

**WASHINGTON STATE**  
BAR ASSOCIATION

**BOARD OF GOVERNORS MEETING**

**July 18-19, 2024**

# Meeting Materials

Lucy F. Covington Government Center  
Nespelem, WA  
Best Western Plus Lake Front  
Moses Lake, WA  
Zoom and Teleconference



**Board of Governors Meeting  
Nespelem and Moses Lake, WA  
July 18-19, 2024**

***WSBA Mission: To serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.***

**ALL ITEMS ON THIS AGENDA ARE POTENTIAL ACTION ITEMS**

**To participate by Zoom or Teleconference:**

**Thursday, July 18<sup>th</sup> : Meeting ID: 873 9939 8242 Passcode: 234227**

<https://wsba.zoom.us/j/87399398242?pwd=L2YWXBfo9zITD3YYt2f9Tm7pjdkfEW.1>

**Friday, July 19<sup>th</sup> : Meeting ID: 826 4882 7681 Passcode: 592019**

<https://wsba.zoom.us/j/82648827681?pwd=RM4wGCKJa1kub9XBylMSh7xIk6vAjG.1>

**To participate by phone, call +1 253-205-0468**

**THURSDAY, JULY 18, 2024**

**10:00 AM – CALL TO ORDER & WELCOME**

**WELCOME & CALL TO ORDER**

**MEMBER & PUBLIC COMMENT**

**MEMBER AND PUBLIC COMMENTS**

Overall public comment is limited to 30 minutes and each speaker is limited to 3 minutes. The President will provide an opportunity for public comment for those in the room and participating remotely. Public comment will also be permitted at the beginning of each agenda item, at the President’s discretion.

**CONSENT CALENDAR**

**CONSENT CALENDAR**

A governor may request that an item be removed from the consent calendar without providing a reason and it will be discussed immediately after the consent calendar. The remaining items will be voted on *en bloc*.

- Approve May 2-3, 2024, Board of Governors Meeting Minutes..... 5
- Client Protection Board Gift Recommendations ..... 10
- Accept Presidential Entity Chair Appointments ..... 11

- Accept Presidential Appointments to the Pathways to Licensure Steering Committee ..... 51

**STANDING REPORTS**

- PRESIDENT’S REPORT**
- EXECUTIVE DIRECTOR’S REPORT** ..... 55

**FY25 TREASURER ELECTION**

- INTERVIEW CANDIDATE(S)** ..... 122
- SELECT FY25 TREASURER**

**AGENDA ITEMS & UNFINISHED BUSINESS**

- FIRST DRAFT: FY25 BUDGET**, Treasurer Francis Adewale and Director of Finance Tiffany Lynch 125

**12:30-1:30 PM – RECESS FOR LUNCH WITH TRIBAL PRACTITIONERS**

**PANEL DISCUSSION WITH TRIBAL PRACTITIONERS AND LEADERS**

- EMERGING ISSUES FOR TRIBAL PRACTITIONERS AND COURTS**

**EXECUTIVE SESSION**

- EXECUTIVE DIRECTOR EVALUATION KICK-OFF**

**5:30 PM – RECESS**

**FRIDAY, JULY 19, 2024**

**9:00 AM – RESUME MEETING**

**AGENDA ITEMS & UNFINISHED BUSINESS**

- PROPOSED REGULATORY RULE AMENDMENTS & BYLAW CHANGES**, Chief Regulatory Counsel Renata Garcia and Associate Director for Regulatory Services Bobby Henry
  - **Second Read on Proposed Amendments to WSBA Bylaws RE Resident Agent Requirement** ..... 189
  - **Out-of-State Member Voting Options** ..... 202
  - **Suggested Amendments to APR 3(c)(2) Re Military Spouse Admission by Motion** ..... 226
  - **First Read on Proposed Amendments to WSBA Bylaws to Remove Pre-Suspension Certified Mail Requirement**..... 232
  - **First Read on Proposed Amendments to WSBA Bylaws Re MCLE Requirements to Return to Active Status**..... 237

- **First Read on Proposed Amendments to WSBA Bylaws to Add an Inactive License Fee Exemption Due to Significant Health Condition** ..... 253

**12:00 PM – RECESS FOR LOCAL HERO LUNCHEON**

- TAXICAB**, Chair Kyle Sciuchetti and Executive Director Terra Nevitt ..... 259

<b>GOVERNOR ROUNDTABLE</b>
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- GOVERNOR ROUNDTABLE**

<b>MEETING FEEDBACK</b>
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- MEETING FEEDBACK**

**3:00 PM – AJOURN**

<b>INFORMATION</b>
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- Monthly Financial Reports, Unaudited ..... 282
- General Information..... 327

# WASHINGTON STATE BAR ASSOCIATION

## BOARD OF GOVERNORS MEETING MINUTES

Richland, WA

May 2-3, 2024

### Call to Order and Welcome ([link](#))

The meeting of the Board of Governors of the Washington State Bar Association (WSBA) was called to order by Acting President Sunitha Anjilvel on Thursday, May 2, at 9:05 a.m. Governors in attendance were:

Francis Adewale  
Matthew Dresden  
Mary Rathbone  
Tom Ahearne  
Kevin Fay  
Kristina Larry  
Brent Williams-Ruth  
Todd Bloom  
Nam Nguyen  
Allison Widney  
Jordan Couch  
Kari Petrasek

Officers and Executive Staff in attendance were Acting President & President-Elect Sunitha Anjilvel, Immediate Past President Dan Clark, Executive Director Terra Nevitt, Chief Communications and Outreach Officer Sara Niegowski, Director of Finance Tiffany Lynch, Chief Disciplinary Counsel Doug Ende, Chief Regulatory Counsel Renata Garcia, Director of Advancement Kevin Plachy, Chief Equity & Justice Officer Diana Singleton, HR Director & Chief Culture Officer Glynnis Klinefelter Sio.

Also in attendance were Lisa Amatangel, Kim Risenmay, Parvin Price, Jennifer Ortega, Sarah Bove, Hunter Abell, Kyle Sciuchetti, Jennifer F. Apitz, Olayemi Odeseye, Shelly Bynum, Aziza Ozgoren, Stephen Crossland, Bobby Henry, Nancy Hawkins, Paris Eriksen, Carrie Sanford, Michael Cherry, and Christine Carpenter.

### Member & Public Comments ([link](#))

Hunter Abell provided public comment, thanking the Board and staff for their swift and efficient response to his temporary leave of absence from the position of WSBA President.

### Consent Calendar ([link](#))

Gov. Brent Williams-Ruth made a motion to approve the consent calendar. The motion passed unanimously.

President's Report ([link](#))

President Anjilvel provided a brief report.

Executive Director's Report ([link](#))

Director Terra Nevitt referred to her written report.

FY25 President-Elect Election ([link](#))

Executive Director Nevitt explained the election process. Candidate Francis Adewale made an opening statement and answered questions from board members. Ballots were collected by Executive Director Nevitt, and votes were counted with the assistance of Assistant Director of the Office of General Counsel Lisa Amatangel and Sarah Bove. President Anjilvel announced that Francis Adewale was elected as the FY25 President-Elect.

District 1 Governor Election ([link](#))

Executive Director Nevitt explained the election process. Candidate Parvin Price made an opening statement and was interviewed by the Board. Candidate Kim Risenmay made an opening statement and was interviewed by the Board. Ballots were collected by Executive Director Nevitt, and votes were counted with the assistance of Assistant Director of the Office of General Counsel Lisa Amatangel and Sarah Bove. President Anjilvel announced that Parvin Price was elected as District 1 Governor for FY25.

Executive Session ([link](#))

President Anjilvel moved the Board to executive session at 10:47 a.m. The Board returned to public session at 11:15 a.m.

Budget Reforecast ([link](#))

Treasurer Adewale presented the FY25 Budget Reforecast. Director of Finance Tiffany Lynch highlighted that the primary reason for the reforecast was related to facilities expenses and updates to major projections such as interest income and medical expenses. The motion to approve the budget reforecast passed unanimously.

Strategic Planning Process ([link](#))

Executive Director Nevitt presented a proposed strategic planning process, emphasizing the importance of a multi-year strategic plan and continuous planning to avoid gaps. The Board discussed the recommendation, including the need for the Board to monitor the implementation of the strategic planning process and ensure that the involvement of key stakeholders is meaningful and effective. Gov. Ahearn moved a motion to change the language from "consult" to "actual and meaningful involvement of" key stakeholders. Motion to approve Strategic Planning Process with the amended language passed unanimously. Gov. Allison Widney was not present for the vote.

### Public Engagement Plan ([link](#))

Gov. Williams-Ruth and Chief Communications Officer Sara Niegowski presented the public engagement plan. The plan aims to re-envision outreach and communications by establishing an ambassador program. This program would formalize the role of the Board of Governors as ambassadors to the public, promoting confidence and trust in the legal system. The plan also includes developing a toolkit for WSBA volunteers to engage locally. Gov. Adewale moved a motion to approve public engagement plan. Motion passed unanimously.

### Proposed Regulatory Rule Amendments ([link](#))

#### *Proposed Changes to APRs, ELCs, and WSBA Bylaws RE Resident Agent Requirement*

Chief Regulatory Counsel Renata Garcia and Associate Director for Regulatory Services Bobby Henry presented proposed amendments to the APR, ELC, and WSBA Bylaws, which would eliminate the requirement to designate a resident agent for the purpose of accepting service of process for WSBA members who do not have a physical street address in Washington. The Board discussed the historical context, member feedback, and the unique nature of this requirement in Washington. Discussion followed about the impact that this rule change would have on the ability of out-of-state members to vote in Board elections. Gov. Petrasek moved a motion to approve the proposed amendments to the APR and ELC, with the bylaw changes set for a first read. Motion passed unanimously.

#### *Proposed Admission Fees*

Additionally, the Board reviewed a proposal to increase admission fees, which have remained unchanged since 2009. The proposed increases aim to cover the costs of administering the bar exam and related admission functions. Gov. William-Ruth moved a motion to approve proposed admission fees. Motion passed unanimously.

#### *APR 3 RE LLM Requirements*

The Board also considered amendments to APR 3 to allow applicants with an LLM from a non-ABA approved school to qualify for the bar exam by obtaining additional required courses from another institution. This change aims to reduce barriers for applicants. Some members expressed concerns that the proposed amendments to APR 3 were not sufficiently expansive to lower barriers for internationally trained lawyers, and questioned the relevance of the LLM requirement and specific course mandates for eligibility to sit for the Washington bar exam. Gov. Williams-Ruth made a motion to approve amendments to APR 3 regarding LLM requirements for submission to the Supreme Court. Motion passed unanimously.

#### *APR 3 RE Bar Licensure Task Force Recommendation RE Admission by Motion*

Lastly, the Board discussed reducing the required years of experience for admission by motion in APR 3 from three to one year, with the experience to be gained at some point within the three years preceding application for admission. This change aligns with the Bar Licensure Task Force's recommendations to shorten the practice time required for lawyers admitted to practice law in other jurisdictions to qualify for admission by motion. Gov. Couch made a motion to approve the proposed amendments to APR 3 RE Bar Licensure Task Force Recommendation RE Admission by Motion. Motion passed unanimously.

### Governor Roundtable ([link](#))

Gov. Williams-Ruth highlighted two significant events: the Q Law Annual Banquet and the Loren Miller Bar Annual Scholarship Banquet. Gov. Kari Petrasek raised the issue of adding pronouns to WSBA legal directory profiles. Gov. Mary Rathbone discussed barriers to access to justice due to inconsistent court communications and procedures. She emphasized the need for better education and supervision within the court system.

### Day Two ([link](#))

President Anjilvel called day two of the board meeting to order at 9:04 a.m.

### Limited License Legal Technician (LLT) Board Report ([link](#))

Chair Steve Crossland, Sarah Bovey, and Christie Carpenter made a report from the Limited License Legal Technician (LLLT) Board. The presentation included an overview of the LLLT program, information about the impact of the work of LLLTs, and a look at similar programs being developed in other jurisdictions. Discussion followed about the program's history, objectives, and current status.

### TAXICAB ([link](#))

Chair Kyle Sciuchetti and Task Force Member Steve Crossland presented on behalf of the TAXICAB. Key points included the policy's scope, staffing, budget process, and dispute resolution provisions. Executive Director Nevitt highlighted changes made since the last presentation and clarified the policy's intent to formalize current practices and address conflicts. Gov. Williams-Ruth moved to table the discussion to the July meeting to allow for further legal consultation. The motion passed 9 to 1.

### Personal Committee Proposed Executive Director Succession Plan ([link](#))

Gov. Williams-Ruth presented the Personnel Committee proposed Executive Director Succession Plan. This policy aims to provide a comprehensive framework for the recruitment, evaluation, and transition of executive directors at the end of their contract. Gov. Couch moved the motion to approve proposed ED succession plan. Motion passed unanimously.

### Meeting Feedback ([link](#))

Several governors provided feedback on the meeting's logistics, including room spacing, air conditioning, and restroom accessibility.

### **ADJOURNMENT ([link](#))**

There being no further business, President Anjilvel adjourned the meeting at 12:07 p.m. on Friday, May 3, 2024.

Respectfully submitted,

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Terra Nevitt  
WSBA Executive Director & Secretary





**Board of Governors Meeting – Motions List  
Richland, WA  
May 2-3, 2024**

1. Motion to approve the Consent Calendar. Motion passed unanimously.
2. Motion to elect Francis Adewale as the FY25 President-Elect. Motion passed.
3. Motion to elect Parvin Price as District 1 Governor for FY25. Motion passed.
4. Motion to approve the FY25 Budget Reforecast. Motion passed unanimously.
5. Motion to amend the language in the Strategic Planning Process from "consult" to "actual and meaningful involvement of" key stakeholders. Motion passed unanimously.
6. Motion to approve the Public Engagement Plan. Motion passed unanimously.
7. Motion to approve proposed amendments to the APRs, ELCs, and WSBA Bylaws RE Resident Agent Requirement. Motion passed unanimously.
8. Motion to approve proposed Admission Fees. Motion passed unanimously.
9. Motion to approve amendments to APR 3 regarding LLM requirements for submission to the Supreme Court. Motion passed unanimously.
10. Motion to approve proposed amendments to APR 3 RE Bar Licensure Task Force Recommendation RE Admission by Motion. Motion passed unanimously.
11. Motion to table the TAXICAB discussion to the July meeting. Motion passed 9 to 1.
12. Motion to approve the proposed Executive Director Succession Plan. Motion passed unanimously.

# WASHINGTON STATE BAR ASSOCIATION

Office of General Counsel

Nicole Gustine, Assistant General Counsel

**TO:** WSBA Board of Governors  
**FROM:** Nicole Gustine, Assistant General Counsel  
**DATE:** May 8, 2024  
**RE:** Confidentiality of Client Protection Board Recommendations

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The Board of Governors (BOG) is responsible for approving gifts from the Client Protection Board. Per Court Rule, all of the materials, reports, and deliberations shall not be public. (APR 15 Procedural Regulations, Regulation 13(b)). As such, the recommendations are placed on the Consent Calendar. If discussion is requested by any Governor, it shall be taken up in Executive Session.

## **APR 15**

### **CLIENT PROTECTION FUND PROCEDURAL REGULATIONS REGULATION 13. CONFIDENTIALITY**

(a) Matters Which Are Public. On approved applications, the facts and circumstances which generated the loss, the Client Protection Board's recommendations to the Trustees with respect to payment of a claim, the amount of claim, the amount of loss as determined by the Client Protection Board, the name of the lawyer, LLLT, or LPO causing the loss, and the amount of payment authorized and made, shall be public.

(b) Matters Which Are Not Public. The Client Protection Board's file, including the application and response, supporting documentation, and staff investigative report, and deliberations of any application; the name of the applicant, unless the applicant consents; and the name of the lawyer, LLLT, or LPO unless the lawyer, LLLT, or LPO consents or unless the lawyer's, LLLT's, or LPO's name is made public pursuant to these rules and regulations, shall not be public.

The following report of CPB recommendations contains only pre-approved applications, and is therefore provided to you as a Trustee, confidentially. The report will not appear in the BOG meeting's public session materials. Please take the time to review the materials thoroughly prior to the BOG public session meeting.

Pursuant to ELC 3.4(l), the Chief Disciplinary Counsel has authorized the release of otherwise confidential disciplinary information to the Board of Governors for the purpose of reviewing and deciding on Client Protection Fund Board recommendations. The Board of Governors is advised of its obligation to maintain the confidentiality of these materials.

**Please do not discuss any details regarding the matters, including the names or amounts related to the matter, at the public session meeting.**



# WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors  
 FROM: Sunitha Anjilvel, WSBA Acting President  
 RE: 2024-2025 Chair Appointments  
 DATE: June 25, 2024

**Consent:** Appointment of the 2024-2025 WSBA committee and board chairs listed below.

The WSBA has a number of standing committees that are created and authorized by the BOG to study matters relating to the general purposes and business of the Bar which are of a continuous and recurring character. Pursuant to the WSBA Bylaws, IX(B)(1)(c), the President-elect annually selects the Chair or Vice Chair of each committee, with the BOG having the authority to accept or reject that selection. Below is the slate of WSBA committee chairs for the 2024-2025 year. The candidates' resumes are attached. All eligible members of the committees listed below were encouraged to apply for the Chair position. Additional Chair appointments forthcoming.

Committee/Board	Recommended for Appointment
Board of Bar Examiners	Chair: Bruce Turcott Vice-chair: Cathy Helman
Client Protection Board	Chair: Efrem Krisher*
Committee on Professional Ethics	Chair: Monte Jewell
Council on Public Defense	Chair: Christopher Swaby(*)(**)
Diversity, Equity & Inclusion Council	Co-Chair: Raina Wagner
Judicial Recommendation Committee	Vice-Chair: Ling Zhuang*
Law Clerk Board	Chair: Benjamin Phillabaum**
Legislative Review Committee	Chair: Matthew LeMaster
Pro Bono and Public Service Committee	Co-chair: Andrew Dugan*
Small Town and Rural Committee	Chair: Kari Petrasek**

\* new appointment.  
 \*\*two-year term.

All others are reappointments.

**From:** [B Turcott](#)  
**To:** [Bar Leaders](#)  
**Subject:** [External]Application for Chair, BOBE  
**Date:** Thursday, May 30, 2024 3:39:16 PM  
**Attachments:** [TurcottResume.docx](#)

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You don't often get email from blturcott@gmail.com. [Learn why this is important](#)

Dear Paris:

Please accept my renewal application for the Chair position, Board of Bar Examiners (BOBE), for FY 2024-25.

I have been a member of the Board of Bar Examiners since 2007. I graded nearly every exam and assisted with training new graders until becoming Chair in October 2020. I have been Chair for remote grading Winter and Summer 2021, in-person grading Winter 2022, remote grading Summer 2022, and in-person grading Winter 2023 through Summer 2024. In 2021, I participated with WSBA admissions staff in the initiation of Exam360 grading software, replacing a paper grading process. We are working to recruit new BOBE members to attain a full grader pool.

I have given presentations to the Executive Committee, Board of Governors, and Joint Minority Mentorship Program. I was appointed to the WSBA Equity and Diversity Committee and Washington Bar Licensure Task Force. With the Vice-Chair, admissions staff, and BOG liaison, I participate in recruiting, selecting, onboarding, and training new BOBE members. It has truly been a pleasure; everyone contributes wholeheartedly.

I also participate in National Conference of Bar Examiners (NCBE) annual and uniform bar exam meetings and am a member of the NCBE Outreach and Communications Committee.

It would be a pleasure to continue to assist WSBA as BOBE Chair.

My resume is attached.

Sincerely,

Bruce Turcott  
bruce.turcott@agalliance.org  
(360) 701-4052

**Bruce L. Turcott**

(360) 701-4052 – Mobile  
bruce.turcott@agalliance.org

**Legal Experience**

**Editor, Cannabis Law Deskbook, AG Alliance (2022-present)**

Track developments in cannabis law across fifty-six U.S. jurisdictions and abroad, manage two dozen volunteer authors, edit annual editions and interim updates published by Thomson Reuters. Program Director for development and delivery of cannabis law and regulation courses in partnership with University of Arizona Law. Lead monthly cannabis roundtable meetings of two dozen state Attorneys General offices.

**Senior Counsel, Attorney General's Office (2000-2022)**

**Licensing and Administrative Law Division (2004-2022)**

Lead counsel to Liquor and Cannabis Board, including implementation of Initiative 502 legalizing marijuana from 2012-2022. Co-chair of Attorney General's I-502 implementation work group. Drafted final orders for Director of Licensing. Advised Board of Accountancy and Executive Ethics Board. Served as co-counsel in defense of Initiative 1183 that privatized liquor. Served as prosecutor for 18 business and professional licensing programs, lead counsel for Employment Security Department, counsel for Environmental Hearings Office, team leader, and paralegal and law clerk supervisor. Won 2018, 2013, and 2012 AGO Excellence Awards. Won 2012, 2010, and 2009 Iditarod Awards for complex litigation. AGO fiscal note coordinator and division legislative coordinator.

**Social and Health Services Division (2000-2004)**

Served as lead counsel for Department of Social and Health Services contracts, financial recovery, information technology, lands and buildings, public disclosure, and public assistance programs. Represented state in mental health commitment hearings. Coordinated division bill analysis.

**Department of Social and Health Services, Division of Child Support**

**Legislative Liaison (1998-2000) and Claims Officer (1992-1998)**

Developed request legislation and obtained sponsors and passage. Coordinated bill analysis and participated in DSHS cabinet bill review. Presented at conferences and prosecutor trainings. Represented agency in approximately 500 adjudicative proceedings to establish child support.

**Session Attorney, Code Reviser's Office (1991-1993)**

Drafted 679 bills at request of legislators and agencies. Advised bill requesters on legislative process.

**Legal Counsel to CNMI School System; Assistant Attorney General (1990-1991)**

Served as counsel for Board of Education, U.S. Commonwealth of the Northern Mariana Islands Public School System personnel, procurement, and all legal matters. Assisted Governor mediate employee strike.

**Law Clerk, Chief Judge Sidney C. Volinn (1988-1989)**

Drafted Ninth Circuit Bankruptcy Appellate Panel opinions.

**Chief, Div. of Law; Assistant Attorney General; Federated States of Micronesia (1986-1988)**

Directed delivery of legal services to executive branch of newly self-governing former U.S. Trust Territory, including capital construction, fishery patrol, immigration, and national police. Wrote 50 attorney general opinions. Advised agency rulemaking. Supervised contract review. Drafted bills, testified, advised President.

**Law Clerk, Justice Barbara Durham, State Supreme Court (1986)**

Drafted majority opinions, concurrences, and dissents. Wrote pre-hearing bench memoranda.

**Other Experience**

**Instructor**, English as a second language, Everett Community College, 1979-1981

**Teaching Assistant**, ESL intensive summer institute, University of Washington, 1979

**Sous Chef**, Gerard's Relais de Lyon, Bothell, 1976-1977

**Education and Bar Admission**

**J.D.**, University of Washington School of Law, 1985

**M.Ed.**, Higher Education, University of Washington, 1979

**B.A.**, Anthropology, University of Hawaii, 1974

Admitted to practice in Washington, 1985; Federated States of Micronesia Supreme Court, 1986; U.S. District Court, W.D. Washington, 1989, E.D. Washington, 2000; Ninth Circuit, 2007; Tenth Circuit, 2016

**Publications**

Co-managing editor, Cannabis Law Deskbook, AGA/Thomson Reuters, published 2021.

"Constitutional Jurisprudence of the Federated States of Micronesia Supreme Court," 6 UCLA Pac. Basin L.J. 103 (1989).

"Beginnings of the Federated States of Micronesia Supreme Court," 5 U. Haw. L. Rev. 361 (1983).

**Honors and Community Service**

National Conference of Bar Examiners, Communications and Outreach Committee, 2021-present

State Supreme Court, Washington Bar Licensure Task Force, 2020-2022

Washington State Bar Association, Equity & Disparity Workgroup, 2020-2023

Chair, Board of Bar Examiners, Washington State Bar Association, 2020-present; Member, 2007-present

Founding Chair, Conference of Western Attorneys General AG Alliance Cannabis Project Advisory Council, 2019-2020

Chair, National Association of Attorneys General Informal Cannabis Working Group, 2018-2022

Frequent presenter on cannabis law, client advice, and administrative law; guest lecturer to UW Law School cannabis law seminar nine times

Compact of Free Association Islander Health Care Program Advisory Committee, 2018-2022

Arbitrator, Financial Industry Regulatory Authority, 2013-present

Attorney General's Excellence Awards, 2012, 2013, 2018

Volunteer, WSBA Call to Duty – Pro Bono Legal Services for Veterans

Volunteer Judge, University of Washington School of Law moot court and national competitions


Former Board member and officer of Capitol Land Trust; negotiated conservation easements

Member by invitation, American Society of Legal Writers

American Jurisprudence Award, Professional Responsibility

Won first-year law school moot court competition

**CATHY M. HELMAN**



June 21, 2023

Washington State Bar Association  
1325 Fourth Avenue, Suite 600  
Seattle, Washington 98101

Dear Bar Leaders,

I am writing to express my interest in serving as the on the Board of Bar Examiners. I became a bar examiner in February 2014 and am currently the vice chair. I have graded both the summer and winter exams every year and filled in for absentee graders when emergencies have arisen. I truly enjoy reading answers submitted by the applicants and seeing the different approaches when analyzing a challenging legal question.

The position as vice-chair of the Board of Bar Examiners provides an opportunity to view the bar exam from a new angle. I am interested in learning the processes that go into developing and administering the bar exam. I also look forward to working with the bar leaders to assure that the bar exam provides a fair and equitable process for admission into the Washington State Bar Association and the practice of law.

Thank you for your consideration.

Sincerely,

/s/ Cathy M. Helman

# CATHY M. HELMAN

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## EMPLOYMENT

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### Office of Administrative Hearings, Spokane Valley, WA

Administrative Law Judge

November 2016- Present

- Hears appeals for denial and termination of public assistance and overpayment of benefits

### Burke Law Group, PLLC, Spokane, WA

Associate

July 2015- May 2018

- Appellate contract with the Office of Public Defense for representation of indigent clients
- Prior work representing clients in Family Law Superior Court and Appellate Court matters, including dissolutions, paternity, child support, adoption actions, and Social Security appeals

### Washington State Court of Appeals, Division III, Spokane, WA

Law Clerk for Hon. Teresa Kulik (ret.) and Hon. Robert Lawrence-Berrey

June 2011- July 2015

- Researched and wrote legal memoranda/first draft opinions for over 160 appeals court cases
- Conducted extensive research on criminal, civil, and dependency and termination matters
- Assessed oral arguments of litigants and counseled the Judge on the merits

### United States Attorney's Office, Eastern District of Washington, Spokane, WA

Legal Intern for Pamela DeRusha, Civil Chief

May 2010- November 2010

- Drafted indictment and prosecution memo concerning Native American repeat sex offender
- Wrote office memos on Indian Law Issues, including a Indian Country property lease dispute

### Washington State Court of Appeals, Division III, Spokane, WA

Legal Intern for Jay Bromme, Staff Attorney

August 2009- May 2010

- Drafted decisions for prisoner Personal Restraint Petitions

## EDUCATION

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### Gonzaga University School of Law, Spokane, WA

Juris Doctor, *cum laude*

December 2010

### Utah Valley University, Orem, UT

Bachelor of Science, Communications, *summa cum laude*

May 2008

## PROFESSIONAL AFFILIATIONS

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### Washington State Bar Association

- Board of Bar Examiners- Exam grader

Admitted May 2011

February 2014- Present

## COMMUNITY INVOLVEMENT

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### Volunteer Lawyers Program

June 2013- December 2018

- 2014 Fundraising Volunteer of the Year

### Our Lady of Fatima Parish Council

July 2014- June 2018

- 2016-17 Council Chair



Efrem R Krisher  
Attorney at Law

31 May 2024

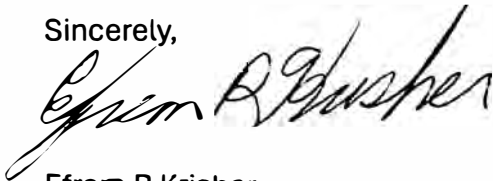
Bar Leaders  
Washington State Bar Association  
1325 Fourth Avenue #600  
Seattle, WA 98101

Re: Chair, Client Protection Board 2024-2025


I submit my application for the position of Chair, Client Protection Board for 2024-2025. Being mainly retired, I have the time available for the position.

I have served on the Client Protection Board for a number of 3- year terms including 2 one-year terms as Chair. Therefore, if there is another applicant who has not had the opportunity and pleasure to serve as Chair, I would be happy to let them do so.

Sincerely,

A handwritten signature in black ink that reads "Efrem R Krisher". The signature is written in a cursive style with a large, sweeping initial "E".

Efrem R Krisher

**EFREM R KRISHER**  
**115 141<sup>st</sup> Place NE**  
**Bellevue, WA 98007-6911**  
**425-891-3079(c)/** 

●  
U.S. COAST GUARD AUXILIARY  
D-CAPT(N) District 13 2020 & 2021, DCDR, FC  
Assistant District Legal Officer 2016 - Present

Lieutenant Colonel, JAGC, USA(Ret.) Washington Army National Guard/ U.S. Army Reserve

ESSA/NOAA Commissioned Corps (1967-1973)

Sealand  
SS Wacosta, Third Mate 1967

### **Current Employment Status- Mostly Retired**

I serve as a Lemon Law and Lyft/Uber DRO Arbitrator for Washington Arbitration & Mediation Services.

Negotiating Attorney, Buckley & Associates, Seattle, WA (February 2000 – until retirement in August 2017).

Active Member, Washington State Bar Association  
Fund for Client Protection, Member 2017-2024  
Chair & Member, MCLE Board  
Chair & Member, Alternative Dispute Resolution Committee, Arbitrator, Fee Dispute Panel

### **Insurance and Claims Experience**

Licensed Independent Adjuster, State of Washington  
Arthur E. Campbell-Husted Company (Independent Adjusters), Utica Mutual Insurance Company, Safeco Select Markets, Unigard Insurance Company, Travelers Property/Casualty

### **Education**

Juris Doctorate, Tulane University School of Law  
B.S. in Meteorology & Oceanography, SUNY Maritime College

## | PROFESSIONAL SUMMARY

Dedicated Attorney at Law with over three decades of experience in criminal defense. Proven success in representing clients in misdemeanor and felony cases across state and federal courts. Skilled in advising on complex legal issues and maintaining positive working relationships with diverse stakeholders. Seeking to bring extensive legal expertise, oversight, and leadership to an attorney-led, Public Defensive office.

## | WORK HISTORY

### THE SWABY LAW FIRM - TRIAL ATTORNEY

03/2015 - Current

- Represented criminal defendants in misdemeanor and felony matters in state and federal district courts.
- Conducted extensive legal research to support client's position in court proceedings.

### THE MERYHEW LAW GROUP - ASSOCIATE

07/2012 - 03/2015

- Represented criminal defendants accused of sexual misconduct in state and federal district courts for small criminal defense firm.

### THE DEFENDER ASSOCIATION - ASSISTANT SUPERVISOR, FELONY DIVISION

08/2008 - 07/2012

- Managed caseloads, tracked and reviewed assignments, and arranged trainings for attorneys.
- Supervised and mentored junior attorneys in felony division; represented criminal defendants in felony matters in state courts.

### THE LAW OFFICES OF CHRISTOPHER SWABY, ESQUIRE - TRIAL ATTORNEY

01/2002 - 08/2008

- Represented criminal defendants accused of misdemeanor and felony matters in state and federal district courts.

### ARMSTRONG, KLYM, WAITE & ATWOOD - ASSOCIATE

07/2000 - 12/2001

- Represented clients in criminal and civil cases in state and federal district courts for small general practice firm.
- Conducted legal research on complex cases.

## | SKILLS

- Legal Compliance
- Client Advocacy
- Concise Communication
- Public Relations
- Case Presentation
- Legal Research
- Criminal Defense
- Ethical Judgment
- Case Management
- Legal Analysis
- Strategic Planning
- Relationship Building

## | EDUCATION

### GEORGETOWN UNIVERSITY LAW CENTER

Washington, DC • 05/1990

*JURIS DOCTOR*

### UNIVERSITY OF VIRGINIA

Charlottesville, VA • 01/1983

*BACHELOR OF ARTS IN PSYCHOLOGY*

THE LAW OFFICES OF CHRISTOPHER SWABY, ESQUIRE - TRIAL ATTORNEY  
09/1999 - 07/2000

- Represented criminal defendants in misdemeanor and felony matters, in local and federal district courts.
- Resolved sensitive and complex inquiries; provided information to community groups and businesses.

PUBLIC DEFENDER SERVICE - SENIOR STAFF ATTORNEY  
10/1990 - 09/1999

- Represented indigent criminal defendants, progressing from juvenile to life count felony offenses.
- Supervised student interns and law clerks; compiled Criminal Practice Institute Manual.

## | COMMUNITY LEADERSHIP

- Washington Defender Association Board Representative
- Washington State Bar Association, Council on Public Defense
- Washington State Bar Association, Diversity, Equity, & Inclusion Council

## | BAR ADMISSIONS

District of Columbia, Washington



May 30, 2024

RE: Vice-Chair of the Council on Public Defense

To: Acting President Sunitha Anjilvel,

I am writing to express my interest in the position of Vice-Chair of the Council on Public Defense. My interest in the Vice-Chair position is driven by a profound desire to address critical challenges facing public defense services. With an extensive 30+ year career as a public defender, I bring a wealth of experience that uniquely positions me to provide insight to help tackle the issues coming before the council.

Throughout my career, I have advocated for justice and fairness, embodying a commitment to upholding the principles of public defense. Recognizing the crucial need to address the subsequent shortage of public defenders, I am motivated to take on a leadership role to spearhead innovative solutions and drive positive change within the Washington State public defense system.

In my capacity as a board member of the Washington Defender Association, I have actively contributed to shaping strategic initiatives with the mutual strategic goal of enhancing the ability of public defenders to provide the best representation to clients, deliver justice to defendants, and simultaneously reduce the jail population. This experience has not only afforded me a comprehensive understanding of the broader landscape of public defense but has also equipped me with insights into collaborative approaches that can be instrumental in achieving positive outcomes for both defendants and the community. I am enthusiastic about leveraging this knowledge and collaborative spirit in the role of Vice Chair.

I look forward to the opportunity to further discuss how my skills and experience align with the needs of the Council on Public Defense in the Vice Chair role. Thank you for considering my application.

Sincerely,

CHRISTOPHER A. SWABY



May 3<sup>rd</sup>, 2024

Board of Governors  
Washington State Bar Association  
1325 Fourth Ave., Ste. 600  
Seattle, WA 98101-2539

By electronic mail only: <barleaders@wsba.org>

Re: Application of Monte Jewell to chair Committee on Professional Ethics

Dear WSBA Acting President Sunitha Anjilvel:

This is to request reappointment as chair of the Committee on Professional Ethics during the 2024-25 term. My resume accompanies this letter.

I've felt privileged to serve as a CPE member since October 1<sup>st</sup>, 2019. During that time, I've completed substantial work with my CPE colleagues that is deeply informed by consultation with WSBA stakeholders. My ongoing motivation to serve the CPE as its chair continues to be rooted in my years of work on behalf of survivors of gender-based violence, in both legal aid and community-based roles. Most recently, since 2020, I've done that work as managing lawyer for Project DVORA, a culturally specific domestic violence program at Jewish Family Service in Seattle.

I believe we do our best work for the CPE when we accountably consider issues under the RPCs from the diverse and intersectional perspectives of our many WSBA stakeholders. At the CPE, we're able to accomplish this purpose through appropriate communication with stakeholders that informs our deliberation. In this way, CPE practice may better embody the words of the preamble to our RPCs and our special responsibility for the quality of justice.

If reappointed, this is the perspective I will continue to bring to chairing the CPE.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads 'Monte Jewell'.

Monte Jewell

Encl

**Monte L. Jewell**

Project DVORA | Jewish Family Service, 1601 16th Ave., Seattle, WA 98122

[mjewell@jfsseattle.org](mailto:mjewell@jfsseattle.org) (206) 861-8783

**Legal Experience**

**Managing Lawyer - Project DVORA | Jewish Family Service, Seattle, WA 2020 - Present**

- Full-time litigation practice with primary emphasis on gender violence issues.
  - Represent survivors in domestic relations, civil protection order, and other civil matters
  - Share educational and technical assistance with community-based survivor advocates
  - Represent Project DVORA at community stakeholder meetings
  - manage all aspects of Project DVORA civil legal aid services

**Attorney - YWCA Sexual Violence Legal Services Program, Seattle, WA 2017 - 2020**

- Full-time litigation practice with primary emphasis on gender violence issues.
  - Represent survivors in civil protection order, criminal privacy and other civil matters
  - Share educational and technical assistance with community-based survivor advocates
  - Represent SVLS at community stakeholder meetings
  - Participate in collaborative, community-centered institutional and policy advocacy

**Attorney - Private law practice emphasizing gender violence issues, Missoula, MT 2002 - 2012**

- Full-time family law litigation practice with primary emphasis on gender violence issues.
  - Worked with coordinated community response against rape and domestic violence
  - Maintained three pro bono partner violence cases by agreement with local shelter
  - Accepted state public defender appointments to represent gender violence survivors and children in abuse and neglect proceedings and federal criminal defense trial and appellate appointments as part of Montana Criminal Justice Act Panel
  - Notable appellate advocacy included: *Massee v. Thompson* (Mont. Sup. Ct. No. 03-0567) (*amicus*) and *Hendershott v. Westphal* (Mont. Sup. Ct. No. 10-0434) (*en banc*)

**Manager Domestic Violence Unit - Montana Legal Services Association, Butte, MT 2000 - 2002**

- Managed full litigation caseload for the six rural counties surrounding the city of Butte, MT.
- Managed two full-time staff, local *pro bono* program, professional education classes, and participated in coordinated community response with community stakeholders.

**Associate Attorney - Alterowitz Law Offices, Missoula, MT**

**1997 - 2000**

- Worked in general litigation practice emphasizing complex family law matters.
- Practice also included transactional work, civil litigation, federal criminal and banking law.
- Maintained cases for low-income and pro bono clients referred by Montana Legal Services Association, Criminal Justice Act Panel and YWCA of Missoula.

## **Administrative Experience**

### **Project Manager - Coalition Ending Gender-Based Violence, Seattle, WA**

**2016 - 2017**

- Coordinated Office on Violence Against Women project examining domestic violence, family law, and mental health with King County Bar Foundation, Sound Mental Health, LifeWire shelter program and other community stakeholders.
- Duties included wind-up and transitioning of grant activities including collaborative meetings, revision, publication and translation of Family Law Toolkits, organization and management of survivors' support classes, and critical community dialogues on domestic violence, mental health, and family law issues.

### **Executive Director/Consultant - Rape Counseling Services of Fresno, Fresno, CA**

**2012 - 2016**

- Managed 'turnaround' period and directed 24-hour sexual assault program with advocacy, primary prevention and therapy services, with .75M budget of VOC, VAWA, OVW-LAV, RPE and private funds, metro and rural offices, 10 full time staff and 20 temporary, part timestaff.
- Duties included oversight of all staff and programs: Fund development; writing and managing grants; community outreach and mobilization; coordinated community response; recruiting and training professional interns and staff; recruiting academic partners; updating and maintaining policies and procedures; liaising with public entities and stakeholder; facilitating case management reviews and improvements; recruiting board members to reflect diversity of community; and obtaining state certification for revised 40-hour training for sexual assault counselors that supports racial and gender equity and trauma-informed practice.
- Primary accomplishments:
  - Organized and facilitated community stakeholder meeting to reinvigorate mission of RCS and to shift RCS to a community-accountable, distributed-leadership model
  - Lead writer and organizer in partnership with Central Valley Health Policy Institute on 4-year, competitive grant award for Spanish language community engagement in rural western Fresno county to co-create rape prevention education action plan
  - Restored independently-audited solvency of agency and engaged new donor network
  - Organized new clinical field intern placement sites with Fresno State School of Social Work Education, School of Public Health and Women's Studies Program
  - Organized and managed fundraising events to recruit new donor network
  - Expanded coordinated community response network to include Fresno State, Mexican Consulate, and Southeast Asian, Muslim, LGBTQ and disability advocacy groups
  - Bureau of Immigration Appeals recognition and accreditation mentoring project

## **Teaching/Training Experience**

### **Co-facilitation, Sexual Violence Legal Services Program, Seattle, WA**

**2018 - 2021**

- *The Trauma-Informed Advocate: Understanding and Advocating for High Needs Clients*, National Legal Aid & Defender Association 2018 Annual Conference.
- *Ethical Considerations*, 2018 Sexual Assault Trauma-Informed Victim Empowerment Continuing Legal Education Training.
- *Identifying and Advocating for High Needs Clients*, 2018 Justice and Hope Domestic Violence and Sexual Assault Conference.



- *Managing Secondary Trauma & Creating Community Care*, Washington Office of Civil Legal Assistance, 2018 Statewide Legal Advocate Training.

**Guest Lecturer, University of Montana, School of Law, Missoula, MT** **2014 - 2016**

- Taught advocacy for gender violence survivors facing court-ordered alternative dispute resolution.
- Taught collaboration between lay advocates and attorneys helping survivors of gender violence.

**Adjunct Faculty, Gender Studies Program, Fresno State University, Fresno CA** **2015 - 2016**

- Taught Gender Studies Program introduction to sociology of rape and sexual assault.
- Taught supervisory practices for lay advocates and sexual assault response counselors.
- Facilitated discussions of sexual assault on U.S. campuses and facilitated discussion about issues raised in the Book *Missoula* by Jon Krakauer, *Trauma and Recovery* by Judith Herman and *Redefining Rape* by Estelle Freedman.

### Appointments / Admissions

Washington State Bar Association, Committee on Professional Ethics	2019 -
Washington Supreme Court - <b>Washington State Bar No. 52190</b>	2017 -
Regional Representative, California Coalition Against Sexual Assault	2013 - 2015
Montana Supreme Court Commission on Self-Represented Litigants	2007 - 2010
United States Court of Appeals for the Ninth Circuit	2003 -
Montana State Bar Ethics Committee	2001 -
Tribal Court of the Confederated Salish and Kootenai Tribes	1999 -
Montana State Supreme Court- <b>Montana State Bar No. 4297</b>	1997 -

### Community Work

Member, <b>Kehillah Working Group of Jewish Legal Services Providers</b>	2022-
Board of Directors, <b>Coalition Ending Gender-Based Violence</b>	2018 - 2022
Member, Finance Committee, <b>Coalition Ending Gender-Based Violence</b>	2018 - 2022
Member, <b>Coalition for Rights and Safety for People in the Sex Trade</b>	2017 - 2021
Mentor, RCS Fresno, <b>BIA Recognition &amp; Accreditation Capacity-Building Project</b>	2015 - 2021
Lead, <b>End Valley Gender Violence Network, Fresno</b>	2015 - 2017
Lead, <b>Fresno County Sexual Assault Response Team Community Survey</b>	2014 - 2015
Advisor, <b>Legal Assistance to Crime Victim Advocate Attorney Panel</b>	2011 - 2012
Advisory Committee, <b>Planet Kids Supervised Visitation &amp; Exchange Center</b>	2007 - 2011
Member, <b>Guardian Ad Litem Reform, Ad Hoc Committee</b>	2006 - 2008
President, Member, Board of Directors, <b>Blue Mountain Women's Clinic</b>	2003 - 2006
Board of Directors, <b>Missoula AIDS Council</b>	1998 - 2000

### Education

Yiddish language study, Yiddish Book Center	2022 -
Graduate coursework, University of Montana, Social Work and Philosophy Depts.	2010 - 2011
J.D. - University of Montana School of Law, Awards: Erasmus Teaching, Public Interest	1997
B.A. - California State University, Bakersfield, major, philosophy (critical theory)	1991

# RAINA WAGNER

• Seattle, WA •

## LEGAL EXPERIENCE

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### **Office of the Attorney General, Seattle, WA**

*Assistant Attorney General* (August 2023-present)

- Joined Wing Luke Civil Rights Division to assist in Attorney General Bob Ferguson's mission to protect the people of Washington from violations of their fundamental civil rights. Ambit includes enforcing protections for pregnant and nursing parents under Washington's Healthy Starts Act, and protecting job applicants from discrimination based on criminal history under the Fair Chance Act.
- Part of team prosecuting *State v. AGA Service Company, et al.*, case filed against Allianz travel insurance for disability discrimination, settled with 2024 [consent decree](#).
- Leading legal team investigating credit-based discrimination in insurance industry.
- In first months of tenure, named to Division's Race Equity Committee, charged with drafting the Division's Race Equity Toolkit and helping to implement the Attorney General Office's anti-racist commitment, an Office-wide dedication to recognizing, addressing, and eradicating all forms of racism within the scope of its work and operations.

### **K&L Gates, LLP, Seattle, WA**

*Senior Associate* (2013-2023)

- Commercial litigation associate at global corporate law firm; deep experience in complex disputes, e-discovery, trial preparation, mediation/arbitration, witness and deposition preparation, motion practice, legal research, contract negotiation, appeals, team leadership, junior associate supervision, and mentoring. Developed broad litigation subject matter mastery, including: defamation; toxic tort; consumer protection and product liability; Public Records Act / FOIA compliance and privacy advice; First Amendment; and class-action defense.
- Seconded to firm client Starbucks Coffee Company in 2018-19 and 2021 to manage general liability docket, including supervising up to 160 active cases in U.S. and Canada. Key member of Starbucks General Counsel's Litigation Team, consulting with and managing the budgets of dozens of outside counsel in cases ranging from personal injury, discrimination, ADA, and defamation to premises liability and trespass; in-house expertise also includes some corporate employment (restraining order/workplace protection order) and commercial defense (third-party subpoena/e-discovery).
- Construction law practice included construction contract advice to local, national and international clients, advising on multistage, complex real estate and building projects.
- Pro bono leader: Devoted 50-100 hours per year to pro bono clients, including those seeking *vacatur* of convictions as sexual trafficking victims, and spearheading a resentencing/clemency petition.

**Achievements:** 2021, 2022, 2023 Best Lawyers in America: Commercial Litigation Ones to Watch

### **Seattle University School of Law, Seattle, WA**

*Adjunct Professor* (2021-2022)

Taught 3L graduating students in a workshop, experiential Negotiations class, moving beyond positional bargaining and focusing on collaboration, mutually beneficial creative solutions, and justice-oriented relationship building in modern negotiation theory.

### **Southern Arizona Legal Aid, Inc., Tucson, AZ**

*University of Arizona Mortgage & Bankruptcy Clinic Intern* (Fall 2011)

Managed clients with bankruptcy, home-loan modifications, and homeowner fraud litigation.

### **Arizona Court of Appeals, Chambers of Judge Peter Eckerstrom, Tucson, AZ**

*Extern* (Fall 2010)

Oral, written appellate practice, including drafting court of appeals decisions.

## **JOURNALISM AND TEACHING EXPERIENCE**

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### **The Seattle Times, Seattle, WA**

*Assistant Features Editor, Arts & Entertainment* (2005-2009): Entertainment editor leading a five-person team and numerous freelancers covering music, theater, Seattle nightlife and restaurants; directed new section design, and helped lead A&E coverage online.

**Achievements:** 2005 NEA Classical Music Fellow

### **Arizona Daily Star, Tucson, AZ**

*Assistant Features Editor, Features & Home* (2000, 2003-2005): Managed team of reporters and ran production of multiple daily-section stories on beats from neighborhood news to home and garden.

**Achievements:** 1999 Employee of the Year; named section editor in 2004.

### **University of Arizona, Tucson, AZ**

*Adjunct Professor* (2002-2003): Taught composition and creative writing.

*Graduate Assistant in Teaching* (2000-2002): Taught English composition and fiction writing while earning MFA in Creative Writing.

**Achievements:** Post-class student surveys of Outstanding each semester.

## **EDUCATION**

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### **University of Arizona James E. Rogers College of Law, Tucson, AZ**

*Juris Doctor with Environmental Law Focus, May 2012*

#### ***Achievements***

- **Honors & Awards:** 2012 Outstanding Graduating Senior, College of Law; 2011 CALI Award, Education Law; Dean's List, 2012, 2011, 2010, 2009; Arizona Journal of Environmental Law & Policy Board Member; 2009 Richard Grand Legal Writing Competition, Honorable Mention
- **Fellowships & Committees:** 2011 Constitutional Law Fellow; 2010 Writing Fellow; 2011 Member of the Student Self-Study Advisory Group for college ABA recertification; 2011-2012 Student Member of the Faculty Appointments Committee
- **Scholarships:** 2011 2L Minority Writing Program Scholar; 2010-2011 Fennemore Craig/Cal Udall Scholar; 2010-2011 G. Lynn Thompson Award; 2011 Ralph E. Long Memorial Award; 2009 Arizona Minority Bar Association Scholarship; Law College Association Scholarships, 2009-2010, 2010-2011, 2011-2012

#### ***Activities***

- Black Law Students Association—2010-2011 President, 2011-2012 Director of the Tucson Urban League Community Legal Referral Clinic
- Arizona Journal of Environmental Law & Policy—2011-2012 Senior Managing Editor
- Law Women's Association and Business Law Program

### **University of Arizona, Tucson, AZ**

*Master of Fine Arts, Creative Writing, May 2002*

#### ***Achievements***

- Awarded teaching fellowships in 2000, 2001 and 2002

### **University of Arizona, Tucson, AZ**

*Bachelor of Arts, History; Minor: Journalism/Spanish, August 2000, Cum Laude, Phi Beta Kappa*

#### ***Achievements***

- Greek Sophomore Woman of the Year and Greek Senior Woman of the Year
- Robie Medalist: One of six annual outstanding undergraduate commencement awards

#### ***Activities***

- Arizona Ambassadors: Member of student tour guide and recruitment group
- 1995 Fiesta Bowl Court: First-runner up

## **COMMUNITY INVOLVEMENT**

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### **Washington State Bar Association DEI Council (2021-present)**

2022-2024 Co-Chair on Council charged by Washington Supreme Court to advance diversity, equity, and inclusion in the legal profession. Active initiatives have included amendment of the charter and formation of the DEI Council (formerly the WSBA Diversity Committee); advocacy for changes to the APRs and GRs; a WSBA bylaw amendment better defining the Board of Governors' At-Large Governor positions; and continuing work to complete the 10-year update to the WSBA DEI Plan, a mandate of the Washington Supreme Court.

### **Loren Miller Bar Association, Seattle, WA (2013-present)**

2019-2020 President of Washington Black Bar Association, dedicated to supporting Black lawyers and law students. During presidential tenure led successful statewide membership expansion, doubling the number of dues-paying members; revamped the LMBA website; and revised and improved the membership public directory. Other offices: Treasurer, V.P. Membership, Webmaster.

### **KUOW Public Radio, Seattle, WA (2022-present)**

Member Board of Directors, 2023-2024 Governance Committee Chair

### **King County Bar Association, Seattle, WA (2014-present)**

Volunteer with KCBA Housing Justice Project and Renton Neighborhood Legal Clinic, providing pro bono advice in brief sessions for clients needing help with issues including landlord-tenant, estates, harassment, marriage and dissolution, guardianship and conservatorships, and other civil matters.

### **Lawton Elementary School PTSA, Seattle, WA (2006-2009)**

Board member of parents' association in charge of communications and publicity.

### **National Association of Black Journalists/**

### **Seattle Association of Black Journalists, Seattle, WA (1998-2000, 2004-2009)**

Member of the local and national chapters of the minority advocacy, mentoring and networking organization. Served as SABJ Secretary 2008-2009.

### **Our Lady of Fatima Choir, Seattle, WA (2018-2022)**

Cello player in church women's choir for monthly performances during mass.

### **Southern Arizona Symphony Orchestra, Tucson, AZ (1996-2005, 2009-2012)**

Member (cellist) of community-based symphony, performing at least 8 concerts per season.

## **PUBLICATIONS & CLEs**

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### **WSBA Legal Lunchbox: Disability Justice 101: Inclusion for Legal Professionals, *May 31, 2022***

Moderated statewide training about access to justice through a disability lens.

### **APR 11 Diversity Credit, *October 19, 2023***

Developed and presented to WSBA discipline counsel CLE regarding the history and changes to CLE diversity requirements, efforts led by WSBA Diversity Committee/DEI Council and statewide minority bar associations.

### ***Adapting Environmental Justice: In the Age of Climate Change, Environmental Justice Demands a Combined Adaptation-Mitigation Response*, 2 Ariz. J. Env'tl. L. & Pol'y 153**

*Spring 2011*

## **SKILLS & INTERESTS**

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Microsoft Suite, including Excel and PowerPoint; conversational Spanish; cello and chamber music; reading and book clubs; swimming, hiking, biking, birding, and generally enjoying our beautiful PNW

## RAINA WAGNER

Seattle, WA

WSBA Diversity, Equity and Inclusion Council  
Washington State Bar Association  
1325 Fourth Ave., Suite 600  
Seattle, WA 98101-2539

May 31, 2024

Dear Paris Eriksen and Bar Leaders:

Thank you for considering my application to co-lead the WSBA DEI Council. I am excited about the opportunity to continue my work in the Diversity space in Washington State, and hopeful that my experience as a lawyer, professional communicator, woman of color, a longtime leader of a minority bar association, three-year member of the WSBA Diversity Committee, and current Co-Chair will merit continuing in the post.

Currently, I serve as an Assistant Attorney General in the Wing Luke Civil Rights Division for the Office of the Attorney General of Washington. The Civil Rights Division has been a leader in Bob Ferguson's 12-year effort to protect the fundamental civil rights of every Washingtonian, and through multistate litigation, the rights of people nationwide. I was proud to join Bob's team last year to become part of this mission: helping the most vulnerable and least powerful of my fellow citizens. Since joining, I have protected pregnant and nursing parents who need accommodations in their employment, and job applicants who face discrimination based on criminal history. My work in this space involves communication and coordination across divisions of the Office, and relies on my own enterprise and creative ideas in developing both potential investigations and the legal theories necessary to pursue legal actions.

Before this shift in fields, I received excellent and broad-based legal experience as an attorney with the global law firm K&L Gates. There, I had a robust practice as a senior associate in our complex commercial disputes and construction law practice groups. As a civil litigator, I became a seasoned dispute-resolution and negotiation professional. As a construction lawyer, I supported firm partners and clients on large-scale construction projects dealing with property law, general contracting, subcontractor relationships, and Washington regulation compliance. I also worked on client or firm projects involving class-action defense, education law, and even some plaintiff-side litigation. Through my work with school districts, I gained a solid understanding of compliance with the Washington Public Records Act, and the privacy concerns that emerge in that space.

Along with my experience teaching, guiding, and leading aspiring lawyers, I have also been a longtime mentor to young lawyers in the Minority Joint Mentoring Program, and through the semi-annual mentoring opportunities at the Loren Miller Bar Association, of which I am a former president. As a woman, non-traditional, second-career lawyer of color who has been mentored and supported by women who came before me, I know the importance of helping those who come after me to climb their career ladders.

