



State Bar of New Mexico  
Paralegal Division  
Est. 1995

## Board of Directors Meeting Minutes

- I. Call to Order:** Chair, Meryl Sutton, called to order the SBNM Paralegal Division Board of Directors Meeting at 12:29 PM on January 10, 2026. The meeting was held in person and via zoom at the NM State Bar Center and via Zoom.

The gavel was passed from Meryl Sutton to Ellice Goldstein.

**II. Attendees**

Board of Directors: Meryl Barbere-Sutton, Outgoing Chair/Immediate Past Chair  
Ellice Goldstein, Incoming Chair/Outgoing Chair Elect  
Christy Shije, Incoming Chair Elect, appearing by zoom  
Kimberly Zufelt, Secretary  
Andrea Pompeo, Treasurer  
Casey Martinez, Director  
Angela Kuban, Director  
Matthew Lucero, Director  
Henrietta Woodards, Director  
John Roberts, Director  
Christina Babcock, Director

Directors not Present: Everyone was present.

Members: Kathy Campbell, Administrative Assistant  
Debbie Tope  
Nettie Condit  
Ruby Silva  
Vanessa Griego  
Kay Homan

**I. Vote to Appoint New Board Members**

- a. Meryl moves: Appoint Matthew Lucero to two year term of director and Henri Woodards to one year term of director finishing out Amy Meilander's term
- b. John seconds
- c. Aye: all
- d. Nay: none
- e. Motion passes

**II. Approval of Minutes from Last Meeting**

The September 27, 2025 Board of Directors Meeting minutes were approved.

**III. Ratification of Email Vote for Vacant Board Seats**

- a. Meryl moves through email: I move we offer the two-year Director position to Matthew Lucero, and the one-year remainder of Amy's Director position to Lory MacArthur.
- b. Ellice Goldstein seconds
- c. Aye votes: Ruby Silva, Madeline Lucero, Andrea Pompeo, John Roberts, Christina Babcock, Kay Homan
- d. Abstain: Christy Shije, Michelle Jaramillo
- e. Vote passes

**IV. Officer Reports**

**A. Chair – Meryl Barbere-Sutton, Outgoing Chair**

- 1. Report speaks for itself.
- 2. No action items

**B. Chair Elect – Ellice Goldstein, Outgoing Chair Elect**

- 1. Report speaks for herself. She attended the BBC meeting with Meryl where Meryl introduced her to the board.
- 2. No action items.

**C. Treasurer – Andrea Pompeo**

- A. Report speaks for herself. There is a new budget form with updated categories.
- B. No action items.

**V. Committee Reports**

**A. Budget & Finance – Andrea Pompeo and Kay Homan**

- 1. Report speaks for herself.
- 2. No action items.

**B. Bylaws & Standing Rules – Ruby Silva**

- 1. Report speaks for herself. Ruby will have to withdraw as the Chair of the Committee as she is going into inactive status. John agreed to speak with Ruby regarding volunteering for this committee.

2. Action Items – Find a member to Chair the committee.
- C. CLE: Coordination – Kimberly Zufelt**
1. Report speaks for itself. All CLEs through zoom, not involving State Bar in sponsorship, all will be free.
  2. Action Items – Hold a committee meeting to plan Law Day CLE before end of January.
- D. CLE: Provider Approvals – Andrea Pompeo, Kay Homan**
1. Report speaks for itself.
  2. No action items.
- E. CLE: CLE Tracking – Christina Babcock**
1. Report speaks for itself. Approximately half of members have submitted for membership. Deadline is January 15, 2026, after that late fee is charged. Final submission deadline is February 2, 2026.
  2. Action Items – Working on State Bar for Paralegal Division dashboard on the website. There is a monthly fee for licensing of the dashboard.
- F. Communication: Web Page – Michelle Jaramillo, absent, Ellice Goldstein reads report into the record**
1. Report speaks for itself.
  2. Action Items – Angela Kuban will be taking over this committee.
- G. Communications: Social Media – Christy Shije**
1. Report speaks for itself. Christy will not have time to run this committee with all of her other duties for the division. Vanessa Griego offered to be co-chair of the committee with Christy.
  2. Action Items – Get quotes for a photographer for headshots; Angela knows some photographers and offered to get quotes. Get LinkedIn operational. Get old pictures to post to all social media. Prepare a new description of duties of the Social Media Committee and submit to Standing Rules committee for approval and posting.
- H. Nominations & Elections – Ruby Silva**
1. Report speaks for itself. Ruby will be withdrawing as Chair of this committee.
  2. Action Items – Reach out to Marla King to ask if she would be interested in taking over, if not continue looking for a committee chair.
- I. Membership – Kathy Campbell**
1. Report speaks for itself.
  2. No action items.
- J. Pro-Bono and Community Service – Meryl Barbere-Sutton**
1. Report speaks for itself.
  2. No action items.
- K. Professional Development – Christy Shije**
1. Report speaks for itself.
  2. Action Items – verify the swag left over and determine if more is needed that is not 30 year anniversary. Hold committee meeting to address lingering issues and questions. Reach out to events committee to work on events for southern state. Ask Kristin Leeds if paralegal division could sponsor the banquet for mock trials.

