



# PARALEGAL DIVISION OF THE STATE BAR OF NEVADA

## MEETING MINUTES Wednesday, Oct. 11, 2017

Attending: Conni Hebert, Carl Morrison, Anna Buchner, Angela Valles

1. Call to Order (12:19 p.m.)
2. Approval of Minutes from the Board Meeting: Sept. 13, 2017 – Moved/Approved
3. Approval of Profit & Loss for Aug. 2017 – Moved/Approved
4. LVVPA: next meeting is Tuesday, Oct. 17, 2017 at Depo International – Las Vegas
5. SNAP: next meeting is Tuesday, Oct. 17, 2017 at ZoZo's - Reno
6. NALA:
  - NALA has established a new Certified Paralegal exam process beginning in 2018.
  - Deadline to apply for NALA's Jan. 2018 CP exam is Dec. 1, 2017
  - 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 was held Oct. 4-7, 2017 in Norfolk, VA
9. AAfPE
  - The AAfPE Annual Education Conf. scheduled for Oct. 18-21, 2017 in Albuquerque, NM
10. Discussions:
  - a. **Diversity Project** – Bryan Scott presented an opportunity to the SB-PD to assist with the State Bar's Diversity Project, encouraging its lawyers/employers to voluntarily designate their diversity on the upcoming Bar dues statement, to identify diverse lawyers in their firms, and to help get the word out that the State Bar is undertaking this project; the SB-PD Board will review the articles on diversity in the October issue of Nevada Lawyer and will table the discussion on the Diversity Project until all Board members have reviewed.
  - b. **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; Lynda and Anna to continue with planning the CLE for early 2018.
  - c. **CLE** – Additional discussion regarding recruiting new SB-PD members by offering CLE to its members; obtaining NALA CLE approval for CLE courses by phone or pre-recorded

- webinars; Carl and Daniel to continue their efforts in researching our options and further planning. The goal is to begin providing CLE to our members in 2018.
- d. **Shared Member Directory** – Discussion regarding offering SB-PD members a shared member directory to include our practice areas, for the purpose of sharing resources and networking; Conni will provide the Board with a proposed email for Board approval that will be circulated to SB-PD members with option to participate; Lynda to create a shared doc for all members.
  - e. **Social Event (Las Vegas)** – Discussion regarding planning the “Mix & Mingle” social event for Las Vegas area paralegals on October 26<sup>th</sup> at 7<sup>th</sup> & Carson restaurant, for new member recruitment and networking; Conni has partnered with Litigation Services, a local legal vendor, to absorb food/beverage costs; the theme will be “Celebrate Pro Bono” to coincide with national pro bono week; special guest will be Brad Lewis, Supreme Court Access to Justice Director.
  - f. **Social Event (Reno)** – Discussion regarding planning the “Mix & Mingle” social event for Reno area paralegals to follow the SNAP annual seminar on Friday, April 27, 2018; suggestion to hold event at Sierra Gold (same venue as previous event), consider partnering with a local legal vendor to absorb food/beverage costs; need to brainstorm the theme.
  - g. **2018 Budget** – Discussion regarding proposed 2018 Budget; consider offering paid advertisement in The Paralegal Journal (newsletter) to increase income; calculate proposed income for 2018 Budget based on \$100 or \$150 ad space per issue; market the advertisement space to legal service providers, vendors, experts, court reporters, etc.
  - h. **2018 High School Mock Trial Championships** – SB-PD voted to donate \$500 to the NHSMTTC at the Associate level which will provide recognition for SB-PD by name and logo on the NHSMTTC website, in the competition program book, and on signage throughout the competition venues; individual volunteers are being sought for various positions during the event in Reno on May 10-12, 2018.

11. Next Meeting: **Tuesday, Nov. 7, 2017** at 12:15 p.m.

12. Adjournment (12:56 p.m.)