



BOARD MEETING
SATURDAY, SEPTEMBER 21, 2019

AGENDA

Meeting called to order at: _____

I. Approval of the Minutes from June 22, 2019: Minutes Attached

II. Officer Reports

Chair	Lynette Rocheleau	Report Attached
Chair-Elect	Yolanda Hernandez	Report Attached
Immediate Past Chair	Christina Babcock	Report Attached
Secretary	Logan Rhoten	Report Attached
Treasurer	Angela Minefee	

III. Standing Committee Reports

Budget & Finance	Angela Minefee	
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	No Report
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	No Report
Scholarship	Nettie Condit	Report Attached
LLLT Working Group	Emmalee Attencio	No Report

IV. Old Business

- A. Move Paralegal Institute CLE to 12/13/19
- B. Revised Standing Rules
- C. PD Working Group

V. New Business

- A. Discussion regarding “Web Page & ENews” Committee”
- B. Solicitation of non-Paralegals
- C. Planning Session by Yolanda Hernandez, Chair Elect

VI. Adjournment at _____

**PARALEGAL DIVISION
BOARD MEETING
September 21, 2019**

CHAIR REPORT

CHAIR Lynette Rocheleau

DATE OF REPORT September 21, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Prepare for meeting
- Answered emails from members and potential members with questions
 - Forwarded emails to appropriate committees
 - Welcome emails to new members
 - Discussed concerns with PD members
- Approve members to the Facebook site (with Emmalee)
- Met with Angela regarding newsletter
- Attended the Annual Meeting
- Attended the Paralegal Division meet and greet at the Annual Meeting
- Attended the Paralegal Luncheon at the Annual Meeting
- Attended the Paralegal Day Luncheon at Pappadeaux

- BBC
 - Attended regular meeting
 - Prepare for upcoming meeting at 2019 State Bar of New Mexico Annual Meeting at Hotel Albuquerque in Old Town

ISSUES REQUIRING BOARD ACTION:

COMMENTS:

**PARALEGAL DIVISION
BOARD MEETING
September 21, 2019**

CHAIR-ELECT REPORT

CHAIR-ELECT: Yolanda Hernandez

DATE OF REPORT: September 21, 2019

ACTIVITIES UNDERTAKEN:

I exchanged electronic mail messages with Linda Sanders regarding the Paralegal Division ("Division") September 28, 2019 CLE. I also monitored electronic mail messages exchanged by members and Linda Sanders regarding this CLE.

On July 27, 2019, I personally met with Linda Sanders to discuss the coordination of the Division's September 2019 and December 2019 CLEs.

On August 1, 2019, I attended the Division's Happy Hour. On August 2, 2019, I attended the Division's Annual luncheon. Both events were held at the Hotel Albuquerque.

On August 24, 2019, I attended the Paralegal Day luncheon held at Pappadeaux Seafood Kitchen.

I prepared the 2020 Division calendar. I also prepared the minutes of the Board meeting held on June 22, 2019.

**PARALEGAL DIVISION
BOARD MEETING
SEPTEMBER 21, 2019**

IMMEDIATE PAST CHAIR REPORT

IMMEDIATE PAST CHAIR Christina Babcock

DATE OF REPORT September 21, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

- Attended the 2019 State Bar Annual Meeting at Hotel Albuquerque in Old Town.
- I also presented a CLE on Attorneys working with Paralegals at the conference.
- Attended the Paralegal Division meet and greet at the Annual Meeting.
- Attended the Paralegal Luncheon at the Annual Meeting.
- Attended the Paralegal Day Luncheon at Pappadeaux.
- Notified CNM faculty and students about the State Bar Paralegal Division Scholarship.

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

Committee Title: Budget & Finance Committee

Committee Chair: Angela Minefee

Date of Report: September 21, 2019

RE: Treasurer's Report

During this past quarter, I have reviewed the Chart of Accounts compared to the State Bar's accounting categories and have identified a few inconsistencies. I plan to meet with David to discuss best practices and action plan to better budget and allocate expenses. This will allow the Board of Directors to make better decisions now and in the future for the sustainability of the Division. Debbie Tope met with me to review my concerns and provide input.