Finally, I am proud of the work I have helped lead with BOG President-Elect/Acting President and DEI Council Co-Chair Sunitha Anjilvel on our current DEI Council, which

includes expansion of the Definition of Diversity, a change in the Council charter, launching of the Pathways to the Profession project, updating the DEI Plan, and leadership in the diversity of awareness of members of the Board of Governors. I know the world of experiences I bring can be an asset as a leader the Council, and I hope you agree. Thank you again for your consideration.

Cordially,

*Raina Wagner*

June 10, 2024

Dear WSBA Acting President Sunitha Anjilvel and Board of Governors,

I am writing to express my enthusiastic interest in the Vice Chair position for the Washington State Bar Association (WSBA) Judicial Recommendation Committee (JRC). Although I am relatively new to the JRC, I bring extensive leadership experience from serving as Chair and Vice Chair on various boards and commissions, which has prepared me to effectively contribute to and lead the JRC.

My professional background includes extensive experience as a Law Clerk in both the Washington State Court of Appeals and the Snohomish County Superior Court. At courts, I have had the privilege of working with esteemed judges and commissioners. My responsibilities have included conducting comprehensive legal research and analysis, drafting and revising orders and full opinions, and advising the court on complex legal issues. This experience has equipped me with a broad and deep understanding of the judiciary.

As a current member of the WSBA Judicial Recommendation Committee, I have been actively involved in screening and interviewing candidates for state Court of Appeals and Supreme Court positions. This role has given me valuable insights into the committee's operations and the critical importance of thorough candidate evaluation. Additionally, my leadership and project management skills, developed over years in various roles position me well to assist in updating committee materials and reviewing new member applications.

My experience extends beyond the legal field into significant volunteer roles. Serving as Vice Chair of the Environmental Services Commission of the City of Bellevue, I advised on water, wastewater, stormwater, and garbage programs, demonstrating my ability to review complex policy issues and collaborate effectively with various stakeholders. My leadership roles in the Emerald Parents Association and the Parent Teacher Student Association have further refined my skills in community service, communication, and volunteer management.

In a word, the responsibilities of the Vice Chair, including updating committee materials, reviewing new member applications, serving on special committees to review appeals, and leading JRC meetings in the Chair's absence, align perfectly with my professional skills and experiences.

I am committed to the values and goals of the WSBA and am eager to bring my dedication, skills, and experience to the Vice Chair position. Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to the continued success of the JRC.

Sincerely,



Ling Zhuang

# LING ZHUANG

4616 25th Ave NE #378, Seattle, Washington, 98105 | (425) 614-5412 | ling.zhuang.law@gmail.com

## LICENSE

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**LAWYER SINCE MAY 2022, WASHINGTON STATE BAR ASSOCIATION LICENSE NO. 59401**

**PROJECT MANAGEMENT PROFESSIONAL (PMP) SINCE 2008, LICENSE NO. 1221919**

## EDUCATION

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**UNIVERSITY OF WASHINGTON SCHOOL OF LAW** | Seattle, Washington

LL.M., General Law, December 2021

**OHIO STATE UNIVERSITY** | Columbus, Ohio

M.A., Geographic Information System and Spatial Analysis, June 2000

**PEKING UNIVERSITY** | Beijing, China

LL.B., Intellectual Property Law, June 1998; B.S., Geography/Urban Planning, June 1997

## WORKING EXPERIENCE

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**WASHINGTON STATE COURT OF APPEALS DIVISION II** | August 2023 - Present | Tacoma, Washington

***Law Clerk to Commissioner Aurora R. Barse & Commissioner Karl R. Triebel:*** Draft and revise orders on discretionary review and full opinions on juvenile court cases. On average 6-7 cases per month.

**WASHINGTON STATE COURT OF APPEALS DIVISION I** | May 2023 - Present | Seattle, Washington

***Law Clerk to the Honorable J. Michael Diaz:*** conducts legal research and analysis, drafts memos and opinions, and advises the court on issues of law.

**SNOHOMISH COUNTY SUPERIOR COURT – JUVENILE DIVISION** | May 2022 – April 2023 | Everett, Washington

***Law Clerk to the Honorable Edirin O. Okoloko:*** Provided administrative support, assisted with legal research and analysis, and advised the court on issues of law. Initiated and promoted a paperless juvenile court.

**CENTER FOR ENVIRONMENTAL LAW & POLICY** | August 2021 – September 2021 | Seattle, Washington

***Summer Intern:*** Completed a research paper on water rights and proposed solutions for efficient water resource management in Washington.

**WASHINGTON STATE OFFICE OF THE ATTORNEY GENERAL - LICENSING & ADMINISTRATIVE LAW DIVISION** | June 2021 – July 2021 | Olympia, Washington

***Summer Law Clerk:*** Worked on a broad mix of litigation and advice, including providing client advice on regulatory issues related to the Administrative Procedure Act and drafting a Motion to Dismiss.

**GIS TECHNOLOGY & ANALYTICS LLC (GISTAN)** | 2013 – 2020 | Seattle, Washington

***Founder and Full-stack GIS Consultant:*** Managed, analyzed, designed, and built more than ten environmental services management projects, amounting to more than one million dollars in contract value, in the cross-team environment for government agencies as the independent vendor. Managed the contracts of all clients. Sold the school-bus-stop-map solution as a software-as-a-service product.

**SEATTLE PUBLIC UTILITIES (SPU)** | 2010 – 2013 | Seattle, Washington

***Lead Senior GIS Developer:*** Led to design and build SPU's flagship project—the Field Operation Management System—for asset management and emergency response on water and drainage & wastewater.

**CH2M HILL IT DIVISION (LATER CRITIGEN)** | 2008 – 2010 | Bellevue, Washington

***GIS Consultant:*** Managed a portfolio of GIS projects related to the Gates Foundation, such as working with the International Food Policy Research Institute, the Gates Foundation grantee, for the HarvestChoice project.



**ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE (ESRI)** | 2000 – 2008 | Redlands, California  
*Program Manager/Lead Developer.* Promoted from programming analyst to lead developer who was in charge of building the large-scale GIS web services; then promoted from product manager to program manager who managed a portfolio of hosted projects for external customers that amounted to \$1.5M+ recurring revenues annually.

## SELECTED VOLUNTEER EXPERIENCE

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**WASHINGTON STATE BAR ASSOCIATION JUDICIAL RECOMMENDATION COMMITTEE** | Oct 2023 – Present  
*Committee Member.* Screens and interviews candidates for state Court of Appeals and Supreme Court positions.

**WASHINGTON JOURNAL OF ENVIRONMENTAL LAW AND POLICY** | 2021 – 2022 | Seattle, Washington  
*Editor.* Reviewed submissions on sources, citation style, and content.

**ENVIRONMENTAL SERVICES COMMISSION OF THE CITY OF BELLEVUE** | 2018 – 2021 | Bellevue, Washington  
*Vice Chair.* Advised Bellevue City Council on water, wastewater, storm and surface water, and garbage programs in the following areas: planning, budget and rates, CIP financing, contracts, and policies.

**EMERALD PARENTS ASSOCIATION** | 2017 – 2020 | Bellevue, Washington  
*Chair.* Created and revised community service award protocol, managed community service hours, and awarded the President’s Volunteer Service Award to middle and high school students.

**PARENT TEACHER STUDENT ASSOCIATION (PTSA)** | 2013 – 2020 | Bellevue, Washington  
*VP of Communication/Lead Newsletter Editor.* Managed 10-30 volunteers for schools’ communication channels including websites, newsletters, and social media.

## MISCELLANEOUS

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- Naturalized U.S. citizen since 2010
- Experienced software programmer in C#, Java, JavaScript/HTML, and Python
- Speak and write fluent Mandarin
- Enjoy challenging myself to walk out of my comfort zone
  - Led a campaign to build a paved sidewalk to enhance child safety and successfully persuaded Bellevue Transportation Department to construct it within two years despite initial cost concerns
  - Organized a concert for nonprofit fundraising despite singing out of tune
  - Managed the construction of a detached accessory dwelling unit (DADU) from design to build without initial construction knowledge
  - Grew various vegetables using the square-foot gardening technique
  - Started a second career in the legal field

## Ben Phillabaum

Spokane, WA

ben@spokelaw.com

Education: BA in Business Administration. Washington State University, Pullman WA; Completed Washington State APR 6 Law Clerk March 2014, successful completion of the July 2014 Bar Exam

### Work Experience:

#### Associate Attorney

Phillabaum, Ledlin, Matthews, & Sheldon October 2014 – to Present

- Drafting, editing, and executing all manner of real estate transactions
- Drafting, editing, and execution of Will, Trusts, Probates, and associated planning
- Representing local financial institution in the collection of commercial and consumer debt

#### Law Clerk

Phillabaum, Ledlin, Matthews & Sheldon, PLLC March 2010 - October 2014

- Drafting pleadings as assigned
- Researching various issues
- Assisting firm attorneys with special projects
- Presenting Order's Ex Parte

#### Commercial Lender

Mountain West Bank February 2009 – March 2010

- Maintain and manage commercial loan portfolio of 10 Million dollars
- Met and maintained loan and deposit goals
- Analyzing credit and collateral for possible commercial loans
- Underwriting of commercial loans
- Meeting with customers to review financial statements

#### Credit Analyst

State Bank Northwest July 2008 – January 2009

- Analyzing credit and collateral for possible commercial loans
- Underwriting of commercial loans
- Meeting with customers to discuss financial statements and possible banking needs
- Maintain & manage commercial loan portfolio
- Review of existing loans for possible modification, extension, or restructure
- Requesting and tracking of customers financial information
- Actively tracked and made recommendations for workout on classified credits and past dues accounts

#### Professional Involvement

- Member of the Washington State Bar Association October 2014 – Present
- Licensed to practice before all State and Federal court in Washington State
- Licensed to Practice in the Kalispel and Coeur d'Alene Tribal Courts
- Law Clerk Board Member October 2016 – present
- Member of the Spokane County Young Lawyers

#### Community Involvement

- Member of Rotary Club #21 2009 - Present



## Matt LeMaster (He/Him)

PARTNER

### Seattle

T [REDACTED]

Chair, M&A Practice

F [REDACTED]

Co-chair, Veteran Attorneys Affinity Group

M [REDACTED]

E mattlemaster@dwt.com

### Education

J.D., University of Washington  
School of Law, 1997

B.S., University of Oregon, 1990

### Admitted to Practice

Washington

Matt LeMaster is the chair of DWT's mergers and acquisitions practice. He focuses on business transactions, corporate governance, mergers and acquisitions, and finance. He has specific experience in media, technology, advanced manufacturing, distribution, senior living and hospitality.

Matt has been designated by Chambers USA as a leading lawyer (Band 3) in Corporate and Commercial law in Washington state.

Chambers reviewers noted his "quick response and concise answers in the midst of stressful negotiations" and his ability "to become part of the team and help solve problems to accomplish business goals."

In addition to his specific knowledge of transactions and mergers and acquisitions, Matt acts as principal outside counsel to Coast Hotels USA, Icom America Inc., Modjoul Inc., and Convoy Supply Inc. Matt is also an affiliate professor at the University of Washington School of Law, where he teaches a course on mergers and acquisitions.

Matt co-chairs DWT's veteran's affinity group, and helps manage equity partner compensation as a member of DWT's share committee.

## Practice Highlights

### Mergers & acquisitions

Matt's core practice involves assisting his clients to achieve transformational business changes through mergers, acquisitions, financings, and other transactions.

### Outside general counsel

Matt regularly assists significant ventures as outside general counsel who have daily legal requirements, but have no in-house counsel.

### Industry expertise

Matt is deeply focused on media, technology, advanced manufacturing, distribution, senior living and hospitality industry verticals.

## Experience

### Media and Technology

#### Acquisition of television stations

Assisted in acquisition from Cox Media of asset purchase of twelve television stations.

#### Formation and financing of Modjoul, Inc.

Managed the formation, structuring, and financing of a robotics company.

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**Formation and financing of Visus Therapeutics, Inc.**

Managed early stage formation and investment of eye therapeutics company.

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**Acquisition of i1Biometrics**

Represented client in the acquisition of high-tech mouth guard sensing company.

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**Disposition of Implement.com**

Represented client in the disposition of a cloud-based technology consulting company.

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**Sale of Blueview Technologies**

Represented client in sale of sonar technology company.

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**Sale of business for Geospiza, Inc.**

Represented Geospiza, Inc., a bioinformatics company, in its merger with PerkinElmer.

**Advanced Manufacturing and Distribution**

**Acquisition of Valence Surface Technologies subsidiaries**

Represented client in acquisition of advanced manufacturing businesses.

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**NxEdge Inc.**

Represented company that specializes in machining, anodizing, coating, and cleaning of process components for semiconductor industry in auction and sale.

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**Acquisitions by Convoy Supply**

Represented building products company in multiple asset acquisitions.

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**Acquisition of Granite Building Products, Inc.**

Represented acquisition of stock of building products company.

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**Acquisition of Icom Canada**

Represented Icom America, Inc. in acquisition of Canadian operations.

**Senior Living and Hospitality**

**Management of legal affairs for Leisure Care**

Represented Leisure Care and affiliates in the acquisition, financing, and negotiation of management agreements for multiple senior living facilities.

---

**Acquisitions by Coast Hotels**

Represented client in the acquisition of hotel facilities.

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### Disposition of hotel properties for The Peninsula Group

Represented client in the divestitures of multiple hotel facilities and follow-on acquisitions of replacement commercial properties.

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### Hotel management agreements and technical services agreements

Represented multiple clients in the drafting and implementation of long-term hotel management agreements, for owners and operators, including Red Lion Hotels Corporation and Coast Hotels.

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### Liquor licensing counsel

Provides liquor licensing counsel for multiple hotel and restaurant ownership groups including Red Lion Hotels Corporation and Coast Hotels.

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### Gaming counsel

Represented Grant Thornton Limited in gambling licensing matters in receivership of Washington Gaming, Inc. and provided gaming counsel to Wells Fargo Gaming in connection with debt refinancing of a casino borrower.

## Memberships & Affiliations

- Co-Chair, 2021-present; Member, 2016-present – WSBA Partnership and LLC Law Committee
- Co-director, Global Business Law Institute, University of Washington School of Law, 2019-present
- Affiliate Professor, University of Washington School of Law, Mergers and Acquisitions A 534, 2019-present
- Seattle Rotary Club 4, Member, 2019-present
- Rotary Business Mentor, University of Washington, Foster Consulting and Business Development Center, 2022-present
- Leadership Council, University of Washington School of Law, Member, 2020-present
- Stewardship Committee, University of Washington School of Law, Member, 2020-present
- American Bar Association, M&A Committee, Member, 2020-present
- Advancement Committee, University of Washington School of Law, Member, 2019-2020
- University of Oregon School of Law, Mentor, 2021-present
- University of Washington School of Law, Mentor, 2019-present
- Leadership Council on Legal Diversity, Mentor, 2019-present
- Association for Corporate Growth, Member, 2015-present
- National Association of Corporate Directors, Member, 2018-present
- Law Firm Annual Challenge, University of Washington School of Law, Chair, 2018
- ALIS Planning Committee, Member, 2012-2018
- Mercer Island Youth Football Coach and Football Advisory Board, Director, 2011-2016
- Pacific Rim M&A Institute, Founder and Director, 2014-2016
- Northwest Education Fund, Director, 2015-2018
- Legislative Committee, Washington State Bar Association, Member, 2011-2016, 2020-present
- Childhaven, Director, 2010-2012
- Bellevue Rotary Club, Member, 2002-2010; Director, 2004-2007
- Business Law Section, Washington State Bar Association – Immediate Past Chair, 2009-2010; Chair, 2008-2009; Chair-Elect and Treasurer, 2007-2008; Chair, Mid-Year Meeting, June 2007; Vice Chair, 2006-2007; Recorder, 2005-2006; Co-chair, Publications Committee, 2002-2005
- Washington State Business Leaders Network, Director, 2006-2009

- Washington Attorneys Assisting Community Organizations (WAACO), Director, 2008-2009
- Hire America's Heroes, Director, 2007-2009
- American Bar Association, Committee on State and Local Bar Relations, Member, 2007-2010
- American Bar Association, Negotiated Acquisitions Committee, Member, 2006-2016
- Seattle University Directors Academy, Advisory Board, Director, 2007-2009
- King County Bar Association, Corporate/In-House Section, Co-Chair, 2003-2005
- King County Bar Association, Community Involvement Committee, Chair, 2002-2003
- King County Bar Association, Board of Trustees, Young Lawyer Division, Director, 2001-2002
- Advance Bellevue, Graduate, 2002

## Professional Recognition

- Named as one of "America's Leading Lawyers for Business" by Chambers USA in Corporate/Commercial Law (Washington), 2017-2022; Named a "Recognised Practitioner" in Corporate/Commercial Law (Washington), 2016; Leisure & Hospitality (Nationwide), 2019
- Named one of the "Best Lawyers in America" by Best Lawyers in Corporate Law, 2012-present; in Leisure and Hospitality Law, 2021-present
- Selected to "Washington Rising Stars" and "Washington Super Lawyers," Thomson Reuters
- Avvo Rating 10/10

## Background

- Captain, U.S. Army, Combat Engineer, obtained Airborne, Ranger, and German Badge for Military Proficiency qualifications; graduate of NATO Winter Long-Range Reconnaissance Patrol School
- Varsity Football, ROTC Cadet Battalion Commander, George C. Marshall Outstanding Cadet, Distinguished Military Graduate – University of Oregon
- Climbed "The Grand," Grand Tetons, 2019; completed the "Decalibron," climbed Mounts Democrat, Cameron, Lincoln, and Bross in one day, 2020; climbed the "Mountaineer's Route" on Mount Whitney, 2022

## Insights

Chambers USA Recognizes Davis Wright Tremaine for Leadership Across Key Industry Sectors and Honors the Firm for Excellence in 51 Practices, 06.05.23

Davis Wright Tremaine Advises INSP in the Purchase of TV Stations in 12 Markets from Cox Media Group, 08.01.22

Panelist, "M&A Financing and Market Update," Northwest Middle Market Growth Conference 2022, 07.14.22

Chambers USA Recognizes Davis Wright Tremaine for Excellence in Key Practice Areas and Industry-Leading Success With DEI, 06.07.22

"Veterans Day Conversation," Davis Wright Tremaine Webinar, 11.11.21

Davis Wright Tremaine Recognized by Chambers USA for Industry-Leading Excellence in Key Practice Areas, 05.21.21

Co-author, "Frequently Asked Questions and Current Trends in Representations and Warranties Insurance in Private M&A Deals," California Business Law Reporter, May 2021

Mentioned in "Global Business Law Institute Appoints New Chair, Members to Industry Advisory Board," University of Washington School of Law, 05.12.20

Davis Wright Tremaine Recognized by Chambers USA for Industry-Leading Excellence in Key Practice Areas, 04.28.20

Davis Wright Tremaine Recognized by Chambers as One of the Country's Leading Law Firms for Business, 05.29.19

Addressing Homelessness Block by Block, 2018

Moderator, "Private Equity Investing in Aerospace and Defence Companies," Capital Roundtable, New York, N.Y., 09.13.18

June 30, 2023

Washington State Bar Association  
Attn: Bar Leaders  
1325 Fourth Avenue, Suite 600  
Seattle, WA 98101-2539  
[barleaders@wsba.org](mailto:barleaders@wsba.org)

Re: Legislative Review Committee Chair Application

Dear Bar Leaders:

I am writing to express my interest in chairing the Legislative Review Committee (the “Committee”) in 2023. I believe in the mission of the Committee and I believe I have the skill and energy to act as Chair.

I have been on the Committee since 2015. I have seen how the Committee carefully reviews and evaluates specific legislation from various sections of the WSBA. I have seen how the diversity of the backgrounds and practices of the members of the Committee has, on many occasions, fostered necessary and thoughtful feedback and facilitated the improvement of potential legislation.

I believe the Committee has a very important role. It is a process oriented Committee that compels the sections of the WSBA to pause and reflect on the intended and unintended consequences of legislation. The Committee benefits the WSBA's membership because of the Committee's rigorous review of potential legislation. As a result, legislation has a heightened level of credibility and an increased probability of passage.

The Committee's role is not uncontroversial. A number of members, each year ask “why does the Committee exist.” I believe the answer is clear: to provide an additional and important “check” to make sure a broad array of voices are heard as legislation moves through the WSBA's processes.

If selected, I will do my best to work with Sanjay Walvekar to ensure everyone has a voice and the business of the Committee proceeds in an efficient manner. I worked closely with Mr.

June 30, 2023

Page 2

Walvekar two years ago to cause the passage of important amendments to the Limited Liability Companies Act and the Limited Partnership Act. I really enjoyed working with Mr. Walvekar.

For the foregoing reasons, I would request that you thoughtfully evaluate my application. I have enclosed my CV. Please contact me with any questions.

Very truly yours,



Matthew D. LeMaster

cc: Sanjay Walvekar  
[sanjayw@wsba.org](mailto:sanjayw@wsba.org)





# ANDREW DUGAN

Attorney & Legal Advocate

## PROFESSIONAL PROFILE

Goal-focused enthusiastic attorney with 9+ years' demonstrable experience thriving in ever-changing environments in the public, private, and nonprofit sectors.

## CONTACT DETAILS

**Telephone:** (330) 984-6664  
**Email:** andy.dugan1987@gmail.com  
**Address:** 9221 Interlake Avenue North, Unit 204  
Seattle, Washington 98103

## CORE COMPETENCIES

- Legal Aid
- Landlord-Tenant Law
- Restorative Justice
- Consumer Law
- Civil Rights
- Victim Advocacy
- Immigration
- Family Law
- Regulatory Compliance
- Mortgage Servicing
- Default Litigation

## PROFESSIONAL EXPERIENCE

### Executive Director Skagit Legal Aid July 2020 - present

- Successfully launched a new nonprofit legal services organization in a large rural community with a focus on incorporating racial equity goals of removing barriers that perpetuate poverty and inequity
- Managed all program services and coordinated regular legal clinics serving indigenous immigrant farmworkers, tribal members, and people impacted by the criminal justice system, respectively
- Supervised and mentored attorneys, support staff, interns, and volunteers
- Drafted grant applications and successfully increased organization funding
- Developed and maintained working relationships with Skagit County attorneys to facilitate pro bono referrals
- Developed and presented legal training seminars for both legal and public audiences concerning various legal issues

### Adjunct Instructor Whatcom Community College September 2022 -Present

- Prepared syllabus in accordance with course objectives
- Instructed paralegal students during regular virtual class session
- Provided substantive materials and created assignments for students in areas affecting contract law, consumer law, and access to justice issues
- Responded to student inquiries and feedback

### Legal Clinic Attorney Equality Ohio February 2019 - July 2020

- Represented low income LGBTQ clients concerning a broad range of civil legal matters
- Successfully launched a new office of a new legal clinic by building and expanding relationships with new and existing community partners, establishing regular client intake opportunities, and developing an attorney referral network
- Supervised and mentored law clerks and pro bono legal volunteers
- Developed and presented legal training seminars for both legal and public audiences concerning various legal issues impacting LGBTQ individuals
- Co-founded a widely popular criminal and eviction record sealing clinic conducted quarterly that provided free services to hundreds of clients

### Compliance Attorney Manley Deas Kochalski October 2013 - January 2019

- Developed and implemented change management policies and procedures for a prominent default litigation firm
- Identified legal and contractual vulnerabilities and collaborated with others to implement corrective action plans
- Provided ongoing advice to operational managers regarding legal compliance issues and process improvement
- Drafted and regularly updated standard pleadings for use in default litigation cases across the firm's six jurisdictions
- Developed and presented legal training seminars encompassing consumer financial and real estate laws for all firm employees
- Represented clients in contested eviction actions while respecting tenant rights

## ACADEMIC BACKGROUND

### Capital University Law School

DOCTOR OF JURISPRUDENCE DEGREE  
MAY 2013

- Fellow, Marshall-Brennan Constitutional Literacy Program
- Extern, Federal Public Defender

### The Ohio State University

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE  
JUNE 2010

- Graduated Cum Laude
- Community Ambassador, Off-Campus Student Services
- Member, Phi Sigma Pi National Honor Fraternity
- Study Abroad, Egypt and Brazil

## PROFESSIONAL LICENSES AND AFFILIATIONS

**Washington Law License (57092)**  
Admitted September 2020

**Ohio Law License (0090691)**  
Admitted November 2013 (inactive)

**United States District Court -  
Southern District of Ohio**  
Admitted 2014

**Maine Law License (005695)**  
Admitted February 2016 (inactive)

**Skagit County Bar Association**  
Executive Committee Ex-Officio Member  
Speaker - Various CLE Courses

**Washington State Bar Association**  
Member

**Pro Bono Council**  
Executive Committee Member

**National Legal Aid & Defender  
Association**  
Speaker - Annual Conference 2022

**Leadership Skagit**  
Class of 2021

May 30, 2024

Acting President Sunitha Anjilvel  
Washington State Bar Association  
1325 Fourth Ave., Suite 600  
Seattle, WA 98101  
[barleaders@wsba.org](mailto:barleaders@wsba.org)

Re: Letter of Interest to Serve as Co-Chair of the Pro Bono and Public Service Committee

Dear Acting President Anjilvel,

I am writing to express my interest in serving as a Co-Chair of the Pro Bono and Public Service Committee for the upcoming term starting on October 1, 2024. With a deep commitment to public service and extensive experience in pro bono work, I am eager to contribute to the Washington State Bar Association in a leadership capacity.

As a dedicated member of Skagit Legal Aid, I have had the privilege of working closely with underserved communities, providing essential legal services, and advocating for systemic changes to enhance access to justice. My experience includes coordinating pro bono initiatives, supervising civil legal aid attorneys, collaborating with community organizations, and leading projects that address critical legal needs of historically under-resourced and underserved populations.

I believe that my background and passion for public service align well with the mission of the Pro Bono and Public Service Committee. I am excited about the opportunity to work with fellow members to promote and expand pro bono opportunities, support public service programs, and advance the WSBA's goals of ensuring equitable access to legal resources for all.

Enclosed with this letter, please find my resume detailing my professional experience and accomplishments. I have also confirmed my eligibility with my staff liaison. Thank you for considering my application. I look forward to the possibility of serving as a Co-Chair and contributing to the important work of the Pro Bono and Public Service Committee. Should you require any further information or have any questions, please do not hesitate to contact me.

Sincerely,

*Andrew Dugan*

Andrew Dugan



**PETRASEK  
LAW**

May 30, 2024

WSBA Board of Governors – Attn: Sunita Anjilvel  
Washington State Bar Association  
1325 Fourth Avenue, Suite 600  
Seattle, WA 98101-2539

***Re: Small Town and Rural Committee Chair Position***

Dear President-Elect Anjilvel:

I am submitting my application to serve as the Chair for the Small Town and Rural (“STAR”) Committee. I believe that I am the perfect candidate for this position due to having chaired the STAR committee the past two years. In addition, I have a home both in Snohomish County and Grant County and work in both counties. I have a strong interest in Washington’s rural communities and am dedicated to help develop a practitioner pipeline to support growth of legal practitioners in rural communities.

Starting in November 2020, I served on the WSBA Rural Practice Project until the Project finished in March 2021. I greatly enjoyed the time spent with this project and definitely saw its benefit to the greater community. Since the inception of the Small Town and Rural Committee in October 2021, I have served as the Chair of the Education & Outreach Subcommittee and subsequently, starting in 2022, I have served as Chair of the STAR committee. Over the past two years, we have implemented some very important projects, including a virtual rural job fair the past two years, implemented a summer internship grant program this year, had a roundtable discussion with Yakima practitioners last year, and we have our inaugural STAR Summit at Gonzaga coming up on June 7 where judges, attorneys, and legal service providers from all around the state will convene to discuss ways to address and help solve the shortage of attorneys in rural areas.

For over five years, I have been going over to my home in Grant County quite often. I am in Grant County at least four days each month, often more frequently than that. I am a well-connected attorney with other legal professionals in the community, however, I have found it surprisingly difficult to connect with other attorneys in the Grant County area, primarily due to the distance between most of the towns in that County. The Grant County courthouse in Ephrata is about 35 minutes from my home, and I am aware of very few other attorneys in the area where I

live. I definitely understand the difficulties attorneys have who live and practice full-time in rural and small towns based on my part-time experience in eastern Washington. On the flip side, based on distance and fewer attorneys practicing in rural areas, I recognize that this creates an issue for the residents in those communities in finding legal assistance to help them.

I am a solo attorney practicing primarily in the areas of juvenile law, elder law, estate planning, guardianships, and family law. In addition, I am a Snohomish County CASA program attorney and have been serving as a Snohomish County Superior Court pro tem judge and commissioner since 2010. Throughout my career, I have volunteered on many WSBA committees and boards. In 2010, I served as the WYLD president and from 2018-2020, I was Chair of the Solo & Small Practice Section. Throughout my lengthy involvement in the WYLD, I was able to travel around the state and had an opportunity to meet numerous attorneys in all parts of the state. Both through my involvement in the WYLD and more recently on the WSBA Solo & Small Practice Section (“SSPS”) Executive Committee, I have made connections with the deans and other faculty at all three law schools as well as many attorneys around the state. I have helped plan many events on behalf of the WYLD and SSPS, plus other organizations, and am always looking for ways to network and connect people.

In the legal community, I am known to be a reliable and prompt person and someone people can count on. I am a self-starter, extremely self-motivated, organized, and determined. In many instances, I have worked as a team member in collaborative settings and have been mutually supportive of those with whom I work.

In summary, I believe that I am an excellent choice to be Chair of the Small Town and Rural Committee. Based on the time I spend in Grant County, and the important and impactful work we have been doing both during our monthly STAR meetings and through statewide programs/events, I am truly dedicated to help develop a successful practitioner pipeline to support the growth of legal practitioners in small town and rural communities in our state. Please find enclosed with this letter my résumé. I look forward to hearing from you.

Very truly yours,



Kari M. Petrasek

Enclosure

## KARI PETRASEK

11700 Mukilteo Speedway, Suite 201-1006  
Mukilteo, WA 98275  
(425) 361-7699  
kari@petraseklaw.com

### LEGAL EXPERIENCE

#### **Snohomish County Superior Court, Everett, WA**

*Superior Court Judge and Commissioner Pro Tempore* January 2010 – present  
Preside over trials and hearings relating to ITA cases, juvenile offender matters, truancies, at-risk-youth, children in need of services, probation violations, family law hearings, domestic violence hearings, probate and guardianship hearings, and ex parte matters. Attend judicial trainings when offered.

#### **Petrasek Law, PLLC, Mukilteo, WA**

*Owner, Attorney* January 2015 – present  
Represent clients almost daily in juvenile law matters, including dependency and termination proceedings at Snohomish County Juvenile Court. Represent the Snohomish County Volunteer Guardian ad Litem program in hearings and trials as needed. Appear in Superior Court for various civil litigation hearings and trials, including family law, elder law, and guardianship cases. Meet with clients and draft documents in estate planning cases. Court hearings involve all stages of the case from preliminary/show-cause hearings and discovery conferences, to contested review hearings or motion hearings, and eventually settlement negotiations or trial. Represent clients in arbitrations and mediations. Attend annual Children's Justice Conference, OPD, OCLA education programs and other relevant case-type continuing legal education.

#### **Carson Law Group, P.S., Everett, WA**

*Attorney* December 2007 – December 2014  
Represented clients almost daily in juvenile law matters, including dependency and termination proceedings, and court-appointed Guardian ad Litem cases at Snohomish County Juvenile Court. Represent the Snohomish County Volunteer Guardian ad Litem program in hearings and trials as needed. Appear in Superior Court for various civil litigation hearings and trials, including family law, guardianships, business law, collection, property, landlord-tenant cases, and domestic violence cases. Represent clients in criminal hearings and trials at District Court and handle estate planning cases. Court hearings involve all stages of the case from preliminary/show-cause hearings and discovery conferences, to contested review hearings or motion hearings, and eventually settlement negotiations or trial. Represent clients in arbitrations and mediations. Attended annual Children's Justice Conference and OPD education programs and other relevant case-type continuing legal education.

#### **Bell & Ingram, P.S., Everett, WA**

*Associate Attorney* September 2005 – December 2007  
Represented clients in juvenile law matters, including dependency and termination proceedings, juvenile offender, and court-appointed Guardian ad Litem cases at Snohomish County Juvenile Court. Appeared in Superior Court for various civil

litigation hearings and trials, including family law, business law, collection, property, landlord-tenant cases, and domestic violence cases. Represented clients in criminal hearings at District Court and handled estate planning cases. Court hearings involved all stages of the case from preliminary/show-cause hearings and discovery conferences, to contested review hearings or motion hearings, and eventually settlement negotiations or trial. Represented clients in arbitrations and mediations. Attended annual Children's Justice Conference and OPD education programs and other relevant case-type continuing legal education.

**Law Offices of Alayne Spaulding, Everett, WA**

*Associate Attorney*

December 2002 – September 2005

Represented clients (parents and children) in juvenile law matters, including dependency and termination proceedings, juvenile offender, BECCA bill, CHINS, ARY, and court-appointed Guardian ad Litem cases at Snohomish County Juvenile Court. Appeared in Superior Court for child support contempt hearings and family law matters, including dissolution proceedings, parenting plan modifications, and child support contempt hearings. Represented clients in criminal hearings at District Court. Court hearings involved all stages of the case from preliminary hearings and discovery conferences, to contested review hearings or motion hearings, and eventually settlement negotiations or trial. Attended relevant case-type continuing legal education.

**United States Attorney's Office, Seattle, WA**

*Legal Intern*

May 2001 – June 2002

Appeared in front of U.S. Magistrate and District Court judges for initial appearances, pleas, sentencings, evidentiary hearings, and other matters; completed legal research; drafted complaints, informations, plea agreements, charging documents, indictments; wrote appellate briefs; collected discovery information; worked with attorneys to collect research and information relevant to the case; met with agents from various federal agencies working on the case.

**EDUCATION**

**Seattle University School of Law, Seattle, WA**

Juris Doctor, May 2002

Mentor for first-year law students, Fall 2000, 2001

Academic Conduct Board Member, September 2000-August 2002

- Vice President, Spring 2001-Spring 2002

American Bar Association – Law Student Division, 1999-2002

Alternative Dispute Resolution Negotiation Competition, October 2000

Alternative Dispute Resolution Client Counseling Competition, January 2000

**Gustavus Adolphus College, St. Peter, MN**

Bachelor of Arts in Criminal Justice and International Management, 1999

Dean's List: Spring and Fall 1997, 1998, 1999

College Judicial Board Member 1997-1999

**PROFESSIONAL MEMBERSHIPS AND SKILLS**

WSBA Member, in good standing, November 2002 – present

- WSBA Pro Bono Publico Service Commendation, every year since 2006
  - Solo & Small Practice Section, Member 2009 – present
    - Chair, April 2018 – September 2020
    - Chair-Elect, October 2016 – April 2018
    - Executive Committee, 2012 – present
    - Electronic Communications Committee, Chair 2014-2015, Member 2014 – present
    - Solo & Small Firm Conference Steering Committee, 2018 – present
  - WSBA Board of Governors, District 2 Governor, October 2022 – present
  - WSBA Coronavirus Response Task Force, 2020 – 2021
  - WSBA Rural Practice Project, November 2020 – March 2021
  - WSBA Small Town and Rural Committee, Chair, October 2022 – present
    - Education & Outreach Subcommittee, Chair October 2021 – present
  - Juvenile Law Section, Member
    - Executive Committee, 2021 – present
  - WSBA Delegate to the ABA House of Delegates, September 2010 – August 2016, September 2020 – September 2022
  - Mentorship Workgroup, 2014
- Washington Young Lawyers Division, member 2002 - 2013
- WYLD President, 2010 - 2011
  - WYLD President-Elect, 2009 - 2010
  - WYLD Snohomish District Trustee, 2005 - 2009
  - WYLD Board of Trustees liaison to WSBA Solo Small Practice Section, 2008 - 2009
  - Trial Advocacy Program, Chair: 2008, 2009; Co-Chair: 2010
  - WYLD/ATJ GAAP committee, 2006 - 2010
- Washington Women Lawyers, member 2007 - present
- State Board Treasurer, October 2017 – present
  - State Board Membership Co-VP, April 2017 – September 2017
  - Joint Minority Mentorship Program, Mentor 2020 – present
  - Snohomish County Chapter Board member, 2012 – present
  - Snohomish County Chapter Treasurer, October 2018 – present
  - Snohomish County Chapter Representative to State Board, October 2015 – September 2016
  - Snohomish County Chapter VP and chair of Membership and Marketing, 2013-2016
  - Chapter Member of the Year, 2013 and 2021
  - Joint Minority Mentorship Program, Mentor, 2021 – present
- Washington Association for Justice, Eagle Member, 2015 – present
- Snohomish County Bar Association, 2002 - present
- Treasurer, January 2021 – January 2024
  - President, 2015
  - Awarded the 2017 President’s Award
  - Board Member, 2012 - present
  - Snohomish Co Superior Court GAL Committee, SCBA Representative, January 2021 – present
  - Mentorship Committee Co-Chair, 2012 - 2018
- Snohomish County Legal Services Board Member January 2006 - December 2012
- Snohomish County Legal Services

- Serving Our Senior Will Clinic Attorney Recruitment volunteer and participant, 2011 - present
  - Family Law Clinic Volunteer and Direct Representation Attorney
- Snohomish County Young Lawyers Division, founding member, 2003-2013
- Trustee 2003-2006, 2007-2009
  - President 2006-2007
- American Bar Association, member 2002 - present
- ABA At-Large Delegate to the House of Delegates, September 2017 – August 2020, September 2022 – present
  - ABA State Membership Chair - Washington, September 2019 – present
  - ABA Standing Committee on Technology & Information Systems, September 2020 – 2023
  - ABA Cybersecurity Legal Task Force, September 2021 – present
  - ABA Membership Advocate, 2017-2019
  - GP|Solo Member 2005 – present
    - Council Member, 2014 – 2020
    - Corporate Sponsorships Committee, Chair, 2017 – 2019; Vice-Chair, 2015 – 2017; Member 2015 - 2020
    - Director of Division 2: Member Benefits, September 2019 – August 2020
    - Director of Division 1: Administration, September 2018 – August 2019
    - Director of Division 4: Practice Setting, September 2017 – August 2018
    - Director of Division 3: Practice Specialty, September 2016 – August 2017
    - Women’s Initiative Network, September 2016 – present
    - Long range planning committee, 2015 - 2018
    - Solo & Small Firm Summit Committee, 2014 - 2016
    - Technology & Resource Committee, Chair, 2019 – present; Member 2015 - present
    - Programs Board, Co-Chair, 2020 – 2021, member 2021 – present
    - Solo Strong Committee Vice-Chair, September 2013-2014, member 2014-2015
    - Juvenile Law Committee Chair, September 2013 - 2016; Co-Chair, September 2012 - August 2013, Member since 2010
    - Young Lawyers Committee Member, 2010 – present
    - Membership Board Member, 2011 - 2015
    - Star of the Quarter, October 2013, October 2014, February 2016, July 2021
    - Amicus Curiae Committee Co-Chair, September 2012 - August 2013
  - Judicial Division, Lawyers Conference, 2009 – present
    - Executive Committee Member, September 2022 – present
  - American Bar Foundation, Fellow 2015 – present
  - Youth at Risk Advisory Commission, September 2016 – 2018
  - Children and the Law Committee, 2009 – 2016
  - YLD Fellows, Member 2014 – present
  - YLD Member Service Team Coordinator, September 2012 - August 2013; member 2009-2010
  - YLD Star of the Quarter, October 2011
  - Chair of Seattle Host Committee for the 2011 ABA YLD Fall Conference
  - YLD District 29 (WA/OR) Representative, 2010-2012



- YLD Awards & Subgrants Team, Judge 2011-2012, 2008-2009, Vice-Chair Judge 2007-2008
  - 2008 National Outstanding Young Lawyer Nominee
- Seattle University School of Law 1L Mentorship Program, Mentor 2017 – present  
 Washington State CASA, member 2003 - present
- Snohomish County VGAL of the Month: June 2008 and March 2010

## CONTINUING LEGAL EDUCATION & PROGRAMS

“Good Practice Habits That Don’t Go Out of Style.” Washington State Bar Association, Solo & Small Firm Conference. September 13, 2019.

“So You Want to be the Boss – What it Takes to Start Your Own Firm.” American Bar Association Solo, Small Firm & General Practice Division Spring Conference. May 2, 2019.

“Kids in Need of Defense” training. American Bar Association GP Solo & Small Firm Division Fall Conferences: October 25, 2014, September 24, 2015, October 19, 2017, October 26, 2018; American Bar Association Midyear Meeting: February 14, 2020.

“Planning Your Bar Year: Keeping Membership Active.” American Bar Association Young Lawyer Division Teleconference. September 21, 2011.

“Overcoming Barriers to Public Service and Incorporating Public Service Into Your Bar Year.” Washington State Bar Association ATJ/Bar Leaders Conference. June 4, 2011.

“How to Start Your Solo Practice.” Washington State Bar Association CLE. May 5, 2011.

“Reset Your Practice in a Reset Economy.” Washington State Bar Association ATJ/Bar Leaders Conference. June 5, 2010.

## LEGAL ARTICLES

“The Child Client.” American Bar Association, *GPSolo*, Volume 34, Number 2, March/April 2017.

Articles discussing ways for lawyers to become involved in the Snohomish County Bar Association and informative interviews of attorneys and judges in Snohomish County. Snohomish County Bar Association, *SCBA News*. Every month March 2015 to February 2016.

“Avoiding Common Pitfalls in Your Job Search.” American Bar Association, *The Young Lawyer*, Volume 17, Number 9, July/August 2013.

Articles discussing ways for new and young lawyers to get involved in the moderate means program, other public service activities and the Washington State Bar Association. Washington Young Lawyers Division, *De Novo*. Every two months between October 2010 and August 2011.

“Succession Planning: Who It’s For, and Why It’s Important.” Washington State Bar Association, *Bar News*. February 2010.

## COMMUNITY ACTIVITIES

Archbishop Murphy High School mock trial coach, 2011 – 2022, 2023 – present

Rotary Club of Everett, 2017 – present

- World Community Service Committee Chair, July 2023 – present

- Program Committee Chair, July 2021 – June 2022
- Vice President, July 2020 – June 2021
- Fellowship Committee Chair, August 2018 – June 2020

Gustavus Adolphus College Seattle Alumni Chapter President, 2015 – present

Gustavus Adolphus Student Mentoring Program, Mentor, 2019 – present

Gustavus Adolphus College Alumni Board Member, 2014-2017

- Diversity, Equity & Inclusion Alumni Board Task Force, 2017-2018

Camp Fire of Snohomish County, Governing Board Member, 2021 – present

- Secretary, 2022

Susan G. Komen 3-day, 60-mile Walk for the Cure, 2011 and 2012

Everett Symphony Board Member, 2007

# WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors  
FROM: Sunitha Anjilvel, WSBA Acting President  
CC: Terra Nevitt, Executive Director  
RE: Pathways to Licensure Steering Committee Appointments  
DATE: June 18, 2024

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**Consent:** Appoint Governors Couch and Williams-Ruth to serve on the Pathways to Licensure Steering Committee.

## ***Background***

On March 15, 2024, the Washington Supreme Court entered an order adopting in concept the recommendations from the [Washington Bar Licensure Task Force](#) regarding the creation of additional pathways to licensure. The Supreme Court directed the WSBA to convene and support an implementation committee to propose rule changes and identify the next steps necessary to implement the recommendations. To that end, a [Licensure Pathways Implementation Steering Committee](#) has been established to help carry out implementation of the Court's order.

The Steering Committee will be composed of 17 individuals drawn from entities and communities that will be impacted by and are necessary to help carry out implementation of the order. Participation on the Steering Committee is a singular opportunity to shape Washington's legal profession. Various outreach and recruitment efforts are underway. It is anticipated that the Steering Committee's work will continue for at least 18 months with monthly meetings, although there will be periods of time when meetings may be less frequent. We expect committee members to spend approximately 6-10 hours per month working on this project. The Steering Committee will primarily conduct business by remote means.

## ***BOG Members on the Steering Committee***

The Steering Committee will include two positions for current members of the Board of Governors. Statements of interest were requested with a deadline of June 14. We received a Statement of Interest from Governors Williams-Ruth on behalf of himself and Jordan Couch.

Acting President Sunitha Anjilvel has been asked to make these appointments with the approval of the full Board of Governors.

## ***Role of the Steering Committee***

The role of the Steering Committee will be to ensure fidelity to the Licensure Task Force recommendations and to provide policy-level direction and decision-making for the implementation process. To conduct the on the ground research and policy drafting, the Steering Committee will create

subcommittees, select subcommittee members, and monitor subcommittee activities as liaisons. The Steering Committee will have the final authority to approve or reject subcommittee proposals prior to proposals being sent to the final decisionmaker for approval and implementation. Activities the Steering Committee will undertake include:

- Learning about the recommendations and the avenues to bar licensure underway in other states.
- Participating in an initial orientation to become familiar with existing court rules, policy-drafting, best practices, and frameworks for implementing the recommendations.
- Hearing from experts on alternative pathways to bar licensure, attorney competence, and psychometrics.
- Resolving policy questions from subcommittees and providing policy direction.

*Attachments:*

*Joint Statement of Interest from Governors Couch and Williams-Ruth*

**From:** [Brent Williams-Ruth, WSBA Gov. At-Large](#)  
**To:** [Paris Eriksen](#)  
**Cc:** [Brent Williams-Ruth, WSBA Gov. District 8](#); [Jordan Couch](#); [Terra Nevitt](#)  
**Subject:** [External]Licensure Steering Committee  
**Date:** Friday, June 7, 2024 1:05:48 PM

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Greetings Paris -

Here is an email that I was previously sent (before your email was sent to the BOG) submitting Jordan and I for appointment.

Please let us know if you require further information.

Acting President Anjilvel -

I write today requesting that you appoint myself and Gov. Jordan Couch to the newly created [Licensure Pathways Implementation Steering Committee](#).

If a full resume, cover letter, and application is requested, please let me know, but I will make a (brief) case for this appointment in this message.

There are few people in Washington who have as much background knowledge, research, and overall experience with the alternative licensure proposals that Gov. Couch and myself. In truth, both of us were the primary authors and driving force behind the two published reports. Having each of us as the two representatives from the Board of Governors would be a valuable asset to the Steering Committee simply because of the combined background knowledge and intent that was taken to get to this point. For example, when I was recently presenting the proposals to the existing Character & Fitness (C&F) process, I was able to supplement (verbally) additional information that the Court sought during the en banc presentation. Had I not been the person presenting, their questions would have gone unanswered.

I believe that in order to have the easiest and most smooth implementation that having two of the most active members of the 40 member task force be part of that team.

I would also respectfully request that the appointment be made regardless of our future status as Governors. Take, for example, TAXICAB - former President Sciuchetti, began his service while on the BOG, but it was not fruitful to replace him once his tenure was completed. This is something that has happened with multiple different appointments since I have joined the BOG and I believe that such an appointment would be appropriate here. My term ends in September 2025. I cannot run for re-election, I do not know whether this process would be completed by then but to replace Gov. Couch or I, simply because of a term ending would cause great disruption to the process.

I can also attest to the extreme difficulty of onboarding members of the Licensure Task Force that were not there from the start. For that reason, I would request the appointment remain with both of us until the committee has completed its work. Should one or both of us roll off the BOG, regular reports can be provided by ED Nevitt or, if requested, by us through virtual, written, or in-person presentation.

Thank you for your consideration for this appointment.

Sincerely,

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Brent Williams-Ruth, WSBA Governor At-Large  
*Attorney-At-Law*

Email: [BrentWR.BOG@gmail.com](mailto:BrentWR.BOG@gmail.com)

Office/Scheduling Phone: (253) 285-7751

Direct: (253) 285-7453

**TO:** WSBA Board of Governors  
**FROM:** Executive Director Terra Nevitt  
**DATE:** June 18, 2024  
**RE:** Executive Director's Report

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### Pathways to Licensure

On March 15, the Washington Supreme Court approved recommendations from the Bar Licensure Task Force approving, *in concept*, three experiential-learning alternatives to the bar exam. One for law-school graduates, one for law-school students, and one for APR 6 law clerks. The [order](#) charges WSBA with convening an implementation committee “to propose rule changes and identify next steps necessary to implement the recommendations.” We are currently recruiting participants for an Implementation Steering Committee and Implementation Subcommittees. The Steering Committee will be comprised of individuals and communities that will be impacted by and are necessary to help carry out implementation of the new pathways. The role of the Steering Committee will be to provide high-level direction and decision-making for the implementation process. For the Implementation Subcommittee, we are recruiting individuals with specific expertise, and the capacity, to conduct research and develop the policies necessary for implementation. Those interested in applying to serve can get more information [here](#). There will be additional opportunities for participation on the workgroups to be established by the Steering Committee.

### Practice of Law Board Proposed Beta Test of Entity Regulation

One of WSBA's current strategic priorities is to assess technology-related opportunities and threats and to determine its role with respect to regulation, consumer protection and support for legal professionals. In furtherance of that priority, in November 2023 the Board voted to support conducting a beta test of entity regulation using the Framework for Legal Regulatory Reform created by the Practice of Law Board (POLB). Since that time, staff leadership from the Office of General Counsel, Regulatory Services Department and Office of Disciplinary Counsel have been working through a myriad of open questions about how WSBA can collaborate with the POLB in, and support the success of, executing data-driven regulatory reform in our State. We have now shared the results of that work to the POLB and ultimately plan to present a proposal for the Court's adoption.

If approved by the Court, Washington would follow only Utah and Arizona in executing a plan to determine how the delivery of legal services by entities, rather than individuals, can be regulated in a manner that protects consumers and promotes broader access to legal services. The proposal draws from the successes and lessons learned in both states.

As proposed, using the POLB’s Framework for Data-Driven Legal Regulatory Reform,<sup>1</sup> this project would test authorizing entities to provide legal and law-related services in Washington under time-bound, limited exemptions from the otherwise applicable rules and statutes governing entities practicing law. Specifically, the beta test would test reforming rules that prohibit the practice of law and provision of legal services by entities unless the entity providing those legal services is owned and operated by, and fees are shared only among, individuals authorized to practice law. *See, e.g.*, RCW 2.48.180, RPC 5.4, and LLLT RPC 5.4. The purpose of the beta test is to determine, before implementing any permanent rule reforms, whether entity regulation will increase access to justice by enhancing access to affordable and reliable legal and law-related services consistent with protection of the public and whether entity regulation will create risks of consumer harm, regulatory challenges, or other risks that would serve as barriers to implementing such reform. If approved, the WSBA and the POLB would collaborate in administering and overseeing the beta test under the supervision of the Supreme Court, including administering the application and application review process, conducting ongoing monitoring and oversight of participants who have received a limited authorization to practice law from the Supreme Court, and collecting and analyzing aggregate data and information from participants with the intent of making a final data-driven determination regarding whether entity regulation should be implemented. At the end of the beta test, the POLB and the WSBA will make a recommendation to the Court regarding whether to implement entity regulation and, as appropriate, shall propose regulatory reforms necessary to accomplish the implementation.

### Volunteer Recruitment Updates

We have largely completed our annual volunteer recruitment efforts, with most volunteer applications closing on May 31. In an effort to increase applications overall, as well as ensure timely appointments, we have tightened up our application process, made use of both broad and targeted recruitment messages through various WSBA channels, offered a WSBA ‘swag bag’ prize incentive for timely applications, and implemented an e-signature campaign among all WSBA staff. I am pleased to share the results of this year’s efforts:

- By the deadline, we received 127 applications, compared to 99 applications by the initial deadline last year. Our applicant pool continues to grow as we have also been able to accommodate some late submissions.
- 50% of applicants are not currently serving as volunteers.
- 25% of the applicants first expressed interest through our Volunteer Interest Form which is regularly monitored by Paris Eriksen who contacts each respondent individually customizing the communication based on their specific expressed interests. We received over 80 responses to this form (more than the last two years combined), 40% of which ultimately applied.

Overall, we see these results as a very positive sign, which runs counter to national trends. According to the U.S. Census Bureau and AmeriCorps, volunteerism continues to decline across the country and is at its lowest point in three decades.

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<sup>1</sup> Practice of Law Board, [A Framework for Legal Regulatory Reform](#), 14:2 Seattle J. Tech., Environ. & Innovation L., Article 2 (2024).



One of the added benefits of timely recruitments and appointments is it opens up the opportunity to conduct orientations and onboarding prior to (or soon after) the beginning of a volunteer term (usually October 1). Having Orientations and onboarding early helps to ensure that new and returning volunteers better understand the organization and their volunteer role and responsibilities before their volunteer work begins.

Although most recruitment for FY25 is complete, we will reopen the application process to recruit for specific needs. For any questions about this process, please contact Paris Eriksen, [parise@wsba.org](mailto:parise@wsba.org).

#### Board of Governor At Large (Young Lawyer) Election

Congratulations to Jordan Couch, the next Governor At-Large representing young lawyers. The run-off election closed on Monday, June 17 and the election results were certified by the Election Board, appointed by then President Abell. Information about the elections is online here: [www.wsba.org/elections](http://www.wsba.org/elections).

#### Attachments

Q2 FY24 Fiscal Update Memo

May 2024 Financial Report

Litigation Report

Media Report

[Member Demographics Report](#)

Practice of Law Board Proposed Changes to GR 24(b)

Deskbook Access for Members and the Public

# WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors  
Budget and Audit Committee

From: Tiffany Lynch, Director of Finance

Subject: FY 2024 Second Quarter Financial Update

Date: April 25, 2024

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## **GENERAL FUND**

The March 31, 2024 financials marks the end of the second quarter of fiscal year 2024. With 50% of the year complete, the General Fund is outperforming against budget with revenue ahead of budget, indirect expenses on target, and direct expenses under budget. The General Fund net income is \$1,381,357 as of March 31, 2024. Below is a narrative which highlights the major variances and estimates moving forward.

## **REVENUE**

Total revenue is ahead of budget at 56% (+\$1,339,758) which includes the following areas of note:

- a. *Licensing Fees* are on budget at 50%. The majority of fees were collected in January and February and based on what has been collected, it is likely that WSBA will come in on budget for the year. The remaining revenue will consist of license fees for newly admitted members.
- b. *Bar Exam Fees* are ahead of budget by \$306,770 (+25%) due to timing of the collection of fees for the Summer 2024 exam, which typically concludes in May.
- c. *Job Target Advertising* is under budget by \$39,381 (20%) and is expected to remain under through the rest of the year. There has been decline in the number of jobs available, which is consistent with market trends, and therefore fewer companies advertising.
- d. *Recovery of Discipline Costs* is under budget by \$27,956 (28%). Revenue collected is difficult to predict as the amount and timing of collections is dependent upon individual action largely outside the control of WSBA.
- e. *Interest income* is over budget for the year by \$58,935. As reported previously, the initial budget assumed a reduction in interest rates earlier in the fiscal year however the rates have continued to hold steady, allowing higher interest income to be earned. We anticipated continued income each month for the remainder of the year and has been accounted for in the FY24 Reforecast.
- f. *Law Clerk Fees* are ahead of budget by \$60,234 (30%) due to timing of fee payments. Program participants are able to enroll throughout the year and pay a prorated fee at the time of enrollment. All continuing enrolled individuals pay annual fees between November and January.
- g. *Pro Hac Vice fees* are ahead of budget by \$49,167 (12%). Revenue is collected based on timing of applications and not particularly cyclical and therefore does not consistently match up to the percentage of fiscal year completed.
- h. *MCLE Revenue* is ahead of budget by \$237,603 (+29%) from higher than anticipated late fees, as

well as application fees which are impacted by the seasonality of CLE reporting period deadlines.

