



PARALEGAL DIVISION OF THE STATE BAR OF NEVADA

MEETING MINUTES Friday, Nov. 10, 2017

Attending: Conni Hebert, Carl Morrison, Anna Buchner, Lynda Traves

1. Call to Order (1:15 p.m.)
2. Approval of Minutes from the Board Meeting: Oct. 11, 2017 – Moved/Approved
3. Approval of Profit & Loss for Sept. 2017 – Moved/Approved
4. LVVPA: next meeting is Tuesday, Nov. 14, 2017 at Depo International – Las Vegas
5. SNAP: next meeting is Tuesday, Nov. 14, 2017 at ZoZo's - Reno
6. NALA:
 - NALA Conference & Expo is scheduled for July 11-13, 2018 in St. Louis, MO
7. NFPA:
 - the NFPA Joint Conference is scheduled for April 27-29, 2018 in Lexington, KY
8. NALS:
 - The NALS Annual Education & Networking Conference is scheduled for Sept. 20-22, 2018 in Phoenix, AZ
9. AAfPE
 - The AAfPE Annual Education Conf. scheduled for Oct. 31-Nov.3, 2018 in Newport, RI
10. Discussions:
 - a. **Diversity Project** – TABLED. The SB-PD Board is to review the articles on diversity in the October issue of Nevada Lawyer and the discussion on the Diversity Project is tabled until all Board members have reviewed.
 - b. **2017 Ethics Course in Reno** – TABLED. Anna and Lynda to continue attempts to schedule a two hour CLE on Ethics in 2018, to be presented by college professor, Henry Sotelo, and a professional responsibility/licensure topic to be presented by local attorney Lynn.
 - c. **CLE** – Additional discussion regarding Carl and Daniel to continue their efforts in researching course options and further planning for offering CLE. The goal is to begin providing CLE to our members in 2018.
 - d. **Shared Member Directory** – Additional discussion regarding offering SB-PD members a shared member directory to include our practice areas, for the purpose of sharing resources and networking; Conni has drafted 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 (Reno)** – Discussion regarding planning the “Mix & Mingle” social event for Reno area paralegals to follow the SNAP annual seminar on Friday, April 27, 2018; it was decided to hold the mixer at Sierra Gold (same venue as before), consider partnering with a local legal vendor to absorb food/beverage costs.
- f. **SNAP Annual Seminar 2018 (Reno)** – Anna provided an update on the speakers and topics for the 2018 SNAP Annual Seminar on April 27, 2018 at 5:30pm; the theme will be “Rules, Regulations & More” and special guest will be a NALA representative; the SB-PD has offered to co-sponsor the seminar, to publicize the event and circulate the seminar flyer, with no profit expected in return; SB-PD will have a table at the seminar.
- g. **2018 Budget** – Discussion regarding 2018 Budget and 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.; Conni to circulate email to legal vendors with rates and ad sizes.
- h. **NALA Conference Sponsorship/Grants** – Discussion and vote to approve \$600 annual sponsorship/grant to alternating Board members to attend the annual NALA Conference & Expo each year; 2018 grant for \$600 is awarded to Anna; 2019 grant for \$600 will be awarded to Daniel (if he chooses to accept and attend). Future grants will be discussed and voted on as the conference approaches.
- i. **Facebook** – discussion by Conni regarding minimal costs associated with “boosting” various Facebook posts on the new SB-PD Facebook page; Conni spent approximately \$22 in September/October to promote the Mix & Mingle held on Oct. 26, 2017; it was agreed that minimal costs to promote certain social media posts are an acceptable expense.

11. Next Meeting: **Tuesday, Dec. 13, 2017** at 12:15 p.m.

12. Adjournment (1:44 p.m.)