In addition, I have research free and low-cost accounting software for better historical accounting and budgeting. We are now using Wave Accounting. It is a free, online accounting program. The account is connected to a recently created treasurer email accounting for the purpose of using the software only. I have manually imported this year's transaction and am still working out a few bugs in the program. Ideally, I would like to create three years' history for comparison.

Respectfully submitted,

Angela Minefee
Treasurer

PROFIT AND LOSS

State Bar of New Mexico, Paralegal Division

Date Range: Jan 01, 2019 to Sep 21, 2019

ACCOUNTS	Jan 01, 2019 to Sep 21, 2019
Income	
CLE Provider Approvals	\$5,625.00
CLE Seminars	\$1,040.00
Earned Interest	\$67.16
Membership Dues	\$9,145.00
Total Income	\$15,877.16
Total Cost of Goods Sold	\$0.00
Gross Profit	\$15,877.16
As a percentage of Total Income	100.00%
Operating Expenses	
CLE Expenses	\$2,035.75
Contract Labor	\$3,556.69
Donations/Contributions	\$5,500.00
Mileage/Travel Reimbursements	\$69.48
Office Supplies	\$4,139.45
Printing and Reproduction	\$252.37
Receptions & Meetings	\$3,724.55
Total Operating Expenses	\$19,278.29

**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: September 21, 2019

ACTIVITIES UNDERTAKEN: Revision of the Standing Rules

ONGOING ACTIVITIES:

The Committee, with the assistance other members and committee chairs of the Division including recent comments and suggestions, has reviewed the Standing Rules and submits the proposed changes in redline format together with a redline accepted document for easier reading.

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); and (3) clarification of election guidelines. Also recommend 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: The Chair of the Bylaws Committee makes a motion to approve the Revised Standing Rules as submitted. In the event there is not a quorum at the Board Meeting, the Chair of the Bylaws Committee requests approval of an email vote on the revised Bylaws.

ATTACHEMENTS: Standing Rules 9/19/19 – redline; Standing Rules redline accepted

PARALEGAL DIVISION

COMMITTEE TITLE: Web Page Committee/ENews Committee

COMMITTEE COCHAIRS: Deborah R. Tope, Amy Meilander

DATE OF REPORT: September 21, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The committee has 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.

In early August, Kathy Campbell revised the CLE carryover credit table to reflect total credits available for members for renewal at the end of December, 2019. The updated 2019 CLE credits table along with the new CLE Totals table was posted. The text on the web page was revised accordingly.

The committee also coordinated with the Division Chair and Treasurer & SBNM's IT staff to set up a separate e-mail address to accommodate the new accounting software interface.

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

There was no activity related to E-News.

ISSUES REQUIRING BOARD ACTION: None

**PARALEGAL DIVISION
BOARD MEETING
September 21, 2019**

CLE COORDINATION COMMITTEE REPORT

COMMITTEE CO-CHAIRS: Yolanda Hernandez and Linda Sanders

COMMITTEE MEMBERS:

DATE OF ORAL REPORT: September 21, 2019

September 28, 2019 CLE: Due to lack of volunteers to present and lack of registrants, the Committee has cancelled the September CLE. Two people volunteered to present: Emmalee for 1 hour and Sue Gorman for ½ hour. As of the date of this report, three people have registered for the CLE. The presenters and registrants have been informed of the cancellation of the CLE.

UPCOMING CLES:

December 6, 2019 - The Institute CLE

January 4, 2019: - Ethics CLE

The State Bar auditorium has been reserved.

ISSUES REQUIRING BOARD ACTION: None.

STATE BAR OF NEW MEXICO PARALEGAL DIVISION

COMMITTEE TITLE: CLE Tracking Committee

COMMITTEE CHAIR: Kay L. Homan, CP

COMMITTEE MEMBERS: Kathy Campbell, Division Administrator

DATE OF MEETING: Board Meeting – September 21, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

The CLE credits are reported as they are reported to me on a monthly basis. Reports have been posted through August 8, 2019. The Committee will submit the report for August and September after the Division CLE program scheduled for September 28, 2019.

ONGOING ACTIVITIES:

Continuing to report CLE as it is reported.