## **VI. Old Business**

- A. Committees without Chairs – Ellice spoke with Matthew about events committee.
- B. Reimbursement discussion – Bill Kramer asked Meryl to connect the necessary board members to discuss the ongoing questions and concerns regarding prepaid credit card v. reimbursements. The logistics are the problem, how to get the money put onto the prepaid card. A person may not need to be attached to the card, it may just be the business name, e.g. the paralegal division. Getting the check is one challenge, but the check moving to the prepaid credit card has to go through a bank account. Can we do that electronically, such as a wire transfer, without using a person's bank account. If anyone thinks of questions to ask during the meeting, send an email to the board.
- C. Professional Photos – Also discussed previously are the short videos of everyone. Kathy was to ask her daughter, and she can make herself available, but she is not a professional photographer and we can keep her as a backup. Angela has two friends who are professional photographers, and Ellice's firm has a photographer. We need to get quotes for headshots and possibly a full board group shot. Everyone will prepare brief biographies.

## **VII. New Business**

- A. Ratify email vote for Matthew to be asked to take the two year board position.
  - 1. John and Ellice second
  - 2. Aye: all
  - 3. Nay: none
  - 4. Motion passes
- B. Vacant Committees: ENews and Newsletter – goes hand in hand with webpage committee, Angela volunteers for newsletter. Kathy will send old newsletters to give Angela ideas. Matthew will accept Chair for Events committee, Meryl, Andrea. and Vanessa will be members. Scholarship and Member Benefits – Casey agrees to Chair. Scholarships have not been used in a while due to mismanagement by the scholar. That committee will discuss dropping scholarships from the name and awarding those on a case-by-case basis, then they will bring the change before the standing rules committee for change. Henri agrees to co-chair pro bono committee with Meryl.
- C. Online Desktop Ad: Gives us exposure, we have done it the last three years and have done the printed version prior to that. Does anyone actually use the book, or just the online look up for attorneys used instead? Some attorneys still use the book, even if it is online, some attorneys and firms still print it out. We do get a discount. If we get a full page we can do a half page of the firms that support the division, and a half page of division members. The cost is \$1,200 full page, \$800 half page, and \$500 quarter page. This includes design by Tom at the State Bar. We can get a member roster with the firms where they work, which will take care of both the membership and the friends of the division, and include at the bottom how to join the division. We need a deadline from Tom.

1. John moves we put a full page ad in the online desktop book.
2. Matthew seconds.
3. Aye: all
4. Nay: none
5. Motion passes.

Adjourn for 10 minute break at 2:11 – Reconvene at 2:17

D. Listserv/Mentorship Program: All board members were invited and no one is using it. Should we roll it out to the membership if we aren't using it? Argument is that the initial email goes to spam. There are additional steps instead of just replying like you would to an email. Some don't want any more email in their boxes, they already have enough. You can opt in, there is the option to ignore the initial email if you don't want to be involved. With an email group, there is no one monitoring if something is acceptable to send to all the membership. Without a moderator, people can just send out advertisements or requests for money and no one can stop them. Jerry at the State Bar can create an email group. Doing this type of thing over social media, or Teams, requires people to be a part of those platforms.

Action Item – send out an email to the membership and see who would be interested in either a listserv or an email group. Speak with Jerry at the State Bar about setting up an email group.

