



PARALEGAL DIVISION OF THE STATE BAR OF NEVADA

MINUTES OF THE ANNUAL BOARD MEETING Monday, Feb. 13, 2017

Attending: Conni Hebert, Lynda Traves, Anna Buchner, Sheila Miller, Daniel Maul

1. Call to Order (6:12 p.m.)
2. Approval of Minutes from Nov. 9, 2016 – Moved/Approved
3. Approval of Profit & Loss for Oct. 2016 – Moved/Approved
4. LVVPA: January meeting is Thursday, Feb. 16, 2017
5. SNAP: next meeting is Tuesday, Feb. 21, 2017
6. NALA:
 - The 2017 NALA Conference & Expo is scheduled for July 19-21, 2017 in Orlando, FL – the NALA website has updated its hotel and registration details.
 - Deadline to apply for NALA's May 2017 CP exam is April 1, 2017
 - link to NALA On-demand webinars to be circulated to members via The Paralegal Bulletin
 - NALA has created new leadership courses starting with Leadership Basics Course
7. NFPA:
 - the NFPA Annual Meeting is scheduled for October 12-15, 2017 in New Orleans, LA
8. NALS:
 - The NALS Annual Education Conference is scheduled for Oct. 4-7, 2017 in Norfolk, VA
9. Discussions:
 - a. **Article for Nevada Lawyer magazine** – Conni drafted an article educating the legal community about paralegals for publication in the Nevada Lawyer magazine to reach maximum attorney audience; the article was completed and forwarded to Jack Howard (BOG Liaison) for review; discussion regarding past column in Nevada Lawyer magazine.
 - b. **2017 Meet the Judges Mixer** – Board approved \$300 cost for table; Conni has created the banner art with a QR code on banner; discussion regarding need for two banners; Conni to submit the order for two banners.
 - c. **2017 CLE/seminar – Las Vegas** – Discussion regarding the joint CLE seminar with Las Vegas Valley Paralegal Association (LVVPA); the seminar is scheduled for April 29, 2017, with multiple speakers and multiple topics, to be held at the College of Southern Nevada (CSN) Charleston campus. Discussion regarding artwork for the button swag or giveaways on our table. The Board will need to reimburse Conni for the costs to purchase the swag.

- Other costs are being paid by the LVVPA, with expenses/income to be reconciled after the seminar; expected revenue for the Paralegal Division is approximately \$2,000 to \$3,000.
- d. **2017 CLE/seminar – Reno** – Discussion regarding the joint CLE seminar with Sierra Nevada Association of Paralegals (SNAP); the seminar is going to be a Saturday “all-day” seminar on May 19, 2017, with multiple speakers and multiple topics, to be held at the State Bar – Reno office; Conni is circulating the seminar flyer amongst the Las Vegas legal community; discussion regarding hosting an “after-seminar” social or happy hour; Lynda and Anna to discuss and plan further.
 - e. **2017 Ethics Course in Reno** – additional discussion regarding scheduling a one or two hour CLE on Ethics, to be presented by college professor, Henry Sotelo; Anna to connect with Mr. Sotelo regarding his schedule and possibility of scheduling the CLE during lunch, after 5pm, or on a Saturday; Lynda and Anna to discuss and plan further.
 - f. **2017 Family Law Conference** – if any paralegals are interested in volunteering for this event scheduled for March 2-3, 2017 in Bishop, CA, please notify Conni.
 - g. **2017 TIP Kick-Off Events** – the State Bar has invited the Paralegal Division to attend and participate in the TIP Kick-Off Events, on March 20 (Monday) in Las Vegas, and on March 23 (Thursday) in Reno. Discussion regarding whether additional materials are needed for the event; Anna states they have enough materials for the Reno event; Conni to check inventory and make additional copies, if needed, for the Las Vegas event.
 - h. **2017 Mix & Mingles (social hours)** – Discussion regarding hosting several Mix & Mingle type social events for our members and nonmembers, to encourage others to join the Paralegal Division and to have fun and socialize with each other. Discussion regarding scheduling of these events. Lynda cannot participate in August due to other commitments. It was suggested to host a Mix & Mingle after the SNAP seminar on May 19th; Lynda and Anna to research possible venues (a brewery?) and to plan further.
 - i. **The Paralegal Journal** – Discussion regarding status of the 2017 Spring issue; Conni is currently drafting the newsletter and expects to submit to the Publications Staff in two weeks; expected publication date is March 6-10th. Discussion regarding number of issues published each year; Conni advised that three issues is the goal – one in Spring, one in Summer, one in Fall/Winter.

Next Meeting: **Wednesday, March 8, 2017 at 12:15 p.m.**

10. Adjournment (7:11 p.m.)