- i. *Reimbursement from Sections* is over budget for the year by \$61,274 (21%). This revenue is derived from the per-member charge that reimburses WSBA for the cost of administering Sections for the membership year (January-December). Because WSBA's membership year and fiscal year are different, three months of the reimbursement collected for October-December will be allocated to FY25 in September and we expect that this will bring revenue back in alignment with the budget.

## **EXPENSES**

Total expenses are under budget by \$555,736 (-2%), which includes the following areas of note:

- a. *Direct Expenses* are under budget by \$539,860 (-19%). Direct program costs such as board/council/taskforce meetings, event expenses, supplies, staff travel, etc. vary depending on the timing of activities. It is normal for WSBA's direct expenses to run under budget in the first half of the year. We expect spending in these areas to pick up as we move into the second half of the fiscal year.
- b. *Indirect Expenses* are on budget at 50% with minimal savings variance of \$15,876.
  - i. Salaries, Taxes, & Benefits had a combined overage of \$74,673. The bulk of overage is attributed to salary expenses from temporary staffing to support seasonal licensing renewals and lower capital labor costs for internally developed software, which is lower than planned for the year and will likely come in under budget.
  - ii. Other Indirect Expenses had a combined savings of \$90,550 mainly due to lower cost YTD for legal fees, depreciation, and Computer Pooled Expenses (IT direct expenses). We do expect more legal fees to be paid later in the fiscal year, along with IT direct expenses. Depreciation is likely to come in under budget due to difference in timing of depreciation items being purchased or internally developed. Savings are offset by higher rent, however this is due to timing of an annual payment made for leasehold excise tax.

## **CONTINUING LEGAL EDUCATION (CLE)**

The CLE fund includes CLE Seminars, CLE Products, and Deskbook cost centers which collectively have budgeted a surplus of \$157,341 for FY 2024. March 31, 2024 results reflect an actual surplus of \$371,577. Revenue is higher than budget by \$219,160 (+13%) caused by the residual impact of high seasonal product sales from December. Expenses overall are under budget by \$73,747 (-5%), mostly due to lower expenses from timing of direct expenses that have not been incurred yet for seminars held later in the fiscal year and higher indirect expenses for medical benefits.

## **CLIENT PROTECTION FUND (CPF)**

The Client Protection Fund (CPF) budgeted a use of reserves of (\$92,700) for FY 2024. Actual results as of March 31, 2024 reflect a surplus of \$585,648. Revenue is over budget for the year by \$83,506 (+14%) for all sources. Interest income, as noted under the General Fund, is higher because of steady interest rates and the FY24 Reforecast includes \$120,000 to account for the increase. The majority of member assessments have been collected this year and revenue recognized upon collection of license fees, so there should be minimal revenue collected the remainder of the year. Overall expenses are under budget by \$250,528 (-23%), mainly due to direct expenses for Gifts to Injured Clients which are paid out towards the end of the fiscal year.

## **SECTIONS FUND**

The Sections Operations cost center represents the collective total of financial activity for all 29 sections. Sections budgeted a loss of (\$328,603) for FY 2024. Actual results as of March 31, 2024 reflect a surplus of \$116,548. Sections collect the majority of their dues in January and February, and similar to Reimbursement from Sections, one quarter of the dues will be allocated to FY25 as a result of the difference between the membership year and fiscal year. Expenses are lower and impacted by the timing of programming and Section activities which are planned at various times throughout the year.

**WASHINGTON STATE**  
**B A R A S S O C I A T I O N**

# Financial Reports

(Unaudited)

Year to Date May 31, 2024

Prepared by  
Maggie Yu, Controller

Submitted by  
Tiffany Lynch, Director of Finance  
June 21, 2024

**Washington State Bar Association Financial Summary**  
**Compared to Fiscal Year 2024 Budget**  
**For the Period from May 1, 2024 to May 31, 2024**

Category	Actual Revenues	Reforecasted Revenues	Actual Indirect Expenses	Reforecasted Indirect Expenses	Actual Direct Expenses	Reforecasted Direct Expenses	Actual Total Expenses	Reforecasted Total Expenses	Actual Net Result	Reforecasted Net Result
Access to Justice	-	-	156,256	246,721	29,253	94,100	185,509	340,821	(185,509)	(340,821)
Admissions/Bar Exam	1,173,090	1,300,740	600,997	892,601	183,666	449,245	784,664	1,341,846	388,426	(41,106)
Advancement FTE	-	-	246,674	369,375	3,931	8,424	250,605	377,799	(250,605)	(377,799)
Bar News	375,363	610,100	232,855	348,179	221,869	364,960	454,724	713,139	(79,361)	(103,039)
Board of Governors	-	-	110,320	186,679	179,334	385,800	289,654	572,479	(289,654)	(572,479)
Character & Fitness Board	-	-	98,531	146,219	2,750	33,000	101,281	179,219	(101,281)	(179,219)
Communications Strategies	2,187	500	421,969	688,499	19,020	134,015	440,989	822,514	(438,802)	(822,014)
Communications Strategies FTE	-	-	166,185	247,980	-	-	166,185	247,980	(166,185)	(247,980)
Discipline	45,258	119,000	3,945,926	6,045,036	120,554	184,630	4,066,480	6,229,667	(4,021,222)	(6,110,667)
Diversity	135,000	135,000	748,271	362,337	30,524	117,700	196,795	480,037	(61,795)	(345,037)
Finance	698,982	650,000	748,492	1,151,069	4,479	2,640	752,971	1,153,709	(53,989)	(503,709)
Foundation	-	-	111,916	169,428	5,456	10,650	117,372	180,078	(117,372)	(180,078)
Human Resources	-	-	468,051	625,154	-	-	468,051	625,154	(468,051)	(625,154)
Law Clerk Program	192,134	207,200	111,012	168,171	4,594	19,735	115,606	187,907	76,528	19,293
Legislative	-	-	168,854	255,640	13,695	25,735	182,549	281,375	(182,549)	(281,375)
Legal Lunchbox	32,716	29,000	34,040	48,255	6,067	7,675	40,107	55,930	(7,391)	(26,930)
Licensing and Membership Records	379,466	450,900	433,557	652,394	25,252	44,777	458,810	697,171	(79,343)	(246,271)
Licensing Fees	11,494,040	17,320,499	-	-	-	-	0	-	11,494,040	17,320,499
Limited License Legal Technician	12,001	20,712	53,711	81,130	1,118	14,240	54,829	95,370	(42,828)	(74,658)
Limited Practice Officers	133,915	202,000	73,900	112,079	14,206	24,625	88,106	136,704	45,809	65,296
Mandatory CLE	1,105,697	1,113,800	541,750	783,630	81,120	139,999	622,870	923,629	482,827	190,171
Member Wellness Program	10,500	7,500	159,430	236,881	1,676	3,612	161,106	240,493	(150,606)	(232,993)
Member Services & Engagement	12,667	10,800	190,490	297,790	5,488	94,395	195,978	392,185	(183,311)	(381,385)
Mini CLE	-	-	76,811	116,330	-	-	76,811	116,330	(76,811)	(116,330)
New Member Education	122,902	67,000	69,288	106,078	1,139	1,750	70,427	107,828	52,475	(40,828)
Office of General Counsel	427	-	695,347	1,083,147	2,632	25,824	697,979	1,108,971	(697,552)	(1,108,971)
Office of the Executive Director	-	-	471,555	702,850	105,614	114,622	577,149	817,472	(577,149)	(817,472)
OGC-Disciplinary Board	-	-	143,168	205,120	95,207	98,000	238,375	303,120	(238,375)	(303,120)
Practice of Law Board	-	-	57,456	84,860	1,157	12,000	58,613	96,860	(58,613)	(96,860)
Practice Management Assistance	50,848	62,000	90,734	136,963	84,300	75,760	175,034	212,723	(124,186)	(150,723)
Professional Responsibility Program	-	-	155,830	234,403	2,037	3,000	157,868	237,403	(157,868)	(237,403)
Public Service Programs	130,000	130,000	134,276	219,330	146,740	297,409	281,016	516,739	(151,016)	(386,739)
Publication and Design Services	-	-	81,351	122,320	4,840	4,300	86,191	126,620	(86,191)	(126,620)
Regulatory Services FTE	-	-	355,724	539,250	5,691	8,500	361,415	547,750	(361,415)	(547,750)
Sections Administration	362,994	297,786	197,087	300,288	139	3,050	197,225	303,338	165,768	(5,552)
Service Center	-	-	485,426	724,952	1,584	4,560	487,010	729,512	(487,010)	(729,512)
Volunteer Engagement	-	-	66,187	99,534	10,923	17,800	77,110	117,333	(77,110)	(117,334)
Technology	-	-	1,436,418	2,087,445	-	-	1,436,418	2,087,445	(1,436,418)	(2,087,445)
<b>Subtotal General Fund</b>	<b>16,470,186</b>	<b>22,734,537</b>	<b>13,757,823</b>	<b>20,878,112</b>	<b>1,416,057</b>	<b>2,826,533</b>	<b>15,173,880</b>	<b>23,704,645</b>	<b>1,296,306</b>	<b>(970,108)</b>
Expenses using reserve funds	-	-	66,581	-	-	-	66,581	(311,547)	(66,581)	311,547
<b>Total General Fund - Net Result from Operations</b>			<b>13,691,243</b>				<b>13,691,243</b>	<b>23,393,098</b>	<b>1,362,887</b>	<b>(658,561)</b>
<b>Percentage of Budget</b>	<b>72%</b>		<b>66%</b>		<b>50%</b>		<b>64%</b>			
CLE-Seminars and Products	1,223,720	1,605,300	694,150	1,050,884	96,985	295,117	791,135	1,346,001	432,585	259,299
CLE - Deskbooks	57,343	136,500	170,684	256,391	6,494	26,375	177,178	282,766	(119,835)	(146,266)
<b>Total CLE</b>	<b>1,281,063</b>	<b>1,741,800</b>	<b>864,834</b>	<b>1,307,275</b>	<b>103,479</b>	<b>321,492</b>	<b>968,313</b>	<b>1,628,767</b>	<b>312,750</b>	<b>113,033</b>
<b>Percentage of Budget</b>	<b>74%</b>		<b>66%</b>		<b>32%</b>		<b>59%</b>	<b>(22,225)</b>	<b>(4,786)</b>	<b>22,225</b>
Expenses using reserve funds	-	-	4,786	-	-	-	4,786	1,606,542	317,536	135,258
<b>Total CLE Fund - Net Result from Operations</b>			<b>860,048</b>				<b>860,048</b>			
Total All Sections	594,177	688,964	-	-	545,957	1,017,566	545,957	1,017,566	48,220	(328,603)
Client Protection Fund-Restricted	734,055	715,930	125,158	188,214	16,240	505,200	141,397	693,414	592,657	22,516
Expenses using reserve funds	-	-	617	-	-	-	617	(2,865)	(617)	2,865
<b>Total CPF Fund - Net Result from Operations</b>			<b>124,541</b>				<b>124,541</b>	<b>690,549</b>	<b>593,274</b>	<b>25,381</b>
<b>Totals</b>	<b>19,079,481</b>	<b>25,881,231</b>	<b>14,747,815</b>	<b>22,373,601</b>	<b>2,081,732</b>	<b>4,670,791</b>	<b>16,829,548</b>	<b>27,044,392</b>	<b>2,249,934</b>	<b>(1,163,162)</b>
<b>Totals Net of Use of Facilities Reserve Funds</b>			<b>71,983</b>				<b>71,983</b>	<b>26,707,755</b>	<b>(71,983)</b>	<b>(826,525)</b>
<b>Percentage of Budget</b>	<b>74%</b>		<b>66%</b>		<b>45%</b>		<b>62%</b>			

Summary of Fund Balances:	Fund Balances Sept. 30, 2023	2024 Reforecasted Fund Balances	Fund Balances Year to date
<b>Restricted Funds:</b>			
Client Protection Fund	4,513,398	4,535,914	5,106,672
<b>Board-Designated Funds (Non-General Fund):</b>			
CLE Fund Balance	1,177,163	1,290,196	1,494,699
Section Funds	1,970,404	1,641,801	2,018,624
<b>Board-Designated Funds (General Fund):</b>			
Operating Reserve Fund	2,000,000	2,000,000	2,000,000
Facilities Reserve Fund	2,700,000	2,700,000	2,628,017
<b>Unrestricted Funds (General Fund):</b>			
Unrestricted General Fund	5,149,490	4,490,929	6,512,377
<b>Total General Fund Balance</b>	<b>9,849,490</b>	<b>9,502,476</b>	<b>11,140,394</b>
<b>Net Change in Total General Fund Balance</b>		<b>(347,014)</b>	<b>1,296,306</b>
<b>Total Fund Balance</b>	<b>17,510,455</b>	<b>16,658,840</b>	<b>19,760,389</b>
<b>Net Change In Fund Balance</b>		<b>(851,615)</b>	<b>2,249,934</b>

**Washington State Bar Association  
Analysis of Cash Investments  
As of May 31, 2024**

**Checking & Savings Accounts**

**General Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Account</u></b>	<b><u>Amount</u></b>
Wells Fargo	General	<u>1,039,605</u>

Total

<b><u>Investments</u></b>	<b><u>Rate (yield)</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	5.34%	2,065,940
UBS Financial Money Market	5.19%	894,070
Morgan Stanley Money Market	5.15%	1,934,050
Merrill Lynch Money Market	5.28%	1,673,187
CDs/Treasuries	see list	16,654,550

**General Fund Total** 24,261,403

**Client Protection Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Amount</u></b>
Wells Fargo	<u>292,104</u>

<b><u>Investments</u></b>	<b><u>Rate (yield)</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	5.34%	2,320,021
Morgan Stanley Money Market	4.94%	115,937
CDs/Treasuries	see list	2,737,585

**Client Protection Fund Total** 5,465,647

**Grand Total Cash & Investments** 29,727,050

**Washington State Bar Association  
Analysis of Cash Investments  
As of May 31, 2024**

**General Fund**

<b><u>Bank</u></b>	<b><u>Yield</u></b>	<b><u>Term Months</u></b>	<b><u>Trade Date</u></b>	<b><u>Settle Date</u></b>	<b><u>Maturity Date</u></b>	<b><u>Amount</u></b>
<i>From WF</i>						
US Treasury Bill	5.25%	11	7/11/2023	7/13/2023	6/13/2024	238,368
US Treasury Bill	5.10%	6	1/4/2024	1/5/2024	7/5/2024	243,816
US Treasury Bill	5.00%	6	1/16/2024	1/17/2024	7/8/2024	244,324
US Treasury Bill	5.25%	4	4/16/2024	4/17/2024	8/13/2024	245,827
Texas Capital Bank CD	5.25%	12	8/9/2023	8/16/2023	8/15/2024	250,000
ESSA Bank & Trust PA CD	5.25%	12	8/9/2023	8/22/2023	8/21/2024	250,000
Bank of America CD	5.30%	12	8/25/2023	8/30/2023	8/29/2024	250,000
Stearns Bank NA CD	5.10%	7	2/21/2024	2/27/2024	9/27/2024	250,000
Leader Bank CD	4.90%	9	12/21/2023	12/29/2023	9/30/2024	250,000
US Treasury Bill	5.20%	6	4/4/2024	4/5/2024	10/3/2024	243,731
US Bank NA CD	5.00%	9	12/21/2023	1/4/2024	10/4/2024	250,000
BMO bank NA CD	5.45%	12	10/4/2023	10/11/2023	10/11/2024	250,000
Bank of Hope CD	4.65%	9	1/4/2024	1/12/2024	10/15/2024	250,000
Bank of India CD	4.70%	9	1/10/2024	1/18/2024	10/16/2024	250,000
Independent bank CD	4.85%	9	1/10/2024	1/19/2024	10/18/2024	250,000
First Central Saving CD	4.75%	9	1/10/2024	1/19/2024	10/19/2024	250,000
Premier Bank Diubuque CD	4.85%	9	1/16/2024	1/23/2024	10/23/2024	250,000
Bank of Houston CD	4.70%	9	1/10/2024	1/26/2024	10/25/2024	250,000
AvidBank CD	4.90%	9	1/16/2024	1/25/2024	10/25/2024	250,000
Promiseone Bank CD	4.90%	9	2/12/2024	2/23/2024	11/25/2024	250,000
Banc of California Inc CD	5.15%	9	2/21/2024	2/28/2024	11/29/2024	250,000
Barrington BK & TR CO CD	5.15%	9	2/21/2024	2/29/2024	11/29/2024	250,000
US Treasury Bill	5.15%	7	4/26/2024	4/29/2024	11/29/2024	242,666
Washington Financial BK CD	5.15%	8	3/26/2024	4/12/2024	12/12/2024	250,000
Associated BK Green CD	5.15%	9	3/12/2024	3/15/2024	12/16/2024	250,000
Simmons Bank Pine Bluff CD	5.20%	9	3/12/2024	3/18/2024	12/18/2024	250,000
Regions Bank CD	4.85%	12	12/15/2023	12/22/2023	12/20/2024	250,000
Eagle Bank CD	5.20%	9	3/12/2024	3/22/2024	12/20/2024	250,000
Citizens BK	5.25%	9	3/26/2024	3/27/2024	12/27/2024	250,000
Crossfirst BK	5.20%	9	3/26/2024	4/5/2024	1/6/2025	250,000
WebBank CD	4.80%	12	1/4/2024	1/8/2024	1/7/2025	250,000
Valley NatL BK	5.15%	9	4/4/2024	4/9/2024	1/9/2025	250,000
Zions Bancorp CD	5.10%	9	4/4/2024	4/10/2024	1/10/2025	250,000
American COML BK CD	4.60%	12	1/4/2024	1/17/2024	1/16/2025	250,000
Northern Bank & Trust CD	4.80%	12	1/10/2024	1/17/2024	1/16/2025	250,000
Live Oak Banking CD	4.70%	12	1/4/2024	1/17/2024	1/17/2025	250,000
Bank of China CD	5.10%	9	4/9/2024	4/17/2024	1/17/2025	250,000
Royal Business Bank CD	5.10%	9	4/9/2024	4/17/2024	1/17/2025	250,000
Bank of New York Mellon CD	5.10%	9	4/16/2024	4/18/2024	1/21/2025	250,000
US Treasury Bill	4.80%	12	2/12/2024	2/13/2024	1/23/2025	239,063
Bank of Utah CD	4.70%	12	1/12/2024	1/26/2024	1/24/2025	250,000
Open Bank CD	4.75%	12	1/12/2024	1/26/2024	1/24/2025	250,000
Bank of Baroda CD	5.15%	9	4/16/2024	4/29/2024	1/29/2025	250,000
Northeast Bank CD	4.90%	13	2/12/2024	2/14/2024	2/23/2025	250,000
Beal Bank USA CD	5.00%	12	3/12/2024	3/20/2024	3/19/2025	250,000
Beal Bank Plano TX CD	5.00%	12	3/26/2024	4/3/2024	4/2/2025	250,000
Old National BK CD	5.00%	12	3/26/2024	4/4/2024	4/4/2025	250,000
Exchange Bank CD	5.00%	12	4/16/2024	4/24/2024	4/23/2025	250,000
Northside Community Bank CD	5.00%	12	4/16/2024	4/24/2024	4/24/2025	250,000
Preferred Bank LA	5.10%	9	4/26/2024	5/3/2024	2/3/2025	250,000
Israel discount BK	5.25%	9	5/2/2024	5/8/2024	2/10/2025	250,000



**Washington State Bar Association  
Analysis of Cash Investments**

**As of May 31, 2024**

Synovus BK	5.20%	9	5/2/2024	5/10/2024	2/10/2025	250,000
CF Bank	5.05%	12	4/26/2024	5/3/2024	5/2/2025	250,000
Morgan Stanley bank	5.10%	12	5/2/2024	5/8/2024	5/8/2025	250,000
Meridian Bank	5.10%	12	5/9/2024	5/15/2024	5/15/2025	250,000
Morgan Stanley PVT Bank	5.15%	12	5/9/2024	5/15/2024	5/15/2025	250,000
					<b>Total from WF</b>	<b>13,947,796</b>
<i>From ML</i>						
Banner bank CD	5.25%	12	6/6/2023	6/12/2023	6/11/2024	237,000
PNC bank, national association CD	5.35%	9	9/14/2023	9/20/2023	6/20/2024	240,000
US Treasury Bill	5.18%	6	1/16/2024	1/18/2024	7/18/2024	487,424
Bank hapoalim B.M CD	5.20%	18	6/6/2023	6/12/2023	12/9/2024	243,000
					<b>Total from ML</b>	<b>1,207,424</b>
<i>From MS</i>						
Wells Fargo CD	5.36%	12	9/25/2023	9/26/2023	9/9/2024	249,330
Fulton Bank NA Lancaster PA CD	5.20%	10	2/23/2024	2/23/2024	12/6/2024	250,000
BankUnited NATL CD	5.20%	10	2/27/2024	2/27/2024	12/9/2024	250,000
Renasant BK CD	5.15%	10	2/27/2024	2/27/2024	12/9/2024	250,000
Truist Bank Charlotte CD	5.10%	9	4/9/2024	4/17/2024	1/13/2025	250,000
					<b>Total from MS</b>	<b>1,249,330</b>
<i>From UBS</i>						
US Treasury Bill	4.50%		12/20/2023	12/21/2023	11/30/2024	250,000
					<b>Total from UBS</b>	<b>250,000</b>
					<b>Total</b>	<b>16,654,550</b>

**Client Fund Protection Fund**

<b><u>Bank</u></b>	<b><u>Yield</u></b>	<b><u>Term Months</u></b>	<b><u>Trade Date</u></b>	<b><u>Settle Date</u></b>	<b><u>Maturity Date</u></b>	<b><u>Amount</u></b>
US Treasury Bill	5.10%	6	1/11/2024	1/12/2024	7/11/2024	243,847
FHLB (Federal Home Loan Bank) CD	5.50%	11	10/11/2023	10/12/2023	8/26/2024	250,000
US Treasury Bill	5.15%	6	3/12/2024	3/14/2024	9/12/2024	243,737
DMB community bank CD	5.30%	12	9/11/2023	9/25/2023	9/24/2024	250,000
Everbank CD	5.45%	12	9/25/2023	9/29/2023	9/27/2024	250,000
Citibank CD	5.50%	12	9/25/2023	9/29/2023	9/27/2024	250,000
Triad Business Bank CD	4.80%	9	1/11/2024	1/24/2024	10/24/2024	250,000
FlagStar Bank NA CD	5.00%	10	1/12/2024	1/19/2024	11/19/2024	250,000
Charles Schwab Bank CD	5.10%	12	12/4/2023	12/8/2023	12/10/2024	250,000
Fifth Third Bank CD	4.70%	12	1/11/2024	1/16/2024	1/15/2025	250,000
FirstBank Nashville CD	5.15%	12	5/14/2024	5/17/2024	5/16/2025	250,000
					<b>Total</b>	<b>2,737,585</b>

# WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors  
Budget and Audit Committee

From: Terra Nevitt, Executive Director; Tiffany Lynch, Director of Finance; Maggie Yu, Controller

Re: Key Financial Benchmarks for the Preliminary Fiscal Year to Date (YTD) through May 31, 2024  
As % of Completion to Annual Reforecast

	% of Year	Current Year % YTD	Current Year \$ Difference Favorable/(Unfavorable)	Prior Year YTD	Comments
Total Salaries & Benefits	67%	66%	\$110,974	66%	Favorable to reforecast due to vacant positions, low unemployment insurance and timing of the L&I insurance quarterly payment.
Other Indirect Expenses*	67%	65%	\$56,944	61%	Favorable to reforecast due to timing of payments for legal fees, workplace benefits, and facilities costs for office space downsizing.
Total Indirect Expenses	67%	66%	\$167,918	65%	Favorable to reforecast resulting from other indirect net savings described above.

General Fund Revenues	67%	72%	\$1,313,828	72%	Favorable to reforecast from higher interest income, legal lunch box product sales, new member product sales, and MCLE fees, and timing of collection for donations, bar exams, and law clerk fees.
General Fund Indirect Expenses	67%	66%	\$160,917	65%	Favorable to reforecast resulting from net other indirect expenses savings.
General Fund Direct Expenses	67%	50%	\$468,298	40%	Favorable to reforecast due to timing of program activities and meetings/events.
General Fund Net	67%	134%	\$1,943,045	333%	Favorable to reforecast for the reasons described above.

CLE Revenue	67%	74%	\$119,863	64%	Favorable to reforecast due to timing of product sales and higher seminar sponsor revenue
CLE Direct Expenses	67%	32%	\$110,849	29%	Favorable to reforecast due to timing of expenses for seminar activities.
CLE Indirect Expenses	67%	66%	\$6,683	65%	Favorable to reforecast and mainly due to other indirect savings.
CLE Net	67%	277%	\$237,395	120%	Favorable to reforecast primarily due to timing of product sales.

\*Workplace benefits, Human Resources, meeting support, rent, taxes, furniture & maintenance, office supplies, depreciation, insurance, equipment, professional fees (legal & audit), internet & telephone, postage, storage, bank fees, Technology

**Washington State Bar Association**

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	<b>FISCAL 2024 REFORECAST</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>	<b>YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)</b>
<b>LICENSE FEES</b>						
<b>REVENUE:</b>						
LICENSE FEES	17,320,499	1,411,507	11,494,040	5,826,459	66%	(52,960)
<b>TOTAL REVENUE:</b>	<u>17,320,499</u>	<u>1,411,507</u>	<u>11,494,040</u>	<u>5,826,459</u>	<u>66%</u>	<u>(52,960)</u>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>ADMISSIONS</b>						
<b>REVENUE:</b>						
EXAM SOFTWARE REVENUE	27,500	-	7,450	20,050	27%	(10,883)
BAR EXAM FEES	1,215,000	82,485	1,129,370	85,630	93%	319,370
RULE 9/LEGAL INTERN FEES	12,000	4,850	12,000	-	100%	4,000
SPECIAL ADMISSIONS	46,240	1,205	24,270	21,970	52%	(6,557)
<b>TOTAL REVENUE:</b>	<b>1,300,740</b>	<b>88,540</b>	<b>1,173,090</b>	<b>127,650</b>	<b>90%</b>	<b>305,930</b>
<b>DIRECT EXPENSES:</b>						
POSTAGE	1,000	235	1,515	(515)	152%	(849)
STAFF TRAVEL/PARKING	20,000	-	7,207	12,793	36%	6,126
STAFF MEMBERSHIP DUES	400	-	305	95	76%	(38)
SUPPLIES	1,500	-	-	1,500	0%	1,000
FACILITY, PARKING, FOOD	94,000	-	42,976	51,024	46%	19,691
EXAMINER FEES	34,000	(1,500)	11,500	22,500	34%	11,167
UBE EXMINATIONS	113,000	-	37,088	75,912	33%	38,245
BOARD OF BAR EXAMINERS	39,000	40	7,532	31,468	19%	18,468
BAR EXAM PROCTORS	21,000	-	5,494	15,506	26%	8,506
DISABILITY ACCOMMODATIONS	55,967	1,950	24,908	31,059	45%	12,403
CHARACTER & FITNESS INVESTIGATIONS	1,000	-	(59)	1,059	-6%	726
LAW SCHOOL VISITS	1,700	15	411	1,289	24%	722
DEPRECIATION-SOFTWARE	11,038	410	9,465	1,573	86%	(2,106)
SOFTWARE HOSTING	41,140	3,707	28,976	12,164	70%	(1,550)
EQUIPMENT, HARDWARE & SOFTWARE	1,000	-	-	1,000	0%	667
STAFF CONFERENCE & TRAINING	13,500	3,359	6,348	7,152	47%	2,652
<b>TOTAL DIRECT EXPENSES:</b>	<b>449,245</b>	<b>8,217</b>	<b>183,666</b>	<b>265,579</b>	<b>41%</b>	<b>115,830</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (6.75 FTE)	522,057	45,665	358,586	163,472	69%	(10,547)
BENEFITS EXPENSE	171,676	13,846	112,529	59,147	66%	1,922
OTHER INDIRECT EXPENSE	198,867	16,458	129,883	68,985	65%	2,696
<b>TOTAL INDIRECT EXPENSES:</b>	<b>892,601</b>	<b>75,969</b>	<b>600,997</b>	<b>291,603</b>	<b>67%</b>	<b>(5,930)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,341,846</b>	<b>84,186</b>	<b>784,664</b>	<b>557,182</b>	<b>58%</b>	<b>109,900</b>
<b>NET INCOME (LOSS):</b>	<b>(41,106)</b>	<b>4,354</b>	<b>388,426</b>	<b>(429,532)</b>	<b>-945%</b>	<b>415,830</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>ADVANCEMENT FTE</b>						
<b>REVENUE:</b>	_____	_____	_____	_____	_____	_____
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>	_____	_____	_____	_____	_____	_____
STAFF CONFERENCE & TRAINING	8,424	-	3,931	4,493	47%	1,685
<b>TOTAL DIRECT EXPENSES:</b>	<u>8,424</u>	<u>-</u>	<u>3,931</u>	<u>4,493</u>	<u>47%</u>	<u>1,685</u>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.89 FTE)	244,054	20,608	164,930	79,124	68%	(2,228)
BENEFITS EXPENSE	69,638	5,686	45,310	24,328	65%	1,115
OTHER INDIRECT EXPENSE	55,683	4,617	36,434	19,249	65%	688
<b>TOTAL INDIRECT EXPENSES:</b>	<u>369,375</u>	<u>30,911</u>	<u>246,674</u>	<u>122,701</u>	<u>67%</u>	<u>(424)</u>
<b>TOTAL ALL EXPENSES:</b>	<u>377,799</u>	<u>30,911</u>	<u>250,605</u>	<u>127,194</u>	<u>66%</u>	<u>1,261</u>
<b>NET INCOME (LOSS):</b>	<u>(377,799)</u>	<u>(30,911)</u>	<u>(250,605)</u>	<u>(127,194)</u>	<u>66%</u>	<u>1,261</u>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>ACCESS TO JUSTICE</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
ATJ BOARD RETREAT	4,000	600	1,898	2,102	47%	769
LEADERSHIP TRAINING	4,000	2,054	3,506	494	88%	(840)
ATJ BOARD EXPENSE	65,000	514	13,659	51,341	21%	29,674
STAFF TRAVEL/PARKING	2,800	222	537	2,263	19%	1,330
STAFF CONFERENCE & TRAINING	3,300	240	1,082	2,218	33%	1,118
PUBLIC DEFENSE	4,000	-	2,043	1,957	51%	624
CONFERENCE/INSTITUTE EXPENSE	-	-	(135)	135		135
RECEPTION/FORUM EXPENSE	11,000	-	6,663	4,337	61%	670
<b>TOTAL DIRECT EXPENSES:</b>	<b>94,100</b>	<b>3,629</b>	<b>29,253</b>	<b>64,847</b>	<b>31%</b>	<b>33,480</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.64 FTE)	145,500	10,717	92,906	52,595	64%	4,094
BENEFITS EXPENSE	52,903	3,744	31,923	20,980	60%	3,346
OTHER INDIRECT EXPENSE	48,317	3,982	31,428	16,890	65%	784
<b>TOTAL INDIRECT EXPENSES:</b>	<b>246,721</b>	<b>18,443</b>	<b>156,256</b>	<b>90,465</b>	<b>63%</b>	<b>8,224</b>
<b>TOTAL ALL EXPENSES:</b>	<b>340,821</b>	<b>22,072</b>	<b>185,509</b>	<b>155,311</b>	<b>54%</b>	<b>41,704</b>
<b>NET INCOME (LOSS):</b>	<b>(340,821)</b>	<b>(22,072)</b>	<b>(185,509)</b>	<b>(155,311)</b>	<b>54%</b>	<b>41,704</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>BAR NEWS</b>						
<b>REVENUE:</b>						
ROYALTIES	2,500	-	-	2,500	0%	(1,667)
DISPLAY ADVERTISING	400,000	-	279,414	120,586	70%	12,748
SUBSCRIPT/SINGLE ISSUES	100	-	108	(8)	108%	41
CLASSIFIED ADVERTISING	7,500	303	2,105	5,395	28%	(2,895)
JOB TARGET ADVERTISING	200,000	14,022	93,736	106,264	47%	(39,598)
<b>TOTAL REVENUE:</b>	<b>610,100</b>	<b>14,325</b>	<b>375,363</b>	<b>234,737</b>	<b>62%</b>	<b>(31,370)</b>
<b>DIRECT EXPENSES:</b>						
POSTAGE	110,000	-	79,684	30,316	72%	(6,351)
PRINTING, COPYING & MAILING	250,000	-	140,338	109,662	56%	26,329
DIGITAL/ONLINE DEVELOPMENT	2,000	170	522	1,478	26%	812
GRAPHICS/ARTWORK	100	-	1,103	(1,003)	1103%	(1,036)
EDITORIAL ADVISORY COMMITTEE	-	-	20	(20)		(20)
STAFF CONFERENCE & TRAINING	2,500	-	-	2,500	0%	1,667
STAFF MEMBERSHIP DUES	135	-	-	135	0%	90
SUBSCRIPTIONS	225	-	203	22	90%	(53)
<b>TOTAL DIRECT EXPENSES:</b>	<b>364,960</b>	<b>170</b>	<b>221,869</b>	<b>143,091</b>	<b>61%</b>	<b>21,438</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (2.23 FTE)	213,007	17,874	144,903	68,104	68%	(2,898)
BENEFITS EXPENSE	69,472	5,603	45,121	24,350	65%	1,193
OTHER INDIRECT EXPENSE	65,700	5,427	42,831	22,869	65%	969
<b>TOTAL INDIRECT EXPENSES:</b>	<b>348,179</b>	<b>28,904</b>	<b>232,855</b>	<b>115,324</b>	<b>67%</b>	<b>(736)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>713,139</b>	<b>29,074</b>	<b>454,724</b>	<b>258,415</b>	<b>64%</b>	<b>20,702</b>
<b>NET INCOME (LOSS):</b>	<b>(103,039)</b>	<b>(14,748)</b>	<b>(79,361)</b>	<b>(23,678)</b>	<b>77%</b>	<b>(10,669)</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>BOARD OF GOVERNORS</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
BOG MEETINGS	190,000	30,477	82,565	107,435	43%	44,102
BOG COMMITTEES' EXPENSES	2,500	2	18	2,482	1%	1,648
BOG RETREAT	35,000	8	17,337	17,663	50%	5,996
BOG CONFERENCE ATTENDANCE	60,000	4,188	48,682	11,318	81%	(8,682)
BOG TRAVEL & OUTREACH	22,000	480	20,590	1,410	94%	(5,924)
LEADERSHIP TRAINING	20,000	-	-	20,000	0%	13,333
BOG ELECTIONS	26,900	-	9,041	17,860	34%	8,893
PRESIDENT'S DINNER	15,000	-	482	14,518	3%	9,518
NEW GOVERNOR ORIENTATION	10,000	-	-	10,000	0%	6,667
PRESIDENT'S PHOTO	3,300	-	488	2,812	15%	1,712
LONG RANGE STRATEGIC PLANNING COUNCIL	600	-	-	600	0%	400
SUPPLIES	500	101	130	370	26%	203
<b>TOTAL DIRECT EXPENSES:</b>	<b>385,800</b>	<b>35,256</b>	<b>179,334</b>	<b>206,466</b>	<b>46%</b>	<b>77,866</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.50 FTE)	104,320	10,673	63,028	41,292	60%	6,519
BENEFITS EXPENSE	38,166	3,215	18,367	19,798	48%	7,077
OTHER INDIRECT EXPENSE	44,193	3,665	28,925	15,268	65%	537
<b>TOTAL INDIRECT EXPENSES:</b>	<b>186,679</b>	<b>17,554</b>	<b>110,320</b>	<b>76,359</b>	<b>59%</b>	<b>14,132</b>
<b>TOTAL ALL EXPENSES:</b>	<b>572,479</b>	<b>52,809</b>	<b>289,654</b>	<b>282,825</b>	<b>51%</b>	<b>91,999</b>
<b>NET INCOME (LOSS):</b>	<b>(572,479)</b>	<b>(52,809)</b>	<b>(289,654)</b>	<b>(282,825)</b>	<b>51%</b>	<b>91,999</b>



**Washington State Bar Association**

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>CHARACTER &amp; FITNESS BOARD</b>						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
CHARACTER & FITNESS BOARD EXP	18,000	-	2,064	15,936	11%	9,936
COURT REPORTERS	15,000	95	687	14,313	5%	9,313
<b>TOTAL DIRECT EXPENSES:</b>	<b>33,000</b>	<b>95.01</b>	<b>2,750.45</b>	<b>30,250</b>	<b>8%</b>	<b>19,250</b>
INDIRECT EXPENSES:						
SALARY EXPENSE (0.75 FTE)	93,739	9,418	65,426	28,314	70%	(2,933)
BENEFITS EXPENSE	30,383	1,419	18,643	11,740	61%	1,613
OTHER INDIRECT EXPENSE	22,096	1,833	14,462	7,634	65%	269
<b>TOTAL INDIRECT EXPENSES:</b>	<b>146,219</b>	<b>12,670</b>	<b>98,531</b>	<b>47,688</b>	<b>67%</b>	<b>(1,051)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>179,219</b>	<b>12,765</b>	<b>101,281</b>	<b>77,938</b>	<b>57%</b>	<b>18,198</b>
<b>NET INCOME (LOSS):</b>	<b>(179,219)</b>	<b>(12,765)</b>	<b>(101,281)</b>	<b>(77,938)</b>	<b>57%</b>	<b>18,198</b>

**Washington State Bar Association**

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	<b>FISCAL 2024 REFORECAST</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>	<b>YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)</b>
<b>CONTINUING LEGAL EDUCATION (CLE)</b>						
<b>(CLES - CLEP)</b>						
<b>REVENUE:</b>						
SEMINAR REGISTRATIONS	825,000	10,741	411,770	413,230	50%	(138,230)
SEMINAR REVENUE-OTHER	20,000	-	23,952	(3,952)	120%	10,619
SEMINAR SPLITS W/ CLE	(150,000)	-	-	(150,000)	0%	100,000
SHIPPING & HANDLING	300	-	45	255	15%	(155)
COURSEBOOK SALES	10,000	-	360	9,640	4%	(6,307)
MP3 AND VIDEO SALES	900,000	19,274	787,593	112,407	88%	187,593
<b>TOTAL REVENUE:</b>	<b>1,605,300</b>	<b>30,015</b>	<b>1,223,720</b>	<b>381,580</b>	<b>76%</b>	<b>(27,611)</b>
<b>DIRECT EXPENSES:</b>						
COURSEBOOK PRODUCTION	500	-	-	500	0%	333
DEPRECIATION	2,040	170	1,360	680	67%	-
ONLINE EXPENSES	53,000	4,093	32,952	20,048	62%	2,381
ACCREDITATION FEES	3,000	(84)	1,878	1,122	63%	122
EQUIPMENT, HARD.& SOFTWARE **	-	-	184	(184)		(184)
FACILITIES **	160,500	1,200	45,821	114,679	29%	61,179
DISABILITY ACCOMMODATIONS	7,000	-	1,334	5,666	19%	3,332
SPEAKERS & PROGRAM DEVELOP	45,000	4,135	12,686	32,314	28%	17,314
HONORARIA	3,000	-	-	3,000	0%	2,000
CLE SEMINAR COMMITTEE	200	-	-	200	0%	133
STAFF TRAVEL/PARKING	15,000	-	733	14,267	5%	9,267
STAFF CONFERENCE & TRAINING	2,777	-	-	2,777	0%	1,851
STAFF MEMBERSHIP DUES	1,000	-	-	1,000	0%	667
SUPPLIES	500	-	-	500	0%	333
COST OF SALES - COURSEBOOKS	1,100	-	24	1,076	2%	710
POSTAGE & DELIVERY-COURSEBOOKS	500	-	13	487	3%	320
<b>TOTAL DIRECT EXPENSES:</b>	<b>295,117</b>	<b>9,514</b>	<b>96,985</b>	<b>198,132</b>	<b>33%</b>	<b>99,759</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (7.89 FTE)	583,378	45,347	392,591	190,787	67%	(3,673)
BENEFITS EXPENSE	235,053	17,106	149,705	85,348	64%	6,997
OTHER INDIRECT EXPENSE	232,454	19,242	151,854	80,599	65%	3,115
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,050,884</b>	<b>81,695</b>	<b>694,150</b>	<b>356,734</b>	<b>66%</b>	<b>6,440</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,346,001</b>	<b>91,209</b>	<b>791,135</b>	<b>554,866</b>	<b>59%</b>	<b>106,199</b>
<b>NET INCOME (LOSS):</b>	<b>259,299</b>	<b>(61,194)</b>	<b>432,585</b>	<b>(173,286)</b>	<b>167%</b>	<b>259,719</b>

\*\*Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>CLIENT PROTECTION FUND</b>						
<b>REVENUE:</b>						
CPF RESTITUTION	10,000	615	22,916	(12,916)	229%	16,249
CPF MEMBER ASSESSMENTS	525,930	3,665	534,520	(8,590)	102%	183,900
INTEREST INCOME	180,000	23,178	176,619	3,381	98%	56,619
<b>TOTAL REVENUE:</b>	<b>715,930</b>	<b>27,458</b>	<b>734,055</b>	<b>(18,125)</b>	<b>103%</b>	<b>256,768</b>
<b>DIRECT EXPENSES:</b>						
BANK FEES	3,000	(203)	(1,934)	4,934	-64%	3,934
GIFTS TO INJURED CLIENTS	500,000	-	17,475	482,525	3%	315,858
CPF BOARD EXPENSES	2,000	154	499	1,501	25%	835
STAFF MEMBERSHIP DUES	200	200	200	-	100%	(67)
<b>TOTAL DIRECT EXPENSES:</b>	<b>505,200</b>	<b>151</b>	<b>16,240</b>	<b>488,960</b>	<b>3%</b>	<b>320,560</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.23 FTE)	110,717	9,310	74,729	35,988	67%	(918)
BENEFITS EXPENSE	41,259	3,331	26,788	14,471	65%	718
OTHER INDIRECT EXPENSE	36,238	2,996	23,640	12,598	65%	518
<b>TOTAL INDIRECT EXPENSES:</b>	<b>188,214</b>	<b>15,636</b>	<b>125,158</b>	<b>63,056</b>	<b>66%</b>	<b>318</b>
<b>TOTAL ALL EXPENSES:</b>	<b>693,414</b>	<b>15,786</b>	<b>141,397</b>	<b>552,017</b>	<b>20%</b>	<b>320,879</b>
<b>NET INCOME (LOSS):</b>	<b>22,516</b>	<b>11,672</b>	<b>592,657</b>	<b>(570,142)</b>	<b>2632%</b>	<b>577,647</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>COMMUNICATION STRATEGIES</b>						
<b>REVENUE:</b>						
50 YEAR MEMBER TRIBUTE LUNCH	500	342	2,187	(1,687)	437%	1,854
<b>TOTAL REVENUE:</b>	<b>500</b>	<b>342</b>	<b>2,187</b>	<b>(1,687)</b>	<b>437%</b>	<b>1,854</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	5,895	198	2,421	3,474	41%	1,509
STAFF MEMBERSHIP DUES	1,120	135	497	623	44%	250
SUBSCRIPTIONS	4,000	238	1,464	2,536	37%	1,203
APEX DINNER	50,000	-	-	50,000	0%	33,333
50 YEAR MEMBER TRIBUTE LUNCH	30,000	-	-	30,000	0%	20,000
BAR OUTREACH	18,000	281	2,186	15,814	12%	9,814
COMMUNICATIONS OUTREACH	15,000	-	3,253	11,747	22%	6,747
EQUIPMENT, HARDWARE & SOFTWARE	2,500	-	1	2,499	0%	1,666
STAFF CONFERENCE & TRAINING	7,500	-	9,199	(1,699)	123%	(4,199)
<b>TOTAL DIRECT EXPENSES:</b>	<b>134,015</b>	<b>853</b>	<b>19,020</b>	<b>114,995</b>	<b>14%</b>	<b>70,323</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (5.20 FTE)	398,702	30,404	239,193	159,509	60%	26,609
BENEFITS EXPENSE	136,595	10,379	82,652	53,943	61%	8,411
OTHER INDIRECT EXPENSE	153,201	12,687	100,124	53,078	65%	2,011
<b>TOTAL INDIRECT EXPENSES:</b>	<b>688,499</b>	<b>53,469</b>	<b>421,969</b>	<b>266,530</b>	<b>61%</b>	<b>37,030</b>
<b>TOTAL ALL EXPENSES:</b>	<b>822,514</b>	<b>54,322</b>	<b>440,989</b>	<b>381,525</b>	<b>54%</b>	<b>107,353</b>
<b>NET INCOME (LOSS):</b>	<b>(822,014)</b>	<b>(53,980)</b>	<b>(438,802)</b>	<b>(383,212)</b>	<b>53%</b>	<b>109,207</b>

**Washington State Bar Association**

Statement of Activities

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>COMMUNICATION STRATEGIES FTE</b>						
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.00 FTE)	171,146	14,262	115,602	55,544	68%	(1,505)
BENEFITS EXPENSE	47,372	3,885	31,393	15,980	66%	189
OTHER INDIRECT EXPENSE	29,462	2,432	19,190	10,271	65%	451
TOTAL INDIRECT EXPENSES:	<u>247,980</u>	<u>20,578</u>	<u>166,185</u>	<u>81,795</u>	<u>67%</u>	<u>(865)</u>
NET INCOME (LOSS):	<u>(247,980)</u>	<u>(20,578)</u>	<u>(166,185)</u>	<u>(81,795)</u>	<u>67%</u>	<u>(865)</u>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>DESKBOOKS</b>						
<b>REVENUE:</b>						
DESKBOOK SALES	30,000	-	4,264	25,736	14%	(15,736)
LEXIS/NEXIS ROYALTIES	75,000	13,580	35,409	39,591	47%	(14,591)
SECTION PUBLICATION SALES	1,500	-	540	960	36%	(460)
FASTCASE ROYALTIES	30,000	10,938	17,130	12,870	57%	(2,870)
<b>TOTAL REVENUE:</b>	<b>136,500</b>	<b>24,518</b>	<b>57,343</b>	<b>79,157</b>	<b>42%</b>	<b>(33,657)</b>
<b>DIRECT EXPENSES:</b>						
COST OF SALES - DESKBOOKS	4,000	-	1,717	2,283	43%	949
COST OF SALES - SECTION PUBLICATION	500	-	318	182	64%	15
SPLITS TO SECTIONS	300	-	96	204	32%	104
DESKBOOK ROYALTIES	300	-	198	102	66%	2
OBSOLETE INVENTORY	21,000	-	4,122	16,878	20%	9,878
STAFF MEMBERSHIP DUES	225	-	-	225	0%	150
SUBSCRIPTIONS	50	-	43	7	86%	(10)
<b>TOTAL DIRECT EXPENSES:</b>	<b>26,375</b>	<b>-</b>	<b>6,494</b>	<b>19,881</b>	<b>25%</b>	<b>11,089</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.65 FTE)	155,883	12,990	105,291	50,592	68%	(1,369)
BENEFITS EXPENSE	51,896	4,183	33,687	18,209	65%	910
OTHER INDIRECT EXPENSE	48,612	4,017	31,706	16,906	65%	702
<b>TOTAL INDIRECT EXPENSES:</b>	<b>256,391</b>	<b>21,191</b>	<b>170,684</b>	<b>85,707</b>	<b>67%</b>	<b>243</b>
<b>TOTAL ALL EXPENSES:</b>	<b>282,766</b>	<b>21,191</b>	<b>177,178</b>	<b>105,588</b>	<b>63%</b>	<b>11,332</b>
<b>NET INCOME (LOSS):</b>	<b>(146,266)</b>	<b>3,327</b>	<b>(119,835)</b>	<b>(26,431)</b>	<b>82%</b>	<b>(22,325)</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>DISCIPLINE</b>						
<b>REVENUE:</b>						
AUDIT REVENUE	1,000	85	170	830	17%	(497)
RECOVERY OF DISCIPLINE COSTS	100,000	4,019	33,208	66,792	33%	(33,459)
DISCIPLINE HISTORY SUMMARY	18,000	1,590	11,880	6,120	66%	(120)
<b>TOTAL REVENUE:</b>	<b>119,000</b>	<b>5,694</b>	<b>45,258</b>	<b>73,742</b>	<b>38%</b>	<b>(34,075)</b>
<b>DIRECT EXPENSES:</b>						
DEPRECIATION-SOFTWARE	11,539	-	-	11,539	0%	7,692
PUBLICATIONS PRODUCTION	300	-	-	300	0%	200
STAFF TRAVEL/PARKING	15,000	1,623	7,978	7,022	53%	2,022
STAFF MEMBERSHIP DUES	7,365	225	6,418	947	87%	(1,508)
TELEPHONE	4,800	181	2,017	2,783	42%	1,183
COURT REPORTERS	60,000	5,650	40,361	19,639	67%	(361)
OUTSIDE COUNSEL/AIC	1,000	-	250	750	25%	417
LITIGATION EXPENSES	40,000	1,711	37,118	2,882	93%	(10,451)
DISABILITY EXPENSES	9,000	106	1,414	7,586	16%	4,586
TRANSLATION SERVICES	1,000	1,625	8,028	(7,028)	803%	(7,362)
STAFF CONFERENCE & TRAINING	34,627	795	16,972	17,655	49%	6,113
<b>TOTAL DIRECT EXPENSES:</b>	<b>184,630</b>	<b>11,916</b>	<b>120,554</b>	<b>64,076</b>	<b>65%</b>	<b>2,533</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (38.00 FTE)	3,795,327	309,379	2,481,933	1,313,395	65%	48,286
BENEFITS EXPENSE	1,130,160	91,222	733,369	396,791	65%	20,071
OTHER INDIRECT EXPENSE	1,119,549	92,579	730,624	388,925	65%	15,742
<b>TOTAL INDIRECT EXPENSES:</b>	<b>6,045,036</b>	<b>493,180</b>	<b>3,945,926</b>	<b>2,099,111</b>	<b>65%</b>	<b>84,099</b>
<b>TOTAL ALL EXPENSES:</b>	<b>6,229,667</b>	<b>505,096</b>	<b>4,066,480</b>	<b>2,163,187</b>	<b>65%</b>	<b>86,631</b>
<b>NET INCOME (LOSS):</b>	<b>(6,110,667)</b>	<b>(499,402)</b>	<b>(4,021,222)</b>	<b>(2,089,445)</b>	<b>66%</b>	<b>52,556</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>DIVERSITY</b>						
<b>REVENUE:</b>						
DONATIONS	135,000	-	135,000	-	100%	45,000
<b>TOTAL REVENUE:</b>	<b>135,000</b>	<b>-</b>	<b>135,000</b>	<b>-</b>	<b>100%</b>	<b>45,000</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	1,500	-	234	1,266	16%	766
STAFF MEMBERSHIP DUES	550	-	90	460	16%	277
COMMITTEE FOR DIVERSITY	3,800	-	125	3,675	3%	2,408
DIVERSITY EVENTS & PROJECTS	31,800	-	575	31,225	2%	20,625
SURVEYS	17,500	-	10,000	7,500	57%	1,667
STAFF CONFERENCE & TRAINING	2,000	-	2,000	-	100%	(667)
CONSULTING SERVICES	60,550	-	17,500	43,050	29%	22,867
<b>TOTAL DIRECT EXPENSE:</b>	<b>117,700</b>	<b>-</b>	<b>30,524</b>	<b>87,176</b>	<b>26%</b>	<b>47,943</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (2.69 FTE)	212,559	10,430	87,354	125,205	41%	54,352
BENEFITS EXPENSE	70,525	3,158	27,186	43,339	39%	19,831
OTHER INDIRECT EXPENSE	79,252	6,555	51,731	27,522	65%	1,104
<b>TOTAL INDIRECT EXPENSES:</b>	<b>362,337</b>	<b>20,143</b>	<b>166,271</b>	<b>196,066</b>	<b>46%</b>	<b>75,287</b>
<b>TOTAL ALL EXPENSES:</b>	<b>480,037</b>	<b>20,143</b>	<b>196,795</b>	<b>283,242</b>	<b>41%</b>	<b>123,230</b>
<b>NET INCOME (LOSS):</b>	<b>(345,037)</b>	<b>(20,143)</b>	<b>(61,795)</b>	<b>(283,242)</b>	<b>18%</b>	<b>168,230</b>



## Washington State Bar Association

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>ETHICS, WELLNESS, &amp; PRACTICE (MWP-PMA-PRP) REVENUE:</b>						
DIVERSIONS	7,500	500	10,500	(3,000)	140%	5,500
ROYALTIES	62,000	16,964	50,848	11,152	82%	9,515
<b>TOTAL REVENUE:</b>	<b>69,500</b>	<b>17,464</b>	<b>61,348</b>	<b>8,152</b>	<b>88%</b>	<b>15,015</b>
<b>DIRECT EXPENSES:</b>						
STAFF MEMBERSHIP DUES	1,350	-	517	833	38%	383
MEMBER WELLNESS COUNCIL	1,000	-	-	1,000	0%	667
STAFF TRAVEL/PARKING	2,250	169	1,658	592	74%	(158)
STAFF CONFERENCE & TRAINING	572	-	527	45	92%	(145)
SUBSCRIPTIONS	1,200	110	882	318	74%	(82)
CPE COMMITTEE	1,000	-	386	614	39%	281
FASTCASE	75,000	-	84,042	(9,042)	112%	(34,042)
<b>TOTAL DIRECT EXPENSES:</b>	<b>82,372</b>	<b>279</b>	<b>88,013</b>	<b>(5,641)</b>	<b>107%</b>	<b>(33,098)</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (3.53 FTE)	355,322	29,917	241,008	114,314	68%	(4,127)
BENEFITS EXPENSE	148,925	12,112	96,847	52,078	65%	2,436
OTHER INDIRECT EXPENSE	104,000	8,634	68,140	35,860	66%	1,194
<b>TOTAL INDIRECT EXPENSES:</b>	<b>608,247</b>	<b>50,663</b>	<b>405,995</b>	<b>202,252</b>	<b>67%</b>	<b>(497)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>690,619</b>	<b>50,942</b>	<b>494,007</b>	<b>196,612</b>	<b>72%</b>	<b>(33,595)</b>
<b>NET INCOME (LOSS):</b>	<b>(621,119)</b>	<b>(33,478)</b>	<b>(432,660)</b>	<b>(188,459)</b>	<b>70%</b>	<b>(18,580)</b>