E. State Bar Annual Meeting Sponsorship: Annual Meeting will be held in Colorado. Members can't afford to attend the meeting here, they can't attend in Colorado. Meryl may be going to the Annual meeting for her job, Ellice will be going. Meryl volunteers to work the table by herself. People wouldn't sign up to work the table in Albuquerque, and no one stopped at the table. Most people didn't even take the SWAG. Meryl says games can bring people in, but if no one is working the table, who runs the games? All are reluctant to sponsor the same amount as last year as we didn't get any benefit out of it. The idea is maybe to sponsor a table for \$750. Will discuss further at next meeting.

## **VIII. Adjourn**

Motion made to adjourn. Meryl Barbere-Sutton Moves, John Roberts seconds, Motion passes. Meeting adjourned at 2:49 PM.

Minutes submitted by: Kimberly Zufelt, Secretary.



# State Bar of New Mexico Paralegal Division

**BOARD MEETING**  
JANUARY 10, 2026

## **AGENDA**

Meeting called to order at: \_\_\_\_\_

- |  |                               |                 |
|--|-------------------------------|-----------------|
| <b>I. Approval of September 27, 2025 Meeting Minutes –</b> |                               | (5 minutes)     |
| <b>II. Officer Reports</b>                                 |                               | (10 minutes)    |
| Chair  | Meryl Sutton                  | Report Attached |
| Chair-Elect  | Ellice Goldstein              | Report Attached |
| Immediate Past Chair                                       | Kay Homan                     | No Report       |
| Secretary  | Kimberly Zufelt               | No Report       |
| Treasurer  | Andrea Pompeo                 | Report Attached |
| <b>III. Standing Committee Reports</b>                     |                               | (30 Minutes)    |
| Budget & Finance   | Andrea Pompeo                 | No Report       |
| Bylaws & Standing Rules                                    | Ruby Silva                    | Report Attached |
| CLE Coordination   | Kimberly Zufelt               | Report Attached |
| CLE Provider Approvals                                     | Kay Homan/Andrea Pompeo       | Report Attached |
| CLE Tracking   | Christina Babcock             | Report Attached |
| Communication: eNews & Web Page                            | Michelle Jaramillo            | Report Attached |
| Communication: Newsletter                                  |                               | No Report       |
| Communication: Social Media                                | Christy Shiije                | Report Attached |
| Nominating & Elections                                     | Ruby Silva                    | Report Attached |
| Events Coordination  |                               | No Report       |
| Membership   | Kathy Campbell                | Report Attached |
| Pro Bono/Community Service                                 | Meryl Sutton/Marissa Gonzalez | Report Attached |
| Professional Development                                   | Christy Shiije                | Report Attached |
| Scholarship  |                               | No Report       |

**IV. Old Business**

- a. Chair/ BOD Reimbursement discussion
- b. BOD Professional Photos for LinkedIn Account

**V. New Business –**

- a. Ratification of motion for the two director positions
- b. Vacant Director Position
- c. Committees
- d. End of the year ad in the Resource Book
- e. ListServe for Members
- f. Mentorship program
- g. Annual Meeting sponsorship for 2026
- h. Other

**VI. ADJOURN**

**PARALEGAL DIVISION  
BOARD MEETING**

**CHAIR REPORT:** Meryl Sutton

**DATE OF REPORT:** January 10, 2026

**ACTIVITIES:**

- Attended both YLD division events in the fourth quarter
- Worked with Ellice on leadership transition and BBC meeting preparation
- Attended the final BBC meeting with Ellice in Santa Fe
- Presented Board Orientation to new officers and directors
- Assisted with coordination of 2026 committees
- Submitted award recipient information to Ruby
- Ordered annual Board gifts and prepared certificates
- Contacted write-in candidates for director positions
- Assisted the Chair-Elect as needed throughout the transition period

**ISSUES REQUIRING BOARD ACTION: Please see Agenda**

**PARALEGAL DIVISION  
BOARD MEETING**

**CHAIR ELECT REPORT**

**CHAIR ELECT:** Ellice Goldstein

**DATE OF REPORT:** January 10, 2026

**ACTIVITIES SINCE LAST REPORT:**

I have continued to assist and co-chair the CLE Coordination Committee with Kimberly Zufelt. The CLE Coordination Committee Report speaks for itself and is submitted separately by Kimberly Zufelt.

I sent out Welcome emails to all new members admitted since the last BOD meeting.

I set up a Listserv as a test for the BOD only as a test before rolling it out for the membership. I am still researching a mentorship program for 2026. I revised BOD documents for 2026 including the 2026 calendar and notebook.