ISSUES REQUIRING BOARD ACTION: None

ATTACHMENTS: None

COMMENTS:

**PARALEGAL DIVISION
Board of Directors Meeting
September 21, 2019**

EVENTS COMMITTEE REPORT

COMMITTEE CHAIR: Barbara C. Lucero, CP

COMMITTEE MEMBER: None at this time

DATE OF REPORT: September 17, 2019

Since my last report of June 17, 2019 the following were done.

I coordinated the breakfast snacks and arranged lunch from the Olive Garden for our June 22nd meeting held at the State Bar of New Mexico.

The RSVP's for our Division lunch at the Annual Conference were sent to me. I collected 22 names and provided the list to Lynette. We also hosted a happy hour for our members at the Annual Conference which was held on the patio of Gardunos at Hotel Albuquerque in Old Town.

Arrangements were made to have our Paralegal Day luncheon at Pappadeaus Seafood Grille. We had 30 in attendance at the Saturday, August 24th gathering.

I booked our holiday dinner at Nick & Jimmy's on the evening of Friday, December 13th.

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: **September 21, 2019**

The following fifteen members have been approved thus far in 2019:

LastName	FirstName	Firm Name	City, State
Bankston	Christy	Holt Mynatt Martínez PC	Las Cruces
Barker	Tobanna	Park & Assoc LLC	Albuquerque
Beaubien	Christine	Riley Shane & Keller PA	Albuquerque
Clifford	Jane	Long Komer & Associates PA	Santa Fe
Cok	Barbara	Will Ferguson & Associates	Albuquerque
Gonzales	Steven	Barnett Law Firm PA	Albuquerque
Hernandez	Cindee	Law Offices of David M. Houliston	Albuquerque
Johnson	Jessica	Garcia Law Group LLC	Albuquerque
Morales	Laura	Riley Shane & Keller PA	Albuquerque
Nieto	Yvonne	Conklin Woodcock & Ziegler PC	Albuquerque
Powers	Aimee	Presbyterian Healthcare Services	Albuquerque
Pummell	John	Holt Mynatt Martínez PC	Las Cruces
Torres	Nancy	Sapien Law LLC	Albuquerque
Trujillo	Brandi	Grayson Law Office	Albuquerque
Vivchar	Oksana	NM Assn of Counties	Albuquerque

The Committee denied approval to three applicants for non-qualification and responded to inquiries regarding qualification. Further, the Committee has had to request additional information from a few applicants who fail to read the instructions on the application (i.e., failure to include required documentation such as degrees, certificates, affidavits, etc.).

PARALEGAL DIVISION

COMMITTEE TITLE: Pro Bono/Community Service
COMMITTEE: Amy Meilander and Linda Sanders
DATE OF REPORT: September 21, 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 as reported to them (see attached Pro Bono Opportunities page, as of September 16, 2019).
- Linda and I continue to send a monthly email to paralegal division members about the next month's pro bono events and respond to email messages from members.
- 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) around their offices to advertise the events, even if they do not plan to attend.
- Remembering that Paralegal Division members were interested in pro bono events outside the Albuquerque and Santa Fe areas, Linda and I contacted Emmalee Atencio to post on Facebook the Lincoln County and Lea County Legal Fairs, with a link back to the Pro Bono Opportunities page on the Paralegal Division website. We will use Facebook as another avenue to announce pro bono events around the state.
- Morgan Pettit, Member Services Coordinator for the State Bar, contacted us about upcoming Wills for Heroes events in Santa Fe, Roswell, and Silver City. Although the Silver City event has yet to set a time and location, all three events were posted on the Pro Bono Opportunities webpage.
- October is Law-La-Palooza Month, so we are expecting more events to be announced for October.

