail.	5/15/2019 12:25 PM
3	I would but not right now.	5/8/2019 10:29 AM
4	I would like to be a mentor but only to a paralegal in my field. I would not be comfortable mentoring someone in a field I am not familiar with.	5/2/2019 9:51 AM
5	Santa Fe area	5/1/2019 3:45 PM

Q12 Are you be interested in joining a PD committee or the PD Board?

Answered: 75 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes – Committee	6.67%	5
Yes – Board	4.00%	3
Yes – Both	12.00%	9
No	77.33%	58
TOTAL		75

#	OPTIONAL COMMENTS	DATE
1	Not at this time	5/15/2019 1:08 PM
2	Been there. Done that.	5/10/2019 6:47 AM
3	Maybe.	5/8/2019 4:31 PM
4	Already on board and committees	5/8/2019 11:23 AM
5	Yes - eventually - juggling a dying parent and work has been all consuming lately - that will pass	5/8/2019 9:27 AM
6	Not at this time, but maybe in a year or so.	5/3/2019 2:56 PM
7	I am already active in the division.	5/3/2019 10:54 AM
8	Not at this time	5/2/2019 12:50 PM
9	Not at this time, I don't know much about the PD Board - hence the reason why it would be good to have mentors.	5/2/2019 9:43 AM
10	due to work requirements and distance, I cannot volunteer	5/1/2019 6:35 PM
11	yes- at a later time	5/1/2019 4:41 PM
12	Already serve in committee and have been on the board	5/1/2019 4:03 PM
13	Not at this time.	5/1/2019 3:50 PM

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14	Not at this time	5/1/2019 3:41 PM
15	Maybe later.	5/1/2019 3:35 PM

Q13 What suggestions for changes or additions do you have for the PD webpage?

Answered: 32 Skipped: 51

#	RESPONSES	DATE
1	not at this time	5/15/2019 1:37 PM
2	No suggestions at this time, thanks	5/15/2019 1:08 PM
3	make it easier to get into how many CLE credits I have in the year	5/15/2019 12:25 PM
4	I would love if you could log on and see your CLE credits (completed v. owed, etc)	5/15/2019 12:12 PM
5	make it easier to find requirements and what is allowed and what isn't.	5/15/2019 12:01 PM
6	Information on CLEs	5/10/2019 9:36 AM
7	?	5/9/2019 1:53 PM
8	Please insure that the information offered on the website is up-to-date.	5/8/2019 4:31 PM
9	None at this time.	5/8/2019 12:16 PM
10	I have no changes or additions. I think the PD webpage is fairly user friendly.	5/8/2019 10:46 AM
11	Make it easier to find the PD webpage from the State Bar home page.	5/8/2019 9:31 AM
12	It sufficient enough I haven't spent enough time on it.	5/8/2019 9:25 AM
13	No changes. It looks good.	5/7/2019 10:33 AM
14	Better access to CLE for the PD	5/3/2019 2:56 PM
15	I think it looks pretty good	5/3/2019 11:05 AM
16	None	5/3/2019 9:02 AM
17	Get the PD to Santa Fe more often. Try for weekday/evening events instead of Saturday's. Working in law firms are stressful, our weekends are for downtime. Quit offering so much in Albuquerque on Saturdays.	5/2/2019 12:36 PM
18	None	5/2/2019 11:34 AM
19	None	5/2/2019 9:38 AM
20	Consolidating the MCLE tables and the MCLE requirements on one page - and making the requirements easier to see at a glance.	5/2/2019 9:11 AM
21	Put CLE info, calendar and announcements on the first page and move the definition info back - long the lines of what the Bar does for attorney members.	5/2/2019 8:56 AM
22	None - great the way it is.	5/2/2019 7:27 AM
23	None	5/2/2019 7:25 AM
24	Nithjng	5/1/2019 10:13 PM
25	More information about upcoming events.	5/1/2019 4:51 PM
26	None at this time.	5/1/2019 4:11 PM
27	none at this time	5/1/2019 4:05 PM
28	More CLE offerings.	5/1/2019 4:03 PM
29	None at this time	5/1/2019 3:50 PM
30	None	5/1/2019 3:45 PM
31	.	5/1/2019 3:41 PM

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32	None	5/1/2019 3:34 PM
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Q14 What suggestions do you have for the PD to engage current and future members' participation in the PD?