**ISSUES REQUIRING BOARD ACTION:** None

**ATTACHMENTS:** None

**Paralegal Division  
Treasurer/Budget & Finance Committee  
Board Meeting Report**

**Committee Title:** Treasurer/Budget & Finance Committee

**Committee Chair:** Andrea Pompeo

**Date of Report:** January 7, 2026

**RE:** Report

Budget vs. Actual as of August is attached.

- Beginning balance as of August 31, 2025. - \$60,267.09
- Balance as of December 31, 2025. - \$56,765.73

Outstanding checks:

- \$276.61 (May-Nov Zoom and JotForm, requested on 12/12/2025)

**Action Item: None.**

**Attachments: new budget spreadsheet for 2026 that was approved at the September board meeting**

**State Bar of New Mexico, Paralegal Division**

**2025 Budget v Actual**

1000 Checking 403-8	Starting Balance	Ending Balance	
	\$60,267.09	\$ 56,765.73	12/31/2025

Income	Budget	Actual	% to Budget
4805 CLE Provider Approvals	\$ 6,500.00	\$ 10,350.00	159%
4500 CLE Seminars	\$ 100.00		0%
4300 Earned Interest	\$ 50.00	\$ 120.29	241%
4000 Membership Dues	\$ 9,000.00	\$ 12,150.00	135%
4220 Miscellaneous Income	\$ 1,000.00		0%
<b>Total Income</b>	<b>\$ 16,650.00</b>	<b>\$ 22,620.29</b>	<b>136%</b>
Expenses	Budget	Actual	% to Budget
6741 CLE Subsidy/Expenses	\$ 3,000.00		0%
5250 Contract Labor	\$ 5,200.00	\$ 3,872.25	74%
6100 State Bar Admin/IT/Technology	\$ 2,500.00	\$ 1,055.33	42%
6140 Donations/Contributions	\$ 6,000.00	\$ 5,500.00	92%
6310 Mileage/Travel Reimbursements	\$ 500.00	\$ 119.84	24%
6995 Misc. Expenses	\$ 1,400.00	\$ 29.00	2%
6210 Elections/Printing Expenses	\$ 200.00		0%
6230 Member Benefits	\$ 4,000.00	\$ 3,024.19	76%
6270 Postage & Delivery	\$ 150.00	\$ 36.30	24%
6160 Receptions & Meetings	\$ 7,000.00	\$ 3,146.41	45%
6751 Scholarships	\$ 1,000.00		0%
6260 Web/Zoom/Jot Form	\$ 500.00	\$ 234.00	47%
6210 Professional Development	\$ 3,000.00	\$ 3,798.18	127%
<b>Total Expenses</b>	<b>\$ 34,450.00</b>	<b>\$ 20,815.50</b>	<b>60%</b>

## State Bar of New Mexico, Paralegal Division

### 2026 Budget to Actual

	Starting Balance	Ending Balance	
1000 Checking 403-8			a/o
<hr/>			
<b>Income</b>	<b>Budget</b>	<b>Actual</b>	<b>% to Budget</b>
4000 Membership Dues	\$ 9,000.00		0%
4200 Miscellaneous Income	\$ 1,000.00		0%
4300 Interest Earned	\$ 50.00		0%
4500 CLE Provider Approvals	\$ 7,000.00		0%
<b>Total Income</b>	<b>\$ 17,050.00</b>	<b>\$ -</b>	<b>0%</b>
<hr/>			
<b>Expenses</b>	<b>Budget</b>	<b>Actual</b>	<b>% to Budget</b>
5250 Contract Labor/Administrator	\$ 5,200.00		0%
6100 State Bar Admin/IT/Technology	\$ 2,500.00		0%
6240 Donations/Contributions	\$ 6,000.00		0%
6160 Receptions & Meetings	\$ 7,000.00		0%
6210 Professional Development	\$ 3,200.00		0%
6230 Member Benefits	\$ 4,000.00		0%
6260 Web/Zoom/Jot Form	\$ 500.00		0%
6270 Postage/Delivery	\$ 150.00		0%
6310 Milage/Travel Reimbursements	\$ 500.00		0%
6741 CLE/Subsidy/Expenses	\$ 2,000.00		0%
6751 Scholarships	\$ 1,000.00		0%
6995 Miscelaneous Expenses	\$ 1,400.00		0%
<b>Total Expenses</b>	<b>\$ 33,450.00</b>	<b>\$ -</b>	<b>0%</b>

**PARALEGAL DIVISION**

**ANNUAL MEETING REPORT**

**COMMITTEE TITLE:** **BYLAWS and STANDING RULES**

**COMMITTEE CHAIR:** **RUBY SILVA**

**COMMITTEE MEMBERS:** **NETTIE CONDIT, MARLA KING, & MARISSA GONZALEZ**

**DATE OF MEETING:** **January 10, 2026**

**ACTIVITIES UNDERTAKEN SINCE LAST REPORT:**

The Standing Rules were completely revised and approved on January 11, 2025. Thank you, Kay Homan, for all your work on getting the Standing Rules approved.

