



# PARALEGAL DIVISION OF THE STATE BAR OF NEVADA

## MEETING MINUTES Wednesday, March 8, 2017

Attending: Conni Hebert, Daniel Maul, Anna Buchner, Angela Valles, Lydia Rinehart

1. Call to Order (12:19 p.m.)
2. Approval of Minutes from the Annual Board Meeting: Feb. 13, 2016 – Moved/Approved
3. Approval of Profit & Loss for Jan. 2017 – Moved/Approved
4. LVVPA: March meeting is Thursday, Mar. 16, 2017
5. SNAP: next meeting is Tuesday, Mar. 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** – The article educating the legal community about paralegals has been submitted to the State Bar's Editorial Board for review and approval for publication in the Nevada Lawyer magazine.
  - b. **2017 Meet the Judges Mixer** – Banners have arrived; shipped one banner to Anna for Reno events; LVVPA has paid the sponsorship fee; the Board needs to approve reimbursement to LVVPA for its \$300 share.
  - 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 paralegal button swag for giveaways on our table. The Board approved reimbursement to Conni for the costs to purchase the buttons. 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 \$2,500 to \$3,500.

- 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 has circulated 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 two hour CLE on Ethics, to be presented by college professor, Henry Sotelo; Anna connected with Mr. Sotelo regarding his schedule and possibility of scheduling the CLE during lunch, after 5pm, or on a Saturday; discussed possibly scheduling for early July; Lynda and Anna to discuss and plan further.
- f. **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. Conni and Daniel to attend the Las Vegas event, and Anna to attend the Reno event. TIP Coordinator has confirmed we will have table and banner space at both locations.
- g. **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 - one possibly in Las Vegas on Friday, June 16<sup>th</sup>. Lynda cannot participate in August due to other commitments. It was suggested to host a Mix & Mingle after the SNAP seminar in Reno on May 19<sup>th</sup>; Lynda and Anna to research possible venues (a brewery?) and to plan further.
- h. **The Paralegal Journal** – Discussion regarding status of the 2017 Spring issue; Conni has submitted the draft newsletter to the Publications Staff at the State Bar.
- i. **Sponsorships** - Discussion regarding possibly offering a sponsorship to a Board member, representing SB-PD, to attend the NALA conference & expo, on an annual basis. SB-PD could provide the cost of the NALA registration fee; the fee for this year’s conference is \$535 (early bird rate) for NALA members. Anna has submitted her interest in attending the NALA conference this year if a sponsorship is approved. Another item for discussion is offering to sponsor Conni’s trip to Albuquerque for the AAFPE conference, representing the SB-PD while co-presenting a topic with CSN’s Chair of the Paralegal Program. The AAFPE conference is the premier meeting of paralegal educators and provides an opportunity to acquire resources for the paralegal profession. There is a possibility that Conni could have an opportunity to present her paralegal billable tasks manual to publishers in the paralegal education field. Depending on the profit made from the SB-PD/LVVPA seminar, the Board should evaluate the budget and determine if sponsorship is feasible. Daniel moved to approve sponsorship for both events, capping the conference sponsorships at \$1,000 each for reasonable travel and hotel expenses. Conni will present this issue to the Board members via email for further input and motions from the Board.

10. Next Meeting: **Wednesday, April 12, 2017** at 12:15 p.m.

11. Adjournment (12:44 p.m.)