## Washington State Bar Association

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>FINANCE</b>						
<b>REVENUE:</b>						
INTEREST INCOME	650,000	118,577	698,982	(48,982)	108%	265,649
<b>TOTAL REVENUE:</b>	<b>650,000</b>	<b>118,577</b>	<b>698,982</b>	<b>(48,982)</b>	<b>108%</b>	<b>265,649</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	1,500	119	3,603	(2,103)	240%	(2,603)
STAFF CONFERENCE & TRAINING	520	-	263	257	51%	84
STAFF MEMBERSHIP DUES	620	-	613	7	99%	(200)
<b>TOTAL DIRECT EXPENSES:</b>	<b>2,640</b>	<b>119</b>	<b>4,479</b>	<b>(1,839)</b>	<b>170%</b>	<b>(2,719)</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (6.92 FTE)	714,291	52,988	472,811	241,480	66%	3,383
BENEFITS EXPENSE	232,902	16,816	142,461	90,441	61%	12,807
OTHER INDIRECT EXPENSE	203,876	16,881	133,220	70,656	65%	2,697
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,151,069</b>	<b>86,685</b>	<b>748,492</b>	<b>402,577</b>	<b>65%</b>	<b>18,887</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,153,709</b>	<b>86,804</b>	<b>752,971</b>	<b>400,737</b>	<b>65%</b>	<b>16,168</b>
<b>NET INCOME (LOSS):</b>	<b>(503,709)</b>	<b>31,773</b>	<b>(53,989)</b>	<b>(449,719)</b>	<b>11%</b>	<b>281,817</b>

## Washington State Bar Association

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>FOUNDATION</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
CONSULTING SERVICES	3,000	-	3,000	-	100%	(1,000)
PRINTING & COPYING	700	21	442	258	63%	24
STAFF TRAVEL/PARKING	900	-	-	900	0%	600
SUPPLIES	150	-	-	150	0%	100
BOARD OF TRUSTEES	3,250	-	399	2,851	12%	1,767
EQUIPMENT/HARDWARE/SOFTWARE	-	220	1,296	(1,296)		(1,296)
POSTAGE	350	-	38	312	11%	195
STAFF CONFERENCE & TRAINING	2,300	279	279	2,021	12%	1,254
<b>TOTAL DIRECT EXPENSES:</b>	<b>10,650</b>	<b>519</b>	<b>5,456</b>	<b>5,194</b>	<b>51%</b>	<b>1,644</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.05 FTE)	100,026	8,531	66,766	33,260	67%	(82)
BENEFITS EXPENSE	38,468	3,145	24,848	13,620	65%	797
OTHER INDIRECT EXPENSE	30,935	2,573	20,303	10,632	66%	320
<b>TOTAL INDIRECT EXPENSES:</b>	<b>169,428</b>	<b>14,249</b>	<b>111,916</b>	<b>57,512</b>	<b>66%</b>	<b>1,036</b>
<b>TOTAL ALL EXPENSES:</b>	<b>180,078</b>	<b>14,768</b>	<b>117,372</b>	<b>62,707</b>	<b>65%</b>	<b>2,680</b>
<b>NET INCOME (LOSS):</b>	<b>(180,078)</b>	<b>(14,768)</b>	<b>(117,372)</b>	<b>(62,707)</b>	<b>65%</b>	<b>2,680</b>

## Washington State Bar Association

Statement of Activities

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>HUMAN RESOURCES</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	700	-	18	682	3%	449
STAFF MEMBERSHIP DUES	1,000	-	867	133	87%	(200)
SUBSCRIPTIONS	1,000	-	1,818	(818)	182%	(1,151)
STAFF TRAINING- GENERAL	12,912	-	7,231	5,681	56%	1,377
RECRUITING AND ADVERTISING	8,000	284	2,814	5,186	35%	2,519
PAYROLL PROCESSING	50,000	3,373	27,896	22,104	56%	5,437
SALARY SURVEYS	1,500	-	1,973	(473)	132%	(973)
CONSULTING SERVICES	2,000	-	-	2,000	0%	1,333
TRANSFER TO INDIRECT EXPENSE	(77,112)	(3,658)	(42,618)	(34,494)	55%	(8,790)
<b>TOTAL DIRECT EXPENSES:</b>	-	-	-	-		-
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (4.00 FTE)	608,465	63,154	295,930	312,534	49%	109,713
ALLOWANCE FOR OPEN POSITIONS	(200,000)	-	-	(200,000)	0%	(133,333)
BENEFITS EXPENSE	98,842	16,425	95,081	3,761	96%	(29,186)
OTHER INDIRECT EXPENSE	117,847	9,762	77,040	40,808	65%	1,525
<b>TOTAL INDIRECT EXPENSES:</b>	<b>625,154</b>	<b>89,341</b>	<b>468,051</b>	<b>157,103</b>	<b>75%</b>	<b>(51,281)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>625,154</b>	<b>89,341</b>	<b>468,051</b>	<b>157,103</b>	<b>75%</b>	<b>(51,281)</b>
<b>NET INCOME (LOSS):</b>	<b>(625,154)</b>	<b>(89,341)</b>	<b>(468,051)</b>	<b>(157,103)</b>	<b>75%</b>	<b>(51,281)</b>

## Washington State Bar Association

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>LAW CLERK PROGRAM</b>						
<b>REVENUE:</b>						
LAW CLERK FEES	204,000	4,500	188,734	15,266	93%	52,734
LAW CLERK APPLICATION FEES	3,200	900	3,400	(200)	106%	1,267
<b>TOTAL REVENUE:</b>	<b>207,200</b>	<b>5,400</b>	<b>192,134</b>	<b>15,066</b>	<b>93%</b>	<b>54,001</b>
<b>DIRECT EXPENSES:</b>						
SUBSCRIPTIONS	250	-	-	250	0%	167
DEPRECIATION	4,675	-	-	4,675	0%	3,117
CHARACTER & FITNESS INVESTIGATIONS	100	-	-	100	0%	67
LAW CLERK BOARD EXPENSE	8,000	-	3,645	4,355	46%	1,688
STAFF TRAVEL/PARKING	500	-	24	476	5%	309
SOFTWARE HOSTING	1,210	109	852	358	70%	(46)
LAW CLERK OUTREACH	5,000	-	73	4,927	1%	3,261
<b>TOTAL DIRECT EXPENSES:</b>	<b>19,735</b>	<b>109</b>	<b>4,594</b>	<b>15,141</b>	<b>23%</b>	<b>8,563</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.23 FTE)	100,677	8,467	67,444	33,233	67%	(326)
BENEFITS EXPENSE	31,257	2,501	19,929	11,328	64%	909
OTHER INDIRECT EXPENSE	36,238	2,995	23,640	12,598	65%	519
<b>TOTAL INDIRECT EXPENSES:</b>	<b>168,171</b>	<b>13,963</b>	<b>111,012</b>	<b>57,159</b>	<b>66%</b>	<b>1,102</b>
<b>TOTAL ALL EXPENSES:</b>	<b>187,907</b>	<b>14,072</b>	<b>115,606</b>	<b>72,300</b>	<b>62%</b>	<b>9,665</b>
<b>NET INCOME (LOSS):</b>	<b>19,293</b>	<b>(8,672)</b>	<b>76,528</b>	<b>(57,235)</b>	<b>397%</b>	<b>63,666</b>

## Washington State Bar Association

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>LEGISLATIVE</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	2,500	45	83	2,417	3%	1,584
STAFF MEMBERSHIP DUES	450	-	130	320	29%	170
JUD RECOMMEND COMMITTEE	2,250	-	-	2,250	0%	1,500
SUBSCRIPTIONS	2,000	-	1,985	16	99%	(651)
TELEPHONE	485	48	384	101	79%	(61)
OLYMPIA RENT	1,500	-	-	1,500	0%	1,000
CONTRACT LOBBYIST	12,500	-	9,375	3,125	75%	(1,042)
LEGISLATIVE COMMITTEE	1,250	-	2	1,248	0%	832
BOG LEGISLATIVE COMMITTEE	300	-	-	300	0%	200
STAFF CONFERENCE & TRAINING	2,500	-	1,736	764	69%	(70)
<b>TOTAL DIRECT EXPENSES:</b>	<b>25,735</b>	<b>93</b>	<b>13,695</b>	<b>12,040</b>	<b>53%</b>	<b>3,462</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.70 FTE)	152,783	12,752	102,011	50,772	67%	(156)
BENEFITS EXPENSE	52,771	4,252	34,024	18,747	64%	1,157
OTHER INDIRECT EXPENSE	50,085	4,158	32,818	17,267	66%	572
<b>TOTAL INDIRECT EXPENSES:</b>	<b>255,640</b>	<b>21,163</b>	<b>168,854</b>	<b>86,786</b>	<b>66%</b>	<b>1,573</b>
<b>TOTAL ALL EXPENSES:</b>	<b>281,375</b>	<b>21,255</b>	<b>182,549</b>	<b>98,826</b>	<b>65%</b>	<b>5,034</b>
<b>NET INCOME (LOSS):</b>	<b>(281,375)</b>	<b>(21,255)</b>	<b>(182,549)</b>	<b>(98,826)</b>	<b>65%</b>	<b>5,034</b>

## Washington State Bar Association

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>LICENSING &amp; MEMBERSHIP RECORDS</b>						
<b>REVENUE:</b>						
STATUS CERTIFICATE FEES	27,000	2,450	20,475	6,525	76%	2,475
INVESTIGATION FEES	20,000	4,100	20,100	(100)	101%	6,767
PRO HAC VICE	400,000	47,174	332,981	67,019	83%	66,314
MEMBER CONTACT INFORMATION	3,700	-	5,706	(2,006)	154%	3,240
PHOTO BAR CARD SALES	200	12	204	(4)	102%	71
<b>TOTAL REVENUE:</b>	<b>450,900</b>	<b>53,736</b>	<b>379,466</b>	<b>71,434</b>	<b>84%</b>	<b>78,866</b>
<b>DIRECT EXPENSES:</b>						
POSTAGE	17,652	608	14,599	3,053	83%	(2,831)
CONSULTING SERVICES **	12,000	-	-	12,000	0%	8,000
SOFTWARE HOSTING	15,125	1,363	10,653	4,472	70%	(570)
<b>TOTAL DIRECT EXPENSES:</b>	<b>44,777</b>	<b>1,971</b>	<b>25,252</b>	<b>19,525</b>	<b>56%</b>	<b>4,599</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (3.83 FTE)	401,688	32,232	269,726	131,963	67%	(1,933)
BENEFITS EXPENSE	137,867	11,001	90,129	47,738	65%	1,782
OTHER INDIRECT EXPENSE	112,839	9,339	73,702	39,137	65%	1,524
<b>TOTAL INDIRECT EXPENSES:</b>	<b>652,394</b>	<b>52,572</b>	<b>433,557</b>	<b>218,837</b>	<b>66%</b>	<b>1,372</b>
<b>TOTAL ALL EXPENSES:</b>	<b>697,171</b>	<b>54,543</b>	<b>458,810</b>	<b>238,362</b>	<b>66%</b>	<b>5,971</b>
<b>NET INCOME (LOSS):</b>	<b>(246,271)</b>	<b>(807)</b>	<b>(79,343)</b>	<b>(166,928)</b>	<b>32%</b>	<b>84,838</b>

\*\*Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

## Washington State Bar Association

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>LIMITED LICENSE LEGAL TECHNICIAN PROGRAM</b>						
<b>REVENUE:</b>						
SEMINAR REGISTRATIONS	2,000	1,045	1,045	955	52%	(288)
LLLT LICENSE FEES	18,562	1,316	10,002	8,560	54%	(2,372)
LLLT LATE LICENSE FEES	-	-	404	(404)		404
INVESTIGATION FEES	-	100	100	(100)		100
MCLE LATE FEES	150	-	450	(300)	300%	350
<b>TOTAL REVENUE:</b>	<b>20,712</b>	<b>2,461</b>	<b>12,001</b>	<b>8,711</b>	<b>58%</b>	<b>(1,807)</b>
<b>DIRECT EXPENSES:</b>						
LLLT BOARD	14,240	-	1,118	13,122	8%	8,375
<b>TOTAL DIRECT EXPENSES:</b>	<b>14,240</b>	<b>-</b>	<b>1,118</b>	<b>13,122</b>	<b>8%</b>	<b>8,375</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (0.53 FTE)	51,460	4,371	34,389	17,071	67%	(82)
BENEFITS EXPENSE	14,055	1,141	9,031	5,024	64%	339
OTHER INDIRECT EXPENSE	15,615	1,304	10,291	5,324	66%	119
<b>TOTAL INDIRECT EXPENSES:</b>	<b>81,130</b>	<b>6,815</b>	<b>53,711</b>	<b>27,419</b>	<b>66%</b>	<b>376</b>
<b>TOTAL ALL EXPENSES:</b>	<b>95,370</b>	<b>6,815</b>	<b>54,829</b>	<b>40,541</b>	<b>57%</b>	<b>8,751</b>
<b>NET INCOME (LOSS):</b>	<b>(74,658)</b>	<b>(4,355)</b>	<b>(42,828)</b>	<b>(31,830)</b>	<b>57%</b>	<b>6,944</b>



## Washington State Bar Association

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**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>LIMITED PRACTICE OFFICERS</b>						
<b>REVENUE:</b>						
INVESTIGATION FEES	200	300	1,000	(800)	500%	867
MCLE LATE FEES	4,000	-	3,150	850	79%	483
LPO EXAMINATION FEES	25,300	1,600	21,200	4,100	84%	4,333
LPO LICENSE FEES	170,000	13,181	104,965	65,035	62%	(8,369)
LPO LATE LICENSE FEES	2,500	(60)	3,600	(1,100)	144%	1,933
<b>TOTAL REVENUE:</b>	<b>202,000</b>	<b>15,021</b>	<b>133,915</b>	<b>68,085</b>	<b>66%</b>	<b>(752)</b>
<b>DIRECT EXPENSES:</b>						
FACILITY, PARKING, FOOD	6,300	-	2,245	4,055	36%	1,955
EXAM WRITING	9,000	4,200	8,400	600	93%	(2,400)
LPO BOARD	4,000	-	-	4,000	0%	2,667
LPO OUTREACH	1,000	-	-	1,000	0%	667
EQUIPMENT, HARDWARE & SOFTWARE	1,000	1,240	1,240	(240)	124%	(574)
PRINTING & COPYING	200	-	78	123	39%	56
SUPPLIES	100	-	113	(13)	113%	(46)
SOFTWARE HOSTING	3,025	273	2,131	894	70%	(114)
<b>TOTAL DIRECT EXPENSES:</b>	<b>24,625</b>	<b>5,713</b>	<b>14,206</b>	<b>10,419</b>	<b>58%</b>	<b>2,211</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (0.78 FTE)	69,420	5,856	46,355	23,066	67%	(74)
BENEFITS EXPENSE	19,678	1,583	12,527	7,151	64%	592
OTHER INDIRECT EXPENSE	22,980	1,903	15,018	7,962	65%	302
<b>TOTAL INDIRECT EXPENSES:</b>	<b>112,079</b>	<b>9,343</b>	<b>73,900</b>	<b>38,179</b>	<b>66%</b>	<b>819</b>
<b>TOTAL ALL EXPENSES:</b>	<b>136,704</b>	<b>15,055</b>	<b>88,106</b>	<b>48,598</b>	<b>64%</b>	<b>3,030</b>
<b>NET INCOME (LOSS):</b>	<b>65,296</b>	<b>(35)</b>	<b>45,809</b>	<b>19,487</b>	<b>70%</b>	<b>2,278</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>MANDATORY CONTINUING LEGAL EDUCATION</b>						
<b>REVENUE:</b>						
ACTIVITY APPLICATION FEE	550,000	65,500	499,500	50,500	91%	132,833
ACTIVITY APPLICATION LATE FEE	220,000	24,950	190,600	29,400	87%	43,933
MCLE LATE FEES	190,000	3,650	264,075	(74,075)	139%	137,408
ANNUAL ACCREDITED SPONSOR FEES	36,000	-	36,250	(250)	101%	12,250
ATTENDANCE LATE FEES	90,000	7,250	87,700	2,300	97%	27,700
COMITY CERTIFICATES	27,800	675	27,572	228	99%	9,039
<b>TOTAL REVENUE:</b>	<b>1,113,800</b>	<b>102,025</b>	<b>1,105,697</b>	<b>8,103</b>	<b>99%</b>	<b>363,164</b>
<b>DIRECT EXPENSES:</b>						
DEPRECIATION	130,449	10,736	80,520	49,929	62%	6,446
STAFF MEMBERSHIP DUES	500	-	500	-	100%	(167)
MCLE BOARD	5,000	-	-	5,000	0%	3,333
STAFF TRAVEL/PARKING	50	-	-	50	0%	33
STAFF CONFERENCE & TRAINING	4,000	-	100	3,900	3%	2,567
<b>TOTAL DIRECT EXPENSES:</b>	<b>139,999</b>	<b>10,736</b>	<b>81,120</b>	<b>58,879</b>	<b>58%</b>	<b>12,213</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (5.88 FTE) **	454,500	33,474	332,220	122,280	73%	(29,220)
BENEFITS EXPENSE	155,895	11,977	96,335	59,560	62%	7,595
OTHER INDIRECT EXPENSE	173,235	14,343	113,195	60,040	65%	2,295
<b>TOTAL INDIRECT EXPENSES:</b>	<b>783,630</b>	<b>59,795</b>	<b>541,750</b>	<b>241,880</b>	<b>69%</b>	<b>(19,330)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>923,629</b>	<b>70,531</b>	<b>622,870</b>	<b>300,759</b>	<b>67%</b>	<b>(7,117)</b>
<b>NET INCOME (LOSS):</b>	<b>190,171</b>	<b>31,494</b>	<b>482,827</b>	<b>(292,657)</b>	<b>254%</b>	<b>356,047</b>

\*\*Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>MEMBER SERVICES &amp; ENGAGEMENT</b>						
<b>TEAM</b>						
<b>(LLB-MINI-MSE-NME)</b>						
<b>REVENUE:</b>						
ROYALTIES	10,800	2,681	9,167	1,633	85%	1,967
NMP PRODUCT SALES	40,000	3,105	94,349	(54,349)	236%	67,682
DIGITAL VIDEO SALES	20,000	686	23,716	(3,716)	119%	10,383
SPONSORSHIPS	9,000	-	12,500	(3,500)	139%	6,500
SEMINAR REGISTRATIONS	15,000	-	16,455	(1,455)	110%	6,455
TRIAL ADVOCACY PROGRAM	12,000	11,949	12,098	(98)	101%	4,098
<b>TOTAL REVENUE:</b>	<b>106,800</b>	<b>18,421</b>	<b>168,285</b>	<b>(61,485)</b>	<b>158%</b>	<b>97,085</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	2,500	-	20	2,480	1%	1,647
STAFF CONFERENCE & TRAINING	250	-	339	(89)	136%	(172)
SMALL TOWN AND RURAL COMMITTEE	5,000	-	-	5,000	0%	3,333
PRINTING & COPYING	1,300	-	-	1,300	0%	867
NEW LAWYER OUTREACH	1,000	-	-	1,000	0%	667
DISABILITY ACCOMMODATIONS	2,000	-	-	2,000	0%	1,333
HONORARIUM	1,500	-	-	1,500	0%	1,000
YLL SECTION PROGRAM	1,500	-	-	1,500	0%	1,000
SMALL TOWN AND RURAL COMMITTEE OUTREACH AND ACTIVITIES	55,000	1,543	1,943	53,057	4%	34,724
ON24 OVRAGE CHARGE	4,500	-	6,067	(1,567)	135%	(3,067)
MEMBER ENGAGEMENT COUNCIL	1,000	-	-	1,000	0%	667
WYLC CLE COMPS	1,000	-	-	1,000	0%	667
WYLC OUTREACH EVENTS	1,500	250	509	991	34%	491
SPEAKERS & PROGRAM DEVELOP	100	-	-	100	0%	67
WYL COMMITTEE	13,500	202	2,286	11,214	17%	6,714
TRIAL ADVOCACY EXPENSES	1,500	374	1,139	361	76%	(139)
RECEPTION/FORUM EXPENSE	1,000	-	149	851	15%	518
INSURANCE REBATE	(425)	-	-	(425)	0%	(283)
WYLC SCHOLARSHIPS/DONATIONS/GRANT	5,000	-	-	5,000	0%	3,333
STAFF MEMBERSHIP DUES	845	150	150	695	18%	413
LENDING LIBRARY	4,000	11	92	3,908	2%	2,575
NMP SPEAKERS & PROGRAM DEVELOPMENT	250	-	-	250	0%	167
<b>TOTAL DIRECT EXPENSES:</b>	<b>103,820</b>	<b>2,530</b>	<b>12,694</b>	<b>91,126</b>	<b>12%</b>	<b>56,519</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (4.64 FTE)	322,883	24,517	212,297	110,586	66%	2,959
BENEFITS EXPENSE	112,926	6,121	69,055	43,871	61%	6,229
OTHER INDIRECT EXPENSE	136,703	11,312	89,277	47,426	65%	1,858
INSURANCE REBATE	(4,060)	-	-	(4,060)	0%	(2,707)
<b>TOTAL INDIRECT EXPENSES:</b>	<b>568,452</b>	<b>41,950</b>	<b>370,629</b>	<b>197,823</b>	<b>65%</b>	<b>8,339</b>
<b>TOTAL ALL EXPENSES:</b>	<b>672,272</b>	<b>44,480</b>	<b>383,323</b>	<b>288,949</b>	<b>57%</b>	<b>64,858</b>
<b>NET INCOME (LOSS):</b>	<b>(565,472)</b>	<b>(26,059)</b>	<b>(215,038)</b>	<b>(350,434)</b>	<b>38%</b>	<b>161,943</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>OFFICE OF THE EXECUTIVE DIRECTOR</b>						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
LEADERSHIP TRAINING	15,000	3,191	12,991	2,009	87%	(2,991)
WASHINGTON LEADERSHIP INSTITUTE	80,000	80,000	80,000	-	100%	(26,667)
ED TRAVEL & OUTREACH	4,000	(77)	3,368	632	84%	(701)
STAFF TRAVEL/PARKING	4,450	198	1,681	2,769	38%	1,286
STAFF CONFERENCE & TRAINING	9,282	366	6,734	2,548	73%	(546)
STAFF MEMBERSHIP DUES	1,890	840	840	1,050	44%	420
<b>TOTAL DIRECT EXPENSES:</b>	<b>114,622</b>	<b>84,518</b>	<b>105,614</b>	<b>9,008</b>	<b>92%</b>	<b>(29,199)</b>
INDIRECT EXPENSES:						
SALARY EXPENSE (2.90 FTE)	491,121	41,447	328,266	162,856	67%	(852)
BENEFITS EXPENSE	126,289	12,042	87,367	38,922	69%	(3,174)
OTHER INDIRECT EXPENSE	85,439	7,083	55,902	29,537	65%	1,057
<b>TOTAL INDIRECT EXPENSES:</b>	<b>702,850</b>	<b>60,573</b>	<b>471,535</b>	<b>231,315</b>	<b>67%</b>	<b>(2,968)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>817,472</b>	<b>145,091</b>	<b>577,149</b>	<b>240,323</b>	<b>71%</b>	<b>(32,168)</b>
<b>NET INCOME (LOSS):</b>	<b>(817,472)</b>	<b>(145,091)</b>	<b>(577,149)</b>	<b>(240,323)</b>	<b>71%</b>	<b>(32,168)</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>OFFICE OF GENERAL COUNSEL</b>						
<b>REVENUE:</b>						
COPY FEES	-	315	427	(427)		427
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>315</b>	<b>427</b>	<b>(427)</b>		<b>427</b>
<b>DIRECT EXPENSES:</b>						
STAFF MEMBERSHIP DUES	2,868	25	1,225	1,643	43%	687
COURT RULES COMMITTEE	1,000	-	-	1,000	0%	667
CUSTODIANSHIPS	5,000	-	125	4,875	2%	3,208
WILLS	2,000	-	-	2,000	0%	1,333
LITIGATION EXPENSES	200	-	-	200	0%	133
TRANSCRIPTION SERVICES	2,100	-	-	2,100	0%	1,400
DISABILITY ACCOMMODATIONS	6,000	203	532	5,468	9%	3,468
STAFF CONFERENCE & TRAINING	6,656	-	750	5,906	11%	3,687
<b>TOTAL DIRECT EXPENSES:</b>	<b>25,824</b>	<b>228</b>	<b>2,632</b>	<b>23,192</b>	<b>10%</b>	<b>14,584</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (6.07 FTE)	682,914	70,873	457,365	225,549	67%	(2,089)
BENEFITS EXPENSE	221,400	14,267	121,171	100,228	55%	26,429
OTHER INDIRECT EXPENSE	178,833	14,801	116,811	62,022	65%	2,411
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,083,147</b>	<b>99,941</b>	<b>695,347</b>	<b>387,799</b>	<b>64%</b>	<b>26,751</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,108,971</b>	<b>100,170</b>	<b>697,979</b>	<b>410,992</b>	<b>63%</b>	<b>41,335</b>
<b>NET INCOME (LOSS):</b>	<b>(1,108,971)</b>	<b>(99,855)</b>	<b>(697,552)</b>	<b>(411,418)</b>	<b>63%</b>	<b>41,761</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSE:</b>						
STAFF MEMBERSHIP DUES	100	-	-	100	0%	67
DISCIPLINARY BOARD EXPENSES	4,000	-	797	3,203	20%	1,870
CHIEF HEARING OFFICER	40,000	3,333	26,664	13,336	67%	3
COURT REPORTERS	500	34,783	34,783	(34,283)	6957%	(34,450)
HEARING OFFICER EXPENSES	4,000	-	163	3,837	4%	2,504
HEARING OFFICER TRAINING	400	-	-	400	0%	267
APPOINTED COUNSEL	48,000	4,600	32,800	15,200	68%	(800)
DISCIPLINARY SELECTION PANEL	1,000	-	-	1,000	0%	667
<b>TOTAL DIRECT EXPENSES:</b>	<b>98,000</b>	<b>42,716</b>	<b>95,207</b>	<b>2,793</b>	<b>97%</b>	<b>(29,874)</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.40 FTE)	129,192	10,746	90,863	38,329	70%	(4,735)
BENEFITS EXPENSE	34,681	2,742	25,327	9,354	73%	(2,206)
OTHER INDIRECT EXPENSE	41,247	3,418	26,978	14,269	65%	520
<b>TOTAL INDIRECT EXPENSES:</b>	<b>205,120</b>	<b>16,907</b>	<b>143,168</b>	<b>61,952</b>	<b>70%</b>	<b>(6,421)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>303,120</b>	<b>59,623</b>	<b>238,375</b>	<b>64,745</b>	<b>79%</b>	<b>(36,295)</b>
<b>NET INCOME (LOSS):</b>	<b>(303,120)</b>	<b>(59,623)</b>	<b>(238,375)</b>	<b>(64,745)</b>	<b>79%</b>	<b>(36,295)</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>PRACTICE OF LAW BOARD</b>						
REVENUE:	_____	_____	_____	_____	_____	_____
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:	_____	_____	_____	_____	_____	_____
PRACTICE OF LAW BOARD	12,000	-	1,157	10,843	10%	6,843
<b>TOTAL DIRECT EXPENSES:</b>	<b>12,000</b>	<b>-</b>	<b>1,157</b>	<b>10,843</b>	<b>10%</b>	<b>6,843</b>
INDIRECT EXPENSES:	_____	_____	_____	_____	_____	_____
SALARY EXPENSE (0.55 FTE)	47,419	5,580	34,306	13,113	72%	(2,693)
BENEFITS EXPENSE	21,236	672	12,581	8,655	59%	1,576
OTHER INDIRECT EXPENSE	16,204	1,339	10,569	5,635	65%	234
<b>TOTAL INDIRECT EXPENSES:</b>	<b>84,860</b>	<b>7,591</b>	<b>57,456</b>	<b>27,404</b>	<b>68%</b>	<b>(883)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>96,860</b>	<b>7,591</b>	<b>58,613</b>	<b>38,246</b>	<b>61%</b>	<b>5,960</b>
<b>NET INCOME (LOSS):</b>	<b>(96,860)</b>	<b>(7,591)</b>	<b>(58,613)</b>	<b>(38,246)</b>	<b>61%</b>	<b>5,960</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>PUBLIC SERVICE PROGRAMS</b>						
<b>REVENUE:</b>						
DONATIONS & GRANTS	130,000	-	130,000	-	100%	43,333
<b>TOTAL REVENUE:</b>	<b>130,000</b>	<b>-</b>	<b>130,000</b>	<b>-</b>	<b>100%</b>	<b>43,333</b>
<b>DIRECT EXPENSES:</b>						
DONATIONS/SPONSORSHIPS/GRANTS	292,309	-	145,706	146,603	50%	49,167
STAFF TRAVEL/PARKING	500	34	177	323	35%	156
SURVEYS	100	-	-	100	0%	67
PRO BONO & PUBLIC SERVICE COMMITTEE	2,500	-	782	1,718	31%	884
PRO BONO CERTIFICATES	2,000	75	75	1,925	4%	1,258
<b>TOTAL DIRECT EXPENSES:</b>	<b>297,409</b>	<b>109</b>	<b>146,740</b>	<b>150,669</b>	<b>49%</b>	<b>51,533</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.62 FTE)	128,379	9,464	78,074	50,305	61%	7,512
BENEFITS EXPENSE	43,223	2,974	25,052	18,170	58%	3,763
OTHER INDIRECT EXPENSE	47,728	3,947	31,149	16,579	65%	669
<b>TOTAL INDIRECT EXPENSES:</b>	<b>219,330</b>	<b>16,385</b>	<b>134,276</b>	<b>85,054</b>	<b>61%</b>	<b>11,944</b>
<b>TOTAL ALL EXPENSES:</b>	<b>516,739</b>	<b>16,494</b>	<b>281,016</b>	<b>235,723</b>	<b>54%</b>	<b>63,476</b>
<b>NET INCOME (LOSS):</b>	<b>(386,739)</b>	<b>(16,494)</b>	<b>(151,016)</b>	<b>(235,723)</b>	<b>39%</b>	<b>106,810</b>



## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>PUBLICATION &amp; DESIGN SERVICES</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
SUBSCRIPTIONS	200	-	88	112	44%	45
IMAGE LIBRARY	4,100	-	4,752	(652)	116%	(2,018)
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,300</b>	<b>-</b>	<b>4,840</b>	<b>(540)</b>	<b>113%</b>	<b>(1,973)</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (0.89 FTE)	72,960	6,079	49,206	23,754	67%	(566)
BENEFITS EXPENSE	23,139	1,839	14,901	8,238	64%	525
OTHER INDIRECT EXPENSE	26,221	2,185	17,243	8,978	66%	237
<b>TOTAL INDIRECT EXPENSES:</b>	<b>122,320</b>	<b>10,103</b>	<b>81,351</b>	<b>40,970</b>	<b>67%</b>	<b>196</b>
<b>TOTAL ALL EXPENSES:</b>	<b>126,620</b>	<b>10,103</b>	<b>86,191</b>	<b>40,430</b>	<b>68%</b>	<b>(1,777)</b>
<b>NET INCOME (LOSS):</b>	<b>(126,620)</b>	<b>(10,103)</b>	<b>(86,191)</b>	<b>(40,430)</b>	<b>68%</b>	<b>(1,777)</b>

## Washington State Bar Association

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For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>REGULATORY SERVICES FTE</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
STAFF MEMBERSHIP DUES	350	-	350	-	100%	(117)
STAFF CONFERENCE & TRAINING **	7,500	3,848	5,083	2,417	68%	(83)
STAFF TRAVEL/PARKING	650	68	258	392	40%	175
<b>TOTAL DIRECT EXPENSES:</b>	<b>8,500</b>	<b>3,916</b>	<b>5,691</b>	<b>2,809</b>	<b>67%</b>	<b>93</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (2.60 FTE)	357,120	29,518	237,382	119,738	66%	698
BENEFITS EXPENSE	105,529	8,563	68,280	37,249	65%	2,073
OTHER INDIRECT EXPENSE	76,601	6,343	50,062	26,539	65%	1,005
<b>TOTAL INDIRECT EXPENSES:</b>	<b>539,250</b>	<b>44,424</b>	<b>355,724</b>	<b>183,526</b>	<b>66%</b>	<b>3,776</b>
<b>TOTAL ALL EXPENSES:</b>	<b>547,750</b>	<b>48,341</b>	<b>361,415</b>	<b>186,335</b>	<b>66%</b>	<b>3,869</b>
<b>NET INCOME (LOSS):</b>	<b>(547,750)</b>	<b>(48,341)</b>	<b>(361,415)</b>	<b>(186,335)</b>	<b>66%</b>	<b>3,752</b>

\*\*Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>SERVICE CENTER</b>						
<b>REVENUE:</b>						
	_____	_____	_____	_____	_____	_____
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>						
	_____	_____	_____	_____	_____	_____
STAFF TRAVEL/PARKING	2,376	198	1,584	792	67%	-
STAFF CONFERENCE & TRAINING	2,184	-	-	2,184	0%	1,456
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,560</b>	<b>198</b>	<b>1,584</b>	<b>2,976</b>	<b>35%</b>	<b>1,456</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (5.78 FTE)	394,527	32,975	270,255	124,272	69%	(7,237)
BENEFITS EXPENSE	160,136	12,851	103,922	56,214	65%	2,835
OTHER INDIRECT EXPENSE	170,289	14,096	111,248	59,041	65%	2,278
<b>TOTAL INDIRECT EXPENSES:</b>	<b>724,952</b>	<b>59,923</b>	<b>485,426</b>	<b>239,527</b>	<b>67%</b>	<b>(2,124)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>729,512</b>	<b>60,121</b>	<b>487,010</b>	<b>242,503</b>	<b>67%</b>	<b>(668)</b>
<b>NET INCOME (LOSS):</b>	<b>(729,512)</b>	<b>(60,121)</b>	<b>(487,010)</b>	<b>(242,503)</b>	<b>67%</b>	<b>(668)</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>SECTIONS ADMINISTRATION</b>						
<b>REVENUE:</b>						
REIMBURSEMENTS FROM SECTIONS	297,786	1,124	362,994	(65,208)	122%	164,470
<b>TOTAL REVENUE:</b>	<b>297,786</b>	<b>1,124</b>	<b>362,994</b>	<b>(65,208)</b>	<b>122%</b>	<b>164,470</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	1,000	34	59	941	6%	608
SUBSCRIPTIONS	350	-	-	350	0%	233
SECTION/COMMITTEE CHAIR MTGS	1,000	-	80	920	8%	586
STAFF CONFERENCE & TRAINING	500	-	-	500	0%	333
STAFF MEMBERSHIP DUES	200	-	-	200	0%	133
<b>TOTAL DIRECT EXPENSES:</b>	<b>3,050</b>	<b>34</b>	<b>139</b>	<b>2,911</b>	<b>5%</b>	<b>1,894</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (2.58 FTE)	159,053	13,044	106,095	52,958	67%	(59)
BENEFITS EXPENSE	65,223	5,083	41,208	24,015	63%	2,274
OTHER INDIRECT EXPENSE	76,011	6,308	49,784	26,228	65%	891
<b>TOTAL INDIRECT EXPENSES:</b>	<b>300,288</b>	<b>24,435</b>	<b>197,087</b>	<b>103,201</b>	<b>66%</b>	<b>3,105</b>
<b>TOTAL ALL EXPENSES:</b>	<b>303,338</b>	<b>24,469</b>	<b>197,225</b>	<b>106,112</b>	<b>65%</b>	<b>5,000</b>
<b>NET INCOME (LOSS):</b>	<b>(5,552)</b>	<b>(23,346)</b>	<b>165,768</b>	<b>(171,320)</b>	<b>-2986%</b>	<b>169,469</b>

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>SECTIONS OPERATIONS</b>						
<b>REVENUE:</b>						
SECTION DUES	438,431	1,704	560,161	(121,729)	128%	267,873
SEMINAR PROFIT SHARE	153,875	-	1,443	152,432	1%	(101,140)
INTEREST INCOME	17,147	-	-	17,147	0%	(11,432)
PUBLICATIONS REVENUE	1,500	-	972	528	65%	(28)
OTHER	78,010	17,169	31,602	46,408	41%	(20,405)
<b>TOTAL REVENUE:</b>	<b>688,964</b>	<b>18,873</b>	<b>594,177</b>	<b>94,786</b>	<b>86%</b>	<b>134,868</b>
<b>DIRECT EXPENSES:</b>						
DIRECT EXPENSES OF SECTION ACTIVITIES	733,096	50,720	183,001	550,095	25%	305,730
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	284,470	1,124	362,956	(78,486)	128%	(173,309)
<b>TOTAL DIRECT EXPENSES:</b>	<b>1,017,566</b>	<b>51,843</b>	<b>545,957</b>	<b>471,609</b>	<b>54%</b>	<b>132,421</b>
<b>NET INCOME (LOSS):</b>	<b>(328,603)</b>	<b>(32,970.59)</b>	<b>48,220</b>	<b>(376,823)</b>	<b>-15%</b>	<b>267,289</b>

**Washington State Bar Association**

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	<b>FISCAL 2024 REFORECAST</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>	<b>YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)</b>
<b>TECHNOLOGY</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
CONSULTING SERVICES	165,000	28,298	41,032	123,968	25%	68,968
STAFF TRAVEL/PARKING	1,000	68	588	412	59%	79
STAFF MEMBERSHIP DUES	200	-	-	200	0%	133
TELEPHONE	95,000	7,619	54,703	40,297	58%	8,630
COMPUTER HARDWARE	66,200	1,786	44,595	21,605	67%	(462)
COMPUTER SOFTWARE	330,000	5,077	256,170	73,830	78%	(36,170)
HARDWARE SERVICE & WARRANTIES	50,000	-	28,535	21,465	57%	4,798
SOFTWARE MAINTENANCE & LICENSING	380,000	104,938	317,119	62,881	83%	(63,786)
THIRD PARTY SERVICES **	10,000	1,517	35,501	(25,501)	355%	(28,834)
CLOUD INFRASTRUCTURE	82,000	2,960	27,091	54,909	33%	27,576
STAFF CONFERENCE & TRAINING	6,000	-	823	5,177	14%	3,177
TRANSFER TO INDIRECT EXPENSES	(1,185,400)	(152,263)	(806,158)	(379,242)	68%	15,891
<b>TOTAL DIRECT EXPENSES:</b>	-	-	-	-		-
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (13.00 FTE) **	1,434,388	128,863	957,566	476,821	67%	(1,308)
BENEFITS EXPENSE	480,054	31,259	293,124	186,930	61%	26,912
CAPITAL LABOR & OVERHEAD	(210,000)	(7,634)	(64,582)	(145,418)	31%	75,418
OTHER INDIRECT EXPENSE	383,003	31,717	250,309	132,695	65%	5,027
<b>TOTAL INDIRECT EXPENSES:</b>	<b>2,087,445</b>	<b>184,206</b>	<b>1,436,418</b>	<b>651,027</b>	<b>69%</b>	<b>106,049</b>
<b>TOTAL ALL EXPENSES:</b>	<b>2,087,445</b>	<b>184,206</b>	<b>1,436,418</b>	<b>651,027</b>	<b>69%</b>	<b>106,049</b>
<b>NET INCOME (LOSS):</b>	<b>(2,087,445)</b>	<b>(184,206)</b>	<b>(1,436,418)</b>	<b>(651,027)</b>	<b>69%</b>	<b>(44,788)</b>

\*\*Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>VOLUNTEER ENGAGEMENT</b>						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
POSTAGE	-	-	571	(571)		(571)
STAFF MEMBERSHIP DUES	450	-	300	150	67%	-
STAFF CONFERENCE & TRAINING	2,600	1,150	1,749	851	67%	(16)
SUBSCRIPTIONS	750	99	815	(65)	109%	(315)
ABA DELEGATES	14,000	-	7,487	6,513	53%	1,846
<b>TOTAL DIRECT EXPENSES:</b>	<b>17,800</b>	<b>1,249</b>	<b>10,923</b>	<b>6,877</b>	<b>61%</b>	<b>944</b>
INDIRECT EXPENSES:						
SALARY EXPENSE (0.60 FTE)	60,485	5,017	40,663	19,822	67%	(340)
BENEFITS EXPENSE	21,371	1,716	13,843	7,528	65%	404
OTHER INDIRECT EXPENSE	17,677	1,480	11,681	5,996	66%	104
<b>TOTAL INDIRECT EXPENSES:</b>	<b>99,534</b>	<b>8,213</b>	<b>66,187</b>	<b>33,346</b>	<b>66%</b>	<b>168</b>
<b>TOTAL ALL EXPENSES:</b>	<b>117,334</b>	<b>9,462</b>	<b>77,110</b>	<b>40,224</b>	<b>66%</b>	<b>168</b>
<b>NET INCOME (LOSS):</b>	<b>(117,334)</b>	<b>(9,462)</b>	<b>(77,110)</b>	<b>(40,224)</b>	<b>66%</b>	<b>1,113</b>

**Washington State Bar Association**

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

	<b>FISCAL 2024 REFORECAST</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>	<b>YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)</b>
<b>INDIRECT EXPENSES:</b>						
SALARIES	13,743,352	1,085,570	8,902,187	4,841,165	65%	260,048
TEMPORARY SALARIES	296,112	91,373	275,282	20,830	93%	(77,874)
CAPITAL LABOR & OVERHEAD	(210,000)	(7,634)	(64,582)	(145,418)	31%	(75,418)
ALLOWANCE FOR OPEN POSITIONS	(200,000)	-	-	(200,000)	0%	(133,333)
INSURANCE REBATE	(4,060)	-	-	(4,060)	0%	(2,707)
EMPLOYEE ASSISTANCE PLAN	4,800	1,200	3,600	1,200	75%	(400)
EMPLOYEE SERVICE AWARDS	1,680	100	1,240	440	74%	(120)
FICA (EMPLOYER PORTION)	1,027,685	84,903	655,343	372,343	64%	29,781
L&I INSURANCE	73,611	-	29,558	44,053	40%	19,516
WA STATE FAMILY MEDICAL LEAVE (F	29,686	2,397	18,704	10,982	63%	1,087
MEDICAL (EMPLOYER PORTION)	1,944,108	149,895	1,241,412	702,696	64%	54,660
RETIREMENT (EMPLOYER PORTION)	1,292,648	101,991	830,154	462,495	64%	31,612
TRANSPORTATION ALLOWANCE	34,000	280	27,608	6,392	81%	(4,941)
UNEMPLOYMENT INSURANCE	82,748	7,094	46,100	36,648	56%	9,065
<b>TOTAL SALARY &amp; BENEFITS EXPENS</b>	<b>18,116,370</b>	<b>1,517,170</b>	<b>11,966,606</b>	<b>6,149,765</b>	<b>66%</b>	<b>110,975</b>
WORKPLACE BENEFITS	52,710	11,438	27,035	25,675	51%	8,105
HUMAN RESOURCES POOLED EXP	77,112	3,658	42,618	34,494	55%	8,790
MEETING SUPPORT EXPENSES	7,500	658	4,609	2,891	61%	391
RENT	1,753,325	92,185	1,338,934	414,391	76%	(170,051)
MOVE / DOWNSIZE EXPENSES	98,400	23,196	23,196	75,204	24%	42,404
PERSONAL PROP TAXES-WSBA	6,650	541	4,031	2,619	61%	402
FURNITURE, MAINT, LH IMP	73,832	1,382	16,950	56,882	23%	32,271
OFFICE SUPPLIES & EQUIPMENT	22,564	2,415	12,747	9,817	56%	2,296
FURN & OFFICE EQUIP DEPRECIATION	111,192	9,714	77,733	33,459	70%	(3,605)
COMPUTER HARDWARE DEPRECIATIO	49,926	3,193	26,548	23,378	53%	6,736
COMPUTER SOFTWARE DEPRECIATION	71,787	3,917	31,331	40,456	44%	16,527
INSURANCE	272,643	22,232	177,857	94,786	65%	3,905
WORK HOME FURNITURE & EQUIP	14,000	416	2,066	11,934	15%	7,267
PROFESSIONAL FEES-AUDIT	35,000	-	38,400	(3,400)	110%	(15,067)
PROFESSIONAL FEES-LEGAL	200,000	13,695	39,844	160,156	20%	93,489
ONLINE LEGAL RESEARCH	24,359	1,796	18,784	5,575	77%	(2,544)
ACCOMODATIONS FUND	6,500	-	-	6,500	0%	4,333
TRANSLATION SERVICES	12,000	1,311	4,669	7,331	39%	3,331
TELEPHONE & INTERNET	33,000	2,620	21,410	11,590	65%	590
POSTAGE - GENERAL	18,300	1,908	6,729	11,571	37%	5,471
RECORDS STORAGE	68,531	3,327	30,000	38,531	44%	15,688
BANK FEES	50,000	546	20,657	29,343	41%	12,677
PRODUCTION MAINTENANCE & SUPPL	12,500	-	8,906	3,594	71%	(572)
COMPUTER POOLED EXPENSES	1,185,400	152,263	806,158	379,242	68%	(15,891)
<b>TOTAL OTHER INDIRECT EXPENSES:</b>	<b>4,257,231</b>	<b>352,412</b>	<b>2,781,210</b>	<b>1,476,021</b>	<b>65%</b>	<b>56,944</b>
<b>TOTAL INDIRECT EXPENSES:</b>	<b>22,373,601</b>	<b>1,869,582</b>	<b>14,747,815</b>	<b>7,625,786</b>	<b>66%</b>	<b>167,919</b>



## Washington State Bar Association

Statement of Activities

For the Period from May 1, 2024 to May 31, 2024

**67% OF YEAR COMPLETE**

SUMMARY PAGE	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE
ACCESS TO JUSTICE	(340,821)	(22,072)	(185,509)	(155,311)
ADMISSIONS/BAR EXAM	(41,106)	4,354	388,426	(429,532)
ADVANCEMENT FTE	(377,799)	(30,911)	(250,605)	(127,194)
BAR NEWS	(103,039)	(14,748)	(79,361)	(23,678)
BOARD OF GOVERNORS	(572,479)	(52,809)	(289,654)	(282,825)
CLE - PRODUCTS	670,916	1,281	634,662	36,254
CLE - SEMINARS	(411,617)	(62,474)	(202,077)	(209,540)
CLIENT PROTECTION FUND	22,516	11,672	592,657	(570,142)
CHARACTER & FITNESS BOARD	(179,219)	(12,765)	(101,281)	(77,938)
COMMUNICATIONS	(822,014)	(53,980)	(438,802)	(383,212)
COMMUNICATIONS FTE	(247,980)	(20,578)	(166,185)	(81,795)
DESKBOOKS	(146,266)	3,327	(119,835)	(26,431)
DISCIPLINE	(6,110,667)	(499,402)	(4,021,222)	(2,089,445)
DIVERSITY	(345,037)	(20,143)	(61,795)	(283,242)
FINANCE	(503,709)	31,773	(53,989)	(449,719)
FOUNDATION	(180,078)	(14,768)	(117,372)	(62,707)
HUMAN RESOURCES	(625,154)	(89,341)	(468,051)	(157,103)
LAW CLERK PROGRAM	19,293	(8,672)	76,528	(57,235)
LEGISLATIVE	(281,375)	(21,255)	(182,549)	(98,826)
LEGAL LUNCHBOX	(26,930)	(3,362)	(7,391)	(19,538)
LICENSE FEES	17,320,499	1,411,507	11,494,040	5,826,459
LICENSING AND MEMBERSHIP	(246,271)	(807)	(79,343)	(166,928)
LIMITED LICENSE LEGAL TECHNICIAN	(74,658)	(4,355)	(42,828)	(31,830)
LIMITED PRACTICE OFFICERS	65,296	(35)	45,809	19,487
MANDATORY CLE ADMINISTRATION	190,171	31,494	482,827	(292,657)
MEMBER WELLNESS PROGRAM	(232,993)	(19,580)	(150,606)	(82,387)
MINI CLE	(116,330)	(9,631)	(76,811)	(39,519)
MEMBER SERVICES & ENGAGEMENT	(381,385)	(19,752)	(183,311)	(198,074)
NEW MEMBER EDUCATION	(40,828)	6,686	52,475	(93,303)
OFFICE OF GENERAL COUNSEL	(1,108,971)	(99,855)	(697,552)	(411,418)
OFFICE OF THE EXECUTIVE DIRECTOR	(817,472)	(145,091)	(577,149)	(240,323)
OGC-DISCIPLINARY BOARD	(303,120)	(59,623)	(238,375)	(64,745)
PRACTICE OF LAW BOARD	(96,860)	(7,591)	(58,613)	(38,246)
PRACTICE MANAGEMENT ASSISTANCE	(150,723)	5,705	(124,186)	(26,537)
PROFESSIONAL RESPONSIBILITY PROGRAM	(237,403)	(19,604)	(157,868)	(79,535)
PUBLIC SERVICE PROGRAMS	(386,739)	(16,494)	(151,016)	(235,723)
PUBLICATION & DESIGN SERVICES	(126,620)	(10,103)	(86,191)	(40,430)
REGULATORY SERVICES FTE	(547,750)	(48,341)	(361,415)	(186,335)
SECTIONS ADMINISTRATION	(5,552)	(23,346)	165,768	(171,320)
SECTIONS OPERATIONS	(328,603)	(32,971)	48,220	(376,823)
SERVICE CENTER	(729,512)	(60,121)	(487,010)	(242,503)
TECHNOLOGY	(2,087,445)	(184,206)	(1,436,418)	(651,027)
VOLUNTEER EDUCATION	(117,334)	(9,462)	(77,110)	(40,224)
INDIRECT EXPENSES	22,373,601	1,869,582	14,747,815	7,625,786
<b>TOTAL OF ALL</b>	<b><u>(21,210,440)</u></b>	<b><u>(1,679,135)</u></b>	<b><u>(16,997,749)</u></b>	<b><u>(4,212,691)</u></b>
<b>NET INCOME (LOSS)</b>	<b><u>(1,163,162)</u></b>	<b><u>(190,447)</u></b>	<b><u>2,249,934</u></b>	<b><u>(3,413,095)</u></b>

# WASHINGTON STATE BAR ASSOCIATION

To: The President, President-elect, Immediate Past-President, and Board of Governors  
 From: Lisa Amatangel, Associate Director, OGC  
 Date: June 17, 2024  
 Re: Litigation Update

No.	Name	Brief Description	Status
1	<i>Komora v. James Elliot Lobsenz, et al.</i> , No. 23-2-02363-34 (Thurston County Superior Court); No. 593530 (WA Court of Appeals, Div. II)	Alleges mishandling of grievance.	Komora filed a Complaint on 07/26/2023. WSBA's Motion to Dismiss was heard and granted with prejudice on 01/26/2024. On 02/26/2024, Komora filed a Notice of Appeal. Komora's statement of arrangements is due 07/08/24.
2	<i>Langadinos v. WSBA, et al.</i> , No. 2:23-cv-00250-RSM (W.D. Wash.)	Alleges disability discrimination.	<p>Langadinos filed a complaint on 02/23/2023. On 06/22/2023, the WSBA filed a Motion to Dismiss, to which Langadinos responded and WSBA replied. On 07/21/2023, Plaintiff filed an Emergency Motion Requesting to Postpone Decision on Defendant's MTD for 6 Weeks, to which WSBA responded.</p> <p>On 03/15/2024 WSBA's Motion to Dismiss was granted in part, including the dismissal with prejudice of Langadinos' claims for injunctive relief, § 1983 claims against the Washington Supreme Court, and claims against individual WSBA employees. Langadinos was granted leave to file a motion to amend the complaint within 30 days and permitted 21 days to properly effect service.</p> <p>On 04/24/2024, Langadinos filed an Emergency Motion for Clarification which was denied. On 04/30/2024, Langadinos filed a motion for leave to file an amended complaint, to which the WSBA defendants responded and Langadinos filed an untimely reply.</p>
3	<i>Turnbull v. Office of Disciplinary Counsel, et al.</i> , No. 2:23-cv-1619 (W.D.Wash.)	Alleges mishandling of grievance.	Turnbull filed a complaint on 10/19/2023 and an amended complaint on 12/08/2023. On 06/10/2024, Defendants filed a Motion to Dismiss.

# WASHINGTON STATE BAR ASSOCIATION

## MEMO

**To:** Board of Governors

**From:** Jennifer Olegario, Communications and Outreach Manager, and Sara Niegowski, Chief Communications Officer

**Date:** June 18, 2024

**Re:** Summary of Media Contacts, April 6-June 17, 2024

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Date	Journalist and Media Outlet	Inquiry
May 2	Matthew Impelli, Newsweek	Sought comment about a judge's conduct. Referred him to the Commission on Judicial Conduct.
May 3	Max Hughes, NBC Tri-Cities	Inquired about public defense standards. Interviewed Jason Schwartz, CPD chair. See May 7 related article below.
May 21	Emma Epperly, Spokesman-Review	Plans to feature the Law Clerk program. Attended the Rural Summit. Follow up conversations led to feature on June 19 (note: we worked with the reporter to correct several errors in the original)
May 23	Greg Lamm, Law360	Inquired about attorney resignation. Sent Notice of Resignation in Lieu of Discipline.
June 13	Shauna Sowersby, McClatchy newspapers	Inquired about Bar's decision not to investigate AG Ferguson. See June 15 related article below.

### News Releases

- [Bob Schultz Named Local Hero by the Washington State Bar Association \(May 2\)](#)

## News Coverage

- ["State bar looks for solutions as legal deserts worsen in rural Washington,"](#) The Spokesman-Review (June 19)
- ["WA State Bar Association will defer investigation into allegations of misconduct against AG,"](#) The Olympian (June 15)
- ["No end in sight for Benton County defense attorney shortage. 6 suspects already freed,"](#) Tri-City Herald" (June 11)
- ["Lawyer gives up license after pleading guilty to misdemeanor assaults, including one involving an associate,"](#) ABA Journal, June 5
- ["Can smaller caseloads help Washington fill its public defender ranks?"](#) Spokane Public Radio (June 3)
- ["Attorneys in Bremerton Municipal Court could hit caseload limit,"](#) Kitsap Sun (May 31)
- ["Public defender crisis will only get worse if things don't change according to State Bar,"](#) NBC Tri-Cities (May 7)
- ["New Washington State Bar Association standards would put extra strain on local Offices of Public Defense,"](#) Apple Valley News (April 25)
- ["State Bar proposes drastic cuts in public defender caseloads,"](#) My Clallam County (April 19)
- ["Proposed changes to public defender caseloads could hurt rural counties,"](#) Peninsula Daily News (April 12)

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Lesli Ashley, Chair, Practice of Law Board  
**DATE:** June 17, 2024  
**RE:** Suggested Amendments to GR 24(b)(6) Regarding Protection Orders & RCW 7.105

**INFORMATION ONLY:** The Practice of Law Board submits to the Board of Governors for its information suggested rule changes to GR 24(b)(6) to reflect a change in statutory law.

### Issue Summary

The Practice of Law Board (POLB) submits to the Board of Governors (BOG) suggested amendments to General Rule (GR) 24(b)(6), reflecting changes in Washington statutory law regarding assistance provided to individuals seeking protection orders. This suggested amendment is presented to the BOG for informational purposes only.