The Committee Chair welcomed Marla King and Marissa Gonzalez to the Committee.

The Committee continues to review the Standing Rules to ensure they conform with Board actions. The committee will be making several changes to the rules so they reflect current Board practices and will present them to the Board next year for approval.

**PARALEGAL DIVISION  
BOARD MEETING**

**Continuing Legal Education Coordination Sub-Committee**

**COMMITTEE CHAIR:** Kimberly Zufelt

**COMMITTEE MEMBERS:** Julia Andriescu

**DATE OF MEETING:** January 10, 2026

**ACTIVITIES UNDERTAKEN:**

L&L 10.15.2025 – Wills – Elizabeth Ashton – 67 attendees, almost exclusively 5s

L&L 11.19.2025 – Adult Protective Services – MaryLou Poli – 49 attendees, almost exclusively 5s

**ONGOING ACTIVITIES:** preparation and finalization of 2026 CLE calendar, contacted and confirmed speakers for 2026, still need to prepare for Law Day – has not been organized yet

**ATTACHMENTS:** Lunch & Learn calendar 2026

**ISSUES REQUIRING BOARD ACTION:**

## Lunch & Learn Calendar 2026

Month	Topic	Presenter
January 10th	Ethics for Professionalism in Email and Communication	Kimberly Zufelt
February 11th	Kinship Guardianship	Holly Healy
March 11th	Real Estate/Foreclosure	Elizabeth Friedenstein
April 8	Fast Case	TJ Diggins/Lisa Smith-Crissey
May 2nd Law Day	Family Law	Ensemble - TBD
July 8	Tribal Law	Casey Martinez
September 9	RIO Reentry for Criminal Reintegration	Angelica Hall/Judge
October 14	Natural Disaster Litigation	Antonia Roybal-Mack
November 14 Institute	End of Life Planning	Ensemble

End of Life Planning Ensemble

Sharon Hutson, Justin Welch, Erin Marshall, Sasha Rojo, Cristy J. Carbón-Gaut, Brad Yablonsky

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

**Committee Title:** CLE Provider(s) Approvals Committee

**Committee Chair:** Kay L. Homan, CP, Andrea Pompeo

**Committee Member(s)**

**Date of Report:** January 10, 2026

**RE:** Report

NBI/IPE is the only provider currently submitting CLE for approval by the Division. Deposits of approval fees September 1, 2025 to December 31, 2025 - \$3,150.00. The upcoming webcasts are attached to the Annual Report. No checks pending for deposit in January. No additional approvals made in December.

**PARALEGAL DIVISION  
BOARD MEETING  
JANUARY 10, 2026**

**COMMITTEE:** CLE Tracking

**COMMITTEE CHAIR:** Christina Babcock

**DATE OF MEETING:** January 10, 2026

**ACTIVITIES UNDERTAKEN SINCE LAST REPORT:**

- Worked with the membership committee to update the renewal JotForm for 2025 and send renewal notices to members.
- Began the auditing process for all certificates of compliance with certificates of attendance as they are sent in.
- Managed the Paralegal Division CLE and Pro Bono database by adding the list of attendees each month.
- Answered numerous questions about CLE requirements, self-study credits, non-Paralegal Division CLE submissions, and general CLE credit questions from members.
- Attended the New Mexico Black Lawyers Association Luncheon on behalf of the Division.

**ONGOING ACTIVITIES:**

- The membership committee and I will continue to review and audit compliance forms as they are submitted.
- Continue to correspond with members about missing documents for renewal.
- I will continue to answer questions and help members become compliant for 2025.

**PARALEGAL DIVISION**

**QUARTERLY REPORT**

**COMMITTEE TITLE:**                   **Web Page Committee**

**COMMITTEE CHAIR:**               **Michelle Jaramillo**

**DATE OF REPORT:**               **January 6, 2026**

**NEW:**

Angela Kuban, newly elected Board member will be taking over as chair of this committee. We will work together until she is able to assume the duties independently.