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, September 4	10 a.m. - 1 p.m.	Civil Legal Clinic (civil matters except family law)	2nd Judicial District Court Albuquerque	(505) 814-5033	ABQ Civil Legal Clinic flyer
Saturday, September 7	10:00 a.m. - 2:00 p.m.	Lincoln County Legal Fair Free Legal Consultations with Attorneys	ENMU - Ruidoso Branch 709 Mechem Drive Ruidoso	To volunteer, email Meryl Sutton or Dina Afek	Lincoln County Legal Fair flyer
Tuesday, September 10	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
Thursday, September 12	12:00 p.m. - 3:00 p.m.	Albuquerque Law-La-Palooza Free Family Law Consultations with Attorneys	Westside Community Center 1250 Isleta Blvd SW Albuquerque	To volunteer, email Meryl Sutton or Dina Afek	Albuquerque Law-La-Palooza flyer Family Law
Thursday, September 12	3:00 p.m. - 6:00 p.m.	Albuquerque Law-La-Palooza Free Legal Consultations with Attorneys (civil matters except family law)	Westside Community Center 1250 Isleta Blvd SW Albuquerque	To volunteer, email Meryl Sutton or Dina Afek	Albuquerque Law-La-Palooza Civil Law flyer
Wednesday, September 18	10 a.m. - 1 p.m.	Family Law Clinic	2nd Judicial District Court Albuquerque	1-877-266-9861	Family Law Clinic flyer
Friday, October 4	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
Saturday, October 5	9:00 a.m. - 1:30 p.m.	Wills for Heroes for Santa Fe First Responders	SF Police Department Headquarters 2515 Camino Entrada Santa Fe	To volunteer, click here	Wills for Heroes SF flyer
Saturday, October 12	9:00 a.m. - 1:30 p.m.	Wills for Heroes for Roswell First Responders	Roswell Police Department 128 W. 2nd Street Roswell	To volunteer, click here	Wills for Heroes Roswell flyer
Saturday, October 19	TBD	Wills for Heroes for Silver City First Responders	TBD	To volunteer, click here	Watch for more information

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

PARALEGAL DIVISION

COMMITTEE TITLE: Scholarship Committee Report

COMMITTEE CHAIR: NETTIE CONDIT

COMMITTEE MEMBERS: Carolyn Winton, Kay Homan, Ruby Silva, Angelique Wall

DATE OF MEETING: September 21, 2019

ACTIVITIES UNDERTAKEN SINCE LAST REPORT:

On September 4, 2019, the Scholarship Flyer was emailed to CNM and Santa Fe Community College. The deadline for applications is November 1, 2019.

ONGOING ACTIVITIES: None

ISSUES REQUIRING BOARD ACTION:

None at the present.

ATTACHMENTS:

None

COMMENTS:

MINUTES AS APPROVED FROM PRIOR PD MEETING
WITH REPORTS AS AVAILABLE

**NEW MEXICO STATE BAR
PARALEGAL DIVISION BOARD MEETING
MINUTES OF JUNE 22, 2019**

A regular meeting of the Board of Bar Directors of the State Bar of New Mexico Paralegal Division ("Division") was held on Saturday, June 22, 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 10:05 a.m.

Attendees were:

Lynette Rocheleau, CP, Chair	Yolanda Hernandez, Chair-Elect	Christina Babcock, Immediate Past Chair
Kathy Campbell	Angela Minefee, Treasurer	Emmalee Atencio, ACP, Director
Nettie L. Condit, Director	Barbara C. Lucero, CP, Director	Dorothy J. Murphy, CP, Director
Kay L. Homan, CP	Deborah R. Tope, CP, RP, Director	Ruby Silva
Amy Mailander		

I. Approval of Minutes – Upon Motion made and duly seconded, the minutes of the March 16, 2019 meeting were approved by the Board.

II. Officer Reports.

Chair – Report attached.

Chair-Elect – Report attached.

Immediate Past Chair – Report attached.

Secretary – No Report.

Treasurer – Report attached.

III. Standing Committee Reports

Budget & Finance – Report attached

Bylaws – Report attached. Kay Homan reported that the Division's standing rules have been revised and for the Board to review same. Nettie Condit assisted with this task. There is to be further discussion of this item at the September 21, 2019 Board meeting.

ENews/Web Page Committee – Report attached.

CLE Coordination – Report attached. Yolanda reported the need for members to volunteer for the September CLE since this CLE will be primarily for paralegals.

CLE Provider Approvals – Report attached.

CLE Tracking – Report attached.

Nominating & Elections – No report.

Events Committee – Report attached.

Membership – Report attached.

Pro Bono/Community Service – Report attached.

Professional Development – Report attached.

Scholarship Committee – No Report.

LLLT Working Group – Oral Report.

IV. State Bar Committee Reports

Access to Justice – Rules and Technology – No report.