Answered: 37 Skipped: 46

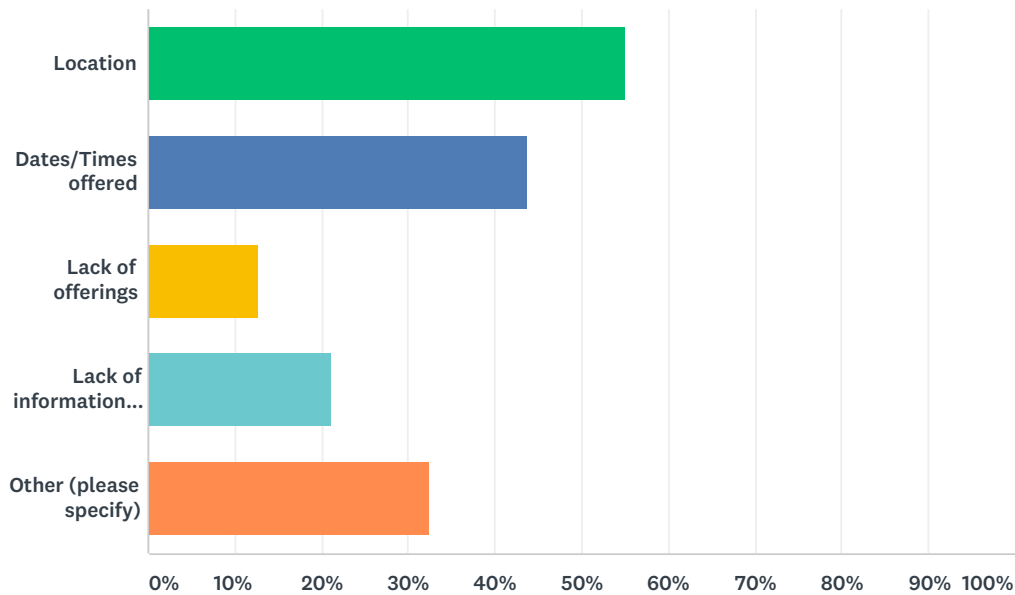
#	RESPONSES	DATE
1	Not sure	5/15/2019 1:37 PM
2	involve southern New Mexico members more	5/15/2019 1:08 PM
3	Better/Healthier/more abundant food and choices at current CLE's	5/15/2019 12:25 PM
4	none	5/15/2019 12:01 PM
5	Offer more CLEs	5/10/2019 9:36 AM
6	?	5/9/2019 1:53 PM
7	A meet and greet for new members to know what the division is about, what to expect, what is offered would be nice. Also, having up-to-date information, in whatever format, is also nice to keep people engaged and informed.	5/8/2019 4:31 PM
8	Having webcasts available for CLEs is certainly helpful for those in the southern part of the state. It would also nice if more options for meetings, etc. were available to those outside of the Abq. metro area.	5/8/2019 12:16 PM
9	I think it is important to reach the younger paralegals in the community. Although everyone I've met within the PD is great, there seems to be a lack of younger members. Maybe provide seminars, CLEs or meet and greets that will appeal to the younger crowd.	5/8/2019 10:10 AM
10	Sorry, but I am not currently interested in getting more involved, so have no suggestions.	5/8/2019 9:31 AM
11	The only recommendation I have is to hold more events in Southern New Mexico.	5/8/2019 9:29 AM
12	Make some of the meeting mandatory and have them bring other paralegals. I had to seek out the paralegal division, I think it should be more well known that there is a paralegal division.	5/8/2019 9:25 AM
13	More outreach so people understand the PD's importance.	5/7/2019 10:33 AM
14	More meet and greets or other events for members to participate in to get to know other Paralegals.	5/3/2019 2:56 PM
15	Add something for those who has HS Diploma and several years of experience.	5/3/2019 11:05 AM
16	None	5/3/2019 9:02 AM
17	Collaboration with the CNM Paralegal Studies program	5/2/2019 12:50 PM
18	Instead of offering your annual PD seminar, try bi-annually. The end of the year is hectic for so many of us in a law firm with clients trying to wrap up year end issues. Offering a live CLE webcast would be awesome - at a reduced rate for the Paralegal Division members.	5/2/2019 12:36 PM
19	There are very many members who do criminal law like myself, therefore there haven't been many training opportunities or other things that interest me.	5/2/2019 11:34 AM
20	Announce board meetings and board meeting agendas via email at least two weeks in advance of the board meetings. This may encourage paralegals to attend board meetings. Also, when announcing meetings, solicit topics for the board from PD members.	5/2/2019 9:51 AM
21	Offer more locations besides Albuquerque.	5/2/2019 9:43 AM
22	None, I feel the division is run well as it is.	5/2/2019 9:38 AM
23	More pro bono events in areas other than Albuquerque.	5/2/2019 9:11 AM
24	Go back to putting CLE info and announcements in the Bar Bulletin and the Friday announcements or more email blasts. I'm afraid too many members and other missed the Law Day CLE for lack of publicity.	5/2/2019 8:56 AM