### Background

The POLB is a Washington Supreme Court-created board governed by GR 25. Among the Board's responsibilities includes receiving and reviewing complaints alleging the unauthorized practice of law and referring complaints that allege harm to the public interest to appropriate enforcement agencies. GR 25(b)(3).

GR 24(a) defines the practice of law, and GR 24(b) provides a list of its exceptions and exclusions stating certain activities are permitted whether or not they constitute the practice of law. Given its role reviewing complaints, the POLB regularly reviews the definition of the practice of law and its exceptions. Among the GR 24(b) exceptions is "[p]roviding assistance to another to complete a form provided by a court for protection under RCW chapters 10.14 (harassment) or 26.50 (domestic violence prevention) when no fee is charged to do so." GR 24(b)(6). This exception has been in place since GR 24 first went into effect on September 1, 2001.

On July 1, 2022, changes in Washington law took effect repealing RCW 10.14 and RCW 26.50 and replacing them with new RCW 7.105, Civil Protection Orders.<sup>1</sup> The new statute governs procedures for domestic violence, sexual assault, stalking, vulnerable adult, extreme risk, and antiharassment protection orders.<sup>2</sup> New RCW 7.105 was enacted to "moderniz[e], harmoniz[e], and improv[e] the efficacy and accessibility of laws concerning civil protection orders."<sup>3</sup> Among the goals of new RCW 7.105 include to "make the system less complex[ and] provide sufficient victim support, consistency, safety, timeliness, and procedural fairness."

<sup>1</sup> See H.D. 1320, 67<sup>th</sup> Leg., 2021 Reg. Sess. (Wash. 2021), available at <https://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/House/1320-S2.SL.pdf?cite=2021%20c%20215%20C2%A7%202>.

<sup>2</sup> RCW 7.105.100.

<sup>3</sup> H.D. 1320, 67<sup>th</sup> Leg., 2021 Reg. Sess. (Wash. 2021).

New RCW 7.105 authorizes certain individuals who are not authorized to practice law to provide assistance in civil protection matters, namely court clerks,<sup>4</sup> courthouse facilitators,<sup>5</sup> sexual assault advocates,<sup>6</sup> domestic violence advocates,<sup>7</sup> protection order advocates,<sup>8</sup> and support persons.<sup>9</sup> A general description of the permissible activities under RCW 7.105 is attached as Appendix A.

Given the repeal of RCW 10.14 and RCW 26.50, the POLB proposes the attached revisions GR 24(b)(6) to bring it into alignment with these statutory changes. Given the stated goals and purposes of RCW 7.105, the POLB is recommending to the Court that it adopt a slightly broader exception to the rule to (1) apply to all types of RCW 7.105 civil protection order matters and (2) cover the assistance permitted under the statute by any person authorized to do so under the statute. The suggested amendment would therefore expand the scope of civil protection orders to which the GR 24(b)(6) exception applies and the pool of individuals who may assist those seeking protection orders.

#### Community Input

The Limited License Legal Technician Board informed the POLB of the statutory changes and the need for revision to GR 24(b)(6).

#### Information for Fiscal Analysis

The suggested amendment should have little to no fiscal impact on the WSBA as the rule change only impacts staff time used to update records if the suggested amendment is adopted by the Court.

#### Information for Equity Analysis

The suggested amendment would reduce barriers to those needing assistance in seeking protection orders by expanding the scope of civil protection orders to which the GR 24(b)(6) exception applies and the pool of individuals who may assist those seeking protection orders.

#### Attachments

1. Appendix A: General Description of Permissible Activities under RCW 7.105
2. Suggested Amendment to GR 24(b)(6) – Marked Up Version
3. Suggested Amendment to GR 24(b)(6) – Clean Version

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<sup>4</sup> RCW 7.105.120

<sup>5</sup> *Id.*

<sup>6</sup> RCW 7.105.250(1)

<sup>7</sup> *Id.*

<sup>8</sup> RCW 7.105.250(2)

<sup>9</sup> RCW 7.105.205(3)

## APPENDIX A: GENERAL DESCRIPTION OF PERMISSIBLE ACTIVITIES UNDER RCW 7.105

### **RCW 7.105.120(1): Court Clerks and Court[house] Facilitators**

RCW 7.105.120 provides statutory exemptions to court clerks and courthouse facilitators.<sup>10</sup> Under the statute, court clerks must “make available the standardized forms, instructions, and informational brochures required by this chapter, and shall keep current specific program names and telephone numbers for community resources, including civil legal aid and volunteer lawyer programs.” RCW 7.105.120(1). The statute specifically exempts as not constituting the practice of law: “Any assistance or information provided by clerks under this chapter, or any assistance or information provided by any person, including court clerks, employees of the department of social and health services, and other court facilitators, to complete the forms provided by the court.” *Id.*

### **RCW 7.150.250(1) Sexual Assault or Domestic Violence Advocates**

RCW 7.105.250(1) authorizes sexual assault advocates<sup>11</sup> and domestic violence advocates<sup>12</sup> “to accompany the petitioner, or appear remotely with the petitioner, and confer<sup>13</sup> with the petitioner during court proceedings.” However, the advocate “shall not provide legal representation.” *Id.* Advocates may speak to the Court but are not required to beyond stating their role and organization. *Id.* Advocates “are not engaged in the unauthorized practice of law when providing assistance.” *Id.*

### **RCW 7.105.250(2) Protection Order Advocates**

RCW 7.105.250(2) authorizes protection order advocates<sup>14</sup> “to accompany the petitioner to any legal proceeding including, but not limited to, sitting or standing next to the petitioner, appearing remotely with the petitioner, and conferring with the petitioner during court proceedings, or addressing the court when invited to do so.” However,

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<sup>10</sup> GR 24(b)(2) exempts from the definition of the practice of law court clerks providing assistance as authorized by Supreme Court order, and GR 24(b)(1) exempts courthouse facilitators providing assistance as authorized by court rule.

<sup>11</sup> “‘Sexual assault advocate’ means the employee or volunteer from a community sexual assault program or underserved populations provider, victim assistance unit, program, or association, that provides information, medical or legal advocacy, counseling, or support to victims of sexual assault, who is designated by the victim to accompany the victim to the hospital or other health care facility and to proceedings concerning the alleged assault, including police and prosecution interviews and court proceedings.” RCW 5.60.060(7)(a); RCW 7.105.250(1)

<sup>12</sup> “‘Domestic violence advocate’ means an employee or supervised volunteer from a community-based domestic violence program or human services program that provides information, advocacy, counseling, crisis intervention, emergency shelter, or support to victims of domestic violence and who is not employed by, or under the direct supervision of, a law enforcement agency, a prosecutor's office, or the child protective services section of the department of children, youth, and families as defined in RCW 26.44.020.” RCW 5.60.060(8)(a); RCW 7.105.250(1).

<sup>13</sup> Confer is undefined in the statute.

<sup>14</sup> “[P]rotection order advocate’ means any employee or volunteer from a program that provides, as some part of its services, information, advocacy, counseling, or support to persons seeking protection orders.” RCW 7.105.250(2)(a).

the advocate “shall not provide legal representation.” RCW 7.105.250(2)(b). Advocates may speak to the Court but are not required to beyond stating their role and organization. *Id.*

**RCW 7.105.250(3) Support Persons**

RCW 7.105.250(3) authorizes support persons<sup>15</sup> “to accompany the petitioner to any legal proceeding including, but not limited to, sitting or standing next to the petitioner, appearing remotely with the petitioner, and conferring with the petitioner during court proceedings.” However, the advocate “shall not provide legal representation.” RCW 7.105.250(3)(a).

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<sup>15</sup> “‘Support person’ means any third-party of the petitioner’s choosing.” RCW 7.105.250(3).



**SUGGESTED AMENDMENTS TO THE GENERAL RULE GR 24**

1 **GR 24 DEFINITION**

2 **(a) [Unchanged.]**

3 **(b) Exceptions and Exclusions: Whether or not they constitute the practice of law, the**  
4 **following are permitted:**

5 (1) – (5) [Unchanged.]

6 (6) Providing assistance in civil protection order matters as permitted by RCW 7.105 by any  
7 person authorized to do so under RCW 7.105. ~~to another to complete a form provided by a court~~  
8 ~~for protection under RCW chapters 10.14 (harassment) or 26.50 (domestic violence prevention)~~  
9 ~~when no fee is charged to do so.~~

10 (7) – (11) [Unchanged.]

11 **(c) – (f) [Unchanged]**

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**SUGGESTED AMENDMENTS TO THE GENERAL RULE GR 24**

1 **GR 24 DEFINITION**

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4 **following are permitted:**

5 (1) – (5) [Unchanged.]

6 (6) Providing assistance in civil protection order matters as permitted by RCW 7.105 by any  
7 person authorized to do so under RCW 7.105.

8 (7) – (11) [Unchanged.]

9 **(c) – (f) [Unchanged.]**

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**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Governor Matthew Dresden, Co-Chair of the Member Engagement Council; Treasurer Francis Adewale, Co-Chair of the Member Engagement Council; and Chief Communication and Outreach Officer Sara Niegowski  
**DATE:** June 28, 2024  
**RE:** Deskbook Access for Members and the Public

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**MEMO:** The Member Engagement Council (MEC) is reporting back regarding a new, free lending model for WSBA deskbooks to provide greater access to members and the public.

In FY23, the Board of Governors tasked the MEC with studying and making a recommendation regarding whether and how to provide free or reduced-cost access to WSBA deskbooks for members. After analyzing data from a professional survey designed to gather member feedback, the MEC is pleased to return to the Board of Governors with a recommendation that aligns with members' top preference—a free digital lending model—and is low cost, effective, and widely accessible. The recommendation is to support the lending of deskbooks through the Washington State Law Library's eBook Collection. The infrastructure/platform already exists to allow any WSBA member or member of the public to loan deskbooks; the WSBA need only provide funds to augment the number of eBook deskbooks available to increase access, decrease wait times, and promote robust usage. The MEC voted unanimously to recommend inclusion of \$10,000 in the FY25 budget to supplement the law library's collection with enough electronic copies of popular titles to ensure there is not a lengthy wait time to check out any deskbook. That request is now included in the first draft of the FY25 budget before the Budget & Audit Committee, and, if passed along to and adopted by the Board, will complete the MEC's recommendation regarding deskbooks. This will be an annual budget request which, based upon usage data, may increase in future years.

#### **BACKGROUND**

The Long Range Strategic Planning Council in 2022 gathered feedback and a preliminary fiscal analysis regarding a proposal to make WSBA Deskbooks a free member benefit—which would mean a shift away from a business model that provides physical and Ebooks for sale via LexisNexis and electronic annual subscriptions via Fastcase. The Long Range Strategic Planning Council in May 2023 brought this recommendation forward to the Board of Governors with a fleshed-out fiscal analysis that projected a \$915,500 cost for the first year and a \$608,232 per-year cost (with inflation expected annually) from then on. The Board voted for the proposal to go to the MEC, which would study more than just the one option to increase free/low-cost deskbook access, collect member feedback, and report back to the Board with a recommendation.

#### **STAKEHOLDER INPUT and PROCESS**

The MEC crafted a survey with National Business Research Institute (NBRI), the professionals that oversee and administers the WSBA's ongoing member satisfaction survey, tailored to solicit feedback regarding members'

perspective on and usage of deskbooks; the survey presented a variety of potential models for deskbook access and asked members to rate their preference of each. NBRI administered the survey in February 2024, employing the same methodology and requisites for minimum confidence level (95%) and maximum sampling error (5%) used for each quarter of WSBA's ongoing survey work.

The MEC received and analyzed the survey responses (see attachments) in March 2024. Based on survey respondents' levels of interest in several of the potential models for increased deskbook access, the MEC asked Chief Niegowski and her staff to come back with logistical and financial information for each. The MEC received that analysis in May 2024 (see attached) along with news of a serendipitous development: While exploring possible ways to implement the model with the most member interest/preference (free digital lending access), WSBA staff became aware that the Washington State Law Library already had the infrastructure in place to offer all WSBA deskbook titles as lendable Ebooks as part of its digital collection. As it stands now, any WSBA member and any member of the public who is a registered library patron (via a simple and free process to set up an account), can access the LexisNexis Digital Library Ebook Collection at <https://lexisd.com/library/walawlibrary/>. Working together, the WSBA and Washington State Law Library began to plan a communication campaign for members and the public to highlight the lendable deskbooks. The recommendation and request back to MEC was to fund additional copies of Ebooks for the library to add to its collection to keep wait times short for checking out popular titles.

The MEC ran through the fiscal and logistical options for each deskbook-access model included in the survey, such as a needs-based scholarship program and time-limited trial prior to purchasing, and decided that the free lending system through the easily accessible interface already in place at the state law library rendered most of the other options moot or significantly less effective. The MEC unanimously recommended inclusion of \$10,000 in the FY25 budget to enable the state law library to add more copies of deskbook Ebooks to its collection, noting that this will be an annual ask that could change based on user data collected by the library and shared with the WSBA. Additionally, the MEC asked Chief Niegowski and her staff to (1) continue to plan the corresponding communications campaign to announce the benefit to members and the public; and (2) work with all qualified legal service providers to let them know they are eligible for free WSBA deskbook subscriptions via Fastcase (this is already a benefit for QLSPs and members providing pro bono services via QLSPs, but not widely known). The state law librarians have already begun hailing this joint effort as a real "access to justice" partnership.

The MEC is very pleased with this outcome and recommendation. All members *and the public* (which was a priority for law librarians at the beginning of this process, but an audience not contemplated by the original Long Range Strategic Planning proposal) will be advised via all WSBA communication channels that they have free electronic access to every deskbook title. The \$10,000 fiscal contribution will be the WSBA's initial effort to ensure the library's supply can meet demand with popular titles; the MEC plans to monitor the usage in coming years to recommend adjustment to that number as needed.

#### Attachments

- *Deskbook Survey Response Summary*
- *Total Company Survey Response Comments*
- *Deskbook Survey Analysis MEC*

## WSBA Deskbook Survey

Open February/March 2024

### Response data

- 170 responses = 82% confidence level, 5% sampling error (meets minimum requirements)
  - District 0: 2%
  - District 1: 6%
  - District 2: 5%
  - District 3: 5%
  - District 4: 10%
  - District 5: 8%
  - District 6: 8%
  - District 7N: 6%
  - District 7S: 5%
  - District 8: 7%
  - District 9: 6%
  - District 10: 7%

### Questions

- Do you currently use any WSBA Deskbooks?
  - YES: 32%
  - NO: 68%
- YES: 32% If yes, which titles do you use?
  - Estate Planning, Probate, and Trust Administration in Washington (2020): 31%
  - The Law of Lawyering in Washington (2012) (this book includes information about Washington Rules of Professional Conduct and other professional obligations): 9%
  - Public Records Act Deskbook: Washington’s Public Disclosure and Open Public Meetings Laws (2d ed. 2014 & Supp. 2020): 20%
  - Shareholder Litigation in Washington State (2014): 2%
  - Washington Appellate Practice Deskbook (4th ed. 2016): 22%
  - Washington Business Corporation Act (RCW 23B) Sourcebook (5th ed. 2016): 7%
  - Washington Civil Procedure Deskbook (3d ed. 2014): 44%
  - Washington Community Property Deskbook (5th ed. 2023): 17%
  - Washington Construction Law Deskbook (2019): 9%
  - Washington Family Law Deskbook (3d ed. 2022): 15%
  - Washington Law of Wills and Intestate Succession (3d ed. 2018): 17%
  - Washington Legal Ethics Deskbook (2d ed. 2020): 7%
  - Washington Motor Vehicle Accident Deskbook (last update 2009; currently out of print): 4%
  - Washington Motor Vehicle Accident Insurance Deskbook (last update 2009; currently out of print): 4%
  - Washington Motor Vehicle Accident Litigation Deskbook (last update 2009; currently out of print): 4%
  - Washington Partnership and Limited Liability Company Deskbook (3d ed. 2020)
  - Washington Real Property Deskbook: 54%
- NO: 68% If no, why not?
  - No titles are relevant to my practice: 33%
  - The cost is prohibitive: 32%
  - I was not aware of the WSBA Deskbooks: 19%
  - I use other secondary sources on Washington law: 32%
  - WSBA Deskbooks are not updated frequently enough: 10%
  - Other: 21%
- One of the options under consideration is offering WSBA members unlimited online access to all deskbooks. By how much would you be willing to have your license fee increased?
  - \$0.00 – Not Interested: 39%
  - \$10 - \$20: 44%
  - \$21 - \$30: 17%

- Alternatively, how interested would you be in the following lower cost options for providing greater access to deskbooks? (1=very uninterested, 2=moderately uninterested, 3=slightly uninterested, 4=slightly interested, 5=moderately interested, 6=very interested)
  - Offering an online trial period that would allow you to peruse the book's content before purchasing or subscribing:

1	2	3	4	5	6
27%	9%	5%	24%	20%	15%

- Offering deskbook titles via limited access digital lending, whereby you could check out electronic copies:

1	2	3	4	5	6
20%	4%	3%	18%	25%	31%

- Offering access to deskbooks as an incentive for pro bono service or to help support pro bono service:

1	2	3	4	5	6
24%	10%	8%	17%	20%	22%

- Offering deskbooks as a benefit for new practitioners.

1	2	3	4	5	6
22%	10%	4%	19%	17%	27%

- Offering a need-based or scholarship program to offset the cost of deskbooks for those who qualify:

1	2	3	4	5	6
24%	8%	10%	22%	17%	19%

- No change, maintain the current status quo where people may purchase online access to deskbooks for \$100 or purchase hard copies for \$200 - \$250:

1	2	3	4	5	6
55%	14%	11%	12%	3%	5%

- Other[open for input] : See comments.

## DEMOGRAPHICS

- Age
  - 21 to 30: 2%
  - 31 to 40: 12%
  - 41 to 50: 18%
  - 51 to 60: 34%
  - 61 to 70: 23%
  - 71 to 80: 10%
  - 80 and over: 1%
- Gender
  - Female: 45%
  - Male: 52%
  - Transgender: 1%
  - Non-Binary / Non-Conforming: 2%
  - Not listed: 1%
- Ethnicity
  - American Indian/Native American/Alaskan Native: 1%
  - Asian-Central Asian: 0%
  - Asian-East Asian: 2%
  - Asian-South Asian: 1%

- Asian-Southeast Asian: 0%
- Asian-Unspecified: 0%
- Black/African American/African Descent: 1%
- Hispanic/Latinx: 3%
- Middle Eastern Descent: 1%
- Multi-Racial/Bi-Racial: 3%
- Not Listed: 7%
- Pacific Islander/Native Hawaiian: 0%
- White/European Descent: 81%

- Area of Practice[Select all that apply]

- |                            |                                  |                                  |
|----------------------------|----------------------------------|----------------------------------|
| - Admin-regulator: 11%     | - Employment: 13%                | - LGBTQ: 2%                      |
| - Agricultural: 3%         | - Entertainment: 1%              | - Litigation: 16%                |
| - Animal Law: 1%           | - Environmental: 3%              | - Lobbying: 1%                   |
| - Antitrust: 1%            | - Estate Planning-probate: 18%   | - Malpractice: 4%                |
| - Appellate: 16%           | - Family: 10%                    | - Maritime: 1%                   |
| - Aviation: 1%             | - Foreclosure: 3%                | - Military: 1%                   |
| - Banking: 1%              | - Forfeiture: 1%                 | - Municipal: 7%                  |
| - Bankruptcy: 5%           | - General: 8%                    | - Non-Profit-Tax Exempt: 4%      |
| - Business-Commercial: 18% | - Government: 18%                | - Not Actively Practicing: 3%    |
| - Cannabis: 1%             | - Guardianships: 4%              | - Oil-Gas-Energy: 1%             |
| - Civil Litigation: 27%    | - Health: 6%                     | - Patent-Trademark-Copyright: 3% |
| - Civil Rights: 7%         | - Housing: 3%                    | - Personal Injury: 9%            |
| - Collections: 4%          | - Human Rights: 2%               | - Privacy and Data Security: 6%  |
| - Communications: 1%       | - Immigration-Naturalization: 5% | - Real Property: 18%             |
| - Constitutional: 6%       | - Indian: 3%                     | - Real Property-Land Use: 12%    |
| - Construction: 6%         | - Insurance: 3%                  | - Securities: 0%                 |
| - Consumer: 3%             | - Intellectual Property: 6%      | - Sports: 1%                     |
| - Contracts: 19%           | - International: 1%              | - Subrogation: 1%                |
| - Corporate: 14%           | - Judicial Officer: 2%           | - Tax: 5%                        |
| - Criminal: 9%             | - Juvenile Labor: 0%             | - Torts: 7%                      |
| - Debtor-Creditor: 5%      | - Landlord-Tenant: 8%            | - Traffic Offenses: 1%           |
| - Disability: 4%           | - Land Use: 8%                   | - Workers Compensation: 5%       |
| - Dispute Resolution: 5%   | - Legal Ethics: 2%               | - Other (Please Specify): 9%     |
| - Education: 3%            | - Legal Research-Writing: 9%     |                                  |
| - Elder: 4%                | - Legislation: 2%                |                                  |

- Practice Size

- 1 licensed practitioner: 30%
- 2 to 10 licensed practitioners: 21%
- 11 to 50 licensed practitioners: 14%
- 51 to 100 licensed practitioners: 5%
- More than 100 licensed practitioners: 11%
- Not applicable (in-house counsel, etc.): 19%

# WASHINGTON STATE BAR ASSOCIATION

## ***Deskbooks—Information and Recommendations Regarding Survey Preferences***

Context: [Deskbook Member Survey Overview](#) and [Survey Comments](#); and [analysis of option to make online access free for all members](#) (with a [separate addendum](#))

Overall: 80% of members indicated interest in changing the current model in some way to add access options; 39% percent of members are not willing to pay any increased license fee for access while 44% would pay \$10-\$20 and 17% would pay \$21-\$30.

### **OPTIONS ranked by popularity**

- Option 1: *Offering deskbook titles via limited access digital lending, whereby you could check out electronic copies* (not interested to some degree: 26%; interested to some degree: 74%)
  - Update: We have been exploring with the Washington State Law Library options to make the deskbook library electronically lendable and widely available to all members and the public. GREAT NEWS: The Washington State Law Library has all deskbook titles now available to lend via its Digital Library eBook Collection. [Check it out](#) (literally, go check out a deskbook!). Our discussion has evolved toward funding enough copies of highly sought titles to ensure there is not a significant wait time for any book. We are also exploring whether the default for checking out a book can be fewer than 7 days to allow books to return to circulation quicker, as needed by individual borrowers.
    - Logistics: Easy and accomplished. The Washington State Law Library has the infrastructure.
    - Fiscal impact: The head librarian recommends an investment of \$10,000 in FY25 to allow him to purchase more titles to decrease wait time. We would expect to adjust this number in coming years as we get better lending data.
    - Opportunities and challenges: The network of public law librarians has been one of the biggest stakeholders in this process, and they have been vocal in asking for greater online access to deskbooks to serve their communities, specifically non-lawyers looking for legal assistance. With an enhanced lending system through the state law library, we envision a joint communications effort hailing this partnership a win for access to justice throughout the state. That would include a robust outreach to members to let them know the deskbooks are available for borrowing. In the future, we would like to continue to monitor lending usage statistics to ensure we are funding enough ebooks, and we would like to look for funding opportunities with ALPS or other related partners.
    - Recommendation: *Highest priority for investment and communications.* This option aligns with member preference, affordability, and greatest impact for deskbook access for members and the public, all while keeping the current business model intact.
- Option 2: *Offering deskbooks as a benefit for new practitioners* (not interested to some degree: 36%; interested to some degree: 63%)
  - Logistics: We would need to flesh out eligibility qualifications and other assumptions to precisely derive fiscal and logistical impacts. What is a “new practitioner”? What titles will they have access to? For some background, new members pay a discounted \$1,200 a year for full access to the library via Fastcase; we currently have 8,147 licensees who have practiced fewer



than 6 years (which aligns with the Bylaw definition of “new”); and we have about 1,350 attorneys newly licensed yearly. For this fiscal analysis, we are assuming the deskbook subscription would be offered to first-year licensees for a full-access subscription on Fastcase at the current pricing model. Implementation would include working with Fastcase to amend our current agreement to offset the cost of these new licensees against the current revenue we split from subscription deskbook sales. It may well be that we would come to an agreement on a value lower than \$1,200 for full deskbook access per new licensee, but that is yet to be determined.

- Fiscal impact: \$1.62 million annually (see assumptions above)
  - Opportunities and challenges: Does every new licensee need this access, especially for those that work for bigger firms? The contract agreement with Fastcase would need to be revisited, which would likely offset the current revenue model for subscription access to deskbooks.
  - Recommendation: More work with the New and Young Lawyers Committee to see whether this is a high priority, given a considerable price tag. In the meantime, lending access would be available to all (see option 1).
  
- Option 3: *Offering access to deskbooks as an incentive for pro bono or to help support pro bono service* (not interested to some degree: 42%; interested to some degree: 58%)
  - Update: Members who volunteer with a Qualified Legal Service Provider (QLSP) already get free WSBA deskbooks subscriptions through Fastcase.
    - Logistics: Without running this benefit through a QLSP, it would be hard to determine when/how to provide this access.
    - Fiscal impact: \$0 to keep the benefit as is; we would need a full discussion on parameters to figure out who might qualify outside of QLSPs.
    - Opportunities and challenges: The way the benefit is established now, it encourages work through QLSP, which is a priority for the WSBA.
    - Recommendation: High priority on communication! Ten of 57 QLSPs have arranged access to deskbooks, and we would like to prioritize reaching out to those who do and do not use deskbook access to better understand their needs.
  
- Option 4: *Offering a needs-based or scholarship program to offset the cost of deskbooks for those who qualify* (not interested to some degree: 42%; interested to some degree: 58%)
  - Update: ddd
    - Logistics: The challenge here will be in deciding who is eligible to receive a scholarship, who actually receives a scholarship if too many apply for the available pool, and how much to fund for scholarships from year to year. Can members apply from year to year? Is there a cap?
    - Fiscal impact: TBD depending on how many scholarships the Board wants to provide.
    - Challenges and opportunities: Possible partnership here with ALPs. A challenge is that the scholarship would be presumably on a year-to-year basis, and it could potentially be harmful to a practitioner who depends on a scholarship one year to lose it the next (unstable funding source).
    - Recommendation: Do not pursue, given option 1, recommended as highest priority.
  
- Option 5: *Offering an online trial period that would allow you to peruse the book's content before purchasing or subscribing* (not interested to some degree: 42%; interested to some degree: 58%)
  - Recommendation: Logistically and financially, this alternative seems to dovetail with option 1, recommended as highest priority (above).

**TO:** Board of Governors  
**FROM:** Terra Nevitt, Executive Director  
Paris Eriksen, Volunteer Engagement Advisor  
**DATE:** June 18, 2024  
**RE:** WSBA Treasurer Nomination & Voting Process

**ACTION:** Elect a current member of the WSBA Board of Governors to serve as the 2024-2025 Treasurer, for a one-year term starting at the conclusion of the Board meeting on September 6-7, 2024.

**Nomination Process:**

Current members of the Board of Governors have two options to indicate interest in being nominated for Treasurer, 1) submit a cover letter and resume in advance of the July meeting or 2) nominate from the floor of the July meeting. To date, one Board member has submitted materials for consideration. These materials follow this memo. All current Governors will have the opportunity to self-nominate or nominate another member to serve as the 2024-2025 Treasurer. After all nominees have been identified, the Board will have the opportunity for questions and discussion.

**Voting Process:**

After discussion, Board members will be asked to indicate their choice through secret ballot. Proxy voting is not permitted. All votes will be secret and made available only to the President, Executive Director and General Counsel. Acting President Anjilvel will announce the results of the election. The voting process will continue if needed until a winner is identified. If there is only one nominee for the position of Treasurer, no vote will take place and the single nominee will be declared Treasurer for 2024-2025 year.

**Relevant WSBA Bylaw:**

*D. ELECTIONS BY BOARD OF GOVERNORS*

*2. Treasurer*

*The Treasurer must be a current lawyer Governor and will be nominated and elected by the BOG at the second to the last regularly scheduled BOG meeting of the fiscal year. The Treasurer will be elected by simple majority of Governors voting. In the event there is more than one more nomination, the vote will be by secret written ballot.*

**Materials:**

Governor Kari Petrasek, letter of interest



May 30, 2024

WSBA Board of Governors  
Washington State Bar Association  
1325 Fourth Avenue, Suite 600  
Seattle, WA 98101-2539

***Re: Letter of Interest to Serve as WSBA Treasurer***

My fellow Governors:

I am writing to indicate my interest in serving as the Washington State Bar Association (“WSBA”) Treasurer. Over the last five years, we have had great financial success with FY20 & FY21 Treasurer Dan Clark, FY22 Treasurer Bryn Peterson, and current FY23 & FY24 Treasurer Francis Adewale. I firmly believe if elected as FY25 Treasurer, I will be able to continue the tradition of prudent, transparent, and responsible service to our membership as WSBA Treasurer. For the following reasons, I believe that I have the right experience, and I am the right choice to be our FY25 WSBA Treasurer.

I was elected as the District 2 Governor in 2022 and have had the privilege to serve on the Budget and Audit Committee for two years. While serving on the Budget and Audit Committee, I have also been a part of the Investments Subcommittee. Through my work on the Budget and Audit Committee, I have had an opportunity to work closely with and learn from our current Treasurer, Francis Adewale, and the WSBA Director of Finance, Tiffany Lynch, and been able to review our fiscal policy and audit reports in great detail. I believe this involvement working with our budget and finances uniquely qualifies me to hit the ground running in service as our next Treasurer.

For over 20 years, I have practiced in Snohomish County, starting my career in a few small firms before going solo in 2015. My current practice involves mostly representing youth in dependency and termination cases, as well as some estate planning, guardianship, and family law cases. My practice allows me the flexibility as my own boss to have the ability to fully devote sufficient time to serve as our next Treasurer.

During my career, I have had the opportunity to serve in many leadership roles that will help me serve in the role of WSBA Treasurer. Currently, I am the WWL State Board Treasurer, a position I have held for six years. I have managed our investments and created our annual budget

every year with input from the State Board. Over the past few years, I have been able to make us a higher than expected income from our investment accounts by keeping track of our investments and renewing and/or moving our investments to other high interest bearing accounts. In a period of membership decline, this additional income from investments has helped our bottom line.

The same can also be said about my time as the Snohomish County Bar Association Treasurer. For three years, I served as the SCBA treasurer. Along with the Executive Director, we worked on developing our annual budget to be approved by the SCBA Board. I also worked with our bank in moving our savings and investment money into higher interest-bearing accounts, which earned us more revenue from the interest earned on different types of investment accounts.

Throughout my entire career, I have volunteered thousands of hours in bar activities. I started when I was a young lawyer by serving on the WYLD Board of Trustees, representing Snohomish County. In 2006, I was the Snohomish County YLD president, and in 2010, I was the WYLD President. Around that time, I became involved in the WSBA Solo & Small Practice Section and have served on the SSPS Executive Committee since 2012, including serving as Chair for over two years starting in 2018. More recently, I have had the wonderful opportunity to chair the STAR committee where I have worked with staff to develop our annual budget we request for that committee.

I want to make sure that we look at ways to make our Bar Association run smoothly, while also looking at ways to reduce expenditures if possible. If elected Treasurer, I will work diligently with the Budget and Audit Committee and the Board of Governors to ensure that we remain fiscally prudent in how we spend our money and what we charge our members.

During my career, I have a proven record of being someone who is dependable, someone who gets things done and is collaborative, and someone who is very interested in the fiscal health of boards I have served on. In summary, I respectfully request that you vote for me as your next WSBA Treasurer. It would be a great honor to serve in this important position. Thank you for your consideration.

Very truly yours,



Kari M. Petrsek  
District 2 Governor

**WASHINGTON STATE**  
**BAR ASSOCIATION**

To: Board of Governors  
 From: Tiffany Lynch, Director of Finance  
 cc: Executive Leadership Team  
 Re: FY 2025 Budgets – 1<sup>st</sup> Draft  
 Date: June 20, 2024

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*The Budget and Audit Committee reviewed the first draft of the FY 2025 budget at their meeting on June 21, 2024.*

The WSBA budget is a policy document and management tool that allocates funds to fulfill our regulatory responsibilities, serve and protect the public, and support our members in maintaining success in the practice of law. It is prepared annually and reflects funding to support the many programs and services that WSBA provides aligned with our mission. Throughout the year, the budget may undergo amendments, reallocations, and/or a reforecast to accommodate unanticipated departures from the original budget.

The FY25 budget process began at the Board of Governors budget retreat in March which focused on understanding the design of WSBA’s annual budget and reserve funds, reviewing strategic and operational priorities and how they impact the annual budget, and projections for the FY25 budget. At the time of the retreat, there were several projects and ideas that were still in the development phase or were awaiting decisions to determine further action, including recommendations from the Bar Licensure Task Force regarding alternative pathways to admission and WSBA office lease space lease negotiations. Naturally, these items have a significant impact on the FY25 budget and beyond. Since that time, we have continued to work on gathering as much information as possible to inform the budget and fiscal projections. The first draft of the budget reflects our routine operations, as well as what we have been able to estimate for these new projects in the coming year.

Included in this memo is a high-level comparison of the FY25 first draft and FY24 reforecast budget, with additional information supporting the key areas of change. Individual cost center budget details are included in attachments. In your review, it is helpful to keep in mind that WSBA’s largest revenue source is attorney license fees, comprising of almost 70% of the organization’s annual revenue budget, while the WSBA’s largest expense is for indirect costs, which include (1) Salaries, (2) Benefits, and (3) Other Indirect/Overhead expenses. Indirect costs make up approximately 85% of the expense budget and are impacted by increased market costs for labor, employee benefits, etc.

**BUDGET COMPARISON: FY24 vs FY25**

<b>ALL FUNDS BUDGET<sup>1</sup></b>	<b>FY24 Reforecast</b>	<b>FY25</b>	<b>Difference</b>	<b>% Change</b>
REVENUE	\$25,192,267	\$25,792,477	+\$600,210	+2.4%
EXPENSE	\$26,026,826	\$26,761,268	+\$734,442	+2.8%
<b>NET INCOME/(LOSS)</b>	<b>(\$834,559)</b>	<b>(\$968,791)</b>	<b>+\$134,232</b>	

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<sup>1</sup> Does not include Sections Funds which will be provided in August.

The first draft of the FY25 WSBA budget is separated out into three funds: (1) General Fund, (2) CLE Fund, and (3) Client Protection Fund. (A fourth fund for Sections will be presented in August.) Each has its own designated reserves which are either added to or reduced each year depending on the financial operating results of the designated cost centers.

**(1) GENERAL FUND**

The General Fund captures the majority of WSBA’s work, including regulatory functions and most services to members and the public. License fees is the primary source of revenue that supports the 39 cost centers within the General Fund. The first draft FY25 General Fund budget is based on attorney license fees for the 2025 calendar year of \$458, which has been set at the same rate since 2020. (See attachment A for General Fund detailed cost center budgets.)

General Fund Budget	FY24 Reforecast	FY25	Difference	% Change
▪ Revenue	\$22,734,537	\$23,107,227	+\$372,690	+1.7%
▪ Expenses	\$23,704,645	\$24,363,730	+\$659,085	+2.8%
▪ Net Income/(Loss)	(\$970,108)	(\$1,256,503)	+\$286,395 <sup>2</sup>	

**(2) CLE FUND**

The CLE Fund is a board-designated operating reserve, consisting of net income from the CLE activities, to cover net loss and extraordinary costs of CLE programs, products, and/or capital acquisitions as needed. The FY24 CLE Fund Budget consists of three cost centers: (1) CLE Products; (2) CLE Seminars; and (3) Deskbooks. (See attachment B for CLE Fund detailed cost center budgets.)

CLE Fund Budget	FY24 Reforecast	FY25	Difference	% Change
▪ Revenue	\$1,741,800	\$1,754,710	+\$12,910	+0.74%
▪ Expenses	\$1,628,767	\$1,703,091	+\$74,324	+4.6%
▪ Net Income/(Loss)	\$113,033	\$51,619	(\$61,414) <sup>2</sup>	

**(3) CLIENT PROTECTION FUND (CPF)**

The Client Protection Fund (CPF) is a legally restricted fund created in 1995 by the Washington Supreme Court and WSBA to make gifts to compensate those financially victimized by lawyer dishonesty or failure to account for client funds or property. It is principally funded by an annual assessment on all active members and *pro hac vice* admissions as required by the Washington Supreme Court. (See attachment C for Client Protection Fund detailed cost center budgets.)

Client Protection Fund Budget	FY24 Reforecast	FY25	Difference	% Change
▪ Revenue	\$715,930	\$930,540	+\$214,610	+30.0%
▪ Expenses	\$693,414	\$694,448	+\$1,034	+0.15%
▪ Net Income/(Loss)	\$22,516	\$236,092	+\$213,576 <sup>2</sup>	

<sup>2</sup> A positive (+) difference means an increase in the net income or loss and a negative (-) difference means that there is a decrease in the net income or loss from the FY24 Reforecast.

## KEY AREAS OF CHANGE

Provided below is a list of the key areas of change between the FY24 reforecast and FY25 budgets followed by relevant narrative information for items with an asterisk.

Revenue Changes from FY24 Reforecast (\$20,000 or greater)	Budget Impact
<b>GENERAL FUND:</b>	<b>+\$372,690</b>
▪ <b>Admissions:</b> BOG approved increase to admission fees in 2025, currently pending Supreme Court approval.	+\$179,440
▪ <b>License fees:</b> anticipated net increase in members and late fees for 2025	+\$172,117
▪ <b>MCLE fees:</b> actual revenue figures continue to trend higher each year. Increase to align with historical trends.	+\$120,000
▪ <b>NMP Product Sales (NME):</b> increase in product sales based on anticipated programming.	+\$20,000
▪ <b>Bar News Job Target:</b> reduction in advertising revenue for job postings, consistent with actual FY24 revenue trends.	(\$20,000)
▪ <b>Reimbursement from Sections (SECT):</b> Section Per-Member Charge paid to WSBA is reduced to align with current number of memberships.	(\$22,786)
▪ <b>Recovery of Discipline Costs (DISC):</b> actual revenue figures continue to trend low each year. Decrease to align with historical trends.	(\$30,000)
▪ <b>Interest Income (FIN):</b> anticipating interest rate reduction on investments.	(\$50,000)
<b>CLE FUND:</b>	<b>+\$12,920</b>
▪ <b>Digital Video Sales (CLEP):</b> increase based on anticipated sales for FY25.	+\$25,000
<b>CPF FUND:</b>	<b>+\$214,610</b>
▪ <b>Member Assessments:</b> increase in assessment amount by \$5.00 in 2025.	+\$194,610
▪ <b>Interest Income:</b> increased to account for interest earned on operating cash.	+\$20,000
<b>Total Increase in Revenue from FY24 Reforecast</b>	<b>+\$600,210</b>

Indirect Expense Changes from FY24 Reforecast (\$20,000 or greater)	Budget Impact
<b>SALARIES:</b>	<b>+\$807,025</b>
▪ <b>Market Midpoint Adjustment &amp; Compensation Increases*:</b> increase of 3% compensation schedule midpoint and annual step increases for existing employees.	+\$733,434
▪ <b>FTEs*:</b> Increase for 3.0 FTEs (see narrative for details).	+\$214,575
▪ <b>Temporary Employees*:</b> see narrative for details.	(\$116,028)
<b>BENEFITS:</b>	<b>+\$200,519</b>
▪ <b>Medical:</b> estimated rate increase of 4% across all plans based on historical increases.	+\$113,375
▪ <b>FICA:</b> increase tied to change in salaries expense.	+\$78,482
<b>OTHER INDIRECTS:</b>	<b>(\$654,796)</b>
▪ <b>Computer Pooled Expenses*:</b> IT direct expenses (see narrative for details).	+\$246,900
▪ <b>Online Legal Research:</b> FY24 budget based on introductory discount pricing period which has ended resulting in higher pricing for FY25.	+\$53,541
▪ <b>Professional Fees- Legal:</b> increase based on anticipated needed for FY25.	+\$50,000
▪ <b>Human Resources Pooled Expenses*:</b> HR direct expenses (see narrative for details).	+\$34,188
▪ <b>Furniture, Maint, LH Imp:</b> higher costs in FY24 were related to facilities downsizing project, reduced to reflect expected costs for FY25.	(\$27,047)
▪ <b>Records Storage:</b> higher costs in FY24 were related to facilities downsizing project, reduced to reflect remaining offsite needs for FY25.	(\$58,531)
▪ <b>Move/Downsizing Costs:</b> FY24 costs were one-time related to facilities downsizing project.	(\$98,400)
▪ <b>Rent:</b> reduction based on new lease for reduced office space effective September 2024.	(\$853,325)
<b>Total Increase in Indirect Expense from FY24 Reforecast</b>	<b>+\$352,749</b>

Direct Expense Changes from FY24 Reforecast (\$20,000 or greater)	Budget Impact
<b>GENERAL FUND:</b>	<b>+\$326,256</b>
▪ <b>Regulatory School (VE)*:</b> new item for FY25 (see narrative for details).	+\$45,000
▪ <b>Bar Leaders Summit (COMM)*:</b> new item for FY25 (see narrative for details).	+\$45,000
▪ <b>Consulting Services (Regulatory Reform)*:</b> new item for FY25 (see narrative for details).	+\$42,500
▪ <b>Bar Exam Hosting &amp; Grading (ADMISS):</b> increased cost for facilities and preparation/training for NextGen bar exam implementation.	+\$33,033
▪ <b>Depreciation (DISC, MCLE, Law Clerk):</b> increase in cost for completion of software development for all three systems.	+\$30,996
▪ <b>Conference &amp; Institute Expense (ATJ):</b> ATJ conference held every other year, FY24 budget is \$0.	+\$30,000
▪ <b>Law Clerk Outreach*:</b> additional events and advertising for program (see narrative for details).	+\$25,000
▪ <b>WLI (OED)*:</b> increase in annual funding provided to UW (see narrative for details).	+\$20,000
▪ <b>Board of Governors (net):</b> combination of reductions and increases to various line items. Primary reductions in BOG meetings (more meetings held at WSBA) and BOG conference attendance (many attended Western States Bar Conference in 2024).	(\$25,500)
▪ <b>Consulting Services &amp; Surveys (DIV):</b> reduction from completion of multi-year projects.	(\$71,050)
<b>CLE FUND:</b>	<b>+\$39,570</b>
▪ <b>Obsolete Inventory (DESKBOOKS):</b> increase based on inventory of aged products unlikely to sell.	+\$27,250
<b>Total Increase in Direct Expense from FY24 Reforecast</b>	<b>\$381,694</b>

**A. Cost Center Changes:**

The General Fund budget includes one new cost center titled “Regulatory Reform”. The cost center houses direct and indirect expenses budgeted that will be supporting the implementation of the recommendations from the Bar Licensure Task Force for alternative pathways to admission, as well as costs to begin looking into data driven legal regulatory reform as proposed by the Practice of Law Board and consistent with the organizational priorities established by the Board this year.

**B. Indirect Expenses:**

- 1) ***Market Midpoint Adjustment & Compensation Increases (+\$592,450):*** WSBA’s compensation structure assigns each position with a job grade which reflects a combination of level of responsibility, skill, knowledge, education, etc. that is required for the position, along with a step, which generally reflects the number of years of experience in the position. Each combination of grade and step has a specific salary assigned to it, with the salary figures based off a midpoint that is intended to be the market rate of pay for positions in that grade. As part of the budget process each year, we assess whether WSBA’s compensation structure is keeping up with comparable market rates, with a more in-depth compensation study performed every few years. The last study of this kind was done in 2021 and implemented in 2022, as part of the implementation of the compensation structure we have today. This year, an in-depth compensation study was completed by WSBA’s Human Resources Director, which included research on the state of the job market industry, review of multiple salary surveys, and analyzing data and comparing them to positions



similar to those at the WSBA. The results of the study lead to a recommendation to increase the WSBA salary scale market midpoint by 3% to align more closely with the current market. This recommendation is included in the first draft of the budget and contributes to the total increase in salaries along with the assumption that each employee will move to the next step within their grade in FY25.

- 2) **Staffing Needs (+\$214,575)**: a net total of 3.0 FTE has been identified to support a variety of existing needs across the organization. The total estimated cost of these requests includes salaries, benefits, and taxes.
  1. **Project Manager (1.0 FTE)**- Housed in the Office of the Executive Director, this new position would serve as the nexus point for various WSBA projects. The position would triage, coordinate, project map and, in some cases, serve as the main point of contact for WSBA-wide projects of mid-large scale, including those initiated by the Board of Governors and/or the Executive Director. Projects within this individual's portfolio would involve working closely with staff, WSBA entities and volunteers, the Board of Governors, and external stakeholders where appropriate. Focused attention on these projects will help coordinate individuals and teams, implement a consistent project planning methodology, streamline processes, and improve project deliverables.
  2. **Data Analyst (1.0 FTE)**- Housed in the Office of the Executive Director, this new position is responsible for complex and advanced research and analysis to support projects and programs across the entire organization. This position will utilize data from internal and external sources to recommend and implement solutions and make decisions that have long range impacts. This position identifies and interprets trends and patterns in datasets, producing statistical and narrative reports, assists in making strategic, data-driven recommendations, and assists with developing analytical frameworks to support current and future initiatives.
  3. **Staff Liaison/Outreach Specialist (1.0 FTE)**- Housed in the Communications Department, this new position will be WSBA's expert in designing and implementing ongoing and specific processes to engage the public and its members in new initiatives and significant decisions. The Community Engagement Specialist's goal will be to help ensure that stakeholders who are impacted by the WSBA's work are meaningfully included before decisions are made. The Community Engagement Specialist will also build and maintain networks, programs, and partnerships to help the WSBA inform the public about its mission to uphold the integrity of the legal profession and champion justice.
- 3) **Temporary Staffing (-\$116,028)**: The FY24 reforecast for temporary staffing includes a significant amount of funds to support the downsizing of WSBA office space through scanning of paper records that were stored both on and off site. The majority of the work is expected to be completed in FY24; therefore, we have decreased the budget for FY25 which is primarily for seasonal work support.
- 4) **Computer Pooled Expenses (+\$246,900)**: The majority of the increase for IT direct expenses is for computer software for replacement of WSBA's membership database system, which is the most widely used system across the organization. The current software is aging and is no longer meeting our needs. Replacement will require a significant investment of staff time and financial resources to research, identify, and implement a new system. It is likely this project will span more than one year, beginning in FY25. The remaining increase in budget is to support continued work on WSBA's Cloud Infrastructure, with the goal of moving on premises technology to a cloud-based solution. This work has begun in FY24 and is also a multi-year project.

- 5) **Human Resources Pooled Expenses (+\$34,188)**: The majority of the increase is for staff training to establish awareness, knowledge, and skills to support the application and objectives of the WSBA's organizational equity plan for internal operations. This is expected to be a one-time cost increase.

**c. Direct Expenses:**

- 1) **Regulatory School (+\$45,000)**: This is a new expense for FY25, and planning is currently underway to develop a training for all volunteers serving on WSBA regulatory entities. The vision includes bringing volunteers together in person (with an option for hybrid attendance) as the year begins to provide tools and resources, offer an opportunity for the different groups to connect with one another, and to provide consistent delivery of information regarding their role as regulatory volunteers. Examples of entities that would participate include the Board of Bar Examiners, Character and Fitness Board, Disciplinary Board, Law Clerk Board, and the LLLT Board. The current budgeted amount is an estimate to cover reimbursement for approximately half of all volunteers to attend in person. It is expected that this item will remain an ongoing cost for WSBA in the future.
- 2) **Bar Leaders' Summit (+\$45,000)**: This pilot project is the result of much listening and meeting with bar leaders recognizing the needs of others and where WSBA can provide support. The event would involve inviting leaders from local/county and specialty bars to WSBA and provide resources, programming, training, and opportunities for networking. If successful, this would move to an annual event with ongoing costs.
- 3) **Consulting Services for Regulatory Reform (+\$42,500)**: The bulk of the cost will be used to hire consultants to advise WSBA during the development of alternative pathways admission, along with funds for the Practice of Law Board to investigate using different technologies to build a chatbot for the POLB Legal Checkup FAQ.
- 4) **Law Clerk Outreach (+\$25,000)**: In addition to maintaining regular outreach activities such as presentations to those in paralegal programs and paralegal association events, additional outreach activities include mixer events for current law clerks, board members, tutors, and prospective applicants and additional advertising efforts including the addition of social media postings.
- 5) **Washington Leadership Institute (WLI) (+\$20,000)**: The WSBA provides an annual payment to the University of Washington (UW) to administer the WLI program. Costs of have increased over time and the UW is requesting additional funding to maintain the existing support levels for the program. WSBA has provided ~\$80,000 annually in the prior two years.

## **FY25-FY28 GENERAL FUND FISCAL PROJECTIONS & 2026 LICENSE FEES**

Fiscal projections through FY28 have been updated using the draft FY25 budget figures and reflect the assumptions provided below.

Currently, the general fund includes two Board Designated reserves with available balances totaling \$4.3 million: (1) Operating Reserve of \$2.0 million, and (2) Facilities Reserve of \$2.3 million (current balance is \$2.7 million with \$400,000 designated for downsizing costs in 2024). All remaining general fund balances are undesignated and therefore considered "unrestricted." The unrestricted reserve increases when there is net income and decreases when there is a net loss in the general fund. Budgeting a net loss reflects a purposeful spend-down of the WSBA's reserves. The chart below demonstrates the impact on WSBA's unrestricted reserves based on the projected annual spend-down if actual financial results match the budget. Additionally, WSBA has historically outperformed the budget leading to favorable variances

anywhere from \$400,000 to \$1.74 million annually over the past ten years. This is considered and reflected in an annual offset of \$600,000 along with the corresponding impact on unrestricted reserves for comparison.

GENERAL FUND PROJECTIONS FY2024 - FY2028					
LICENSE FEES @ \$458					
	FY24 REFORECAST	FY25 BUDGET- 1ST DRAFT (JUNE 2024)	FY26 PROJECTIONS	FY27 PROJECTIONS	FY28 PROJECTIONS
BEGINNING CYCLE FUND BALANCE	9,849,490	8,879,381	7,622,878	5,567,716	2,420,408
REVENUE	22,734,537	23,107,227	22,958,594	23,129,602	23,302,308
<i>Licensing Revenue</i>	17,320,499	17,492,616	17,618,537	17,801,992	17,985,448
<i>Other Revenue</i>	5,414,038	5,614,611	5,340,057	5,327,610	5,608,797
EXPENSES	23,704,646	24,363,730	25,013,756	26,276,910	27,114,530
<i>Direct</i>	2,826,533	3,152,790	3,278,902	3,410,058	3,546,460
<i>Indirect</i>	20,878,113	21,210,940	21,734,854	22,866,852	23,568,070
NET INCOME/(LOSS) AND ANTICIPATED USE OF RESERVES	-970,109	-1,256,503	-2,055,162	-3,147,308	-3,812,222
RESERVE BALANCE OFFSET	970,109	1,256,503	2,055,162	3,147,308	0
NET OPERATING RESULT	0	0	0	0	-3,812,222
FY24-FY28 General Fund Balance	8,879,381	7,622,878	5,567,716	2,420,408	-1,391,814
Operating & Facilities Restricted Reserves	4,300,000	4,300,000	4,300,000	4,300,000	4,300,000
Remaining Unrestricted Reserves	4,579,381	3,322,878	1,267,716	-1,879,592	-5,691,814
Remaining Unrestricted Reserves w/\$600K offset	5,179,381	4,522,878	3,067,716	520,408	-2,691,814

### Assumptions

#### Revenue:

- No change to the license fee rate of \$458 through 2028.
- Average increase in License Fees revenue of 1% annually to account for net increase in membership.
- All other revenue sources to remain relatively static based on current trends, with small increases of 1-2% in select areas.

#### Expense:

- Salaries: projections include a 3% increase to the midpoint of the compensation grid in FY25 and FY27, as well as annual cost of movement through steps for all positions.
- No additional FTE in FY26, FY27, or FY28.
- Corresponding increase in taxes and benefits tied to projected salary increases.
- Average increase in medical costs of 4% each year.
- Average increase in all other benefits of 3% each year.
- Average increase in direct expenses of 4% each year.

Based on the first draft of the FY25 budget, there are sufficient reserves to support maintaining a license fee of \$458 in 2026. In 2027, either reserve funds would need to be reallocated from other established reserves (such as the Facilities Reserve Fund) to support the projected net loss or license fees would need to increase. By 2028, there will likely not be sufficient unrestricted reserves and license fees will need to increase. Keep in mind that per WSBA Fiscal Policies, the general fund reserve must maintain a \$2 million balance and has typically been satisfied through the maintenance of the operating reserve fund.

Below is a chart showing both historical and projected license fees and reserve balance data. Included in the chart is the "Effective License Fee," which represents the fee that would need to be charged if no reserves are used, resulting in a break-even budget.

## LICENSE FEES & RESERVE BALANCES 2014-2028

Fiscal Year	License Fee Rates	Effective License Fee	Net Income/(Loss)	General Fund Reserves	Operating Reserve	Facilities Reserve	Unrestricted
<b>ACTUALS</b>							
FY 2014	\$325	\$364	\$(1,157,702)	\$7,803,070	\$1,500,000	\$3,340,000	\$2,625,488
FY 2015	\$325	\$413	\$(2,700,536)	\$5,102,534	\$1,500,000	\$3,286,096	\$ -
FY 2016	\$325/\$385	\$423	\$(1,183,998)	\$3,918,536	\$1,500,000	\$2,114,427	\$ -
FY 2017	\$385	\$403	\$(554,785)	\$3,363,751	\$1,500,000	\$200,000	\$1,663,751
FY 2018	\$385/\$449	\$436	\$432,107	\$3,795,858	\$1,500,000	\$450,000	\$1,845,858
FY 2019	\$449/\$453	\$424	\$940,679	\$4,736,537	\$1,500,000	\$550,000	\$2,686,537
FY 2020	\$453/\$458	\$434	\$791,697	\$5,528,234	\$1,500,000	\$550,000	\$3,478,234
FY 2021	\$458	\$412	\$1,543,940	\$7,072,174	\$1,500,000	\$1,050,000	\$4,522,174
FY 2022	\$458	\$409	\$1,641,094	\$8,713,268	\$2,000,000	\$1,000,000	\$5,713,268
FY 2023	\$458	\$424	\$1,136,221	\$9,849,489	\$2,000,000	\$2,700,000	\$5,149,489
<b>PROJECTIONS</b>							
FY 2024 REFORECAST	\$458	\$486	\$(970,109)	\$8,879,380	\$2,000,000	\$2,300,000	\$4,579,380
FY 2025	\$458	\$494	\$(1,256,503)	\$7,622,877	\$2,000,000	\$2,300,000	\$3,322,877
FY 2026	\$458	\$517	\$(2,055,162)	\$5,567,715	\$2,000,000	\$2,300,000	\$1,267,715
FY 2027	\$458	\$547	\$(3,147,307)	\$2,420,408	\$2,000,000	\$2,300,000	\$(1,879,592)
FY 2028	\$458	\$565	\$(3,812,222)	\$(1,391,814)	\$2,000,000	\$2,300,000	\$(5,691,814)
<b>PROJECTIONS w/\$600K offset</b>							
FY 2024 REFORECAST	\$458	\$469	\$(370,109) <sup>3</sup>	\$9,479,380	\$2,000,000	\$2,300,000	\$5,179,380
FY 2025	\$458	\$477	\$(656,503)	\$8,822,877	\$2,000,000	\$2,300,000	\$4,522,877
FY 2026	\$458	\$500	\$(1,455,162)	\$7,367,715	\$2,000,000	\$2,300,000	\$3,067,715
FY 2027	\$458	\$530	\$(2,547,307)	\$4,820,408	\$2,000,000	\$2,300,000	\$520,408
FY 2028	\$458	\$548	\$(3,212,222)	\$1,608,186	\$2,000,000	\$2,300,000	\$(2,691,814)

The effective license fee from FY24 to FY28 increases each year due to the corresponding growth in net losses and limited increase in the number of attorney licenses. The increases range from 2-6% annually (and an average of 3.8%), which is in line with the annual increase in expenses of approximately 3.5%.

