



# PARALEGAL DIVISION OF THE STATE BAR OF NEVADA

## MEETING MINUTES Wednesday, April 12, 2017

Attending: Conni Hebert, Daniel Maul, Anna Buchner, Lynda Traves, Lydia Rinehart

1. Call to Order (12:19 p.m.)
2. Approval of Minutes from the Annual Board Meeting: Mar. 8, 2016 – Moved/Approved
3. Approval of Profit & Loss for Feb. 2017 – Request further review and correction by the State Bar
4. LVVPA: There is no April meeting due to the Annual Seminar on April 29, 2017
5. SNAP: next meeting is Tuesday, April 18, 2017 with a presentation on Ethics; no May meeting due to the Annual Seminar on May 19, 2017
6. NALA:
  - NALA has established a new Certified Paralegal exam process beginning in 2018.
  - Deadline to apply for NALA's Sept. 2017 CP exam is Aug. 1, 2017
  - NALA has created new leadership courses starting with Leadership Basics Course
  - 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.
  - NALA renewal for our sustaining organization membership (\$115) is due April 30, 2017; moved/approved to pay renewal fee; Conni to seek reimbursement for renewal fee
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. AAfPE
  - The AAfPE Annual Education Conference is scheduled for Oct. 18-21, 2017 in Albuquerque, NM
10. Discussions:
  - a. **Article for Nevada Lawyer magazine** – The article written by Conni and Board Liaison Jack Howard, educating lawyers about paralegals, has been approved by State Bar's Editorial Board for publication in the Nevada Lawyer magazine's January 2018 issue.
  - b. **The Paralegal Journal** – The 2017 Spring issue was published in late March; the SB-PD webpage has links to our newsletters.

- c. **2017 Meet Your Judges Mixer** – Conni will attend and represent the SB-PD at our table; discussion regarding give-away/raffle at the event; discussion regarding the SB-PD offer as a give-away a 1-year free SB-PD membership to a paralegal who’s lawyer enters him or her in the drawing; handouts will include same handouts offered at the TIP Kick-Off (Reasons to utilize a paralegal, ABA Guidelines on Paralegal Utilization, etc.)
- d. **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. Board members and committee members are preparing the seminar program and swag bags; all speakers and exhibitors have been confirmed. Advertising of the seminar has been done on Facebook, LinkedIn, direct email blasts, and State Bar email blasts.
- e. **2017 CLE/seminar – Reno** – Discussion regarding the joint CLE seminar with Sierra Nevada Association of Paralegals (SNAP); the seminar is a Friday “all-day” seminar on May 19, 2017, with multiple speakers and multiple topics, to be held at the State Bar – Reno office. Anna advised that SNAP has requested NALA Region III Director Michelle Pfeiffer attend as NALA representative; discussion regarding hosting an “after-seminar” social or happy hour; see additional discussion notes in Section (f) below.
- f. **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 SB-PD and to have fun and socialize. Discussion regarding scheduling of these events - one in Las Vegas on Friday, June 16<sup>th</sup>. Discussions regarding partnering with legal vendors for sponsorship, reducing SB-PD’s food and beverage costs. Conni to contact legal vendors that have expressed interest in sponsoring a SB-PD social event in Las Vegas. Discussions to host a Mix & Mingle after the SNAP seminar in Reno on May 19<sup>th</sup>; Lynda and Anna to research possible venues and to plan further; possible venues are Sierra Gold, Grateful Gardens, and NAPA Sonoma. Discussion that the after-seminar event will be a mix and mingle type event, for socializing and networking.
- g. **2017 Ethics Course in Reno** – Additional discussion regarding scheduling a two hour CLE on Ethics, to be presented by college professor, Henry Sotelo, and a professional responsibility/licensure topic to be presented by local attorney Lynn; Anna connected with Mr. Sotelo and Ms. Lynn regarding scheduling for early July; Lynda and Anna to discuss and plan further.
- h. **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



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this issue to the Board members via email for further input and motions from the Board.  
TABLED UNTIL THE MAY 10, 2017 BOARD MEETING.

- i. **Southern District Board Member vacancy** - Discussion regarding Sheila Miller's resignation from the Board due to relocation; discussion regarding the proper process for filling the vacancy; decided that an email to the Members requesting nominations then an email vote by the current Board is proper procedure. Conni to send email to Members requesting nomination in the form of "Letter of Interest" by April 28, 2017.

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

12. Adjournment (12:49 p.m.)