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25	Is there a support type page where members new and old can ask questions, get advice etc.? Personally, I would benefit from this as I struggle to progress as I am self taught and often have questions for other paralegals.	5/2/2019 8:13 AM
26	None	5/2/2019 7:27 AM
27	More sensitivity to the needs & inclusion of all of us NOT in Albuquerque or Santa Fe!	5/2/2019 7:25 AM
28	Have more connection with paralegal programs like CNM	5/1/2019 10:13 PM
29	Possibly having periodic events to explain to non-members the benefits of belonging to the Paralegal Division	5/1/2019 6:35 PM
30	More outreach through State Bar.	5/1/2019 4:51 PM
31	None at this time.	5/1/2019 4:11 PM
32	Maybe present at local schools	5/1/2019 4:05 PM
33	A Paralegal Division Conference with breakout sessions and CLE offerings. I believe word would spread to other paralegals that they can meet and greet and learn from peers at one event.	5/1/2019 4:03 PM
34	None at this time - will think about it. I am the only full time paralegal in my organization.	5/1/2019 3:50 PM
35	Travel to different areas. There have been luncheons in Santa Fe when the Bench and Bar was in this area.	5/1/2019 3:45 PM
36	?	5/1/2019 3:41 PM
37	None	5/1/2019 3:34 PM

Q15 What, if anything, keeps you from participating in PD events and meetings?

Answered: 71 Skipped: 12



ANSWER CHOICES	RESPONSES	
Location	54.93%	39
Dates/Times offered	43.66%	31
Lack of offerings	12.68%	9
Lack of information regarding offerings	21.13%	15
Other (please specify)	32.39%	23
Total Respondents: 71		

#	OTHER (PLEASE SPECIFY)	DATE
1	any extra time I have I spend with my family	5/15/2019 1:37 PM
2	I am really busy and need to prioritize my time	5/15/2019 12:25 PM
3	I do not have a lot of free time unfortunately.	5/15/2019 12:13 PM
4	I prefer to have most events on a Saturday. Weekdays are often difficult to family functions and work.	5/8/2019 10:46 AM
5	I live in Las Cruces and there isn't anything going on down here with the PD. I've been up to ABQ once but that's a distance to drive.	5/8/2019 10:29 AM
6	I've participated, to get to know people. And will do the CLEs when the time/subjects work. But we all joined the PD in order to comply with State Risk Management requirements. Not seeking involvement at this time.	5/8/2019 9:31 AM
7	I only have missed one and it was because I already plans I could not get out of.	5/8/2019 9:25 AM
8	Very busy with work and family	5/6/2019 10:10 AM
9	Trying to change this, but my work prevents me from participating often.	5/3/2019 2:56 PM