**ONGOING:**

All edits continue to be directed to Virginia Chavers-Soto, Digital Marketing & Communications Coordinator.

Review web pages monthly for outdated information and submit changes.

Request new events be added to the calendar as needed.

Request completed events be “grayed out”.

Request new members be added to the web page upon approval and send welcome emails.

Review job bank postings and maintain contact with those posting in the job bank to ensure that the postings are up-to-date or removed when positions are filled or postings expire.

**Michelle S. Jaramillo, CP**

Outgoing Web Page Committee Chair

**PARALEGAL DIVISION  
BOARD MEETING  
FOURTH QUARTER**

**COMMITTEE:** Social Media

**COMMITTEE CHAIR:** Christy Shije

**DATE OF MEETING:** January 10, 2026

**ACTIVITIES UNDERTAKEN SINCE LAST REPORT:**

- FB account is at 60 Members IG is up to 26 Followers, Threads 1 Follower
- Posts reminding about election
- Random posts attempting to get members participating
- Monitored FB, IG and Threads for new member requests
- Monitored FB posts from other members
- Discussion with Division Chair Meryl Sutton regarding possible members to approach about becoming Committee Members

**ONGOING ACTIVITIES:**

- Linkin Account need past photos taken from past events
- Upcoming posts Elections
- Post reminders about self reporting CLE
- Working to get Linked In Account fully operational
- Create picture posts for IG and Threads to make IG and Threads a source for members
- Ideas on how to get members to engage on FB
- Compile list of committees in need of volunteers and chairs
- Preparing expanded responsibilities of committee to include social media postings on FB, creation of proper photos for IG and Threads, monitoring and maintaining the LinkedIn Account once it is fully operational.

**ACTION ITEMS:**

- Renew Tabled Discussion on Budget to have professional photos of 2026 Board of Directors for LinkedIn Account. Kathy Campbell spoke with her daughter and she is willing to do the pictures for the division.
- Obtain old photos from the Division for posting on LinkedIn Account

## **PARALEGAL DIVISION**

### **ANNUAL MEETING REPORT**

<b>COMMITTEE TITLE:</b>	<b>NOMINATING AND ELECTIONS</b>
<b>COMMITTEE CHAIR:</b>	<b>RUBY SILVA</b>
<b>COMMITTEE MEMBERS:</b>	<b>NETTIE CONDIT, MARLA KING</b>
<b>DATE OF MEETING:</b>	<b>January 10, 2026</b>

#### **ACTIVITIES UNDERTAKEN SINCE LAST REPORT:**

The deadline for submitting Declaration of Candidacy Forms for the Elections 2026-2027 terms was October 15, 2025. The Election Committee received the following Declaration of Candidacy Forms by the deadline:

- Chair Elect – Christy L. Shiije
- Secretary – Kimberly Zufelt
- Treasurer Andrea Pompeo
- Treasurer: Dawne Roberto
- Director – Angela Kuban
- Director – Casey Martinez

There were three Director positions open, but only two people ran for Director; so members were encouraged to write-in names for the third director position.

Ruby Silva discussed the elections in various emails with Breanna Velasquez at the State Bar.

The following criteria was followed by the Election Committee:

- Starting the Election no later than November 5<sup>th</sup>
- Setting up reminders to go out to the Members that have not voted.
- Testing the election system to make sure the online election process worked correctly.
- Setting up the elections so people could choose not to vote for someone.
- Ensuring that the write-in feature worked.
- Names appeared in random order on the ballot, so no one person had an advantage.

On November 4, 2025, the State Bar sent out the Committee's letter to the Members with the link to the voting site. The deadline for voting was November 24, 2025. Several reminders were sent to the Members that had not cast their votes. The reminders were

sent out by Online Elections. This reminder goes only to the Members that have not voted, so Members who had already voted were not bothered with unnecessary emails to vote.

The Committee monitored the number of votes received during the Election process to ensure the Division had the necessary votes for a valid election, which is forty percent (40%). This year 59.52% of the members voted.

Attached is the Certification of Elections.