<sup>3</sup> FY24 reforecast includes \$311,547 of expenses covered by the Facilities Reserve Fund, resulting in net loss of (\$58,562) and an effective license fee rate of \$460.

## ATTACHMENTS

<b>A</b>	<b>Draft FY25 General Fund Budget</b>
<b>B</b>	<b>Draft FY25 CLE Budget</b>
<b>C</b>	<b>Draft FY25 CPF Budget</b>

# ATTACHMENT A

**Washington State Bar Association Financial Summary**  
**Fiscal Year 2025 Budget First Draft (6.7.24)**

<b>Category</b>	<b>FY25 Budgeted Revenues</b>	<b>FY25 Budgeted Total Expenses</b>	<b>FY25 Budgeted Net Result</b>
Access to Justice	-	390,898	(390,898)
Admissions/Bar Exam	1,480,180	1,381,699	98,481
Advancement FTE	-	390,186	(390,186)
Bar News	589,600	714,650	(125,050)
Board of Governors	-	547,701	(547,701)
Character & Fitness Board	-	174,138	(174,138)
Communications Strategies	600	973,805	(973,205)
Communications Strategies FTE	-	249,281	(249,281)
Discipline	90,000	6,505,066	(6,415,066)
Diversity	135,000	436,134	(301,134)
Finance	600,000	1,161,977	(561,977)
Foundation	-	183,875	(183,875)
Human Resources	-	490,869	(490,869)
Law Clerk Program	207,200	229,328	(22,128)
Legislative	-	281,147	(281,147)
Legal Lunchbox	34,000	39,070	(5,070)
Licensing and Membership Records	450,200	681,502	(231,302)
Licensing Fees	17,492,616	-	17,492,616
Limited License Legal Technician	25,031	115,808	(90,777)
Limited Practice Officers	185,300	144,103	41,197
Mandatory CLE	1,233,800	974,871	258,929
Member Wellness Program	10,000	240,147	(230,147)
Member Services & Engagement	16,300	402,247	(385,947)
Mini CLE	-	119,827	(119,827)
New Member Education	88,000	109,115	(21,115)
Office of General Counsel	-	1,025,874	(1,025,874)
Office of the Executive Director	-	989,171	(989,171)
OGC-Disciplinary Board	-	302,482	(302,482)
Practice of Law Board	-	93,179	(93,179)
Practice Management Assistance	62,000	235,474	(173,474)
Professional Responsibility Program	-	215,452	(215,452)
Public Service Programs	132,400	534,934	(402,534)
Publication and Design Services	-	129,527	(129,527)
Regulatory Services FTE	-	449,920	(449,920)
Regulatory Reform	-	200,184	(200,184)
Sections Administration	275,000	300,220	(25,220)
Service Center	-	731,274	(731,274)
Technology	-	1,906,996	(1,906,996)
Volunteer Engagement	-	311,599	(311,599)
<b>Subtotal General Fund</b>	<b>23,107,227</b>	<b>24,363,730</b>	<b>(1,256,503)</b>
CLE-Seminars and Products	1,623,710	1,360,608	263,102
CLE - Deskbooks	131,000	342,483	(211,483)
<b>Total CLE</b>	<b>1,754,710</b>	<b>1,703,091</b>	<b>51,619</b>
Total All Sections	-	-	-
Client Protection Fund-Restricted	<b>930,540</b>	<b>694,448</b>	<b>236,092</b>
<b>Totals</b>	<b>25,792,477</b>	<b>26,761,268</b>	<b>(968,791)</b>

**Washington State Bar Association  
Budget Comparison**

Cost Center	FY25 FTE	147.50	FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
<b>All</b>	<b>REFORECAST FTE</b>	<b>144.50</b>						
<b>REVENUE</b>	<b>40205</b>	DIVERSION	7,500	10,000	2,500	33%	7,750	10,000
	<b>40210</b>	RECORDS REQUEST FEES	-	-	-		9	-
	<b>40300</b>	DONATIONS & GRANTS	265,000	267,400	2,400	1%	265,000	265,000
	<b>40500</b>	INTEREST - INVESTMENTS	847,147	800,000	(47,147)	-6%	1,119,741	733,847
	<b>40600</b>	LICENSE FEES	16,692,574	16,853,241	160,667	1%	16,191,504	9,448,812
	<b>40625</b>	LICENSE FEES - NEW ADMITTEES	417,925	429,375	11,450	3%	394,252	238,539
	<b>40650</b>	LICENSE FEES - LATE FEES	200,000	200,000	-	0%	269,748	380,988
	<b>40675</b>	LICENSE FEES - REINSTATEMENTS	10,000	10,000	-	0%	15,762	14,192
	<b>40705</b>	EXAM SOFTWARE REVENUE	27,500	27,500	-	0%	28,270	7,450
	<b>40800</b>	PUBLICATIONS REVENUE	1,500	-	(1,500)	-100%	2,008	972
	<b>40900</b>	ROYALTIES	75,300	74,800	(500)	-1%	85,361	40,369
	<b>40950</b>	NMP PRODUCT SALES	40,000	60,000	20,000	50%	35,823	91,244
	<b>41000</b>	SHIPPING & HANDLING	300	210	(90)	-30%	153	45
	<b>41100</b>	STATUS CERTIFICATE FEES	27,000	27,000	-	0%	27,775	18,025
	<b>41450</b>	SPONSORSHIPS	11,000	11,500	500	5%	9,000	12,500
	<b>41500</b>	ANNUAL OR OTHER MEETING REV	4,320	-	(4,320)	-100%	4,320	-
	<b>41700</b>	CONFERENCES & INSTITUTES	38,000	-	(38,000)	-100%	-	-
	<b>41800</b>	SEMINAR REGISTRATIONS	842,000	848,000	6,000	1%	793,964	417,484
	<b>41805</b>	MINI-CLE REVENUE	33,690	-	(33,690)	-100%	23,655	14,433
	<b>41825</b>	SEMINAR REVENUE-OTHER	20,000	20,000	-	0%	38,972	23,952
	<b>41850</b>	SEMINAR SPLITS W/ CLE	(7,125)	(150,000)	(142,875)	2005%	(0)	-
	<b>41875</b>	SEMINAR SPLITS W/ OTHERS	11,000	-	(11,000)	-100%	12,426	1,443
	<b>42207</b>	BAR EXAM FEES	1,160,000	1,280,780	120,780	10%	1,075,529	990,185
	<b>42230</b>	BAR EXAM LATE FEES	55,000	98,200	43,200	79%	65,400	56,700
	<b>42232</b>	HOUSE COUNSEL APPLICATION FEES	45,000	56,260	11,260	25%	26,880	18,280
	<b>42270</b>	RULE 9/LEGAL INTERN FEES	12,000	12,500	500	4%	13,350	7,150
	<b>42275</b>	LAW CLERK FEES	204,000	204,000	-	0%	206,166	184,234
	<b>42281</b>	LLLT LICENSE FEES	18,562	17,731	(831)	-4%	13,908	8,686
	<b>42285</b>	FOREIGN LAW CONSULTANT FEES	1,240	1,940	700	56%	1,540	1,860
	<b>42286</b>	LAW CLERK APPLICATION FEES	3,200	3,200	-	0%	3,400	2,500
	<b>42287</b>	SPECIAL ADMISSIONS	-	3,000	3,000		3,510	2,925
	<b>42288</b>	INVESTIGATION FEES	20,200	20,300	100	0%	26,100	16,700
	<b>42290</b>	PRO HAC VICE	400,000	400,000	-	0%	375,560	285,807
	<b>42291</b>	LLLT LATE LICENSE FEES	-	-	-		133	404
	<b>42450</b>	AUDIT REVENUE	1,000	1,000	-	0%	850	85
	<b>42570</b>	50 YEAR MEMBER TRIBUTE LUNCH	500	100	(400)	-80%	1,615	-
	<b>42710</b>	BNEWS DISPLAY ADVERTISING	400,000	405,000	5,000	1%	400,556	279,414
	<b>42720</b>	BNEWS SUBSCRIPT/SINGLE ISSUES	100	100	-	0%	108	108
	<b>42730</b>	BNEWS CLASSIFIED ADVERTISING	7,500	2,500	(5,000)	-67%	7,220	1,802
	<b>42760</b>	JOB TARGET ADVERTISING	200,000	180,000	(20,000)	-10%	174,398	79,713
	<b>43100</b>	DESKBOOK SALES (LEXISNEXIS PRINT)	30,000	30,000	-	0%	40,042	4,264
	<b>43200</b>	COURSEBOOK SALES	10,000	3,500	(6,500)	-65%	1,115	360
	<b>43400</b>	DIGITAL VIDEO SALES	920,000	950,000	30,000	3%	951,396	791,348



43450	SECTION PUBLICATION SALES	1,500	1,000	(500)	-33%	2,300	540
43455	LEXIS/NEXIS ROYALTIES	75,000	75,000	-	0%	53,429	21,829
43525	CASEMAKER ROYALTIES	30,000	25,000	(5,000)	-17%	46,667	6,192
44100	WSBA LOGO MERCHANDISE SALES	-	500	500		2,760	1,845
44350	RECOVERY OF DISCIPLINE COSTS	100,000	70,000	(30,000)	-30%	51,272	29,189
44450	DISCIPLINE HISTORY SUMMARY	18,000	19,000	1,000	6%	17,969	10,290
44820	CPF RESTITUTION	10,000	10,000	-	0%	9,177	22,301
44840	CPF MEMBER ASSESSMENTS	525,930	720,540	194,610	37%	715,570	530,855
45040	MEMBER CONTACT INFORMATION	3,700	3,000	(700)	-19%	3,586	5,706
45060	PHOTO BAR CARD SALES	200	200	-	0%	240	192
45110	LPO EXAMINATION FEES	22,000	20,000	(2,000)	-9%	24,000	17,300
45115	LPO EXAM LATE FEE	3,300	3,000	(300)	-9%	-	-
45120	LPO LICENSE FEES	170,000	160,000	(10,000)	-6%	161,134	91,784
45125	LPO LATE LICENSE FEES	2,500	2,000	(500)	-20%	2,220	3,660
45140	LPO LICENSE FEES - REINSTATES	-	-	-		-	-
45210	ACTIVITY APPLICATION FEE	550,000	600,000	50,000	9%	671,300	434,000
45215	ACTIVITY APPLICATION LATE FEE	220,000	220,000	-	0%	252,000	165,650
45220	MCLE LATE FEES	194,150	225,300	31,150	16%	236,150	264,025
45230	ANNUAL ACCREDITED SPONSOR FEES	36,000	39,000	3,000	8%	39,000	36,250
45250	ATTENDANCE LATE FEES	90,000	120,000	30,000	33%	126,650	80,450
45255	COMITY CERTIFICATES - REQUEST	13,800	13,800	-	0%	12,900	11,672
45260	COMITY CERTIFICATES - SUBMIT	14,000	16,000	2,000	14%	17,450	15,225
47100	TRIAL ADVOCACY PROGRAM	12,000	15,000	3,000	25%	15,779	149
48010	REIMBURSEMENTS FROM SECTIONS	297,786	275,000	(22,786)	-8%	268,147	361,870
48200	SECTION DUES REVENUE	438,431	-	(438,431)	-100%	427,651	558,457
<b>Total Revenue</b>		<b>25,881,230</b>	<b>25,792,477</b>	<b>(88,753)</b>	<b>0%</b>	<b>25,871,618</b>	<b>17,121,254</b>

<b>Direct</b>	<b>50015</b>	DEPRECIATION	16,214	40,143	23,929	148%	-	-
	<b>50020</b>	BANK FEES	3,000	2,500	(500)	-17%	2,705	(1,731)
	<b>50033</b>	CONSULTING SERVICES	230,550	177,700	(52,850)	-23%	145,998	33,234
	<b>50037</b>	DONATIONS/SPONSORSHIPS/GRANTS	292,309	300,000	7,691	3%	259,328	145,706
	<b>50050</b>	EQUIPMENT, HARDWARE & SOFTWARE	4,500	2,400	(2,100)	-47%	-	1,262
	<b>50060</b>	POSTAGE	129,002	141,652	12,650	10%	128,851	95,565
	<b>50070</b>	PRINTING & COPYING	252,400	265,300	12,900	5%	220,355	140,837
	<b>50080</b>	PUBLICATIONS PRODUCTION	300	350	50	17%	169	-
	<b>50085</b>	YLL SECTION PROGRAM	1,500	1,300	(200)	-13%	705	-
	<b>50095</b>	CLE COMPS	1,000	1,000	-	0%	-	-
	<b>50100</b>	STAFF TRAVEL/PARKING	81,071	103,471	22,400	28%	62,292	25,888
	<b>50110</b>	STAFF CONFERENCE & TRAINING	131,492	137,432	5,940	5%	73,348	47,877
	<b>50120</b>	STAFF MEMBERSHIP DUES	21,818	21,055	(763)	-3%	12,132	11,427
	<b>50130</b>	SUBSCRIPTIONS	10,025	10,996	971	10%	9,027	6,849
	<b>50135</b>	TRANSCRIPTION SERVICES	2,100	-	(2,100)	-100%	-	-
	<b>50140</b>	SUPPLIES	2,750	5,200	2,450	89%	3,079	143
	<b>50145</b>	SURVEYS	17,600	-	(17,600)	-100%	29,512	10,000
	<b>50155</b>	DIGITAL/ONLINE DEVELOPMENT	2,000	2,000	-	0%	571	352
	<b>50160</b>	TELEPHONE	100,285	94,575	(5,710)	-6%	88,785	49,257
	<b>50165</b>	CONFERENCE CALLS	2,654	-	(2,654)	-100%	781	490
	<b>52110</b>	PRO BONO & LEGAL AID COMMITTEE	2,500	2,500	-	0%	1,339	782
	<b>52121</b>	ATJ BOARD RETREAT	4,000	6,000	2,000	50%	2,130	1,298
	<b>52125</b>	LEADERSHIP TRAINING	39,000	41,000	2,000	5%	20,770	11,253
	<b>52140</b>	ATJ BOARD EXPENSE	65,000	58,500	(6,500)	-10%	82,008	13,146
	<b>52210</b>	FACILITY, PARKING, FOOD	100,300	109,500	9,200	9%	106,414	45,221
	<b>52215</b>	EXAMINER FEES	34,000	44,500	10,500	31%	28,500	13,000
	<b>52221</b>	UBE EXAMINATIONS	113,000	118,000	5,000	4%	117,486	37,088
	<b>52225</b>	BOARD OF BAR EXAMINERS	39,000	42,500	3,500	9%	30,557	7,492
	<b>52230</b>	BAR EXAM PROCTORS	21,000	23,000	2,000	10%	38,709	5,494
	<b>52235</b>	CHARACTER & FITNESS BOARD EXP	18,000	18,000	-	0%	331	2,064
	<b>52240</b>	DISABILITY ACCOMMODATIONS	70,967	73,000	2,033	3%	33,037	24,621
	<b>52245</b>	CHARACTER & FITNESS INVESTI	1,100	1,100	-	0%	-	(59)
	<b>52250</b>	LAW SCHOOL VISITS	1,700	2,000	300	18%	644	396
	<b>52255</b>	LAW CLERK BOARD	8,000	8,000	-	0%	5,680	3,645
	<b>52258</b>	LAW CLERK OUTREACH	5,000	30,000	25,000	500%	-	73
	<b>52270</b>	DEPRECIATION-SOFTWARE	11,038	-	(11,038)	-100%	24,447	9,055
	<b>52520</b>	ABA DELEGATES	14,000	16,000	2,000	14%	12,592	7,487
	<b>52540</b>	SECTION/COMMITTEE CHAIR MTGS	1,000	700	(300)	-30%	456	80
	<b>52570</b>	APEX	50,000	52,500	2,500	5%	39,146	-
	<b>52573</b>	50 YEAR MEMBER TRIBUTE LUNCH	30,000	35,000	5,000	17%	22,084	-
	<b>52585</b>	WASHINGTON LEADERSHIP INSTITUTE	80,000	100,000	20,000	25%	79,486	-
	<b>52590</b>	BAR LEADERS CONFERENCE	-	-	-	-	8,497	-
	<b>52660</b>	JUD RECOMMEND COMMITTEE	2,250	2,250	-	0%	-	-
	<b>52680</b>	COMMITTEE FOR DIVERSITY	3,800	5,300	1,500	39%	2,890	125
	<b>52681</b>	DIVERSITY EVENTS & PROJECTS	31,800	36,100	4,300	14%	6,595	575
	<b>52683</b>	LLLT BOARD	14,240	11,500	(2,740)	-19%	4,882	1,118
	<b>52687</b>	INTERNAL DIVERSITY OUTREACH	-	7,500	7,500	-	-	-
	<b>52688</b>	EXAM WRITING	9,000	19,000	10,000	111%	8,400	4,200
	<b>52689</b>	LLLT EDUCATION	-	1,000	1,000	-	535	-
	<b>52710</b>	GRAPHICS/ARTWORK	100	1,000	900	900%	-	1,103
	<b>52750</b>	EDITORIAL ADVIS COMMITTEE EXP	-	300	300	-	-	-
	<b>52810</b>	BOG MEETINGS	190,000	148,000	(42,000)	-22%	228,469	52,088

52812	NEW GOVERNOR ORIENTATION	10,000	10,000	-	0%	-	-
52820	BOG COMMITTEES' EXPENSES	2,500	2,000	(500)	-20%	145	16
52821	BOG RETREAT	35,000	40,000	5,000	14%	48,472	17,329
52822	BOG CONFERENCE ATTENDANCE	60,000	39,500	(20,500)	-34%	27,077	44,494
52823	PRESIDENT'S PHOTO	3,300	3,300	-	0%	-	-
52830	BOG TRAVEL & OUTREACH	22,000	50,000	28,000	127%	23,589	20,111
52840	ED TRAVEL & OUTREACH	4,000	6,000	2,000	50%	1,640	3,445
52874	PUBLIC DEFENSE	4,000	4,000	-	0%	1,086	2,043
52878	COMMUNICATIONS OUTREACH	15,000	15,000	-	0%	3,287	3,253
52880	BOG ELECTIONS	26,900	42,000	15,100	56%	18,400	9,041
52891	LONG RANGE STRATEGIC PLANNING C	600	-	(600)	-100%	-	-
52940	BOARD OF TRUSTEES	3,250	3,600	350	11%	812	399
52960	PRESIDENT'S DINNER	15,000	10,000	(5,000)	-33%	26,390	482
53210	COST OF SALES - DESKBOOKS	4,000	5,000	1,000	25%	83,645	1,717
53220	COST OF SALES - COURSEBOOKS	1,100	300	(800)	-73%	106	24
53225	COST OF SALES - SECTION PUBLIC	500	500	-	0%	2,217	318
53250	A/V DEVELOP COSTS (RECORDING)	-	-	-	-	-	-
53260	OBSOLETE INVENTORY	21,000	48,250	27,250	130%	-	-
53255	CLE-EQUIP-DEPRECIATION	2,040	2,012	(28)	-1%	3,351	1,190
53265	SPLITS TO SECTIONS	300	300	-	0%	454	96
53270	DESKBOOK ROYALTIES	300	300	-	0%	92	198
53282	SOFTWARE HOSTING	60,500	68,074	7,574	13%	-	-
53283	ON24 OVERAGE CHARGE	4,500	4,500	-	0%	-	-
53285	ONLINE PRODUCT HOSTING EXPENSES	53,000	54,000	1,000	2%	53,338	28,859
53320	POSTAGE & DELIVERY-DESKBOOKS	-	300	300	-	-	-
53330	POSTAGE & DELIVRY-COURSEBOOKS	500	200	(300)	-60%	34	13
53610	COURSEBOOK PRODUCTION	500	500	-	0%	45	-
53620	POSTAGE - FLIERS/CATALOGS	-	-	-	-	-	-
53640	ACCREDITATION FEES	3,000	3,000	-	0%	2,670	1,962
53660	SEMINAR BROCHURES	-	-	-	-	-	-
53690	FACILITIES	160,500	165,000	4,500	3%	120,386	44,621
53700	SPEAKERS & PROGRAM DEVELOP	45,100	48,100	3,000	7%	25,852	8,551
53730	HONORARIUM	4,500	4,500	-	0%	-	-
53731	INSURANCE REBATE	(425)	(3,375)	(2,950)	694%	-	-
53740	CLE SEMINAR COMMITTEE	200	200	-	0%	-	-
54026	IMAGE LIBRARY	4,100	4,800	700	17%	4,100	4,752
54027	BAR OUTREACH	18,000	20,000	2,000	11%	2,648	1,905
54130	PRO BONO CERTIFICATES	2,000	4,000	2,000	100%	905	-
54310	COURT REPORTERS	75,500	75,500	-	0%	68,884	35,302
54320	OUTSIDE COUNSEL EXPENSES	1,000	1,000	-	0%	-	250
54360	LITIGATION EXPENSES	40,200	40,200	-	0%	29,343	35,407
54370	DISABILITY EXPENSES	9,000	5,500	(3,500)	-39%	2,734	1,307
54400	TRANSLATION SERVICES	1,000	12,000	11,000	1100%	4,994	6,404
54430	PRACTICE MONITOR EXPENSES	-	-	-	-	-	-
54512	STAFF TRAINING- GENERAL	12,912	36,800	23,888	185%	4,199	7,231
54520	RECRUITING AND ADVERTISING	8,000	8,000	-	0%	6,918	2,530
54530	PAYROLL PROCESSING	50,000	50,000	-	0%	47,001	24,523
54540	SALARY SURVEYS	1,500	1,000	(500)	-33%	-	1,973
54590	TRANSFER TO INDIRECT EXPENSE	(77,112)	(111,300)	(34,188)	44%	(60,354)	(38,960)
54610	LIBRARY MATERIALS/RESOURCES	4,000	4,000	-	0%	1,158	81
54715	MEMBER WELLNESS COUNCIL	1,000	4,250	3,250	325%	-	-
54810	GIFTS TO INJURED CLIENTS	500,000	500,000	-	0%	342,424	17,475
54820	CPF BOARD	2,000	2,000	-	0%	1,125	345

54910	RENT - OLYMPIA OFFICE	1,500	-	(1,500)	-100%	-	-
54920	CONTRACT LOBBYIST	12,500	15,000	2,500	20%	12,500	9,375
54940	LEGISLATIVE COMMITTEE	1,250	1,250	-	0%	-	2
54970	BOG LEGISLATIVE COMMITTEE	300	300	-	0%	-	-
55010	LICENSING FORMS	-	-	-	-	2,401	-
55130	LPO BOARD EXPENSES	4,000	4,000	-	0%	2,301	-
55165	LPO OUTREACH	1,000	1,000	-	0%	-	-
55210	MCLE BOARD EXPENSES	5,000	4,000	(1,000)	-20%	-	-
55220	DEPRECIATION-SOFTWARE	130,449	142,183	11,734	9%	6,443	69,784
55250	CASEMAKER/FASTCASE	75,000	85,000	10,000	13%	80,723	84,042
55265	SPEAKERS & PROGRAM DEVELOPMENT	250	250	-	0%	-	-
55266	NEW LAWYER OUTREACH EVENTS	1,500	5,000	3,500	233%	250	259
55270	NEW LAWYERS COMMITTEE	13,500	15,000	1,500	11%	5,094	2,084
55285	OPEN SECTIONS NIGHT	-	-	-	-	-	-
55310	DISCIPLINARY BOARD EXPENSES	4,000	5,000	1,000	25%	-	797
55320	CHIEF HEARING OFFICER	40,000	40,000	-	0%	30,000	23,331
55330	HEARING OFFICER EXPENSES	4,000	4,000	-	0%	891	163
55340	HEARING OFFICER TRAINING	400	1,000	600	150%	-	-
55370	APPOINTED COUNSEL	48,000	50,400	2,400	5%	48,000	28,200
55380	DISCIPLINARY SELECTION PANEL	1,000	1,000	-	0%	-	-
55419	COURT RULES COMMITTEE	1,000	1,000	-	0%	-	-
55510	PRACTICE OF LAW BOARD	12,000	16,000	4,000	33%	2,426	1,157
55555	NEW EXPENSE ACCOUNT NEEDED	-	105,500	105,500	-	-	-
55610	CPE COMMITTEE	1,000	1,000	-	0%	890	386
55615	WILLS	2,000	2,000	-	0%	-	-
55620	CUSTODIANSHIP	5,000	5,000	-	0%	259	125
55970	MEMBER ENGAGEMENT COUNCIL	1,000	500	(500)	-50%	-	-
55980	SMALL TOWN AND RURAL COMMITTEE	5,000	7,500	2,500	50%	2,659	-
	SMALL TOWN AND RURAL						
55981	COMMITTEE OUTREACH AND	55,000	65,000	10,000	18%	-	-
55911	CLOUD INFRASTRUCTURE	82,000	130,000	48,000	59%	-	-
56100	COMPUTER HARDWARE	66,200	65,000	(1,200)	-2%	63,427	42,809
56150	COMPUTER SOFTWARE	330,000	530,000	200,000	61%	370,068	251,093
56225	HARDWARE SERVICE & WARRANTIES	50,000	50,000	-	0%	49,368	28,535
56230	SOFTWARE MAINT & LICENSING	380,000	380,000	-	0%	349,017	212,181
56500	COMPUTER SUPPLIES	-	-	-	-	-	-
56550	THIRD PARTY SERVICES	10,000	65,000	55,000	550%	43,796	33,984
56900	TRANSFER TO INDIRECT EXPENSES	(1,185,400)	(1,432,300)	(246,900)	21%	(1,060,198)	(653,895)
57320	TRIAL ADVOCACY EXPENSES	1,500	1,700	200	13%	1,406	765
58010	DUES STATEMENTS	-	-	-	-	-	-
58125	ANNUAL OR OTHER MEETING EXPENS	24,200	-	(24,200)	-100%	10,380	7,401
58150	ATTENDANCE AT BOG MEETINGS	1,550	-	(1,550)	-100%	-	-
58175	AWARDS	8,260	-	(8,260)	-100%	3,669	191
58200	BREAKFAST/LUNCH/DINNER MTG EXP	6,000	-	(6,000)	-100%	-	82
58225	CONFERENCE/INSTITUTE EXPENSE	-	30,000	30,000	-	84,407	(135)
58300	EXECUTIVE COMMITTEE EXPENSES	70,080	-	(70,080)	-100%	20,113	14,077
58305	EXECUTIVE COMM EXP - OTHER	54,000	-	(54,000)	-100%	28,682	215
58315	HONORARIUM	8,100	-	(8,100)	-100%	-	-
58325	LDSHIP/PROF DEVELOP/RETREATS	91,830	-	(91,830)	-100%	37,269	34,508
58326	LEGISLATIVE/LOBBYING	2,000	-	(2,000)	-100%	-	-
58350	MEMBERSHIP & RECRUITING EXP	29,295	-	(29,295)	-100%	4,521	4,951
58375	NEWSLETTER/PUBLICATION EXPENSE	13,550	-	(13,550)	-100%	5,634	3,477

<b>58400</b>	PER MEMBER CHARGE	284,470	-	(284,470)	-100%	268,147	361,832
<b>58450</b>	RECEPTION/FORUM EXPENSE	44,810	31,000	(13,810)	-31%	21,699	15,617
<b>58500</b>	NEW LAWYER OUTREACH	6,320	1,000	(5,320)	-84%	1,917	-
<b>58525</b>	SCHOLARSHIPS/DONATIONS/GRANT	172,700	-	(172,700)	-100%	100,073	33,622
<b>58550</b>	SECTION COMMITTEE EXPENSE	2,500	-	(2,500)	-100%	-	-
<b>58600</b>	SECTION SPECIAL PROJECTS	14,420	-	(14,420)	-100%	1,950	-
<b>58615</b>	LAW SCHOOL OUTREACH	14,310	-	(14,310)	-100%	3,358	2,629
<b>58620</b>	MINI-CLE EXPENSE	53,804	-	(53,804)	-100%	10,654	4,233
<b>58625</b>	SEMINAR EXPENSE - SECTIONS	111,633	-	(111,633)	-100%	6,222	14,000
<b>58675</b>	WEBSITE EXPENSES	10,880	-	(10,880)	-100%	3,597	2,822
<b>58750</b>	SEMINAR SCHOLARSHIPS	8,000	-	(8,000)	-100%	4,438	778
<b>Total Direct Expenses</b>		<b>4,670,791</b>	<b>4,034,918</b>	<b>(635,873)</b>	<b>-14%</b>	<b>3,471,341</b>	<b>1,732,664</b>

<b>Indirect</b>	<b>51110</b>	SALARIES	13,743,352	14,691,362	948,009	7%	12,570,946	7,697,346
	<b>51120</b>	BUDGETED TEMPORARY EMPLOYEES	296,112	180,084	(116,028)	-39%	196,091	136,073
	<b>51210</b>	EMPLOYEE ASSISTANCE PLAN	4,800	4,800	(0)	0%	5,200	2,400
	<b>51220</b>	EMPLOYEE SERVICE AWARDS	1,680	2,610	930	55%	2,345	1,140
	<b>51230</b>	FICA (EMPLOYER PORTION)	1,027,685	1,106,167	78,482	8%	925,580	570,439
	<b>51240</b>	L&I INSURANCE	73,611	71,420	(2,191)	-3%	58,584	29,558
	<b>51245</b>	WA STATE FAMILY MEDICAL LEAVE (E	29,686	33,049	3,363	11%	25,359	16,307
	<b>51250</b>	MEDICAL (EMPLOYER PORTION)	1,944,108	2,057,482	113,375	6%	1,676,604	1,091,516
	<b>51270</b>	RETIREMENT (EMPLOYER PORTION)	1,292,648	1,310,511	17,863	1%	1,263,903	728,162
	<b>51280</b>	TRANSPORTATION ALLOWANCE	34,000	34,000	-	0%	34,072	27,328
	<b>51290</b>	UNEMPLOYMENT INSURANCE	82,748	71,445	(11,302)	-14%	72,674	39,006
	<b>51310</b>	WORKPLACE BENEFITS	52,710	56,400	3,690	7%	40,489	15,597
	<b>51340</b>	HUMAN RESOURCES POOLED EXP	77,112	111,300	34,188	44%	60,354	38,960
	<b>51405</b>	MEETING SUPPORT EXPENSES	7,500	9,950	2,450	33%	7,288	3,950
	<b>51410</b>	RENT	1,753,325	900,000	(853,325)	-49%	387,388	299,827
	<b>51411</b>	MOVE/DOWNSIZING EXPENSES	98,400	-	(98,400)	-100%	-	-
	<b>51420</b>	PERSONAL PROP TAXES-WSBA	6,650	8,400	1,750	26%	5,396	3,490
	<b>51430</b>	FURNITURE, MAINT, LH IMP	73,832	46,785	(27,047)	-37%	18,147	15,568
	<b>51440</b>	OFFICE SUPPLIES & EQUIP	22,564	21,100	(1,464)	-6%	21,672	10,332
	<b>51450</b>	FURN & OFFICE EQUIP DEPREC	111,192	110,500	(692)	-1%	65,022	68,019
	<b>51460</b>	FURN & OFFICE EQUIP DEPREC-NEW	-	-	-	-	-	-
	<b>51470</b>	COMPUTER HARDWARE DEPREC	49,926	42,000	(7,926)	-16%	41,397	23,355
	<b>51480</b>	COMPUTER SOFTWARE DEPREC	71,787	62,000	(9,787)	-14%	51,471	27,414
	<b>51500</b>	INSURANCE	272,643	288,200	15,557	6%	266,861	155,624
	<b>51501</b>	WORK HOME FURNITURE & EQUIP	14,000	14,000	(0)	0%	5,833	1,650
	<b>51505</b>	PROFESSIONAL FEES-AUDIT	35,000	41,000	6,000	17%	30,365	38,400
	<b>51510</b>	PROFESSIONAL FEES- LEGAL	200,000	250,000	50,000	25%	43,565	26,149
	<b>51512</b>	ONLINE LEGAL RESEARCH	24,359	77,900	53,541	220%	41,279	16,988
	<b>51513</b>	ACCOMODATIONS FUND	6,500	6,500	(0)	0%	-	-
	<b>51514</b>	TRANSLATION SERVICES	12,000	12,000	(0)	0%	-	-
	<b>51515</b>	TELEPHONE & INTERNET	33,000	33,600	600	2%	23,557	18,790
	<b>51520</b>	POSTAGE - GENERAL	18,300	15,500	(2,800)	-15%	11,442	4,821
	<b>51525</b>	RECORDS STORAGE	68,531	10,000	(58,531)	-85%	27,155	26,673
	<b>51526</b>	STAFF TRAINING	-	-	-	-	-	-
	<b>51530</b>	BANK FEES ( INDIRECT)	50,000	40,000	(10,000)	-20%	46,382	20,111
<b>51620</b>	PRODUCTION MAINT & SUPPLIES	12,500	13,000	500	4%	3,837	8,906	
<b>51710</b>	COMPUTER POOLED EXPENSES	1,185,400	1,432,300	246,900	21%	1,060,198	653,895	
<b>51925</b>	ALLOWANCE FOR OPEN POSITIONS	(200,000)	(200,000)	-	0%	-	-	
<b>51955</b>	CAPITAL LABOR & OVERHEAD	(210,000)	(220,000)	(10,000)	5%	(275,379)	(56,948)	
<b>51935</b>	INSURANCE REBATE	(4,060)	(19,016)	(14,956)	368%	-	-	
<b>TOTAL INDIRECT EXPENSES:</b>			<b>22,373,601</b>	<b>22,726,350</b>	<b>352,749</b>	<b>2%</b>	<b>18,816,440</b>	<b>11,760,847</b>
<b>TOTAL ALL EXPENSES:</b>			<b>27,044,392</b>	<b>26,761,268</b>	<b>(283,124)</b>	<b>-1%</b>	<b>22,287,781</b>	<b>13,493,511</b>
<b>NET INCOME (LOSS):</b>			<b>(1,163,162)</b>	<b>(968,791)</b>	<b>194,370</b>	<b>-17%</b>	<b>3,583,836</b>	<b>3,627,743</b>

**Washington State Bar Association  
Budget Comparison**

**INDIRECT EXPENSES**

Cost Center  
All

FY25 FTE 147.50  
REFORECAST FTE 144.50

			FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
<b>INDIRECT</b>	<b>51110</b>	SALARIES	13,743,352	14,691,362	948,009	7%	12,570,946	7,697,346
	<b>51120</b>	BUDGETED TEMPORARY EMPLOYEES	296,112	180,084	(116,028)	-39%	196,091	136,073
	<b>51121</b>	UNANTICIPATED TEMPS	-	-	-		1,364	-
	<b>51925</b>	ALLOWANCE FOR OPEN POSITIONS	(200,000)	(200,000)	-	0%	-	-
	<b>51935</b>	INSURANCE REBATE	(4,060)	(19,016)	(14,956)	368%	-	-
	<b>51955</b>	CAPITAL LABOR & OVERHEAD	(210,000)	(220,000)	(10,000)	5%	(275,379)	(56,948)
	<b>51199</b>	<b>SALARY EXPENSE</b>	<b>13,625,404</b>	<b>14,432,430</b>	<b>807,025</b>	<b>6%</b>	<b>12,493,023</b>	<b>7,776,471</b>
	<b>51210</b>	EMPLOYEE ASSISTANCE PLAN	4,800	4,800	(0)	0%	5,200	2,400
	<b>51220</b>	EMPLOYEE SERVICE AWARDS	1,680	2,610	930	55%	2,345	1,140
	<b>51230</b>	FICA (EMPLOYER PORTION)	1,027,685	1,106,167	78,482	8%	925,580	570,439
	<b>51240</b>	L&I INSURANCE	73,611	71,420	(2,191)	-3%	58,584	29,558
	<b>51245</b>	WA STATE FAMILY MEDICAL LEAVE (ER PORTION)	29,686	33,049	3,363	11%	25,359	16,307
	<b>51250</b>	MEDICAL (EMPLOYER PORTION)	1,944,108	2,057,482	113,375	6%	1,676,604	1,091,516
	<b>51270</b>	RETIREMENT (EMPLOYER PORTION)	1,292,648	1,310,511	17,863	1%	1,263,903	728,162
	<b>51280</b>	TRANSPORTATION ALLOWANCE	34,000	34,000	-	0%	34,072	27,328
	<b>51290</b>	UNEMPLOYMENT INSURANCE	82,748	71,445	(11,302)	-14%	72,674	39,006
	<b>51299</b>	<b>BENEFITS EXPENSE</b>	<b>4,490,966</b>	<b>4,691,485</b>	<b>200,519</b>	<b>4%</b>	<b>4,064,319</b>	<b>2,505,858</b>
	<b>51310</b>	WORKPLACE BENEFITS	52,710	56,400	3,690	7%	40,489	15,597
	<b>51340</b>	HUMAN RESOURCES POOLED EXP	77,112	111,300	34,188	44%	60,354	38,960
	<b>51405</b>	MEETING SUPPORT EXPENSES	7,500	9,950	2,450	33%	7,288	3,950
	<b>51410</b>	RENT	1,753,325	900,000	(853,325)	-49%	387,388	299,827
	<b>51411</b>	MOVE/DOWNSIZING EXPENSES	98,400	-	(98,400)	-100%	-	-
	<b>51420</b>	PERSONAL PROP TAXES-WSBA	6,650	8,400	1,750	26%	5,396	3,490
	<b>51430</b>	FURNITURE, MAINT, LH IMP	73,832	46,785	(27,047)	-37%	18,147	15,568
	<b>51440</b>	OFFICE SUPPLIES & EQUIP	22,564	21,100	(1,464)	-6%	21,672	10,332
	<b>51450</b>	FURN & OFFICE EQUIP DEPREC	111,192	110,500	(692)	-1%	65,022	68,019
	<b>51470</b>	COMPUTER HARDWARE DEPREC	49,926	42,000	(7,926)	-16%	41,397	23,355
	<b>51480</b>	COMPUTER SOFTWARE DEPREC	71,787	62,000	(9,787)	-14%	51,471	27,414
	<b>51500</b>	INSURANCE	272,643	288,200	15,557	6%	266,861	155,624
	<b>51501</b>	WORK HOME FURNITURE & EQUIP	14,000	14,000	(0)	0%	5,833	1,650
	<b>51505</b>	PROFESSIONAL FEES-AUDIT	35,000	41,000	6,000	17%	30,365	38,400
	<b>51510</b>	PROFESSIONAL FEES- LEGAL	200,000	250,000	50,000	25%	43,565	26,149
	<b>51512</b>	ONLINE LEGAL RESEARCH	24,359	77,900	53,541	220%	41,279	16,988
	<b>51513</b>	ACCOMODATIONS FUND	6,500	6,500	(0)	0%		
	<b>51514</b>	TRANSLATION SERVICES	12,000	12,000	(0)	0%		
	<b>51515</b>	TELEPHONE & INTERNET	33,000	33,600	600	2%	23,557	18,790
	<b>51520</b>	POSTAGE - GENERAL	18,300	15,500	(2,800)	-15%	11,442	4,821
	<b>51525</b>	RECORDS STORAGE	68,531	10,000	(58,531)	-85%	27,155	26,673
	<b>51530</b>	BANK FEES ( INDIRECT)	50,000	40,000	(10,000)	-20%	46,382	20,111
	<b>51620</b>	PRODUCTION MAINT & SUPPLIES	12,500	13,000	500	4%	3,837	8,906
	<b>51710</b>	COMPUTER POOLED EXPENSES	1,185,400	1,432,300	246,900	21%	1,060,198	653,895
	<b>51900</b>	<b>OTHER INDIRECT EXPENSE</b>	<b>4,257,231</b>	<b>3,602,435</b>	<b>(654,796)</b>	<b>-15%</b>	<b>2,259,098</b>	<b>1,478,518</b>
		<b>TOTAL INDIRECT EXPENSES:</b>	<b>22,373,601</b>	<b>22,726,350</b>	<b>352,749</b>	<b>2%</b>	<b>18,816,440</b>	<b>11,760,847</b>

**Washington State Bar Association  
Budget Comparison**

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**ACCESS TO JUSTICE**

Cost Center            FY25 FTE            1.68  
ATJ                      REFORECAST FTE   1.64

**REVENUE:**

<b>TOTAL REVENUE</b>		-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>	<b>50100</b>	STAFF TRAVEL/PARKING	2,800	2,800	-	0%	4,093	315
	<b>50110</b>	STAFF CONFERENCE & TRAINING	3,300	2,495	(805)	-24%	1,644	842
	<b>50145</b>	SURVEYS	-	-	-		131	-
	<b>52121</b>	ATJ BOARD RETREAT	4,000	6,000	2,000	50%	2,130	1,298
	<b>52125</b>	LEADERSHIP TRAINING	4,000	6,000	2,000	50%	2,175	1,453
	<b>52140</b>	ATJ BOARD EXPENSE	65,000	58,500	(6,500)	-10%	82,008	13,146
	<b>52874</b>	PUBLIC DEFENSE	4,000	4,000	-	0%	1,086	2,043
	<b>58225</b>	CONFERENCE/INSTITUTE EXPENSE	-	30,000	30,000		84,407	(135)
	<b>58450</b>	RECEPTION/FORUM EXPENSE	11,000	30,000	19,000	173%	6,483	6,663
	<b>TOTAL DIRECT EXPENSES</b>		<b>94,100</b>	<b>139,795</b>	<b>45,695</b>	<b>49%</b>	<b>184,157</b>	<b>25,624</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	145,500	157,861	12,361	8%	138,970	82,189
	<b>51299</b>	BENEFITS EXPENSE	52,903	52,210	(693)	-1%	46,815	28,179
	<b>51900</b>	OTHER INDIRECT EXPENSE	48,317	41,031	(7,286)	-15%	45,497	27,445
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>246,721</b>	<b>251,103</b>	<b>4,382</b>	<b>2%</b>	<b>231,281</b>	<b>137,813</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>340,821</b>	<b>390,898</b>	<b>50,077</b>	<b>15%</b>	<b>415,438</b>	<b>163,437</b>
	<b>NET INCOME (LOSS):</b>		<b>(340,821)</b>	<b>(390,898)</b>	<b>(50,077)</b>	<b>15%</b>	<b>(415,438)</b>	<b>(163,437)</b>



**Washington State Bar Association  
Budget Comparison**

**ADMISSIONS**

Cost Center  
ADMISS

FY25 FTE            6.65  
REFORECAST FTE   6.75

	FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD		
<b>REVENUE:</b>								
40705		EXAM SOFTWARE REVENUE	27,500	27,500	-	0%	28,270	7,450
42207		BAR EXAM FEES	1,160,000	1,280,780	120,780	10%	1,075,529	990,185
42230		BAR EXAM LATE FEES	55,000	98,200	43,200	79%	65,400	56,700
42232		HOUSE COUNSEL APPLICATION FEES	45,000	56,260	11,260	25%	26,880	18,280
42270		RULE 9/LEGAL INTERN FEES	12,000	12,500	500	4%	13,350	7,150
42285		FOREIGN LAW CONSULTANT FEES	1,240	1,940	700	56%	1,540	1,860
42287		SPECIAL ADMISSIONS	-	3,000	3,000		3,510	2,925
<b>TOTAL REVENUE</b>	<b>1,300,740</b>	<b>1,480,180</b>	<b>179,440</b>	<b>14%</b>	<b>1,214,479</b>	<b>1,084,550</b>		
<b>DIRECT EXPENSES:</b>								
50050		EQUIPMENT, HARDWARE & SOFTWARE	1,000	-	(1,000)		-	-
50060		POSTAGE	1,000	2,000	1,000	100%	629	1,280
50100		STAFF TRAVEL/PARKING	20,000	24,000	4,000	20%	27,479	7,207
50110		STAFF CONFERENCE & TRAINING	13,500	10,100	(3,400)	-25%	2,973	2,989
50120		STAFF MEMBERSHIP DUES	400	555	155	39%	400	305
50140		SUPPLIES	1,500	2,000	500	33%	882	-
52210		FACILITY, PARKING, FOOD	94,000	100,000	6,000	6%	102,379	42,976
52215		EXAMINER FEES	34,000	44,500	10,500	31%	28,500	13,000
52221		UBE EXAMINATIONS	113,000	118,000	5,000	4%	117,486	37,088
52225		BOARD OF BAR EXAMINERS	39,000	42,500	3,500	9%	30,557	7,492
52230		BAR EXAM PROCTORS	21,000	23,000	2,000	10%	38,709	5,494
52240		DISABILITY ACCOMMODATIONS	55,967	58,000	2,033	4%	30,007	22,958
52245		CHARACTER & FITNESS INVESTI	1,000	1,000	-	0%	-	(59)
52250		LAW SCHOOL VISITS	1,700	2,000	300	18%	644	396
53282		SOFTWARE HOSTING	41,140	45,609	4,469	11%		
52270		DEPRECIATION-SOFTWARE	11,038	-	(11,038)	-100%	24,447	9,055
<b>TOTAL DIRECT EXPENSES</b>	<b>449,245</b>	<b>473,264</b>	<b>24,019</b>	<b>5%</b>	<b>405,092</b>	<b>150,181</b>		
<b>INDIRECT EXPENSES:</b>								
51199		SALARY EXPENSE	522,057	551,588	29,531	6%	496,475	312,921
51299		BENEFITS EXPENSE	171,676	194,432	22,756	13%	193,718	98,683
51900		OTHER INDIRECT EXPENSE	198,867	162,415	(36,452)	-18%	187,219	113,425
<b>TOTAL INDIRECT EXPENSES:</b>	<b>892,601</b>	<b>908,435</b>	<b>15,834</b>	<b>2%</b>	<b>877,411</b>	<b>525,028</b>		
<b>TOTAL ALL EXPENSES:</b>	<b>1,341,846</b>	<b>1,381,699</b>	<b>39,853</b>	<b>3%</b>	<b>1,282,503</b>	<b>675,209</b>		
<b>NET INCOME (LOSS):</b>	<b>(41,106)</b>	<b>98,481</b>	<b>139,587</b>	<b>-340%</b>	<b>(68,024)</b>	<b>409,341</b>		

**ADVANCEMENT FTE**  
 Cost Center      **FY25 FTE**      **1.96**  
 ADV FTE          **REFORECAST FTE**      **1.89**

<b>Washington State Bar Association</b>					
<b>Budget Comparison</b>					
<b>FY2024</b>	<b>FY2025</b>	<b>FY24 vs. FY25</b>	<b>% Change</b>	<b>FY2023</b>	<b>FY2024</b>
<b>Reforecast</b>	<b>Budget</b>	<b>Comparison</b>		<b>Actuals</b>	<b>Actuals</b>
				<b>YTD</b>	<b>YTD</b>

<b>REVENUE:</b>								
<b>TOTAL REVENUE</b>		-	-	-		-	-	
<b>DIRECT EXPENSES:</b>	<b>50110</b>	STAFF CONFERENCE & TRAINING	8,424	3,300	(5,124)	-61%	6,276	3,931
<b>TOTAL DIRECT EXPENSES</b>			<b>8,424</b>	<b>3,300</b>	<b>(5,124)</b>	<b>-61%</b>	<b>6,276</b>	<b>3,931</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	244,054	264,525	20,471	8%	233,552	144,322
	<b>51299</b>	BENEFITS EXPENSE	69,638	74,491	4,854	7%	61,383	39,624
	<b>51900</b>	OTHER INDIRECT EXPENSE	55,683	47,870	(7,813)	-14%	52,029	31,817
<b>TOTAL INDIRECT EXPENSES:</b>			<b>369,375</b>	<b>386,886</b>	<b>17,512</b>	<b>5%</b>	<b>346,964</b>	<b>215,764</b>
<b>TOTAL ALL EXPENSES:</b>			<b>377,799</b>	<b>390,186</b>	<b>12,388</b>	<b>3%</b>	<b>353,241</b>	<b>219,694</b>
<b>NET INCOME (LOSS):</b>			<b>(377,799)</b>	<b>(390,186)</b>	<b>(12,388)</b>	<b>3%</b>	<b>(353,241)</b>	<b>(219,694)</b>

**Washington State Bar Association  
Budget Comparison**

**BAR NEWS**  
Cost Center  
BN

FY25 FTE 2.13  
REFORECAST FTE 2.23

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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<b>REVENUE:</b>	<b>40900</b>	ROYALTIES	2,500	2,000	(500)	-20%	1,496	-
	<b>42710</b>	BNEWS DISPLAY ADVERTISING	400,000	405,000	5,000	1%	400,556	279,414
	<b>42720</b>	BNEWS SUBSCRIPT/SINGLE ISSUES	100	100	-	0%	108	108
	<b>42730</b>	BNEWS CLASSIFIED ADVERTISING	7,500	2,500	(5,000)	-67%	7,220	1,802
	<b>42760</b>	JOB TARGET ADVERTISING	200,000	180,000	(20,000)	-10%	174,398	79,713
	<b>TOTAL REVENUE</b>		<b>610,100</b>	<b>589,600</b>	<b>(20,500)</b>	<b>-3%</b>	<b>583,778</b>	<b>361,037</b>
<b>DIRECT EXPENSES:</b>	<b>50060</b>	POSTAGE	110,000	121,000	11,000	10%	110,154	79,684
	<b>50070</b>	PRINTING & COPYING	250,000	262,500	12,500	5%	217,533	140,338
	<b>50110</b>	STAFF CONFERENCE & TRAINING	2,500	-	(2,500)	-100%	-	-
	<b>50120</b>	STAFF MEMBERSHIP DUES	135	150	15	11%	135	-
	<b>50130</b>	SUBSCRIPTIONS	225	225	-	0%	203	203
	<b>50155</b>	DIGITAL/ONLINE DEVELOPMENT	2,000	2,000	-	0%	571	352
	<b>52710</b>	GRAPHICS/ARTWORK	100	1,000	900	900%	-	1,103
	<b>52750</b>	EDITORIAL ADVIS COMMITTEE EXP	-	300	300		75	20
	<b>TOTAL DIRECT EXPENSES</b>		<b>364,960</b>	<b>387,175</b>	<b>22,215</b>	<b>6%</b>	<b>328,671</b>	<b>221,699</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	213,007	207,867	(5,140)	-2%	208,776	127,029
	<b>51299</b>	BENEFITS EXPENSE	69,472	67,587	(1,885)	-3%	52,857	39,519
	<b>51900</b>	OTHER INDIRECT EXPENSE	65,700	52,022	(13,678)	-21%	61,884	37,403
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>348,179</b>	<b>327,475</b>	<b>(20,703)</b>	<b>-6%</b>	<b>323,516</b>	<b>203,951</b>
<b>TOTAL ALL EXPENSES:</b>			<b>713,139</b>	<b>714,650</b>	<b>1,512</b>	<b>0%</b>	<b>652,187</b>	<b>425,650</b>
<b>NET INCOME (LOSS):</b>			<b>(103,039)</b>	<b>(125,050)</b>	<b>(22,012)</b>	<b>21%</b>	<b>(68,409)</b>	<b>(64,612)</b>

**Washington State Bar Association**  
Budget Comparison

**BOARD OF GOVERNORS**  
Cost Center      **FY25 FTE      1.40**  
**BOG**              **REFORECAST FTE   1.50**

	<b>FY2024 Reforecast</b>	<b>FY2025 Budget</b>	<b>FY24 vs. FY25 Comparison</b>	<b>% Change</b>	<b>FY2023 Actuals YTD</b>	<b>FY2024 Actuals YTD</b>
<b>REVENUE:</b>						
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DIRECT EXPENSES:</b>						
50033      CONSULTING SERVICES	-	-	-		6,143	-
50100      STAFF TRAVEL/PARKING	-	-	-		-	(0)
50140      SUPPLIES	500	500	-	0%	-	30
52125      LEADERSHIP TRAINING	20,000	15,000	(5,000)	-25%	12,267	-
52810      BOG MEETINGS	190,000	148,000	(42,000)	-22%	228,469	52,088
52820      BOG COMMITTEES' EXPENSES	2,500	2,000	(500)	-20%	145	16
52821      BOG RETREAT	35,000	40,000	5,000	14%	48,472	17,329
52822      BOG CONFERENCE ATTENDANCE	60,000	39,500	(20,500)	-34%	27,077	44,494
52830      BOG TRAVEL & OUTREACH	22,000	50,000	28,000	127%	23,589	20,111
52880      BOG ELECTIONS	26,900	42,000	15,100	56%	18,400	9,041
52960      PRESIDENT'S DINNER	15,000	10,000	(5,000)	-33%	26,390	482
52812      NEW GOVERNOR ORIENTATION	10,000	10,000	-	0%	-	-
52823      PRESIDENTS PHOTO	3,300	3,300	-	0%	-	488
52891      LONG RANGE STRATEGIC PLANNING COUNCIL	600	-	(600)	-100%	-	-
<b>TOTAL DIRECT EXPENSES</b>	<b>385,800</b>	<b>360,300</b>	<b>(25,500)</b>	<b>-7%</b>	<b>390,952</b>	<b>144,078</b>
<b>INDIRECT EXPENSES:</b>						
51199      SALARY EXPENSE	104,320	112,836	8,516	8%	122,306	52,355
51299      BENEFITS EXPENSE	38,166	40,372	2,207	6%	34,722	15,152
51900      OTHER INDIRECT EXPENSE	44,193	34,193	(10,000)	-23%	38,775	25,259
<b>TOTAL INDIRECT EXPENSES:</b>	<b>186,679</b>	<b>187,401</b>	<b>723</b>	<b>0%</b>	<b>195,803</b>	<b>92,766</b>
<b>TOTAL ALL EXPENSES:</b>	<b>572,479</b>	<b>547,701</b>	<b>(24,777)</b>	<b>-4%</b>	<b>586,754</b>	<b>236,845</b>
<b>NET INCOME (LOSS):</b>	<b>(572,479)</b>	<b>(547,701)</b>	<b>24,777</b>	<b>-4%</b>	<b>(586,754)</b>	<b>(236,845)</b>

**Washington State Bar Association**  
Budget Comparison

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**CHARACTER & FITNESS BOARD**  
Cost Center      FY25 FTE      0.75  
CFB                      REFORECAST FTE      0.75