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10	Not enough criminal defense related topics	5/2/2019 12:50 PM
11	Missed the January meeting as did not receive info on dates and times	5/2/2019 8:56 AM
12	For me, it is just a lack of knowledge regarding the entire membership. What we should be participating in. I feel like I haven't seen many time frames (duration). I just don't really know where to start.	5/2/2019 8:13 AM
13	Hard for those of us who live outside Albuquerque/Santa Fe	5/2/2019 7:27 AM
14	I want more criminal defense stuff	5/1/2019 10:13 PM
15	expense	5/1/2019 6:35 PM
16	Too much going on in my life both personally and professionally at this time.	5/1/2019 4:11 PM
17	I have no time between work and home responsibilities.	5/1/2019 4:06 PM
18	Already participating	5/1/2019 4:03 PM
19	Applicability to my practice	5/1/2019 4:01 PM
20	I commute from Albuquerque to Santa Fe and it makes for a long week.	5/1/2019 3:50 PM
21	Family obligations	5/1/2019 3:46 PM
22	Saturdays have been problematic. I attended a meeting in Santa Fe several years ago and also sat in one by phone. From what I remember, the meeting was a lot longer than it needed to be. For several years I helped coordinate the Brown Bag lunches in Santa Fe. We had a hard time getting fresh speakers. We hosted the video conference to the Albuquerque Brown Bags and used our firm phone until they ceased.	5/1/2019 3:45 PM
23	If we have a case that is time consuming we can not get out of the office and things come up quickly as you know.	5/1/2019 3:35 PM

Q16 If you were interested in assisting with any of the above activities (mentorship, presenting seminars/CLEs, newsletter, etc.) please provide your name and email address.

Answered: 25 Skipped: 58

#	RESPONSES	DATE
1	Christy Bankston, cb@hmm-law.com; cbbjcb@gmail.com	5/15/2019 2:37 PM
2	Tracy Denardo tracy@lawforpersonalinjury.com	5/15/2019 12:25 PM
3	Dawne Roberto brlnsec@duhigglaw.com	5/15/2019 12:12 PM
4	name: Nicole Woodards email: woodards8@hotmail.com	5/8/2019 4:31 PM
5	Deena Vallejos; deena@carrillolaw.org	5/8/2019 12:16 PM
6	Lynette; laroche@sandia.gov	5/8/2019 12:02 PM
7	Vanessa Jaramillo Vanessa@eliteps.net	5/8/2019 10:10 AM
8	Sarah Daniel, 211 E. Berger, Unit C, Santa Fe, NM 87505	5/8/2019 9:38 AM
9	Brandi Trujillo - brandi.r.trujillo@gmail.com	5/8/2019 9:29 AM
10	Jennifer Van Wiel- jennifervw@mac.com	5/8/2019 9:27 AM
11	Cindee Hernandez, cindee.hernandez@gmail.com	5/8/2019 9:25 AM
12	Amanda Stahl astahl@limonlawoffice.com	5/7/2019 3:55 PM
13	Cheryl Passalaqua cap@stelznerlaw.com	5/7/2019 10:33 AM
14	Debbie Tope, drt@fbdlaw.com	5/6/2019 7:55 PM
15	Oksana Vivchar, oksanavivchar19@gmail.com	5/3/2019 11:05 AM
16	Holly L Healy taodhlh@nmcourts.gov	5/3/2019 9:02 AM
17	Caprice Benoit, cwb@hmm-law.com	5/2/2019 9:16 AM
18	sue@legerlawandstrategy.com	5/2/2019 9:11 AM
19	dannyull82@yahoo.com	5/1/2019 10:13 PM
20	Michelle Pettit mpettit@atwoodmalone.com	5/1/2019 4:41 PM
21	Michelle Jaramillo - msjaramillo@cjplawsf.com	5/1/2019 4:05 PM
22	Christopher Rollins, CP; crollins@cuddymccarthy.com	5/1/2019 4:03 PM
23	Yolanda Sandoval ysandoval@montand.com	5/1/2019 3:45 PM
24	Linda Sanders, lsanders@pbwslaw.com	5/1/2019 3:45 PM
25	Clydene Baca clydene@lorigibsonpc.com	5/1/2019 3:38 PM