**STATE BAR OF NEW MEXICO  
PARALEGAL DIVISION  
NOMINATING AND ELECTIONS COMMITTEE  
CERTIFICATION OF 2025 ELECTIONS  
FOR THE 2026-2027 TERM**

**I, Ruby Silva, as Chair of the Nominating and Elections Committee of the Paralegal Division, do hereby certify the following results for the 2025 Elections for the 2026-27 term.**

<b>POSITION</b>	<b>CANDIDATE</b>	<b>NO. OF VOTES</b>
<b>Chair-Elect</b>	<b>Christy L. Shijje</b>	<b>74</b>
<b>Secretary</b>	<b>Kimberly Zufelt</b>	<b>72</b>
<b>Treasurer</b>	<b>Andrea Pompeo</b>	<b>39</b>
<b>Treasurer</b>	<b>Dawne Roberto</b>	<b>35</b>
<b>Board Member</b>	<b>Angela Kuban</b>	<b>68</b>
<b>Board Member</b>	<b>Casey Martinez</b>	<b>54</b>

**I further certify that there were 75 ballots received by the deadline for voting, 59.52% of the members voted.**

**Write-in Votes:**

**Matthew Lucero received two write-in votes for Director.  
Madeline Lovato received one write-in vote for Director.  
Dawne Roberto received one write-in vote for Director.  
Lory MacArthur received one write-in vote for Director.  
Kay Homan received one write-in vote for Director.  
Michelle Jaramillo received one write-in vote for Director.  
Ruby Silva received one write-in vote for Director.  
Andrea Pompeo received one write-in vote for Director.  
Sarah Luna received one write-in vote for Director.**

**Signed this 1<sup>st</sup> day of December, 2025.**

**Ruby Silva**

**Ruby Silva, Chair  
Nominating and Elections Committee**

**PARALEGAL DIVISION**

**QUARTERLY COMMITTEE REPORT**

**COMMITTEE TITLE:**           **Membership**

**COMMITTEE MEMBERS:**   **Kathy Campbell, Co-Chair; Ellice Goldstein, Outgoing Co-Chair;  
Christy Shije, Incoming Co-Chair; Christina Babcock, Committee  
Member**

**DATE OF MEETING:**       **January 10, 2026**

**2025 Fourth Quarter**

The Committee approved two new members in the final quarter of 2024 (Christina Dominguez and Sonia Rodas) and denied membership for non-qualification to two applicants (Anne Brown and Makenzie Sanchez). One membership application is pending approval. For a list of members approved in 2025, see the Committee's annual report.

**2026 Membership Renewal**

The 2026 membership renewal cycle is in full swing with an e-mail renewal notice sent on November 26 to members approved on or after September 1, 2025. We currently have 126 active members and 11 inactives (our founding member, Peggy Jones who was considered honorary inactive, passed away on September 21, 2025). Of those 126 active members, 124 will be required to renew by January 15 or be subject to disenrollment (four were approved after September 1 and do not need to renew). A reminder email will be sent prior to the deadline.

**MCLE Guidelines Revisions**

The Committee is working with CLE Tracking to audit CLE credits submitted by members for 2026 renewal.

**PARALEGAL DIVISION  
BOARD MEETING  
January 10, 2026**

**COMMITTEE:** **Pro Bono Committee**

**COMMITTEE CHAIRS:** **Meryl Sutton**

**DATE OF MEETING:** **January 10, 2026**

**ACTIVITIES UNDERTAKEN SINCE LAST REPORT:**

- November 1, 2025 – Wills for Heroes (*7 paralegal volunteers*)
- November 15, 2025 – YLD Veterans Clinic (*3 paralegal volunteers*)

**ONGOING ACTIVITIES:**

- Continue to work with the legal community to expand volunteer opportunities for the Division.

**PARALEGAL DIVISION  
BOARD MEETING  
FOURTH QUARTER**

**COMMITTEE:** Professional Development

**COMMITTEE CHAIR:** Christy Shije

**COMMITTEE MEMBERS:** Madeline Lovato, Kathleen Campbell, Deborah Tope, John Roberts, Casey Martinez

**DATE OF MEETING:** January 10, 2026

**ACTIVITIES UNDERTAKEN IN CURRENT QUARTER:**

- Kathy Campbell worked with the State Bar in memoriam for Past Chair and Co-Founder Peggy Jones who passed away this year.
- Kathy Campbell prepared the ad for publishing in the Bar Bulletin of active and in-active members that have been members of the division since 1995
- Kathy Campbell worked closely with the State Bar in preparing the 30<sup>th</sup> Anniversary Plaque honoring all of the Division Chairs 1995-2025. The plaque is on display in the auditorium at the State Bar Building.
- Kathy Campbell prepared the ad for the Bar Bulletin listing all of the 2025 Division members
- End of Year Committee Meeting. We were not able to have all members in attendance. We discussed ideas about attending High School and College Career Events and the question if there is any value in picking that back up in 2026 or if we should forego those types of events. Will be contacting Director Christina Babcock related to events that she has attended in connection with CNMCC.