Diversity – Dissolved.

Professionalism – No Report.

TREASURY REPORT: CLE provider approval was a success for the April CLE.

BUDGET: Discussion regarding the previous budget balance did not match with the chart account with the State Bar (accrual v. cash basis; income v. expense re outlook on budget with line items not a match with State Bar (Focus Newsletter). The chart of accounts regarding disconnect QuickBooks to be reviewed where we were to the present balance. Deposits are directly deposited to U.S Eagle Ranch on a monthly basis. The receipts for the deposit(s) are forwarded to the State Bar via electronic mail message. When checks are received, they are stamped received then delivered to State Bar via electronic mail message. During the May 2019 BBC meeting, Lynette advised "David" that the Paralegal Division is in the process of re-doing their budget. Angela advised that the accounting system is changing for the State Bar section divisions regarding cash v. accrual spreadsheets for each section.

Upon Motion made and duly seconded, approved to change the accounting system regarding the cash v. accrual line items to be consistent with the State Bar's charge of accounts. Motion passed.

LLLT: Emmalee Atencio reported a broader view not exclusive to LLLT and flexibility regarding a solution is realistic. Chief Justice Judith K. Nakamura and William Slease mentioned LLLT's rules and ethics are essential component for the technicians. UNM law school is not interested in the LLLT and latest vibe is no LLLT in New Mexico. Further discussions regarding LLLT were to occur on August 16, 2019. A report by the LLT working work was requested by the Chair, Lynette Rocheleau.

V. Old Business:

There was discussion regarding whether or not to have the CLE webcast recorded on a DVD by David Newquist. The Board did not feel the Division should have a DVD for the CLE webcast because the Division does not have an electronic library to store the DVD. Members are to attend the CLE webcast on the date of the event. David gave the DVD to Emmalee Atencio to view and compare and contrast. Angela Minefee mentioned the creation of a link on the Division's website for Members to register for a CLE presented by the Division.

Upon Motion of Barbara Lucero and duly seconded, approved for a lunch break at 11:56 a.m. Motion passed.

[RECOVERED TO BOARD MEETING FOLLOWING LUNCH]

VI. New Business

Discussion regarding whether or not to move the Paralegal Institute CLE from December 6, 2019, to December 13, 2019, which was requested by NMSBF Real Property Group ("Group") due to two (2) national speakers available on December 6, 2019. The Group would not consider the Division co-sponsor their CLE with the Division. Discussion regarding a proposal to the Group to reduce the CLE registration fee for the Division members from \$249.00 to \$159.00. The deadline for the Group to accept or reject the Division's proposal would be Monday, July 1, 2019.

Upon Motion and duly seconded, approved that the Division present the proposal to the Group that the Division members be able to attend the Group's December 6, 2019 CLE if the Group would offer the Members the discounted rate to include the webcast of the event. Motion passed.

SURVEY RESULTS: Discussion that the results were great. Division members interested to volunteer in the following four areas: (1) Facebook: Emmalee Atencio and Debbie Tope to spear ahead on the Facebook and members would be required to enter her/his State Bar number to access Facebook; (2) CLE: Volunteers to coordinate the brown bag CLE each quarter presented by the Division for the members and non-members; (3) Newsletter: Lynette Rocheleau and Angela Minefee expressed an interest to volunteer on the Newsletter task force; and (4) Happy Hour meet and greet: Barbara Lucero volunteered to coordinate this event and advised no paid alcohol by the Division. Dorothy Murphy and Angela Minefee advised would be available to assist Barbara Lucero with this event. The first happy hour to occur at the State Bar of New Mexico's Annual Meeting on Thursday, August 1, 2019 at 5:30 p.m. at Hotel Albuquerque.

STANDING RULES: Kay Homan reported that the Division's standing rules have been revised and for the Board to review same. Nettie Condit assisted with this task. There is to be further discussion of this item at the September 21, 2019 Board meeting.

There being no further business, upon Motion made and duly seconded, the June 22, 2019 Board meeting was adjourned at 1:15 p.m. Next Board meeting on September 21, 2019, at the State Bar of New Mexico .

Respectfully submitted,

/s/Yolanda Hernandez

Chair-Elect and Co-Chair CLE Coordination

19755067