MINUTES AS APPROVED FROM PRIOR PD MEETING
WITH REPORTS AS AVAILABLE

**NEW MEXICO STATE BAR
PARALEGAL DIVISION BOARD MEETING
MINUTES OF SEPTEMBER 21, 2019- Amended**
(approved at 1/4/2020 Board Meeting)

A regular meeting of the Board of Bar Directors of the State Bar of New Mexico Paralegal Division (“Division”) was held on Saturday, September 21, 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 10:26 a.m. The Board and Division sends Ruby Silva and her family our condolences for the loss of her husband and her injuries in a recent accident.

Attendees were:

Lynette Rocheleau, Chair	Yolanda Hernandez, Chair-Elect	Christina Babcock, Immediate Past Chair
Angela, Minefee, Treasurer	Emmalee Atencio, Director	Debbie Tope, Director
Barbara Lucero, Director	Nettie Condit, Director	Linda Sanders, Director (by phone)
Amy Meilander, Web Page/Pro Bono	Kathy Campbell, Membership	Kay L. Homan, Bylaws, CLE Tracking
Tina Kelbe		
Directors/Officers Excused:	Dorothy J. Murphy, Director	
Directors/Officers not Present	Logan S. Rhoten, Secretary	

I. Approval of Minutes – Lengthy discussion regarding inclusion of names of person making and seconding Motions and following Robert’s Rules of Order which requires the said inclusion. **Upon Motion made by Emmalee Atencio and seconded by Barbara Lucero, the minutes were approved as written. All further minutes will follow Robert’s Rules of Order.**

II. Officer Reports

Chair – Lynette Rocheleau reported that she (1) answered or forwarded emails from members and members with questions to the appropriate committees, (2) discussed concerns with division members; approved members to Facebook (with Emmalee); (3) met with Angela regarding newsletter; (4) attended activities associated with Annual Meeting; and (5) attended regular BBC meeting. Report Attached.

Chair-Elect – Yolanda Hernandez reported that she worked with Linda Sanders regarding the September 28, 2019 CLE which had to be cancelled. Further she attended the Division activities at the Annual Meeting and Anniversary Lunch and prepared for the Planning Session. Report attached.

Immediate Past Chair – Christina Babcock reported that she attended the Annual Meeting and did a CLE presentation regarding Attorneys working with Paralegal. Further she attended the Division activities at the Annual Meeting and Anniversary Lunch. She also notified CNM faculty of the Division scholarship. Report attached.

Secretary – Minutes prepared by Yolanda Hernandez

Treasurer –Report Attached.

III. Standing Committee Reports

Budget & Finance – Angela Minefee reported that during last quarter, she reviewed the Chart of Accounts compared to the State Bar’s accounting categories and has identified a few inconsistencies. She will be meeting with David Powell, Director of Finance, State Bar of New Mexico, to discuss best practices and an action plan to better budget and allocate expenses. In addition, she has researched free and low-cost accounting software for better historical accounting and budgeting. She would like to create three years’ history for comparison.

Bylaws – Kay Homan reported that the Committee, with the assistance of other Committee Chairs and Division members, has reviewed the Standing Rules and submitted the proposed changes in redline format together with a redline accepted document for easier reading. Further discussion of the revised Standing Rules was moved to Old Business. Report attached.

ENews/Web Page –Debbie Tope and Amy Meilander reported that the committee has continued to post welcome to new members in addition to sending them information to access the web page. A number of job bank announcements have been posted. The revised CLE carryover credit table created by Kathy Campbell has been posted and text on web page was revised accordingly. Report attached.

CLE Coordination – Yolanda Hernandez and Linda Sanders reported that due to lack of volunteers to present and lack of registrants the September 28, 2019 CLE has been canceled. Upcoming CLEs are Institute on in December 2019 and Ethics CLE on January 4, 2019. Report attached.