**ONGOING ACTIVITIES:**

- Work with Events Committee in organizing events that will take place in Southern part of the State geared towards Division members in Southern New Mexico.
- Continue outreach with Bar Associations to all Division members to attend local Bar Meetings and become members of those associations
- Determine what SWAG we have left and if we will be needing to order additional SWAG for 2026.
- Conduct Committee Meeting for the first quarter to discuss left over agenda items not discussed in December meeting.
- Email blast to division members looking for volunteers for PD committee.

**ACTION ITEMS:**

- Discussion on whether Division will sponsor the State Bar Annual event in 2026. Do we want SWAG specifically for that event. Not looking for full discussion just a reminder to be on BOD radar to discuss sooner rather than closer to the Annual Meeting.

**ATTACHMENTS:**

- Picture of Division Chair plaque
- 30 Year Charter Member Article
- Charter Member Article of Current Division Members that became Chair within first 5 years of the establishment of the Division



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*In celebration of 30 years as a division of the State Bar of New Mexico in August 2025, the Paralegal Division recognizes all current and past members for their contribution to the profession and extends special appreciation to the following members who have served as Chair.*

**Peggy B. Jones, CLAS**  
1995-1996

**Cynthia S. Gilbert, CLAS**  
1996-1997

**Timothy Reardon**  
1997-1998

**Kathleen F. Campbell, ACP**  
1998-1999

**Jennifer L. Schouman**  
1999-2000

**Christiane I. Wilson**  
2001

**Sandra B. Byer, CP**  
2002

**Linda C. Stocky, CP**  
2003

**Kay L. Homan, CP**  
2004

**Linda A. Murphy**  
2005

**Bonita Ortiz, ACP**  
2006

**Carolyn L. Cochran**  
2007

**Robin Gomez**  
2008

**Tina L. Kelbe, CP**  
2009

**Deborah R. Tope, RP, CP**  
2010

**Ruby Silva**  
2011

**Evonne Sanchez**  
2012

**Krista Gianes**  
2013

**Andrew Polnett, ACP**  
2014

**Eileen Casadevall, CLA**  
2015

**Yolanda R. Ortega**  
2016

**Barbara C. Lucero, CP**  
2017

**Christina Babcock**  
2018

**Lynette Rocheleau**  
2019

**Yolanda K. Hernandez**  
2020

**Angela Minefee**  
2021

**Linda Sanders**  
2022-2023

**Meryl Barbere-Sutton**  
2024-2025

### 2025 Officers

Meryl Barbere-Sutton, Chair  
Ellice Goldstein, Chair-elect  
Kay L. Homan, CP, Past Chair  
Vacant, Secretary  
Andrea Pompeo, Treasurer



State Bar of New Mexico  
Paralegal Division  
Est. 1995

### Directors

Christina Babcock (2025-2026)  
Michelle Jaramillo, CP (2024-2025)  
Madeline Lovato (2025)  
John Roberts, ACP (2025-2026)  
Christy L. Shije (2024-2025)  
Ruby Silva (2025)

*To learn more about the Paralegal Division and to see the qualifications to join, visit our webpage: [www.sbnm.org/paralegals](http://www.sbnm.org/paralegals)*

In celebration of 30 years as a division of the State Bar of New Mexico, the Paralegal Division recognizes the following current active or inactive members who became members in the first five years of the Division.

Clydene Baca\*  
Kathleen Campbell\*  
Carolyn Cochran  
Nettie Condit  
Linda Flores  
Kay Homan\*  
Suzette Johnson  
Marie Marino\*  
Amanda Olsen

1995 - 2025

Yolanda Sandoval  
Linda Schilling  
Tomma Shumate  
Ruby Silva  
Donna Sowers\*  
Kim Steele\*  
Deborah Tope\*  
Marcia Treadwell  
Paula Vasquez\*

\*Charter Member



State Bar of New Mexico  
Paralegal Division  
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