CLE Provider Approvals – Angela Minefee reported that to date the Division has approved 76 CLE’s for credit to New Mexico paralegals. All approved CLEs are tracked in an excel spreadsheet and include the date of presentation, provider, course number, credits approved and title. If anyone would like access to spreadsheet, provide her your email so she can add it to the shared list.

CLE Tracking – Kay Homan reported that the CLE credit report is submitted to Administrator monthly for posting on the webpage, however the Committee was waiting for input from the September 28, 2019 scheduled CLE, which has been cancelled to submit the report. Report will be submitted at end of September for posting to web page. Report attached.

Nominating & Elections – Nettie Condit reported that she will be sending out the packets for the election soon.

Events Coordination – Barbara Lucero reported that she coordinated snacks and lunch for June 22, 2019 Board meeting, helped set up Annual Meeting Division Lunch and the Annual Meeting Happy Hour. She reserved Nick & Jimmy’s for the Holiday Dinner for December 13, 2019. Report attached.

Membership – Kathy Campbell reported that the Committee has approved 16 new members. Report attached.

Pro Bono/Community Service – Amy Meilander and Linda Sanders reported that the Pro Bono Opportunities web page was updated with events as reported to them. Linda and Amy continue to send monthly email to division members to direct them to the pro bono announcements. They have contacted Emmalee Atencio to coordinate the post on Facebook of the Lincoln and Lea County Legal Fairs. Report attached.

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

Scholarship Committee – Nettie Condit reported the Scholarship Flyer was sent to CNM and Santa Fe Community College. The Committee has received one applicant.

LLLT Working Group – Emmalee Atencio reported that a report from the working group will be generated soon containing the Supreme Court’s recommendations.

IV. Old Business –

a. Move Paralegal Institute CLE to 12/13/19. Lengthy discussion of the Motion made and approved at June meeting regarding moving Institute. Various reports were discussed regarding the change of dates. Further discussion regarding Real Property Section date of CLE being December 3 or December 9. **Motion was made by Emmalee Atencio and seconded by Linda Sanders that the CLE Committee contact the appropriate person at the State Bar to ascertain date of the Real Property Section CLE and to report back to Board by September 27, 2019. Motion passed unanimously (ACTION ITEM). Note: Yolanda Hernandez confirmed with State Bar that the Real Property Section CLE is scheduled for December 6 and the Division has December 13 for its CLE**

b. Revised Standing Rules. The Standing Rules will continue to be revised with input from additional Board and Committee Chair members. Once finalized the Standing Rules will be sent to Board for approval by email vote. **Board members and Committee Chairs are to get comments and changes to Bylaws Chair by October 31, 2019 (ACTION ITEM).**

c. PD Working Group. Emmalee Atencio set up Facebook page. Facebook has 52 members. Angela Minefee and Lynette Rocheleau are working on Newsletter. Amy Meilander

and Debbie Tope are working on Web Page. Barbara Lucero is working on after hours get togethers.

d. Discussion of 25th Anniversary in 2020. **Motion made by Emmalee Atencio and seconded by Yolanda Hernandez: Create an ad hoc 25th Anniversary Committee which will sunset on December 31, 2020. Motion approved unanimously.** Emmalee Atencio and Yolanda Hernandez have volunteered to serve on Committee.

V. New Business

A. Discussion regarding “Web Page & ENews” Committee. After discussion, the Board agreed that the Communications Committee will have four subcommittees: (1) State Bar E-News; (2) Division Newsletter; (3) Social Media; and (4) Web Page.

B. Solicitation of non-Paralegals. Discussion of inviting non-paralegals to CLEs presented by paralegals to paralegals to get them interested in getting the education to become paralegals.

C. Planning Session – Yolanda Hernandez, Chair Elect. Board went into recess for planning session.

Board reconvened and received report from Planning Session. The 2020 calendar will be sent to Board for approval after revisions. The 2020 Budget was approved as amended.

There being no further business, the meeting was adjourned at 2:01 p.m. Next Board meeting is January 4, 2020 at the State Bar in Albuquerque.

Respectfully submitted

Kay L. Homan, CP, Acting Secretary