REVENUE:								
<b>TOTAL REVENUE</b>			-	-	-	-	-	
<b>DIRECT EXPENSES:</b>	<b>52235</b>	CHARACTER & FITNESS BOARD EXP	18,000	18,000	-	0%	331	2,064
	<b>54310</b>	COURT REPORTERS	15,000	15,000	-	0%	1,709	592
<b>TOTAL DIRECT EXPENSES</b>			<b>33,000</b>	<b>33,000</b>	<b>-</b>	<b>0%</b>	<b>2,040</b>	<b>2,655</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	93,739	95,315	1,576	2%	90,124	56,007
	<b>51299</b>	BENEFITS EXPENSE	30,383	27,506	(2,878)	-9%	24,774	17,224
	<b>51900</b>	OTHER INDIRECT EXPENSE	22,096	18,317	(3,779)	-17%	20,903	12,630
<b>TOTAL INDIRECT EXPENSES:</b>			<b>146,219</b>	<b>141,138</b>	<b>(5,081)</b>	<b>-3%</b>	<b>135,801</b>	<b>85,861</b>
<b>TOTAL ALL EXPENSES:</b>			<b>179,219</b>	<b>174,138</b>	<b>(5,081)</b>	<b>-3%</b>	<b>137,840</b>	<b>88,516</b>
<b>NET INCOME (LOSS):</b>			<b>(179,219)</b>	<b>(174,138)</b>	<b>5,081</b>	<b>-3%</b>	<b>(137,840)</b>	<b>(88,516)</b>

**Washington State Bar Association  
Budget Comparison**

**COMMUNICATION STRATEGIES**

Cost Center      **FY25 FTE      6.05**  
**COMM**            **REFORECAST FTE      5.20**

	<b>FY2024 Reforecast</b>	<b>FY2025 Budget</b>	<b>FY24 vs. FY25 Comparison</b>	<b>% Change</b>	<b>FY2023 Actuals YTD</b>	<b>FY2024 Actuals YTD</b>
<b>REVENUE:</b>						
42570      50 YEAR MEMBER TRIBUTE LUNCH	500	100	(400)	-80%	1,615	-
44100      WSBA LOGO MERCHANDISE SALES	-	500	500		2,760	1,845
<b>TOTAL REVENUE</b>	<b>500</b>	<b>600</b>	<b>100</b>	<b>20%</b>	<b>4,375</b>	<b>1,845</b>
<b>DIRECT EXPENSES:</b>						
50050      EQUIPMENT, HARDWARE & SOFTWARE	2,500	-	(2,500)	-100%	-	1
50100      STAFF TRAVEL/PARKING	5,895	5,895	-	0%	2,401	2,223
50110      STAFF CONFERENCE & TRAINING	7,500	11,100	3,600	48%	1,817	9,199
50120      STAFF MEMBERSHIP DUES	1,120	1,800	680	61%	1,567	362
50130      SUBSCRIPTIONS	4,000	4,000	-	0%	2,576	1,225
52570      APEX	50,000	52,500	2,500	5%	39,146	-
52573      50 YEAR MEMBER TRIBUTE LUNCH	30,000	35,000	5,000	17%	22,084	-
52878      COMMUNICATIONS OUTREACH	15,000	15,000	-	0%	3,287	3,253
54027      BAR OUTREACH	18,000	20,000	2,000	11%	2,648	1,905
55555      BAR LEADERS SUMMIT	-	45,000	45,000		-	-
<b>TOTAL DIRECT EXPENSES</b>	<b>134,015</b>	<b>190,295</b>	<b>56,280</b>	<b>42%</b>	<b>75,526</b>	<b>18,168</b>
<b>INDIRECT EXPENSES:</b>						
51199      SALARY EXPENSE	398,702	465,232	66,531	17%	385,634	208,789
51299      BENEFITS EXPENSE	136,595	170,517	33,922	25%	124,540	72,274
51900      OTHER INDIRECT EXPENSE	153,201	147,761	(5,440)	-4%	144,526	87,437
<b>TOTAL INDIRECT EXPENSES:</b>	<b>688,499</b>	<b>783,510</b>	<b>95,012</b>	<b>14%</b>	<b>654,700</b>	<b>368,499</b>
<b>TOTAL ALL EXPENSES:</b>	<b>822,514</b>	<b>973,805</b>	<b>151,292</b>	<b>18%</b>	<b>730,227</b>	<b>386,667</b>
<b>NET INCOME (LOSS):</b>	<b>(822,014)</b>	<b>(973,205)</b>	<b>(151,192)</b>	<b>18%</b>	<b>(725,851)</b>	<b>(384,822)</b>

**Washington State Bar Association**  
Budget Comparison

**COMMUNICATION STRATEGIES FTE**  
Cost Center      **FY25 FTE      1.00**  
COMM FTE      **REFORECAST FTE      1.00**

<b>FY2024</b>	<b>FY2025</b>	<b>FY24 vs. FY25</b>	<b>% Change</b>	<b>FY2023</b>	<b>FY2024</b>
<b>Reforecast</b>	<b>Budget</b>	<b>Comparison</b>		<b>Actuals</b>	<b>Actuals</b>
				<b>YTD</b>	<b>YTD</b>

<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	171,146	179,737	8,591	5%	167,584	101,340
	<b>51299</b>	BENEFITS EXPENSE	47,372	45,121	(2,251)	-5%	43,078	27,508
	<b>51900</b>	OTHER INDIRECT EXPENSE	29,462	24,423	(5,039)	-17%	27,809	16,759
		<b>TOTAL INDIRECT EXPENSES:</b>	<b>247,980</b>	<b>249,281</b>	<b>1,301</b>	<b>1%</b>	<b>238,471</b>	<b>145,607</b>
		<b>NET INCOME (LOSS):</b>	<b>(247,980)</b>	<b>(249,281)</b>	<b>(1,301)</b>	<b>1%</b>	<b>(238,471)</b>	<b>(145,607)</b>

**Washington State Bar Association  
Budget Comparison**

DISCIPLINE Cost Center DISC	FY25 FTE REFORECAST FTE	39.00 38.00	FY2024	FY2025	FY24 vs. FY25	% Change	FY2023	FY2024
			Reforecast	Budget	Comparison		Actuals YTD	Actuals YTD
<b>REVENUE:</b>	<b>42450</b>	AUDIT REVENUE	1,000	1,000	-	0%	850	85
	<b>44350</b>	RECOVERY OF DISCIPLINE COSTS	100,000	70,000	(30,000)	-30%	51,272	29,189
	<b>44450</b>	DISCIPLINE HISTORY SUMMARY	18,000	19,000	1,000	6%	17,969	10,290
	<b>TOTAL REVENUE</b>		<b>119,000</b>	<b>90,000</b>	<b>(29,000)</b>	<b>-24%</b>	<b>70,090</b>	<b>39,564</b>
<b>DIRECT EXPENSES:</b>	<b>50015</b>	DEPRECIATION	11,539	24,259	12,720	110%	-	-
	<b>50080</b>	PUBLICATIONS PRODUCTION	300	350	50	17%	169	-
	<b>50100</b>	STAFF TRAVEL/PARKING	15,000	25,000	10,000	67%	7,278	6,355
	<b>50110</b>	STAFF CONFERENCE & TRAINING	34,627	37,345	2,718	8%	30,962	16,177
	<b>50120</b>	STAFF MEMBERSHIP DUES	7,365	7,000	(365)	-5%	2,595	6,193
	<b>50160</b>	TELEPHONE	4,800	4,000	(800)	-17%	3,543	1,836
	<b>54310</b>	COURT REPORTERS	60,000	60,000	-	0%	66,964	34,711
	<b>54320</b>	OUTSIDE COUNSEL EXPENSES	1,000	1,000	-	0%	-	250
	<b>54360</b>	LITIGATION EXPENSES	40,000	40,000	-	0%	29,343	35,407
	<b>54370</b>	DISABILITY EXPENSES	9,000	5,500	(3,500)	-39%	2,734	1,307
	<b>54400</b>	TRANSLATION SERVICES	1,000	12,000	11,000	1100%	345	6,404
	<b>TOTAL DIRECT EXPENSES</b>		<b>184,630</b>	<b>216,454</b>	<b>31,824</b>	<b>17%</b>	<b>143,935</b>	<b>108,639</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	3,795,327	4,063,643	268,316	7%	3,422,233	2,172,554
	<b>51299</b>	BENEFITS EXPENSE	1,130,160	1,272,461	142,300	13%	1,068,399	642,147
	<b>51900</b>	OTHER INDIRECT EXPENSE	1,119,549	952,508	(167,040)	-15%	1,049,285	638,045
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>6,045,036</b>	<b>6,288,612</b>	<b>243,576</b>	<b>4%</b>	<b>5,539,918</b>	<b>3,452,746</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>6,229,667</b>	<b>6,505,066</b>	<b>275,399</b>	<b>4%</b>	<b>5,683,853</b>	<b>3,561,384</b>
	<b>NET INCOME (LOSS):</b>		<b>(6,110,667)</b>	<b>(6,415,066)</b>	<b>(304,399)</b>	<b>5%</b>	<b>(5,613,762)</b>	<b>(3,521,820)</b>



**Washington State Bar Association  
Budget Comparison**

**DIVERSITY**  
Cost Center  
DIV

FY25 FTE           2.69  
REFORECAST FTE   2.69

			FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
<b>REVENUE:</b>	<b>40300</b>	DONATIONS & GRANTS	135,000	135,000	-	0%	135,000	135,000
	<b>TOTAL REVENUE</b>		<b>135,000</b>	<b>135,000</b>	<b>-</b>	<b>0%</b>	<b>135,000</b>	<b>135,000</b>
<b>DIRECT EXPENSES:</b>	<b>50033</b>	CONSULTING SERVICES	60,550	7,000	(53,550)	-88%	33,075	17,500
	<b>50100</b>	STAFF TRAVEL/PARKING	1,500	3,700	2,200	147%	907	234
	<b>50110</b>	STAFF CONFERENCE & TRAINING	2,000	3,000	1,000	50%	1,618	2,000
	<b>50120</b>	STAFF MEMBERSHIP DUES	550	700	150	27%	90	90
	<b>50145</b>	SURVEYS	17,500	-	(17,500)	-100%	28,600	10,000
	<b>52680</b>	COMMITTEE FOR DIVERSITY	3,800	5,300	1,500	39%	2,890	125
	<b>52681</b>	DIVERSITY EVENTS & PROJECTS	31,800	36,100	4,300	14%	6,595	575
	<b>52687</b>	INTERNAL DIVERSITY OUTREACH	-	7,500	7,500		-	-
	<b>TOTAL DIRECT EXPENSES</b>		<b>117,700</b>	<b>63,300</b>	<b>(54,400)</b>	<b>-46%</b>	<b>73,775</b>	<b>30,524</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	212,559	227,749	15,190	7%	112,299	76,925
	<b>51299</b>	BENEFITS EXPENSE	70,525	79,386	8,861	13%	40,951	24,028
	<b>51900</b>	OTHER INDIRECT EXPENSE	79,252	65,699	(13,554)	-17%	47,000	45,176
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>362,337</b>	<b>372,834</b>	<b>10,497</b>	<b>3%</b>	<b>200,251</b>	<b>146,128</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>480,037</b>	<b>436,134</b>	<b>(43,903)</b>	<b>-9%</b>	<b>274,026</b>	<b>176,652</b>
	<b>NET INCOME (LOSS):</b>		<b>(345,037)</b>	<b>(301,134)</b>	<b>43,903</b>	<b>-13%</b>	<b>(139,026)</b>	<b>(41,652)</b>

**Washington State Bar Association  
Budget Comparison**

**FINANCE**  
Cost Center  
FIN

FY25 FTE            6.92  
REFORECAST FTE   6.92

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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<b>REVENUE:</b>	<b>40500</b>	INTEREST - INVESTMENTS	650,000	600,000	(50,000)	-8%	-	580,405
	<b>TOTAL REVENUE</b>		<b>650,000</b>	<b>600,000</b>	<b>(50,000)</b>	<b>-8%</b>	-	<b>580,405</b>
	<b>50100</b>	STAFF TRAVEL/PARKING	1,500	3,750	2,250	150%	-	3,484
	<b>50110</b>	STAFF CONFERENCE & TRAINING	520	500	(20)	-4%	-	263
	<b>50120</b>	STAFF MEMBERSHIP DUES	620	670	50	8%	-	613
	<b>TOTAL DIRECT EXPENSES</b>		<b>2,640</b>	<b>4,920</b>	<b>2,280</b>	<b>86%</b>	-	<b>4,360</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	714,291	755,465	41,174	6%	-	419,823
	<b>51299</b>	BENEFITS EXPENSE	232,902	232,583	(319)	0%	-	125,645
	<b>51900</b>	OTHER INDIRECT EXPENSE	203,876	169,009	(34,867)	-17%	-	116,339
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>1,151,069</b>	<b>1,157,057</b>	<b>5,988</b>	<b>1%</b>	-	<b>661,807</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>1,153,709</b>	<b>1,161,977</b>	<b>8,268</b>	<b>1%</b>	-	<b>666,167</b>
	<b>NET INCOME (LOSS):</b>		<b>(503,709)</b>	<b>(561,977)</b>	<b>(58,268)</b>	<b>12%</b>	-	<b>(85,762)</b>

**Washington State Bar Association**  
Budget Comparison

**FOUNDATION**  
Cost Center  
**FOUND**

FY25 FTE            1.05  
REFORECAST FTE   1.05

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**REVENUE:**

<b>TOTAL REVENUE</b>	-	-	-	-	-
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**DIRECT EXPENSES:**

<b>50033</b>	CONSULTING SERVICES	3,000	3,200	200	7%	3,000	3,000
<b>50050</b>	EQUIPMENT, HARDWARE & SOFTWARE	-	2,400	2,400		-	1,077
<b>50060</b>	POSTAGE	350	400	50	14%	8	38
<b>50070</b>	PRINTING & COPYING	700	1,000	300	43%	-	422
<b>50100</b>	STAFF TRAVEL/PARKING	900	3,000	2,100	233%	516	-
<b>50110</b>	STAFF CONFERENCE & TRAINING	2,300	2,200	(100)	-4%	-	-
<b>50140</b>	SUPPLIES	150	2,000	1,850	1233%	24	-
<b>52940</b>	BOARD OF TRUSTEES	3,250	3,600	350	11%	812	399
<b>TOTAL DIRECT EXPENSES</b>		<b>10,650</b>	<b>17,800</b>	<b>7,150</b>	<b>67%</b>	<b>4,360</b>	<b>4,936</b>

**INDIRECT EXPENSES:**

<b>51199</b>	SALARY EXPENSE	100,026	106,460	6,434	6%	95,797	58,234
<b>51299</b>	BENEFITS EXPENSE	38,468	33,971	(4,497)	-12%	17,180	21,703
<b>51900</b>	OTHER INDIRECT EXPENSE	30,935	25,644	(5,290)	-17%	28,983	17,730
<b>TOTAL INDIRECT EXPENSES:</b>		<b>169,428</b>	<b>166,075</b>	<b>(3,354)</b>	<b>-2%</b>	<b>141,961</b>	<b>97,667</b>

<b>TOTAL ALL EXPENSES:</b>	<b>180,078</b>	<b>183,875</b>	<b>3,796</b>	<b>2%</b>	<b>146,320</b>	<b>102,604</b>
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<b>NET INCOME (LOSS):</b>	<b>(180,078)</b>	<b>(183,875)</b>	<b>(3,796)</b>	<b>2%</b>	<b>(146,320)</b>	<b>(102,604)</b>
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**Washington State Bar Association  
Budget Comparison**

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**HUMAN RESOURCES**

Cost Center	FY25 FTE	4.00
HR	REFORECAST FTE	4.00

**REVENUE:**

<b>TOTAL REVENUE</b>			-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>	<b>50033</b>	CONSULTING SERVICES	2,000	10,000	8,000	400%	-	-
	<b>50100</b>	STAFF TRAVEL/PARKING	700	300	(400)	-57%	67	18
	<b>50110</b>	STAFF CONFERENCE & TRAINING	-	2,200	2,200	-	-	-
	<b>50120</b>	STAFF MEMBERSHIP DUES	1,000	1,000	-	0%	458	867
	<b>50130</b>	SUBSCRIPTIONS	1,000	2,000	1,000	100%	1,712	1,818
	<b>54512</b>	STAFF TRAINING- GENERAL	12,912	36,800	23,888	185%	4,199	7,231
	<b>54520</b>	RECRUITING AND ADVERTISING	8,000	8,000	-	0%	6,918	2,530
	<b>54530</b>	PAYROLL PROCESSING	50,000	50,000	-	0%	47,001	24,523
	<b>54540</b>	SALARY SURVEYS	1,500	1,000	(500)	-33%	-	1,973
	<b>54590</b>	TRANSFER TO INDIRECT EXPENSE	(77,112)	(111,300)	(34,188)	44%	(60,354)	(38,960)
<b>TOTAL DIRECT EXPENSES</b>			-	-	-		<b>(0)</b>	-
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	608,465	487,336	(121,129)	-20%	375,431	232,777
	<b>51299</b>	BENEFITS EXPENSE	98,842	105,840	6,998	7%	119,785	78,655
	<b>51925</b>	ALLOWANCE FOR OPEN POSITIONS	(200,000)	(200,000)	-	0%	-	-
	<b>51900</b>	OTHER INDIRECT EXPENSE	117,847	97,693	(20,154)	-17%	111,235	67,278
<b>TOTAL INDIRECT EXPENSES:</b>			<b>625,154</b>	<b>490,869</b>	<b>(134,285)</b>	<b>-21%</b>	<b>606,451</b>	<b>378,710</b>
<b>TOTAL ALL EXPENSES:</b>			<b>625,154</b>	<b>490,869</b>	<b>(134,285)</b>	<b>-21%</b>	<b>606,451</b>	<b>378,710</b>
<b>NET INCOME (LOSS):</b>			<b>(625,154)</b>	<b>(490,869)</b>	<b>134,285</b>	<b>-21%</b>	<b>(606,451)</b>	<b>(378,710)</b>

**Washington State Bar Association  
Budget Comparison**

**LAW CLERK PROGRAM**  
 Cost Center      FY25 FTE      1.23  
 CLERK            REFORECAST FTE   1.23

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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<b>REVENUE:</b>	<b>42275</b>	LAW CLERK FEES	204,000	204,000	-	0%	206,166	184,234
	<b>42286</b>	LAW CLERK APPLICATION FEES	3,200	3,200	-	0%	3,400	2,500
		<b>TOTAL REVENUE</b>	<b>207,200</b>	<b>207,200</b>	<b>-</b>	<b>0%</b>	<b>209,566</b>	<b>186,734</b>
<b>DIRECT EXPENSES:</b>	<b>50015</b>	DEPRECIATION	4,675	11,217	6,542	140%	-	-
	<b>50100</b>	STAFF TRAVEL/PARKING	500	-	(500)	-100%	-	24
	<b>50130</b>	SUBSCRIPTIONS	250	250	-	0%	250	-
	<b>52245</b>	CHARACTER & FITNESS INVESTI	100	100	-	0%	-	-
	<b>53282</b>	SOFTWARE HOSTING	1,210	681	(529)	-44%	-	743
	<b>52255</b>	LAW CLERK BOARD	8,000	8,000	-	0%	5,680	3,645
	<b>52258</b>	LAW CLERK OUTREACH	5,000	30,000	25,000	500%	-	73
		<b>TOTAL DIRECT EXPENSES</b>	<b>19,735</b>	<b>50,248</b>	<b>30,513</b>	<b>155%</b>	<b>5,930</b>	<b>4,485</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	100,677	111,508	10,831	11%	81,561	58,977
	<b>51299</b>	BENEFITS EXPENSE	31,257	37,532	6,275	20%	24,154	17,428
	<b>51900</b>	OTHER INDIRECT EXPENSE	36,238	30,041	(6,197)	-17%	27,025	20,645
		<b>TOTAL INDIRECT EXPENSES:</b>	<b>168,171</b>	<b>179,080</b>	<b>10,909</b>	<b>6%</b>	<b>132,740</b>	<b>97,049</b>
		<b>TOTAL ALL EXPENSES:</b>	<b>187,907</b>	<b>229,328</b>	<b>41,422</b>	<b>22%</b>	<b>138,670</b>	<b>101,534</b>
		<b>NET INCOME (LOSS):</b>	<b>19,293</b>	<b>(22,128)</b>	<b>(41,422)</b>	<b>-215%</b>	<b>70,896</b>	<b>85,200</b>

**Washington State Bar Association  
Budget Comparison**

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**LEGISLATIVE**  
Cost Center  
LEG

FY25 FTE            1.70  
REFORECAST FTE   1.70

**REVENUE:**

<b>TOTAL REVENUE</b>	-	-	-	-	-
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**DIRECT EXPENSES:**

<b>50100</b>	STAFF TRAVEL/PARKING	2,500	2,500	-	0%	124	39
<b>50110</b>	STAFF CONFERENCE & TRAINING	2,500	2,200	(300)	-12%	1,842	1,736
<b>50120</b>	STAFF MEMBERSHIP DUES	450	200	(250)	-56%	-	130
<b>50130</b>	SUBSCRIPTIONS	2,000	2,000	-	0%	1,985	1,985
<b>50160</b>	TELEPHONE	485	575	90	19%	574	336
<b>52660</b>	JUD RECOMMEND COMMITTEE	2,250	2,250	-	0%	-	-
<b>54910</b>	RENT - OLYMPIA OFFICE	1,500	-	(1,500)	-100%	-	-
<b>54920</b>	CONTRACT LOBBYIST	12,500	15,000	2,500	20%	12,500	9,375
<b>54940</b>	LEGISLATIVE COMMITTEE	1,250	1,250	-	0%	-	2
<b>54970</b>	BOG LEGISLATIVE COMMITTEE	300	300	-	0%	-	-
<b>TOTAL DIRECT EXPENSES</b>		<b>25,735</b>	<b>26,275</b>	<b>540</b>	<b>2%</b>	<b>17,024</b>	<b>13,602</b>

**INDIRECT EXPENSES:**

<b>51199</b>	SALARY EXPENSE	152,783	160,438	7,654	5%	144,081	89,259
<b>51299</b>	BENEFITS EXPENSE	52,771	52,915	144	0%	41,553	29,772
<b>51900</b>	OTHER INDIRECT EXPENSE	50,085	41,520	(8,565)	-17%	47,000	28,660
<b>TOTAL INDIRECT EXPENSES:</b>		<b>255,640</b>	<b>254,872</b>	<b>(767)</b>	<b>0%</b>	<b>232,634</b>	<b>147,691</b>

<b>TOTAL ALL EXPENSES:</b>	<b>281,375</b>	<b>281,147</b>	<b>(227)</b>	<b>0%</b>	<b>249,658</b>	<b>161,293</b>
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<b>NET INCOME (LOSS):</b>	<b>(281,375)</b>	<b>(281,147)</b>	<b>227</b>	<b>0%</b>	<b>(249,658)</b>	<b>(161,293)</b>
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**Washington State Bar Association  
Budget Comparison**

**LEGAL LUNCHBOX**

Cost Center            FY25 FTE            0.43  
LLB                      REFORECAST FTE    0.43

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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<b>REVENUE:</b>	<b>41450</b>	SPONSORSHIPS	9,000	9,000	-	0%	9,000	9,000
	<b>43400</b>	DIGITAL VIDEO SALES	20,000	25,000	5,000	25%	25,088	23,030
	<b>TOTAL REVENUE</b>		<b>29,000</b>	<b>34,000</b>	<b>5,000</b>	<b>17%</b>	<b>34,088</b>	<b>32,030</b>
<b>DIRECT EXPENSES:</b>	<b>52240</b>	DISABILITY ACCOMMODATIONS	2,000	2,000	-	0%	-	-
	<b>53700</b>	SPEAKERS & PROGRAM DEVELOP	100	100	-	0%	-	-
	<b>53730</b>	HONORARIUM	1,500	1,500	-	0%	-	-
	<b>53283</b>	ON24 OVERAGE CHARGE	4,500	4,500	-	0%	-	6,067
	<b>53731</b>	INSURANCE REBATE	(425)	(3,375)	(2,950)	694%	(322)	-
	<b>TOTAL DIRECT EXPENSES</b>		<b>7,675</b>	<b>4,725</b>	<b>(2,950)</b>	<b>-38%</b>	<b>(322)</b>	<b>6,067</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	28,998	31,087	2,089	7%	27,490	16,997
	<b>51299</b>	BENEFITS EXPENSE	10,648	11,772	1,124	11%	8,946	5,952
	<b>51900</b>	OTHER INDIRECT EXPENSE	12,669	10,502	(2,167)	-17%	11,750	7,043
	<b>51935</b>	INSURANCE REBATE	(4,060)	(19,016)	(14,956)	368%	-	-
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>48,255</b>	<b>34,345</b>	<b>(13,910)</b>	<b>-29%</b>	<b>48,187</b>	<b>29,992</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>55,930</b>	<b>39,070</b>	<b>(16,860)</b>	<b>-30%</b>	<b>47,865</b>	<b>36,059</b>
	<b>NET INCOME (LOSS):</b>		<b>(26,930)</b>	<b>(5,070)</b>	<b>21,860</b>	<b>-81%</b>	<b>(13,777)</b>	<b>(4,029)</b>

**Washington State Bar Association**  
Budget Comparison

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**LICENSING & MEMBERSHIP RECORDS**  
Cost Center      FY25 FTE      3.83  
LICMR              REFORECAST FTE      3.83

<b>REVENUE:</b>	<b>41100</b>	STATUS CERTIFICATE FEES	27,000	27,000	-	0%	27,775	18,025
	<b>42288</b>	INVESTIGATION FEES	20,000	20,000	-	0%	25,000	16,000
	<b>42290</b>	PRO HAC VICE	400,000	400,000	-	0%	375,560	285,807
	<b>45040</b>	MEMBER CONTACT INFORMATION	3,700	3,000	(700)	-19%	3,586	5,706
	<b>45060</b>	PHOTO BAR CARD SALES	200	200	-	0%	240	192
<b>TOTAL REVENUE</b>			<b>450,900</b>	<b>450,200</b>	<b>(700)</b>	<b>0%</b>	<b>432,161</b>	<b>325,730</b>
<b>DIRECT EXPENSES:</b>	<b>50033</b>	CONSULTING SERVICES	-	-	-		4,000	-
	<b>50060</b>	POSTAGE	17,652	17,652	-	0%	18,061	13,991
	<b>50140</b>	SUPPLIES	-	-	-		1,929	-
	<b>53282</b>	SOFTWARE HOSTING	15,125	18,380	3,255			
	<b>55010</b>	LICENSING FORMS	-	-	-		2,401	-
<b>TOTAL DIRECT EXPENSES</b>			<b>32,777</b>	<b>36,032</b>	<b>3,255</b>	<b>10%</b>	<b>26,391</b>	<b>13,991</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	401,688	423,592	21,904	5%	389,572	237,493
	<b>51299</b>	BENEFITS EXPENSE	137,867	128,336	(9,531)	-7%	122,485	79,129
	<b>51900</b>	OTHER INDIRECT EXPENSE	112,839	93,541	(19,298)	-17%	106,143	64,363
	<b>TOTAL INDIRECT EXPENSES:</b>			<b>652,394</b>	<b>645,470</b>	<b>(6,924)</b>	<b>-1%</b>	<b>618,199</b>
<b>TOTAL ALL EXPENSES:</b>			<b>685,171</b>	<b>681,502</b>	<b>(3,669)</b>	<b>-1%</b>	<b>644,591</b>	<b>394,976</b>
<b>NET INCOME (LOSS):</b>			<b>(234,271)</b>	<b>(231,302)</b>	<b>2,969</b>	<b>-1%</b>	<b>(212,430)</b>	<b>(69,246)</b>



**LICENSE FEES**  
 Cost Center  
 LIC

<b>Washington State Bar Association</b>								
<b>Budget Comparison</b>								
			<b>FY2024</b>	<b>FY2025</b>	<b>FY24 vs. FY25</b>	<b>% Change</b>	<b>FY2023</b>	<b>FY2024</b>
			<b>Reforecast</b>	<b>Budget</b>	<b>Comparison</b>		<b>Actuals</b>	<b>Actuals</b>
							<b>YTD</b>	<b>YTD</b>
<b>REVENUE:</b>	<b>40600</b>	LICENSE FEES	16,692,574	16,853,241	160,667	1%	16,191,504	9,448,812
	<b>40625</b>	LICENSE FEES - NEW ADMITTEES	417,925	429,375	11,450	3%	394,252	238,539
	<b>40650</b>	LICENSE FEES - LATE FEES	200,000	200,000	-	0%	269,748	380,988
	<b>40675</b>	LICENSE FEES - REINSTATEMENTS	10,000	10,000	-	0%	15,762	14,192
		<b>TOTAL REVENUE</b>	<b>17,320,499</b>	<b>17,492,616</b>	<b>172,117</b>	<b>1%</b>	<b>16,871,265</b>	<b>10,082,532</b>
		<b>NET INCOME (LOSS):</b>	<b>17,320,499</b>	<b>17,492,616</b>	<b>172,117</b>	<b>1%</b>	<b>16,871,265</b>	<b>10,082,532</b>

**Washington State Bar Association  
Budget Comparison**

**LIMITED LICENSE LEGAL TECHNICIAN PROGRAM**  
 Cost Center      FY25 FTE      0.66  
 LLLT              REFORECAST FTE    0.53

			FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
<b>REVENUE:</b>	<b>41800</b>	SEMINAR REGISTRATIONS	2,000	7,000	5,000	250%	6,175	-
	<b>42281</b>	LLLT LICENSE FEES	18,562	17,731	(831)	-4%	13,908	8,686
	<b>42288</b>	INVESTIGATION FEES	-	-	-		100	-
	<b>42291</b>	LLLT LATE LICENSE FEES	-	-	-		133	404
	<b>45220</b>	MCLE LATE FEES	150	300	150	100%	-	450
		<b>TOTAL REVENUE</b>	<b>20,712</b>	<b>25,031</b>	<b>4,319</b>	<b>21%</b>	<b>20,316</b>	<b>9,540</b>
<b>DIRECT EXPENSES:</b>	<b>52683</b>	LLLT BOARD	14,240	11,500	(2,740)	-19%	4,882	1,118
	<b>52689</b>	LLLT EDUCATION	-	1,000	1,000		535	-
		<b>TOTAL DIRECT EXPENSES</b>	<b>14,240</b>	<b>12,500</b>	<b>(1,740)</b>	<b>-12%</b>	<b>5,418</b>	<b>1,118</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	51,460	66,030	14,569	28%	50,117	30,018
	<b>51299</b>	BENEFITS EXPENSE	14,055	21,159	7,103	51%	16,231	7,890
	<b>51900</b>	OTHER INDIRECT EXPENSE	15,615	16,119	505	3%	14,883	8,987
		<b>TOTAL INDIRECT EXPENSES:</b>	<b>81,130</b>	<b>103,308</b>	<b>22,177</b>	<b>27%</b>	<b>81,232</b>	<b>46,895</b>
		<b>TOTAL ALL EXPENSES:</b>	<b>95,370</b>	<b>115,808</b>	<b>20,437</b>	<b>21%</b>	<b>86,650</b>	<b>48,014</b>
		<b>NET INCOME (LOSS):</b>	<b>(74,658)</b>	<b>(90,777)</b>	<b>(16,118)</b>	<b>22%</b>	<b>(66,333)</b>	<b>(38,474)</b>

**Washington State Bar Association  
Budget Comparison**

**LIMITED PRACTICE OFFICERS**

Cost Center      FY25 FTE      0.70  
LPO                REFORECAST FTE    0.78

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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<b>REVENUE:</b>	<b>42288</b>	INVESTIGATION FEES	200	300	100	50%	1,000	700
	<b>45110</b>	LPO EXAMINATION FEES	22,000	20,000	(2,000)	-9%	24,000	17,300
	<b>45115</b>	LPO EXAM LATE FEE	3,300	3,000	(300)	-9%	4,100	2,300
	<b>45120</b>	LPO LICENSE FEES	170,000	160,000	(10,000)	-6%	161,134	91,784
	<b>45125</b>	LPO LATE LICENSE FEES	2,500	2,000	(500)	-20%	2,220	3,660
	<b>45220</b>	MCLE LATE FEES	4,000	-	(4,000)	-100%	4,350	3,150
		<b>TOTAL REVENUE</b>	<b>202,000</b>	<b>185,300</b>	<b>(16,700)</b>	<b>-8%</b>	<b>196,804</b>	<b>118,894</b>
<b>DIRECT EXPENSES:</b>	<b>50050</b>	EQUIPMENT, HARDWARE & SOFTWARE	1,000	-	(1,000)	-100%	-	-
	<b>50070</b>	PRINTING & COPYING	200	200	-	0%	82	78
	<b>50140</b>	SUPPLIES	100	200	100	100%	244	113
	<b>52210</b>	FACILITY, PARKING, FOOD	6,300	9,500	3,200	51%	4,035	2,245
	<b>52688</b>	EXAM WRITING	9,000	19,000	10,000	111%	8,400	4,200
	<b>55130</b>	LPO BOARD EXPENSES	4,000	4,000	-	0%	2,301	-
	<b>55165</b>	LPO OUTREACH	1,000	1,000	-	0%	-	-
	<b>53282</b>	SOFTWARE HOSTING	3,025	3,404	379	13%	-	1,858
		<b>TOTAL DIRECT EXPENSES</b>	<b>24,625</b>	<b>37,304</b>	<b>12,679</b>	<b>51%</b>	<b>15,061</b>	<b>8,493</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	69,420	67,660	(1,761)	-3%	58,981	40,498
	<b>51299</b>	BENEFITS EXPENSE	19,678	22,043	2,364	12%	19,201	10,944
	<b>51900</b>	OTHER INDIRECT EXPENSE	22,980	17,096	(5,884)	-26%	18,800	13,115
		<b>TOTAL INDIRECT EXPENSES:</b>	<b>112,079</b>	<b>106,799</b>	<b>(5,281)</b>	<b>-5%</b>	<b>96,982</b>	<b>64,557</b>
		<b>TOTAL ALL EXPENSES:</b>	<b>136,704</b>	<b>144,103</b>	<b>7,398</b>	<b>5%</b>	<b>112,043</b>	<b>73,051</b>
		<b>NET INCOME (LOSS):</b>	<b>65,296</b>	<b>41,197</b>	<b>(24,098)</b>	<b>-37%</b>	<b>84,761</b>	<b>45,843</b>

**Washington State Bar Association**  
Budget Comparison

**MANDATORY CONTINUING LEGAL EDUCATION**  
Cost Center      **FY25 FTE      5.78**  
MCLE              **REFORECAST FTE 5.88**

			<b>FY2024</b>	<b>FY2025</b>	<b>FY24 vs. FY25</b>	<b>% Change</b>	<b>FY2023</b>	<b>FY2024</b>
			<b>Reforecast</b>	<b>Budget</b>	<b>Comparison</b>		<b>Actuals</b>	<b>Actuals</b>
							<b>YTD</b>	<b>YTD</b>
<b>REVENUE:</b>	<b>45210</b>	ACTIVITY APPLICATION FEE	550,000	600,000	50,000	9%	671,300	434,000
	<b>45215</b>	ACTIVITY APPLICATION LATE FEE	220,000	220,000	-	0%	252,000	165,650
	<b>45220</b>	MCLE LATE FEES	190,000	225,000	35,000	18%	231,800	260,425
	<b>45230</b>	ANNUAL ACCREDITED SPONSOR FEES	36,000	39,000	3,000	8%	39,000	36,250
	<b>45250</b>	ATTENDANCE LATE FEES	90,000	120,000	30,000	33%	126,650	80,450
	<b>45255</b>	COMITY CERTIFICATES - REQUEST	13,800	13,800	-	0%	12,900	11,672
	<b>45260</b>	COMITY CERTIFICATES - SUBMIT	14,000	16,000	2,000	14%	17,450	15,225
		<b>TOTAL REVENUE</b>	<b>1,113,800</b>	<b>1,233,800</b>	<b>120,000</b>	<b>11%</b>	<b>1,351,100</b>	<b>1,003,672</b>
<b>DIRECT EXPENSES:</b>	<b>50100</b>	STAFF TRAVEL/PARKING	50	50	-	0%	-	-
	<b>50110</b>	STAFF CONFERENCE & TRAINING	4,000	4,600	600	15%	250	100
	<b>50120</b>	STAFF MEMBERSHIP DUES	500	500	-	0%	500	500
	<b>55210</b>	MCLE BOARD EXPENSES	5,000	4,000	(1,000)	-20%	-	-
	<b>55220</b>	DEPRECIATION-SOFTWARE	130,449	142,183	11,734	9%	6,443	69,784
		<b>TOTAL DIRECT EXPENSES</b>	<b>139,999</b>	<b>151,333</b>	<b>11,334</b>	<b>8%</b>	<b>7,193</b>	<b>70,384</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	454,500	514,244	59,744	13%	463,367	298,745
	<b>51299</b>	BENEFITS EXPENSE	155,895	168,127	12,233	8%	123,411	84,358
	<b>51900</b>	OTHER INDIRECT EXPENSE	173,235	141,167	(32,069)	-19%	135,518	98,852
		<b>TOTAL INDIRECT EXPENSES:</b>	<b>783,630</b>	<b>823,538</b>	<b>39,908</b>	<b>5%</b>	<b>722,296</b>	<b>481,955</b>
		<b>TOTAL ALL EXPENSES:</b>	<b>923,629</b>	<b>974,871</b>	<b>51,242</b>	<b>6%</b>	<b>729,490</b>	<b>552,339</b>
		<b>NET INCOME (LOSS):</b>	<b>190,171</b>	<b>258,929</b>	<b>68,758</b>	<b>36%</b>	<b>621,610</b>	<b>451,333</b>

**Washington State Bar Association  
Budget Comparison**

**MEMBER WELLNESS PROGRAM**  
 Cost Center      **FY25 FTE      1.48**  
 MWP                **REFORECAST FTE   1.48**

<b>FY2024 Reforecast</b>	<b>FY2025 Budget</b>	<b>FY24 vs. FY25 Comparison</b>	<b>% Change</b>	<b>FY2023 Actuals YTD</b>	<b>FY2024 Actuals YTD</b>
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<b>REVENUE:</b>	<b>40205</b>	DIVERSION	7,500	10,000	2,500	33%	7,750	10,000
	<b>TOTAL REVENUE</b>		<b>7,500</b>	<b>10,000</b>	<b>2,500</b>	<b>33%</b>	<b>7,750</b>	<b>10,000</b>
<b>DIRECT EXPENSES:</b>	<b>50100</b>	STAFF TRAVEL/PARKING	400	1,000	600	150%	-	-
	<b>50110</b>	STAFF CONFERENCE & TRAINING	312	4,400	4,088	1310%	401	527
	<b>50120</b>	STAFF MEMBERSHIP DUES	700	800	100	14%	226	267
	<b>50130</b>	SUBSCRIPTIONS	1,200	1,455	255	21%	1,385	772
	<b>54715</b>	MEMBER WELLNESS COUNCIL	1,000	4,250	3,250	325%	-	-
	<b>TOTAL DIRECT EXPENSES</b>		<b>3,612</b>	<b>11,905</b>	<b>8,293</b>	<b>230%</b>	<b>2,012</b>	<b>1,566</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	133,585	144,902	11,316	8%	117,922	80,347
	<b>51299</b>	BENEFITS EXPENSE	59,693	47,194	(12,499)	-21%	53,861	34,098
	<b>51900</b>	OTHER INDIRECT EXPENSE	43,603	36,146	(7,457)	-17%	41,125	25,017
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>236,881</b>	<b>228,242</b>	<b>(8,640)</b>	<b>-4%</b>	<b>212,909</b>	<b>139,461</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>240,493</b>	<b>240,147</b>	<b>(347)</b>	<b>0%</b>	<b>214,921</b>	<b>141,026</b>
	<b>NET INCOME (LOSS):</b>		<b>(232,993)</b>	<b>(230,147)</b>	<b>2,847</b>	<b>-1%</b>	<b>(207,171)</b>	<b>(131,026)</b>

**Washington State Bar Association  
Budget Comparison**

**MEMBER SERVICES & ENGAGEMENT**

Cost Center      FY25 FTE      2.45  
MSE                REFORECAST FTE      2.45

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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<b>REVENUE:</b>	<b>40900</b>	ROYALTIES	10,800	10,800	-	0%	14,400	6,486
	<b>41450</b>	SPONSORSHIPS	-	2,500	2,500		-	3,500
	<b>41800</b>	SEMINAR REGISTRATIONS	-	3,000	3,000		-	-
	<b>TOTAL REVENUE</b>		<b>10,800</b>	<b>16,300</b>	<b>-</b>	<b>0%</b>	<b>14,400</b>	<b>9,986</b>
<b>DIRECT EXPENSES:</b>	<b>50070</b>	PRINTING & COPYING	1,300	1,600	300	23%	2,740	-
	<b>50085</b>	YLL SECTION PROGRAM	1,500	1,300	(200)	-13%	705	-
	<b>50095</b>	CLE COMPS	1,000	1,000	-	0%	-	-
	<b>50100</b>	STAFF TRAVEL/PARKING	2,500	3,500	1,000	40%	1,377	20
	<b>50110</b>	STAFF CONFERENCE & TRAINING	250	2,200	1,950	780%	164	339
	<b>50120</b>	STAFF MEMBERSHIP DUES	845	450	(395)	-47%	300	-
	<b>54610</b>	LIBRARY MATERIALS/RESOURCES	4,000	4,000	-	0%	1,158	81
	<b>55266</b>	NEW LAWYER OUTREACH EVENTS	1,500	5,000	3,500	233%	250	259
	<b>55270</b>	NEW LAWYERS COMMITTEE	13,500	15,000	1,500	11%	5,094	2,084
	<b>55555</b>	LAW STUDENT OUTREACH	-	500	500		-	-
	<b>55970</b>	MEMBER ENGAGEMENT COUNCIL	1,000	500	(500)	-50%	-	-
	<b>55981</b>	SMALL TOWN AND RURAL COMMITTEE OUTREACH AND ACTIVITIES	55,000	65,000	10,000	18%	-	400
	<b>55980</b>	SMALL TOWN AND RURAL COMMITTEE	5,000	7,500	2,500	50%	2,659	-
	<b>58450</b>	RECEPTION/FORUM EXPENSE	1,000	1,000	-	0%	108	149
	<b>58500</b>	NEW LAWYER OUTREACH	1,000	1,000	-	0%	-	-
	<b>58525</b>	SCHOLARSHIPS/DONATIONS/GRANT	5,000	-	(5,000)	-100%	1,385	-
	<b>TOTAL DIRECT EXPENSES</b>		<b>94,395</b>	<b>109,550</b>	<b>15,155</b>	<b>16%</b>	<b>15,940</b>	<b>3,333</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	167,808	167,441	(367)	0%	163,817	96,837
	<b>51299</b>	BENEFITS EXPENSE	57,800	65,419	7,619	13%	58,383	32,085
	<b>51900</b>	OTHER INDIRECT EXPENSE	72,181	59,837	(12,344)	-17%	69,717	41,290
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>297,790</b>	<b>292,697</b>	<b>(5,093)</b>	<b>-2%</b>	<b>291,918</b>	<b>170,212</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>392,185</b>	<b>402,247</b>	<b>10,062</b>	<b>3%</b>	<b>307,858</b>	<b>173,545</b>
	<b>NET INCOME (LOSS):</b>		<b>(381,385)</b>	<b>(385,947)</b>	<b>(10,062)</b>	<b>3%</b>	<b>(293,458)</b>	<b>(163,559)</b>

**Washington State Bar Association  
Budget Comparison**

			<b>FY2024 Reforecast</b>	<b>FY2025 Budget</b>	<b>FY24 vs. FY25 Comparison</b>	<b>% Change</b>	<b>FY2023 Actuals YTD</b>	<b>FY2024 Actuals YTD</b>
<b>MINI CLE</b>	<b>FY25 FTE</b>	<b>0.92</b>						
<b>Cost Center</b>	<b>REFORECAST FTE</b>	<b>0.92</b>						
<b>MINI</b>								
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	66,852	71,340	4,488	7%	64,552	39,112
	<b>51299</b>	BENEFITS EXPENSE	22,372	26,017	3,644	16%	20,130	12,524
	<b>51900</b>	OTHER INDIRECT EXPENSE	27,105	22,469	(4,635)	-17%	25,459	15,544
		<b>TOTAL INDIRECT EXPENSES:</b>	<b>116,330</b>	<b>119,827</b>	<b>3,497</b>	<b>3%</b>	<b>110,140</b>	<b>67,180</b>
		<b>NET INCOME (LOSS):</b>	<b>(116,330)</b>	<b>(119,827)</b>	<b>(3,497)</b>	<b>3%</b>	<b>(110,140)</b>	<b>(67,180)</b>

**Washington State Bar Association  
Budget Comparison**

**NEW MEMBER EDUCATION**

Cost Center      **FY25 FTE      0.84**  
NME                **REFORECAST FTE   0.84**

	<b>FY2024 Reforecast</b>	<b>FY2025 Budget</b>	<b>FY24 vs. FY25 Comparison</b>	<b>% Change</b>	<b>FY2023 Actuals YTD</b>	<b>FY2024 Actuals YTD</b>
<b>REVENUE:</b>						
40950            NMP PRODUCT SALES	40,000	60,000	20,000	50%	35,823	91,244
41800            SEMINAR REGISTRATIONS	15,000	13,000	(2,000)	-13%	62,221	16,455
47100            TRIAL ADVOCACY PROGRAM	12,000	15,000	3,000	25%	15,779	149
<b>TOTAL REVENUE</b>	<b>67,000</b>	<b>88,000</b>	<b>21,000</b>	<b>31%</b>	<b>113,823</b>	<b>107,848</b>
<b>DIRECT EXPENSES:</b>						
55265            SPEAKERS & PROGRAM DEVELOPMENT	250	250	-	0%	-	-
57320            TRIAL ADVOCACY EXPENSES	1,500	1,700	200	13%	1,406	765
<b>TOTAL DIRECT EXPENSES</b>	<b>1,750</b>	<b>1,950</b>	<b>200</b>	<b>11%</b>	<b>1,406</b>	<b>765</b>
<b>INDIRECT EXPENSES:</b>						
51199            SALARY EXPENSE	59,225	63,225	4,001	7%	53,450	34,834
51299            BENEFITS EXPENSE	22,105	23,424	1,319	6%	16,284	12,373
51900            OTHER INDIRECT EXPENSE	24,748	20,516	(4,232)	-17%	21,542	14,087
<b>TOTAL INDIRECT EXPENSES:</b>	<b>106,078</b>	<b>107,165</b>	<b>1,087</b>	<b>1%</b>	<b>91,277</b>	<b>61,294</b>
<b>TOTAL ALL EXPENSES:</b>	<b>107,828</b>	<b>109,115</b>	<b>1,287</b>	<b>1%</b>	<b>92,683</b>	<b>62,059</b>
<b>NET INCOME (LOSS):</b>	<b>(40,828)</b>	<b>(21,115)</b>	<b>19,713</b>	<b>-48%</b>	<b>21,141</b>	<b>45,789</b>



**Washington State Bar Association  
Budget Comparison**

**OFFICE OF GENERAL COUNSEL**

Cost Center      **FY25 FTE      5.92**  
OGC                **REFORECAST FTE    6.07**

<b>FY2024 Reforecast</b>	<b>FY2025 Budget</b>	<b>FY24 vs. FY25 Comparison</b>	<b>% Change</b>	<b>FY2023 Actuals YTD</b>	<b>FY2024 Actuals YTD</b>
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<b>REVENUE:</b>							
	<b>40210</b>	RECORDS REQUEST FEES	-	-	-	9	-
	<b>TOTAL REVENUE</b>		-	-	-	<b>9</b>	-
<b>DIRECT EXPENSES:</b>							
	<b>50100</b>	STAFF TRAVEL/PARKING	-	-	-	28	-
	<b>50110</b>	STAFF CONFERENCE & TRAINING	6,656	6,215	(441)	-7%	4,204
	<b>50120</b>	STAFF MEMBERSHIP DUES	2,868	1,100	(1,768)	-62%	950
	<b>50135</b>	TRANSCRIPTION SERVICES	2,100	-	(2,100)	-100%	-
	<b>52240</b>	DISABILITY ACCOMMODATIONS	6,000	6,000	-	0%	488
	<b>54310</b>	COURT REPORTERS	-	-	-	0%	179
	<b>54360</b>	LITIGATION EXPENSES	200	200	-	0%	-
	<b>55419</b>	COURT RULES COMMITTEE	1,000	1,000	-	0%	-
	<b>55615</b>	WILLS	2,000	2,000	-	0%	-
	<b>55620</b>	CUSTODIANSHIP	5,000	5,000	-	0%	259
	<b>TOTAL DIRECT EXPENSES</b>		<b>25,824</b>	<b>21,515</b>	<b>(4,309)</b>	<b>-17%</b>	<b>6,108</b>
<b>INDIRECT EXPENSES:</b>							
	<b>51199</b>	SALARY EXPENSE	682,914	658,437	(24,477)	-4%	559,905
	<b>51299</b>	BENEFITS EXPENSE	221,400	201,337	(20,063)	-9%	187,146
	<b>51900</b>	OTHER INDIRECT EXPENSE	178,833	144,586	(34,247)	-19%	172,335
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>1,083,147</b>	<b>1,004,359</b>	<b>(78,787)</b>	<b>-7%</b>	<b>919,386</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>1,108,971</b>	<b>1,025,874</b>	<b>(83,096)</b>	<b>-7%</b>	<b>925,494</b>
	<b>NET INCOME (LOSS):</b>		<b>(1,108,971)</b>	<b>(1,025,874)</b>	<b>83,096</b>	<b>-7%</b>	<b>(925,485)</b>

**OFFICE OF THE EXECUTIVE DIRECTOR**  
 Cost Center      FY25 FTE      3.90  
 OED                REFORECAST FTE    2.90

Washington State Bar Association Budget Comparison					
FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD

REVENUE:		TOTAL REVENUE	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>		<b>50100</b>	STAFF TRAVEL/PARKING	4,450	2,000	(2,450)	-55%	2,016	1,483
		<b>50110</b>	STAFF CONFERENCE & TRAINING	9,282	8,800	(482)	-5%	11,475	6,368
		<b>50120</b>	STAFF MEMBERSHIP DUES	1,890	2,130	240	13%	1,575	-
		<b>50145</b>	SURVEYS	-	-	-		681	-
		<b>52125</b>	LEADERSHIP TRAINING	15,000	20,000	5,000	33%	6,328	9,800
		<b>52585</b>	WASHINGTON LEADERSHIP INSTITUTE	80,000	100,000	20,000	25%	79,486	-
		<b>52590</b>	BAR LEADERS CONFERENCE	-	-	-		8,497	-
		<b>52840</b>	ED TRAVEL & OUTREACH	4,000	6,000	2,000	50%	1,640	3,445
		<b>TOTAL DIRECT EXPENSES</b>		<b>114,622</b>	<b>138,930</b>	<b>24,308</b>	<b>21%</b>	<b>111,697</b>	<b>21,096</b>
<b>INDIRECT EXPENSES:</b>		<b>51199</b>	SALARY EXPENSE	491,121	602,222	111,100	23%	394,729	286,819
		<b>51299</b>	BENEFITS EXPENSE	126,289	152,768	26,479	21%	102,512	75,325
		<b>51900</b>	OTHER INDIRECT EXPENSE	85,439	95,251	9,812	11%	55,617	48,819
		<b>TOTAL INDIRECT EXPENSES:</b>		<b>702,850</b>	<b>850,241</b>	<b>147,391</b>	<b>21%</b>	<b>552,858</b>	<b>410,962</b>
		<b>TOTAL ALL EXPENSES:</b>		<b>817,472</b>	<b>989,171</b>	<b>171,699</b>	<b>21%</b>	<b>664,556</b>	<b>432,058</b>
		<b>NET INCOME (LOSS):</b>		<b>(817,472)</b>	<b>(989,171)</b>	<b>(171,699)</b>	<b>21%</b>	<b>(664,556)</b>	<b>(432,058)</b>

**Washington State Bar Association  
Budget Comparison**

**OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD**

Cost Center      FY25 FTE      1.30  
OGCDB            REFORECAST FTE    1.40

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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REVENUE:		TOTAL REVENUE	-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>	<b>50110</b>	STAFF CONFERENCE & TRAINING	-	2,000	2,000	-	-	-
	<b>50120</b>	STAFF MEMBERSHIP DUES	100	100	-	0%	100	-
	<b>54310</b>	COURT REPORTERS	500	500	-	0%	32	-
	<b>55310</b>	DISCIPLINARY BOARD EXPENSES	4,000	5,000	1,000	25%	-	797
	<b>55320</b>	CHIEF HEARING OFFICER	40,000	40,000	-	0%	30,000	23,331
	<b>55330</b>	HEARING OFFICER EXPENSES	4,000	4,000	-	0%	891	163
	<b>55340</b>	HEARING OFFICER TRAINING	400	1,000	600	150%	-	-
	<b>55370</b>	APPOINTED COUNSEL	48,000	50,400	2,400	5%	48,000	28,200
	<b>55380</b>	DISCIPLINARY SELECTION PANEL	1,000	1,000	-	0%	-	-
	<b>TOTAL DIRECT EXPENSES</b>		<b>98,000</b>	<b>104,000</b>	<b>6,000</b>	<b>6%</b>	<b>79,023</b>	<b>52,491</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	129,192	125,704	(3,487)	-3%	135,115	80,117
	<b>51299</b>	BENEFITS EXPENSE	34,681	41,027	6,346	18%	38,779	22,585
	<b>51900</b>	OTHER INDIRECT EXPENSE	41,247	31,750	(9,496)	-23%	38,775	23,559
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>205,120</b>	<b>198,482</b>	<b>(6,638)</b>	<b>-3%</b>	<b>212,669</b>	<b>126,261</b>
<b>TOTAL ALL EXPENSES:</b>			<b>303,120</b>	<b>302,482</b>	<b>(638)</b>	<b>0%</b>	<b>291,692</b>	<b>178,752</b>
<b>NET INCOME (LOSS):</b>			<b>(303,120)</b>	<b>(302,482)</b>	<b>638</b>	<b>0%</b>	<b>(291,692)</b>	<b>(178,752)</b>

**PRACTICE OF LAW BOARD**  
 Cost Center  
 PLB

FY25 FTE 0.55  
 REFORECAST FTE 0.55

Washington State Bar Association Budget Comparison					
FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD

REVENUE:							
<b>TOTAL REVENUE</b>		-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>							
50130	SUBSCRIPTIONS	-	-	-		10	-
55510	PRACTICE OF LAW BOARD	12,000	16,000	4,000	33%	2,426	1,157
<b>TOTAL DIRECT EXPENSES</b>		<b>12,000</b>	<b>16,000</b>	<b>4,000</b>	<b>33%</b>	<b>2,436</b>	<b>1,157</b>
<b>INDIRECT EXPENSES:</b>							
51199	SALARY EXPENSE	47,419	47,386	(33)	0%	35,733	28,726
51299	BENEFITS EXPENSE	21,236	16,360	(4,877)	-23%	12,331	11,909
51900	OTHER INDIRECT EXPENSE	16,204	13,433	(2,771)	-17%	12,925	9,229
<b>TOTAL INDIRECT EXPENSES:</b>		<b>84,860</b>	<b>77,179</b>	<b>(7,681)</b>	<b>-9%</b>	<b>60,990</b>	<b>49,865</b>
<b>TOTAL ALL EXPENSES:</b>		<b>96,860</b>	<b>93,179</b>	<b>(3,681)</b>	<b>-4%</b>	<b>63,426</b>	<b>51,023</b>
<b>NET INCOME (LOSS):</b>		<b>(96,860)</b>	<b>(93,179)</b>	<b>3,681</b>	<b>-4%</b>	<b>(63,426)</b>	<b>(51,023)</b>

**Washington State Bar Association**  
Budget Comparison

**PRACTICE MANAGEMENT ASSISTANCE**  
Cost Center      **FY25 FTE      0.95**  
PMA                **REFORECAST FTE   0.95**

			<b>FY2024 Reforecast</b>	<b>FY2025 Budget</b>	<b>FY24 vs. FY25 Comparison</b>	<b>% Change</b>	<b>FY2023 Actuals YTD</b>	<b>FY2024 Actuals YTD</b>
<b>REVENUE:</b>	<b>40900</b>	ROYALTIES	62,000	62,000	-	0%	69,465	33,884
	<b>TOTAL REVENUE</b>		<b>62,000</b>	<b>62,000</b>	<b>-</b>	<b>0%</b>	<b>69,465</b>	<b>33,884</b>
<b>DIRECT EXPENSES:</b>	<b>50100</b>	STAFF TRAVEL/PARKING	350	500	150	43%	-	257
	<b>50110</b>	STAFF CONFERENCE & TRAINING	260	2,500	2,240	862%	500	-
	<b>50120</b>	STAFF MEMBERSHIP DUES	150	150	-	0%	150	-
	<b>55250</b>	CASEMAKER/FASTCASE	75,000	85,000	10,000	13%	80,723	84,042
	<b>55555</b>	LEGAL TECH TASK FORCE	-	5,000	5,000	-	-	-
	<b>TOTAL DIRECT EXPENSES</b>		<b>75,760</b>	<b>93,150</b>	<b>17,390</b>	<b>23%</b>	<b>81,373</b>	<b>84,300</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	83,329	89,534	6,205	7%	79,636	48,990
	<b>51299</b>	BENEFITS EXPENSE	25,645	29,588	3,942	15%	22,462	14,456
	<b>51900</b>	OTHER INDIRECT EXPENSE	27,989	23,202	(4,787)	-17%	26,242	16,030
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>136,963</b>	<b>142,324</b>	<b>5,360</b>	<b>4%</b>	<b>128,339</b>	<b>79,476</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>212,723</b>	<b>235,474</b>	<b>22,750</b>	<b>11%</b>	<b>209,712</b>	<b>163,775</b>
	<b>NET INCOME (LOSS):</b>		<b>(150,723)</b>	<b>(173,474)</b>	<b>(22,750)</b>	<b>15%</b>	<b>(140,247)</b>	<b>(129,891)</b>

**Washington State Bar Association  
Budget Comparison**

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**PROFESSIONAL RESPONSIBILITY PROGRAM**

Cost Center      FY25 FTE      1.08  
PRP                REFORECAST FTE    1.10

REVENUE:								
<b>TOTAL REVENUE</b>			-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>								
<b>50100</b>	STAFF TRAVEL/PARKING	1,500	3,000	1,500	100%	1,075	1,232	
<b>50110</b>	STAFF CONFERENCE & TRAINING	-	2,200	2,200		-	-	
<b>50120</b>	STAFF MEMBERSHIP DUES	500	500	-	0%	500	250	
<b>55610</b>	CPE COMMITTEE	1,000	1,000	-	0%	890	386	
<b>TOTAL DIRECT EXPENSES</b>		<b>3,000</b>	<b>6,700</b>	<b>3,700</b>	<b>123%</b>	<b>2,465</b>	<b>1,868</b>	
<b>INDIRECT EXPENSES:</b>								
<b>51199</b>	SALARY EXPENSE	138,408	141,621	3,213	2%	135,819	81,755	
<b>51299</b>	BENEFITS EXPENSE	63,587	40,754	(22,833)	-36%	56,405	36,182	
<b>51900</b>	OTHER INDIRECT EXPENSE	32,408	26,377	(6,031)	-19%	30,550	18,459	
<b>TOTAL INDIRECT EXPENSES:</b>		<b>234,403</b>	<b>208,752</b>	<b>(25,651)</b>	<b>-11%</b>	<b>222,775</b>	<b>136,396</b>	
<b>TOTAL ALL EXPENSES:</b>		<b>237,403</b>	<b>215,452</b>	<b>(21,951)</b>	<b>-9%</b>	<b>225,240</b>	<b>138,264</b>	
<b>NET INCOME (LOSS):</b>		<b>(237,403)</b>	<b>(215,452)</b>	<b>21,951</b>	<b>-9%</b>	<b>(225,240)</b>	<b>(138,264)</b>	

**Washington State Bar Association**  
Budget Comparison

**PUBLIC SERVICE PROGRAMS**

Cost Center      FY25 FTE      1.62  
PSP                REFORECAST FTE    1.62

			FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
<b>REVENUE:</b>	<b>40300</b>	DONATIONS & GRANTS	130,000	132,400	2,400	2%	130,000	130,000
	<b>TOTAL REVENUE</b>		<b>130,000</b>	<b>132,400</b>	<b>2,400</b>	<b>2%</b>	<b>130,000</b>	<b>130,000</b>
<b>DIRECT EXPENSES:</b>	<b>50037</b>	DONATIONS/SPONSORSHIPS/GRANTS	292,309	300,000	7,691	3%	259,328	145,706
	<b>50100</b>	STAFF TRAVEL/PARKING	500	2,000	1,500	300%	163	143
	<b>50110</b>	STAFF CONFERENCE & TRAINING	-	2,200	2,200		30	-
	<b>50145</b>	SURVEYS	100	-	(100)	-100%	100	-
	<b>52110</b>	PRO BONO & LEGAL AID COMMITTEE	2,500	2,500	-	0%	1,339	782
	<b>54130</b>	PRO BONO CERTIFICATES	2,000	4,000	2,000	100%	905	-
	<b>TOTAL DIRECT EXPENSES</b>		<b>297,409</b>	<b>310,700</b>	<b>13,291</b>	<b>4%</b>	<b>261,866</b>	<b>146,631</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	128,379	136,915	8,536	7%	109,027	68,610
	<b>51299</b>	BENEFITS EXPENSE	43,223	47,753	4,530	10%	39,268	22,078
	<b>51900</b>	OTHER INDIRECT EXPENSE	47,728	39,566	(8,162)	-17%	45,042	27,202
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>219,330</b>	<b>224,234</b>	<b>4,904</b>	<b>2%</b>	<b>193,337</b>	<b>117,891</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>516,739</b>	<b>534,934</b>	<b>18,195</b>	<b>4%</b>	<b>455,203</b>	<b>264,522</b>
	<b>NET INCOME (LOSS):</b>		<b>(386,739)</b>	<b>(402,534)</b>	<b>(15,795)</b>	<b>4%</b>	<b>(325,203)</b>	<b>(134,522)</b>

**Washington State Bar Association**  
Budget Comparison

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**PUBLICATION & DESIGN SERVICES**

Cost Center      FY25 FTE      0.89  
PUB                REFORECAST FTE      0.89

REVENUE:							
<b>TOTAL REVENUE</b>			-	-	-	-	-
<b>DIRECT EXPENSES:</b>	50130	SUBSCRIPTIONS	200	200	-	0%	532      88
	54026	IMAGE LIBRARY	4,100	4,800	700	17%	4,100      4,752
	<b>TOTAL DIRECT EXPENSES</b>		<b>4,300</b>	<b>5,000</b>	<b>700</b>	<b>16%</b>	<b>4,632      4,840</b>
<b>INDIRECT EXPENSES:</b>	51199	SALARY EXPENSE	72,960	76,345	3,385	5%	72,137      43,127
	51299	BENEFITS EXPENSE	23,139	26,445	3,306	14%	18,259      13,062
	51900	OTHER INDIRECT EXPENSE	26,221	21,737	(4,484)	-17%	24,675      15,059
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>122,320</b>	<b>124,527</b>	<b>2,206</b>	<b>2%</b>	<b>115,072      71,248</b>
<b>TOTAL ALL EXPENSES:</b>		<b>126,620</b>	<b>129,527</b>	<b>2,906</b>	<b>2%</b>	<b>119,704      76,088</b>	
<b>NET INCOME (LOSS):</b>		<b>(126,620)</b>	<b>(129,527)</b>	<b>(2,906)</b>	<b>2%</b>	<b>(119,704)      (76,088)</b>	



**Washington State Bar Association  
Budget Comparison**

**REGULATORY SERVICES FTE**

Cost Center      FY25 FTE      2.25  
RSD FTE      REFORECAST FTE      2.60

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**REVENUE:**

<b>TOTAL REVENUE</b>	-	-	-	-	-	-
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**DIRECT EXPENSES:**

<b>50100</b>	STAFF TRAVEL/PARKING	650	600	(50)	-8%	210	190
<b>50110</b>	STAFF CONFERENCE & TRAINING	19,500	8,400	(11,100)	-57%	4,946	1,235
<b>50120</b>	STAFF MEMBERSHIP DUES	350	350	-	0%	-	350
<b>TOTAL DIRECT EXPENSES</b>		<b>20,500</b>	<b>9,350</b>	<b>(11,150)</b>	<b>-54%</b>	<b>5,156</b>	<b>1,775</b>

**INDIRECT EXPENSES:**

<b>51199</b>	SALARY EXPENSE	357,120	300,943	(56,177)	-16%	344,317	207,865
<b>51299</b>	BENEFITS EXPENSE	105,529	84,675	(20,854)	-20%	102,423	59,717
<b>51900</b>	OTHER INDIRECT EXPENSE	76,601	54,952	(21,648)	-28%	74,809	43,718
<b>TOTAL INDIRECT EXPENSES:</b>		<b>539,250</b>	<b>440,570</b>	<b>(98,679)</b>	<b>-18%</b>	<b>521,548</b>	<b>311,300</b>

<b>TOTAL ALL EXPENSES:</b>	<b>559,750</b>	<b>449,920</b>	<b>(109,829)</b>	<b>-20%</b>	<b>526,704</b>	<b>313,074</b>
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<b>NET INCOME (LOSS):</b>	<b>(559,750)</b>	<b>(449,920)</b>	<b>109,829</b>	<b>-20%</b>	<b>(526,704)</b>	<b>(313,074)</b>
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**Washington State Bar Association  
Budget Comparison**

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**REGULATORY REFORM**

Cost Center      FY25 FTE      0.75  
RR                REFORECAST FTE 0.00

<b>REVENUE:</b>					
	<b>TOTAL REVENUE</b>	-	-	-	-
<b>DIRECT EXPENSES:</b>	<b>50033</b> CONSULTING SERVICES	-	42,500	42,500	-
	<b>TOTAL DIRECT EXPENSES</b>	-	<b>42,500</b>	<b>42,500</b>	-
<b>INDIRECT EXPENSES:</b>	<b>51199</b> SALARY EXPENSE	-	109,615	109,615	-
	<b>51299</b> BENEFITS EXPENSE	-	29,752	29,752	-
	<b>51900</b> OTHER INDIRECT EXPENSE	-	18,317	18,317	-
	<b>TOTAL INDIRECT EXPENSES:</b>	-	<b>157,684</b>	<b>157,684</b>	-
	<b>TOTAL ALL EXPENSES:</b>	-	<b>200,184</b>	<b>200,184</b>	-
	<b>NET INCOME (LOSS):</b>	-	<b>(200,184)</b>	<b>(200,184)</b>	-

**Washington State Bar Association  
Budget Comparison**

**SECTIONS ADMINISTRATION**

Cost Center      FY25 FTE      2.53  
SECT              REFORECAST FTE    2.58

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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<b>REVENUE:</b>	<b>48010</b>	REIMBURSEMENTS FROM SECTIONS	297,786	275,000	(22,786)	-8%	268,147	361,870
	<b>TOTAL REVENUE</b>		<b>297,786</b>	<b>275,000</b>	<b>(22,786)</b>	<b>-8%</b>	<b>268,147</b>	<b>361,870</b>
<b>DIRECT EXPENSES:</b>	<b>50100</b>	STAFF TRAVEL/PARKING	1,000	1,500	500	50%	14	25
	<b>50110</b>	STAFF CONFERENCE & TRAINING	500	-	(500)	-100%	65	-
	<b>50120</b>	STAFF MEMBERSHIP DUES	200	200	-	0%	45	-
	<b>50130</b>	SUBSCRIPTIONS	350	-	(350)	-100%	331	-
	<b>52540</b>	SECTION/COMMITTEE CHAIR MTGS	1,000	700	(300)	-30%	456	80
	<b>TOTAL DIRECT EXPENSES</b>		<b>3,050</b>	<b>2,400</b>	<b>(650)</b>	<b>-21%</b>	<b>911</b>	<b>105</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	159,053	169,092	10,038	6%	150,603	93,051
	<b>51299</b>	BENEFITS EXPENSE	65,223	66,938	1,714	3%	59,711	36,125
	<b>51900</b>	OTHER INDIRECT EXPENSE	76,011	61,791	(14,221)	-19%	71,676	43,476
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>300,288</b>	<b>297,820</b>	<b>(2,468)</b>	<b>-1%</b>	<b>281,990</b>	<b>172,651</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>303,338</b>	<b>300,220</b>	<b>(3,118)</b>	<b>-1%</b>	<b>282,901</b>	<b>172,756</b>
	<b>NET INCOME (LOSS):</b>		<b>(5,552)</b>	<b>(25,220)</b>	<b>(19,668)</b>	<b>354%</b>	<b>(14,754)</b>	<b>189,114</b>

**SERVICE CENTER**

Cost Center  
SC

FY25 FTE 5.78  
REFORECAST FTE 5.78

Washington State Bar Association Budget Comparison					
FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD

REVENUE:								
<b>TOTAL REVENUE</b>		-	-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>	<b>50100</b>	STAFF TRAVEL/PARKING	2,376	2,376	-	0%	2,376	1,386
	<b>50110</b>	STAFF CONFERENCE & TRAINING	2,184	677	(1,507)	-69%	1,546	-
	<b>54400</b>	TRANSLATION SERVICES	-	-	-	-	4,649	-
<b>TOTAL DIRECT EXPENSES</b>			<b>4,560</b>	<b>3,053</b>	<b>(1,507)</b>	<b>-33%</b>	<b>8,571</b>	<b>1,386</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	394,527	427,125	32,598	8%	386,082	237,279
	<b>51299</b>	BENEFITS EXPENSE	160,136	159,930	(206)	0%	140,860	91,072
	<b>51900</b>	OTHER INDIRECT EXPENSE	170,289	141,167	(29,123)	-17%	158,626	97,152
<b>TOTAL INDIRECT EXPENSES:</b>			<b>724,952</b>	<b>728,221</b>	<b>3,269</b>	<b>0%</b>	<b>685,568</b>	<b>425,503</b>
<b>TOTAL ALL EXPENSES:</b>			<b>729,512</b>	<b>731,274</b>	<b>1,762</b>	<b>0%</b>	<b>694,139</b>	<b>426,889</b>
<b>NET INCOME (LOSS):</b>			<b>(729,512)</b>	<b>(731,274)</b>	<b>(1,762)</b>	<b>0%</b>	<b>(694,139)</b>	<b>(426,889)</b>

**Washington State Bar Association**  
Budget Comparison

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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**TECHNOLOGY**  
Cost Center  
**TECH**

FY25 FTE      12.00  
REFORECAST FTE   13.00

REVENUE:								
<b>TOTAL REVENUE</b>			-	-	-	-	-	
<b>DIRECT EXPENSES:</b>	<b>50033</b>	CONSULTING SERVICES	165,000	115,000	(50,000)	-30%	98,906	12,734
	<b>50100</b>	STAFF TRAVEL/PARKING	1,000	1,000	-	0%	763	520
	<b>50110</b>	STAFF CONFERENCE & TRAINING	6,000	6,000	-	0%	184	823
	<b>50120</b>	STAFF MEMBERSHIP DUES	200	300	100	50%	-	-
	<b>50160</b>	TELEPHONE	95,000	90,000	(5,000)	-5%	84,668	47,084
	<b>55911</b>	CLOUD INFRASTRUCTURE	82,000	130,000	48,000	59%	-	24,131
	<b>56100</b>	COMPUTER HARDWARE	66,200	65,000	(1,200)	-2%	63,427	42,809
	<b>56150</b>	COMPUTER SOFTWARE	330,000	530,000	200,000	61%	370,068	251,093
	<b>56225</b>	HARDWARE SERVICE & WARRANTIES	50,000	50,000	-	0%	49,368	28,535
	<b>56230</b>	SOFTWARE MAINT & LICENSING	380,000	380,000	-	0%	349,017	212,181
	<b>56550</b>	THIRD PARTY SERVICES	10,000	65,000	55,000	550%	43,796	33,984
	<b>56900</b>	TRANSFER TO INDIRECT EXPENSES	(1,185,400)	(1,432,300)	(246,900)	21%	(1,060,198)	(653,895)
<b>TOTAL DIRECT EXPENSES</b>			-	-	-		(0)	-
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	1,434,388	1,414,575	(19,812)	-1%	1,384,796	828,703
	<b>51299</b>	BENEFITS EXPENSE	480,053	419,341	(60,713)	-13%	437,041	261,865
	<b>51955</b>	CAPITAL LABOR & OVERHEAD	(210,000)	(220,000)	(10,000)	5%	(275,379)	(56,948)
	<b>51900</b>	OTHER INDIRECT EXPENSE	383,003	293,079	(89,924)	-23%	360,728	218,592
<b>TOTAL INDIRECT EXPENSES:</b>			<b>2,087,445</b>	<b>1,906,996</b>	<b>(180,449)</b>	<b>-9%</b>	<b>1,907,187</b>	<b>1,252,212</b>
<b>TOTAL ALL EXPENSES:</b>			<b>2,087,445</b>	<b>1,906,996</b>	<b>(180,449)</b>	<b>-9%</b>	<b>1,907,187</b>	<b>1,252,212</b>
<b>NET INCOME (LOSS):</b>			<b>(2,087,445)</b>	<b>(1,906,996)</b>	<b>180,449</b>	<b>-9%</b>	<b>(1,907,187)</b>	<b>(1,252,212)</b>

**Washington State Bar Association**  
Budget Comparison

**VOLUNTEER ENGAGEMENT**

Cost Center      **FY25 FTE**      **1.70**  
VE                      **REFORECAST FTE**      **0.60**

<b>FY2024</b> <b>Reforecast</b>	<b>FY2025</b> <b>Budget</b>	<b>FY24 vs. FY25</b> <b>Comparison</b>	<b>% Change</b>	<b>FY2023</b> <b>Actuals</b> <b>YTD</b>	<b>FY2024</b> <b>Actuals</b> <b>YTD</b>
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**REVENUE:**

<b>TOTAL REVENUE</b>		-	-	-		-	-
<b>DIRECT EXPENSES:</b>	<b>50060</b>	POSTAGE	-	600	600		571
	<b>50110</b>	STAFF CONFERENCE & TRAINING	2,600	5,200	2,600	100%	599
	<b>50120</b>	STAFF MEMBERSHIP DUES	450	450	-	0%	300
	<b>50130</b>	SUBSCRIPTIONS	750	816	66	9%	716
	<b>52520</b>	ABA DELEGATES	14,000	16,000	2,000	14%	7,487
	<b>55555</b>	REGULATORY SCHOOL	-	45,000	45,000		-
<b>TOTAL DIRECT EXPENSES</b>			<b>17,800</b>	<b>68,066</b>	<b>50,266</b>	<b>282%</b>	<b>9,673</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	60,485	150,680	90,194	149%	35,646
	<b>51299</b>	BENEFITS EXPENSE	21,371	51,334	29,963	140%	12,127
	<b>51900</b>	OTHER INDIRECT EXPENSE	17,677	41,520	23,843	135%	10,201
<b>TOTAL INDIRECT EXPENSES:</b>			<b>99,534</b>	<b>243,533</b>	<b>144,000</b>	<b>145%</b>	<b>57,974</b>
<b>TOTAL ALL EXPENSES:</b>			<b>117,334</b>	<b>311,599</b>	<b>194,266</b>	<b>166%</b>	<b>67,648</b>
<b>NET INCOME (LOSS):</b>			<b>(117,334)</b>	<b>(311,599)</b>	<b>(194,266)</b>	<b>166%</b>	<b>(67,648)</b>

# ATTACHMENT B

**Washington State Bar Association  
Budget Comparison**

**CLE - PRODUCTS**

Cost Center      **FY25 FTE      1.29**  
CLEP                **REFORECAST FTE   1.29**

FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
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<b>REVENUE:</b>	<b>41000</b>	SHIPPING & HANDLING	300	210	(90)	-30%	153	45
	<b>43200</b>	COURSEBOOK SALES	10,000	3,500	(6,500)	-65%	1,115	360
	<b>43400</b>	DIGITAL VIDEO SALES	900,000	925,000	25,000	3%	926,308	768,318
	<b>TOTAL REVENUE</b>		<b>910,300</b>	<b>928,710</b>	<b>18,410</b>	<b>2%</b>	<b>927,576</b>	<b>768,723</b>
<b>DIRECT EXPENSES:</b>	<b>50110</b>	STAFF CONFERENCE & TRAINING	312	-	(312)	-100%	-	-
	<b>50120</b>	STAFF MEMBERSHIP DUES	-	300	300		-	-
	<b>52240</b>	DISABILITY ACCOMMODATIONS	2,000	2,000	-	0%	370	584
	<b>53220</b>	COST OF SALES - COURSEBOOKS	1,100	300	(800)	-73%	106	24
	<b>53255</b>	CLE-EQUIP-DEPRECIATION	2,040	2,012	(28)	-1%	3,351	1,190
	<b>53285</b>	ONLINE PRODUCT HOSTING EXPENSES	53,000	54,000	1,000	2%	53,338	28,859
	<b>53330</b>	POSTAGE & DELIVRY-COURSEBOOKS	500	200	(300)	-60%	34	13
	<b>TOTAL DIRECT EXPENSES</b>		<b>58,952</b>	<b>58,812</b>	<b>(140)</b>	<b>0%</b>	<b>57,198</b>	<b>30,670</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	95,891	102,132	6,241	7%	83,795	57,230
	<b>51299</b>	BENEFITS EXPENSE	46,535	36,891	(9,644)	-21%	35,373	25,826
	<b>51900</b>	OTHER INDIRECT EXPENSE	38,006	31,506	(6,500)	-17%	35,889	21,616
	<b>TOTAL INDIRECT EXPENSES:</b>		<b>180,432</b>	<b>170,529</b>	<b>(9,903)</b>	<b>-5%</b>	<b>155,058</b>	<b>104,672</b>
	<b>TOTAL ALL EXPENSES:</b>		<b>239,384</b>	<b>229,341</b>	<b>(10,043)</b>	<b>-4%</b>	<b>212,256</b>	<b>135,342</b>
	<b>NET INCOME (LOSS):</b>		<b>670,916</b>	<b>699,369</b>	<b>28,453</b>	<b>4%</b>	<b>715,320</b>	<b>633,381</b>



**Washington State Bar Association**  
Budget Comparison

**CLE - SEMINARS**  
Cost Center  
CLES

FY25 FTE            6.71  
REFORECAST FTE   6.60

			FY2024 Reforecast	FY2025 Budget	FY24 vs. FY25 Comparison	% Change	FY2023 Actuals YTD	FY2024 Actuals YTD
<b>REVENUE:</b>	<b>41800</b>	SEMINAR REGISTRATIONS	825,000	825,000	-	0%	725,568	401,029
	<b>41825</b>	SEMINAR REVENUE-OTHER	20,000	20,000	-	0%	38,972	23,952
	<b>41850</b>	SEMINAR SPLITS W/ CLE	(150,000)	(150,000)	-	0%	(141,238)	-
		<b>TOTAL REVENUE</b>	<b>695,000</b>	<b>695,000</b>	<b>-</b>	<b>0%</b>	<b>623,302</b>	<b>424,981</b>
<b>DIRECT EXPENSES:</b>	<b>50050</b>	EQUIPMENT, HARDWARE & SOFTWARE	-	-	-	-	-	184
	<b>50100</b>	STAFF TRAVEL/PARKING	15,000	15,000	-	0%	9,080	733
	<b>50110</b>	STAFF CONFERENCE & TRAINING	2,465	5,900	3,435	139%	-	-
	<b>50120</b>	STAFF MEMBERSHIP DUES	1,000	1,200	200	20%	902	-
	<b>50140</b>	SUPPLIES	500	500	-	0%	-	-
	<b>52240</b>	DISABILITY ACCOMMODATIONS	5,000	5,000	-	0%	2,173	750
	<b>53610</b>	COURSEBOOK PRODUCTION	500	500	-	0%	45	-
	<b>53640</b>	ACCREDITATION FEES	3,000	3,000	-	0%	2,670	1,962
	<b>53690</b>	FACILITIES	160,500	165,000	4,500	3%	120,386	44,621
	<b>53700</b>	SPEAKERS & PROGRAM DEVELOP	45,000	48,000	3,000	7%	25,852	8,551
	<b>53730</b>	HONORARIUM	3,000	3,000	-	0%	-	-
	<b>53740</b>	CLE SEMINAR COMMITTEE	200	200	-	0%	-	-
		<b>TOTAL DIRECT EXPENSES</b>	<b>236,165</b>	<b>247,300</b>	<b>11,135</b>	<b>5%</b>	<b>161,108</b>	<b>56,801</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	487,487	528,792	41,305	8%	512,735	290,014
	<b>51299</b>	BENEFITS EXPENSE	188,518	191,295	2,777	1%	181,002	106,773
	<b>51900</b>	OTHER INDIRECT EXPENSE	194,448	163,880	(30,568)	-16%	189,568	110,996
		<b>TOTAL INDIRECT EXPENSES:</b>	<b>870,452</b>	<b>883,967</b>	<b>13,515</b>	<b>2%</b>	<b>883,305</b>	<b>507,783</b>
		<b>TOTAL ALL EXPENSES:</b>	<b>1,106,617</b>	<b>1,131,267</b>	<b>24,650</b>	<b>2%</b>	<b>1,044,413</b>	<b>564,584</b>
		<b>NET INCOME (LOSS):</b>	<b>(411,617)</b>	<b>(436,267)</b>	<b>(24,650)</b>	<b>6%</b>	<b>(421,111)</b>	<b>(139,603)</b>

**Washington State Bar Association  
Budget Comparison**

<b>DESKBOOKS</b>			<b>FY2024</b>	<b>FY2025</b>	<b>FY24 vs. FY25</b>	<b>% Change</b>	<b>FY2023</b>	<b>FY2024</b>
<b>Cost Center</b>	<b>FY25 FTE</b>		<b>Reforecast</b>	<b>Budget</b>	<b>Comparison</b>		<b>Actuals</b>	<b>Actuals</b>
<b>DESK</b>	<b>REFORECAST FTE</b>	<b>1.75</b>					<b>YTD</b>	<b>YTD</b>
<b>REVENUE:</b>								
<b>43100</b>		DESKBOOK SALES (LEXISNEXIS PRINT)	30,000	30,000	-	0%	40,042	4,264
<b>43450</b>		SECTION PUBLICATION SALES	1,500	1,000	(500)	-33%	2,300	540
<b>43455</b>		LEXIS/NEXIS ROYALTIES	75,000	75,000	-	0%	53,429	21,829
<b>43525</b>		CASEMAKER ROYALTIES	30,000	25,000	(5,000)	-17%	46,667	6,192
<b>TOTAL REVENUE</b>			<b>136,500</b>	<b>131,000</b>	<b>(5,500)</b>	<b>-4%</b>	<b>142,437</b>	<b>32,825</b>
<b>DIRECT EXPENSES:</b>								
<b>50120</b>		STAFF MEMBERSHIP DUES	225	250	25	11%	256	-
<b>50130</b>		SUBSCRIPTIONS	50	50	-	0%	43	43
<b>53210</b>		COST OF SALES - DESKBOOKS	4,000	5,000	1,000	25%	83,645	1,717
<b>53225</b>		COST OF SALES - SECTION PUBLIC	500	500	-	0%	2,217	318
<b>53260</b>		OBSOLETE INVENTORY	21,000	48,250	27,250	130%	-	4,122
<b>53265</b>		SPLITS TO SECTIONS	300	300	-	0%	454	96
<b>53270</b>		DESKBOOK ROYALTIES	300	300	-	0%	92	198
<b>53320</b>		POSTAGE & DELIVERY-COURSEBOOKS	-	300	300		90	-
<b>55555</b>		LAW LIBRARY DESKBOOK ACCESS	-	10,000	10,000		-	-
<b>TOTAL DIRECT EXPENSES</b>			<b>26,375</b>	<b>64,950</b>	<b>38,575</b>	<b>146%</b>	<b>86,797</b>	<b>6,494</b>
<b>INDIRECT EXPENSES:</b>								
<b>51199</b>		SALARY EXPENSE	155,883	178,087	22,205	14%	132,633	92,301
<b>51299</b>		BENEFITS EXPENSE	51,896	56,705	4,809	9%	40,584	29,504
<b>51900</b>		OTHER INDIRECT EXPENSE	48,612	42,741	(5,871)	-12%	41,517	27,688
<b>TOTAL INDIRECT EXPENSES:</b>			<b>256,391</b>	<b>277,533</b>	<b>21,142</b>	<b>8%</b>	<b>214,735</b>	<b>149,493</b>
<b>TOTAL ALL EXPENSES:</b>			<b>282,766</b>	<b>342,483</b>	<b>59,717</b>	<b>21%</b>	<b>301,532</b>	<b>155,988</b>
<b>NET INCOME (LOSS):</b>			<b>(146,266)</b>	<b>(211,483)</b>	<b>(65,217)</b>	<b>45%</b>	<b>(159,095)</b>	<b>(123,162)</b>

# ATTACHMENT C

**Washington State Bar Association  
Budget Comparison**

**CLIENT PROTECTION FUND**

Cost Center      **FY25 FTE      1.23**  
 CPF                **REFORECAST FTE    1.23**

<b>FY2024 Reforecast</b>	<b>FY2025 Budget</b>	<b>FY24 vs. FY25 Comparison</b>	<b>% Change</b>	<b>FY2023 Actuals YTD</b>	<b>FY2024 Actuals YTD</b>
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<b>REVENUE:</b>	<b>40500</b>	INTEREST - INVESTMENTS	180,000	200,000	20,000	11%	245,788	153,441
	<b>44820</b>	CPF RESTITUTION	10,000	10,000	-	0%	9,177	22,301
	<b>44840</b>	CPF MEMBER ASSESSMENTS	525,930	720,540	194,610	37%	715,570	530,855
		<b>TOTAL REVENUE</b>	<b>715,930</b>	<b>930,540</b>	<b>214,610</b>	<b>30%</b>	<b>970,535</b>	<b>706,597</b>
<b>DIRECT EXPENSES:</b>	<b>50015</b>	DEPRECIATION	-	4,667	4,667		-	-
	<b>50020</b>	BANK FEES	3,000	2,500	(500)	-17%	2,705	(1,731)
	<b>50110</b>	STAFF CONFERENCE & TRAINING	-	1,700	1,700		-	-
	<b>50120</b>	STAFF MEMBERSHIP DUES	200	200	-	0%	200	-
	<b>54810</b>	GIFTS TO INJURED CLIENTS	500,000	500,000	-	0%	342,424	17,475
	<b>54820</b>	CPF BOARD	2,000	2,000	-	0%	1,125	345
		<b>TOTAL DIRECT EXPENSES</b>	<b>505,200</b>	<b>511,067</b>	<b>5,867</b>	<b>1%</b>	<b>346,454</b>	<b>16,089</b>
<b>INDIRECT EXPENSES:</b>	<b>51199</b>	SALARY EXPENSE	110,717	115,160	4,443	4%	104,441	65,420
	<b>51299</b>	BENEFITS EXPENSE	41,259	38,180	(3,079)	-7%	35,668	23,458
	<b>51900</b>	OTHER INDIRECT EXPENSE	36,238	30,041	(6,197)	-17%	34,075	20,645
		<b>TOTAL INDIRECT EXPENSES:</b>	<b>188,214</b>	<b>183,381</b>	<b>(4,834)</b>	<b>-3%</b>	<b>174,184</b>	<b>109,522</b>
		<b>TOTAL ALL EXPENSES:</b>	<b>693,414</b>	<b>694,448</b>	<b>1,033</b>	<b>0%</b>	<b>520,638</b>	<b>125,611</b>
		<b>NET INCOME (LOSS):</b>	<b>22,516</b>	<b>236,092</b>	<b>213,577</b>	<b>949%</b>	<b>449,897</b>	<b>580,986</b>

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Renata Garcia, Chief Regulatory Counsel  
Bobby Henry, Associate Director for Regulatory Services  
**DATE:** June 14, 2024  
**RE:** Proposed Amendments to WSBA Bylaws to Remove Resident Agent Requirement

---

**ACTION:** This is the second read and request for approval of the proposed amendments to the WSBA Bylaws removing the resident agent requirement and references to the resident agent throughout the Bylaws.

Approval of the attached proposed amendments to the WSBA Bylaws would remove the requirement for out-of-state members to provide a resident agent and remove all references to the resident agent from the WSBA Bylaws.

#### Background

At its May 2-3, 2024 meeting, the Board of Governors approved the suggested amendments to the Admission and Practice Rules (APR) and the Rules for Enforcement of Lawyer Conduct (ELC) to remove the resident agent requirement. Those suggested amendments are now before the Washington Supreme Court. The Board also reviewed for the first time related amendments to remove the resident agent from the WSBA Bylaws. The proposed amendments to the WSBA Bylaws should be approved to conform with the suggested amendments to the APR and ELC already approved by the Board.

Voting by out-of-state members is now a separate issue and addressed in a separate agenda item and cover memo.

The cover memo on the resident agent issue from the May meeting is attached as reference.

#### Attachments

1. Proposed Amendments to WSBA Bylaws – Markup
2. Proposed Amendments to WSBA Bylaws – Clean
3. BOG Cover Memo Dated February 13, 2024

### III. MEMBERSHIP

*[Page 7 of WSBA Bylaws]*

#### C. REGISTER OF MEMBERS

1. All Bar members, including Judicial members who wish to preserve eligibility to transfer to another membership status upon leaving service as a judicial officer, must furnish the information below to the Bar:

- a. physical residence address;
- ~~b. physical street address for a resident agent if required to have one pursuant to these Bylaws or by court rule;~~
- ~~eb.~~ principal office address, telephone number, and email address;
- ~~ec.~~ such other data as the BOG or Washington Supreme Court may from time to time require of each member

and must promptly advise the Executive Director in writing of any change in this information within 10 days of such change. Judicial members are not required to provide a physical residence address.

2. The Executive Director will keep records of all members of the Washington State Bar Association, including, but not limited to:
  - a. physical residence address furnished by the member;
  - b. principal office address, telephone number, and email address furnished by the member;
  - ~~c. physical street address of any resident agent for the member;~~
  - ~~dc.~~ date of admittance;
  - ~~ed.~~ type and status of membership;

- fe. date of transfer(s) from one status to another, if any;
- gf. date and period(s) of administrative suspensions, if any;

*[Page 8 of WSBA Bylaws]*

hg. date and period of disciplinary actions or sanctions, if any, including suspension, disbarment, and revocation;

ih. such other data as the BOG or Washington Supreme Court may from time to time require of each member.

~~3. Any Active member residing out of state must file with the Bar, in such form and manner as the Bar may prescribe, the name and physical street address of a designated resident agent within Washington State. The member must notify the Bar of any change in resident agent within 10 days of any such change.~~

43. Any member who fails to provide the Bar with the information required to be provided pursuant to these Bylaws, or to notify the Bar of any changes in such information within 10 days, will be subject to administrative suspension pursuant to these Bylaws and/or the Admission and Practice Rules. Judicial members are exempt from suspension pursuant to this provision while eligible for Judicial membership and serving as a judicial officer.

## **J. SUSPENSION**

1. – 2. [Unchanged.]

*[Page 15 of WSBA Bylaws]*

### **3. Administrative Suspension**

a. Administrative suspensions are neither interim nor disciplinary suspensions, nor are they disciplinary sanctions. Except as otherwise provided in the APR and these

Bylaws, a member may be administratively suspended for the following reasons:

- 1) Nonpayment of license fees or late-payment fees;
- 2) Nonpayment of any mandatory assessment (including without limitation the assessment for the Client Protection Fund);
- 3) Failure to file a trust account declaration;
- 4) Failure of a lawyer to file a professional liability insurance disclosure;
- 5) Failure of a LLLT or LPO to provide proof of financial responsibility;
- 6) Failure to comply with mandatory continuing legal education requirements;
- 7) Nonpayment of child support;
- ~~8) Failure to designate a resident agent or notify the Bar of change in resident agent or the agent's address;~~
- 98) Failure to provide current information required by APR 13 or to notify the Bar of a change of information required by APR 13 within 10 days after the change; and
- ~~109) For such other reasons as may be approved by the BOG and the Washington Supreme Court.~~

b. – d. [Unchanged.]

4. [Unchanged.]

*[Page 29 of WSBA Bylaws]*

## **VI. ELECTIONS**

### **C. ELECTION OF GOVERNORS**

1. [Unchanged.]
2. Voting in the Election of Governors from Congressional Districts will be conducted in



the following manner:

- a. Eligibility to Vote. All Active members, as of March 1st of each year, are eligible to vote in the BOG election for their district, subject to the election schedule shown above. Active members residing in the State of Washington may only vote in the district in which they reside. Active members residing outside the State of Washington may only vote ~~in the district of the address of the agent they have designated within the State of Washington for the purpose of receiving service of process as required by APR 13, or~~, if specifically designated to the Executive Director, within the district of their primary Washington practice.
- b. – i. [Unchanged.]
3. – 4. [Unchanged.]

### **III. MEMBERSHIP**

*[Page 7 of WSBA Bylaws]*

#### **C. REGISTER OF MEMBERS**

1. All Bar members, including Judicial members who wish to preserve eligibility to transfer to another membership status upon leaving service as a judicial officer, must furnish the information below to the Bar:
  - a. physical residence address;
  - b. principal office address, telephone number, and email address;
  - c. such other data as the BOG or Washington Supreme Court may from time to time require of each memberand must promptly advise the Executive Director in writing of any change in this information within 10 days of such change. Judicial members are not required to provide a physical residence address.
2. The Executive Director will keep records of all members of the Washington State Bar Association, including, but not limited to:
  - a. physical residence address furnished by the member;
  - b. principal office address, telephone number, and email address furnished by the member;
  - c. date of admittance;
  - d. type and status of membership;
  - e. date of transfer(s) from one status to another, if any;
  - f. date and period(s) of administrative suspensions, if any;

*[Page 8 of WSBA Bylaws]*

- g. date and period of disciplinary actions or sanctions, if any, including suspension, disbarment, and revocation;
  - h. such other data as the BOG or Washington Supreme Court may from time to time require of each member.
3. Any member who fails to provide the Bar with the information required to be provided pursuant to these Bylaws, or to notify the Bar of any changes in such information within 10 days, will be subject to administrative suspension pursuant to these Bylaws and/or the Admission and Practice Rules. Judicial members are exempt from suspension pursuant to this provision while eligible for Judicial membership and serving as a judicial officer.

**J.     SUSPENSION**

1. – 2. [Unchanged.]

*[Page 15 of WSBA Bylaws]*

**3.     Administrative Suspension**

- a. Administrative suspensions are neither interim nor disciplinary suspensions, nor are they disciplinary sanctions. Except as otherwise provided in the APR and these Bylaws, a member may be administratively suspended for the following reasons:
  - 1) Nonpayment of license fees or late-payment fees;
  - 2) Nonpayment of any mandatory assessment (including without limitation the assessment for the Client Protection Fund);
  - 3) Failure to file a trust account declaration;
  - 4) Failure of a lawyer to file a professional liability insurance disclosure;
  - 5) Failure of a LLLT or LPO to provide proof of financial responsibility;

- 6) Failure to comply with mandatory continuing legal education requirements;
- 7) Nonpayment of child support;
- 8) Failure to provide current information required by APR 13 or to notify the Bar of a change of information required by APR 13 within 10 days after the change; and
- 9) For such other reasons as may be approved by the BOG and the Washington Supreme Court.

b. – d. [Unchanged.]

4. [Unchanged.]

*[Page 29 of WSBA Bylaws]*

## **VI. ELECTIONS**

### **C. ELECTION OF GOVERNORS**

1. [Unchanged.]

2. Voting in the Election of Governors from Congressional Districts will be conducted in the following manner:

a. Eligibility to Vote. All Active members, as of March 1st of each year, are eligible to vote in the BOG election for their district, subject to the election schedule shown above. Active members residing in the State of Washington may only vote in the district in which they reside. Active members residing outside the State of Washington may only vote, if specifically designated to the Executive Director, within the district of their primary Washington practice.

b. – i. [Unchanged.]

3. – 4. [Unchanged.]

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Renata Garcia, Chief Regulatory Counsel; Bobby Henry, Associate Director for Regulatory Services  
**DATE:** February 13, 2024  
**RE:** Suggested Amendments to Remove Resident Agent Requirement

**ACTION:** Chief Regulatory Counsel requests the Board of Governors approve the suggested amendments to the Admission and Practice Rules (APR) and Rules for Enforcement of Lawyer Conduct (ELC) for submission to the Washington Supreme Court on expedited review under the procedures of Rule 9 of the General Rules (GR). The amendments would remove the requirement to designate a resident agent for the purpose of accepting service of process for WSBA members who do not have a physical street address in Washington.

**FIRST READING:** Related suggested WSBA Bylaws amendments are included for a required first reading. The WSBA Bylaws amendments will be presented at the next meeting for action subject to the Court adoption of the APR amendments.

**Summary**

Currently, APR 13(f) requires most members of the WSBA to designate a resident agent for the purpose of receiving service of process if their address of record is not a physical street address in Washington state. In response to WSBA’s effort to enforce this rule, members raised several concerns about the resident agent requirement including safety and privacy concerns, the difficulty in complying for military members, confusion about the wording of the rule, and the necessity for such a rule especially for members who are not actively practicing law in Washington.

Based on research into the history of the rule, the original purpose of the rule, the concerns raised by members, and the lack of a similar requirement in most if not all other U.S. jurisdictions, we determined the resident agent requirement is antiquated and no longer necessary. Other rules and WSBA Bylaws referring to the resident agent are included for amendment. The purpose and effect of all the suggested amendments are summarized in the table below.

Summary Table of Rules and Bylaws Referring to Resident Agent	
Citation	Effect/Purpose of Amendment
APR 5(a)	Removes the requirement for applicants to designate a resident agent.
APR 13(f)	Removes the requirement for WSBA members to designate a resident agent.
APR 17(a)(F)	Removes failing to designate a resident agent as a ground for administrative suspension.

<b>Summary Table of Rules and Bylaws Referring to Resident Agent</b>	
<b>Citation</b>	<b>Effect/Purpose of Amendment</b>
APR 17(b)	A new subsection which will make the act of WSBA recommending suspension of WSBA members, for failing to timely notify the WSBA of a change in contact information, a discretionary act instead of a mandatory act as currently required under the rule.
ELC 4.1(b)(3)(ii)	Removes the resident agent as an option for personal service in disciplinary proceedings.
WSBA Bylaws Art. III Sec. C.1-4	Removes the requirement for WSBA members to designate a resident agent.
WSBA Bylaws Art. III Sec. J.3.a.8)	Removes failing to designate a resident agent as a ground for administrative suspension.
WSBA Bylaws Art. VI Sec. C.2.a.	Removes eligibility for members who reside out-of-state to vote in the district of their designated resident agent and clarifies they may still vote for the At Large Governors. Note: members may continue to vote in the district of their primary Washington practice if they so designate to the Executive Director.

### **Background**

The State Bar Act requires Washington residency for admission to practice law and we believe the resident agent rule was adopted in 1982 when the Court superseded the statutory residency requirement by adopting APR 5(b) which stated that residency was not required for applicants or members of the Bar. The Court adopted the resident agent requirement instead. At that time, the resident agent requirement only applied to members who did not live or maintain an office in Washington. As the requirement was set forth in the admissions rules, the designation of a resident agent, when necessary, was incorporated into the admissions process for all new admittees.

APR 5 relates to the admission process. Accordingly, designation of a resident agent has been required, when necessary, for all new admittees since adoption of the rule. Although APR 5(f) required every member except a judicial member of the WSBA to designate a resident agent, in practice WSBA did not enforce the rule with any members not on active status. This is most likely because the requirement was set forth in the admissions rules and members are only admitted in active status.

In 2017, when limited practice officers (LPOs) and limited license legal technicians (LLLTs) were first included as members of the WSBA, and as part of the effort to coordinate the licensing requirements for all license or member types, the resident agent requirement was moved from APR 5 (admissions) to APR 13 (address of record) and expanded to include all LPOs and LLLTs. Below is an excerpt from the GR 9 coversheet when the amendments to APR 5 and 13 were proposed to the Court:

The suggested amendments to APR 13 would also include the resident agent requirement that is currently in APR 5. Currently, the resident agent rule requires a resident agent if the lawyer does not reside or maintain an office in Washington. An issue arises when some lawyers use a post office box, resulting in no physical street address at which to serve the lawyer. The suggested amendment would require lawyers, LLLTs and LPOs to provide a resident agent when their address

of record is outside the state or is not a physical street address. These suggested amendments would ensure that all lawyers, LLLTs and LPOs have a tie to Washington and have an address at which the legal professional can actually be served.

We believe the primary purpose for moving the rule from APR 5 to APR 13 was to clarify that it was an ongoing licensing requirement, as opposed to an admissions requirement only. APR 13(f) currently states:

Resident Agent. If the address of record required under this rule is not in the state of Washington or is not a physical street address, the lawyer, LLLT, or LPO shall file with the Bar the name and address of an agent within this state for the purpose of receiving service of process or of any other document required or permitted by statute or court rule to be served or delivered to a resident lawyer, LLLT, or LPO. Service or delivery to such agent shall be deemed service upon or delivery to the lawyer, LLLT, or LPO. The name and address of the resident agent shall be a public record. If the address or name of the resident agent changes, the lawyer, LLLT, or LPO shall notify the Bar of the change within 10 days after the change. Judicial and honorary members of the Bar are exempt from the requirements of this section.

In addition to expanding its application and clarifying that the requirement of a resident agent was ongoing, the resident agent rule was further modified to specifically require a physical street address in Washington state.

#### **Member Impact and Feedback**

Accordingly, in early 2018, the WSBA sent a letter to approximately 3,300 members (active, inactive, and emeritus pro bono) whose addresses of record were not a physical street address in the state of Washington notifying them of the newly amended resident agent requirement. At that time the requirement was not incorporated into the annual license renewal and suspension process. Considering the large number of members impacted by this requirement, WSBA opted for a gradual approach to enforcing the rule. To date, there are still a significant number of members out of compliance. On October 16, 2023, we emailed approximately 4,756 members (active, inactive, and pro bono) to remind them of the resident agent requirement and to seek compliance. As of February 8, 2024, the number of non-compliant members has been reduced to 3,438, which is only a 28% decrease. In response to our most recent reminder, we received hundreds of phone calls and emails from concerned members. The feedback can be classified generally into the following categories:

- **Ambiguity:** Some members have shared a different interpretation of the rule with us. They have a shared that the rule as written (“not in the state of Washington or is not a physical street address”) can be interpreted as not applying to those with a physical street address outside of the state. In other words, those with a physical street address in another state are not required to provide the WSBA with a resident agent.
- **Privacy and safety concerns:** Members who do not have a brick-and-mortar office or work from home are reluctant to make their home address available to the public.
- **Inactive members:** Inactive members have questioned the reason for providing the WSBA with a resident agent because they are not practicing law in the state.
- **Military members:** Some military members have asked for an exception to the rule while serving in another state or overseas.

- **Use of PO Box or PMB:** Some members believe they are not required to provide a resident service so long as they list the physical street address of the post office or private mailbox in addition to the mailbox number.

### **Other U.S. Jurisdictions**

We conducted a survey of other U.S. jurisdictions regarding residency requirements and to find out if other U.S. jurisdictions had a similar resident agent requirement. We heard back from 25 jurisdictions, including Oregon and Idaho, and none of the jurisdictions which responded have a resident agent requirement.

### **Other Rules and WSBA Bylaws Referring to Resident Agent**

As identified in the summary table above, there are references to the resident agent in several rules and WSBA Bylaws. Most of the suggested amendments relate to removing the requirement to designate a resident agent, to notify the WSBA of change in resident agent, or removing the failure to designate a resident agent as a grounds for administrative suspension from the practice of law. Others suggested amendments include the following.

- Removing the option to serve the resident agent in disciplinary proceedings when personal service is required under the Rules for Enforcement of Lawyer Conduct (ELC). After consulting the Office of Disciplinary Counsel, which indicated that resort to resident-agent service is infrequent, it was agreed that the benefits of eliminating the resident agent requirement outweigh the minor burden of removing one alternative means of service in disciplinary proceedings.
- Making a recommendation for administrative suspension a discretionary act when a member fails to timely notify the WSBA of a change in contact information. Although the WSBA has not suspended a member solely on these grounds, the consequence of suspension is helpful in ensuring members update their contact information. However, we do not believe it should be required that the WSBA recommend the suspension of all members who do not update their contact information within ten days of the change. Instead, suspension should be limited to those who intentionally fail to comply after repeated warning.
- Removing the option to vote in the district of the member's resident agent. For members who reside out-of-state, they will not have the option to vote in Board of Governors elections for a Governor representing one of the state's districts. Out-of-state members will continue to be eligible to vote for At Large Governors, and, if they inform the Executive Director, to vote for a Governor in the district of their primary Washington practice.

*WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

The Board is asked to eliminate the registered agent requirement in both court rules and WSBA Bylaws. The Board can act on the court rule requests at this meeting, but the Bylaw changes require two meetings. Board action on the court rules authorizes sending the rules to the Court for consideration.

There is no legal requirement that the WSBA require a registered agent for members with out of state addresses. The important information is a reliable, current address for WSBA communications. Eliminating the requirement that WSBA members with out of state addresses also have a registered agent in Washington does not appear to



create legal risk for the WSBA. Although the WSBA has used registered agent addresses for service in discipline matters in the past, other alternatives exist.

The current Bylaws state that WSBA members residing out of state vote in the district “of the address of the agent they have designated within the State of Washington for the purpose of receiving service of process as required by APR 13, or specifically designated to the Executive Director, within the district of their primary Washington practice.” The proposed change eliminates the ability of these members to participate in the congressional district elections completely and limits their participation to at large elections. Given that these members do not reside in a Congressional District in Washington, it is logical that they do not participate in the Congressional District elections. However, in state WSBA members are eligible to vote in both Congressional District and at large governor elections. This is also currently true for out of state members. The change will exclude out of state members from participating in Congressional district elections-and therefore treat in state members differently from out of state members. The Board may wish to discuss whether alternatives exists that allow more equitable treatment of all WSBA members.

*WSBA FISCAL ANALYSIS: This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

The fiscal impact to WSBA resulting from the proposed recommendation is primarily limited to the amount of staff time used to incorporate any approved revisions to the relevant records and systems. The staff time that would be allocated to this work is included in the overall duties of existing WSBA staff and would not require additional staff or allocation of resources from other internal sources. After implementation of recommendations there would be a savings in staff time that is currently being used to respond to members about this requirement.

*WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

The purpose of the equity analyses is to understand how entities incorporated an equity lens into the action items presented to the Board of Governors. An equity lens is 1) identifying and centering people and communities most impacted decisions and/or 2) meeting people and communities according to their specific needs to produce fair and equal outcomes for all. It appears that the Chief Regulatory Counsel considered those most impacted include inactive members, members who lived out of state, members in the military and members who only use a PO Box and do not disclose a physical address for safety privacy reasons, and is making the proposal to remove the resident agent requirement to address their concerns. Based on our review, there does not appear to any concerns about inequitable outcomes.

#### Attachments

- Suggested amendments to APR 5, 13 and 17
- Suggested amendments to ELC 4.1
- Suggested amendments to the WSBA Bylaws

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Renata Garcia, Chief Regulatory Counsel  
Catherine Schur, Assistant General Counsel, Policy  
**DATE:** June 17, 2024  
**RE:** Out-Of-State Bar Member Voting Options and Recommendations

**DISCUSSION:** Discuss options for out-of-state member voting in response to the elimination of the resident agent requirement including the merits and barriers of each option.

**FIRST READ:** Based on the information presented in this memo, we have included suggested WSBA Bylaw amendments for two of the approaches below so as to eliminate any delay in the policy-making process. If the Board chooses to proceed with either option, WSBA Bylaw amendments will be presented at the next meeting for action.

### **Background**

At its May 2, 2024 meeting, the WSBA Board of Governors voted to approve suggested amendments to the Admission and Practice Rules (APR) and Rules for Enforcement of Lawyer Conduct (ELC) that would eliminate the requirement that out-of-state attorneys maintain a resident agent within Washington. This change in the rules was prompted, first, by member feedback that the resident agent requirement was burdensome and, second, by WSBA staff's experience that the requirement was both frequently ignored and infrequently used for its intended purpose of facilitating service of process. The suggested amendments to the court rules have been sent to the Washington Supreme Court for their consideration.

Removal of the resident agent requirement impacts several sections of the WSBA Bylaws, including Article VI, Section C, which governs voting procedures. At present, Article VI, Section C of the Bylaws states that, for purposes of district governor elections,

“Active members residing outside the State of Washington may only vote in the district of the address of the agent they have designated within the State of Washington for the purpose of receiving service of process as required by APR 13, or, if specifically designated to the Executive Director, within the district of their primary Washington practice.”<sup>1</sup>

All active members, including those living outside Washington, may also vote in all at-large governor elections and, if eligible, elections of the At-Large Young Lawyer governor.<sup>2</sup> As the WSBA Bylaws note, “[r]egardless of the method

<sup>1</sup> WSBA Bylaws, Art. VI.C.2.a.

<sup>2</sup> WSBA Bylaws, Art. VI.C.3.

by which any person is selected to serve on the BOG, each Governor will act in the best interest of all members of the Bar and the public.”<sup>3</sup>

At the May 2, 2024 meeting, the Board of Governors requested that WSBA staff present options for the Board to consider for adapting Article VI, Section C to the elimination of the resident agent requirement in the court rules, should the Court choose to adopt those changes. This memo provides a number of options to address this issue and notes potential benefits and drawbacks to each.

Based on these benefits and hurdles, we have included draft Bylaw revisions for the options that appear most viable. If the Board agrees that one of these options is the best path forward, this will allow the Board to proceed with the first reading at the July 18-19, 2024 meeting. We also note below which of the options best appears to balance preserving out-of-state members’ votes in elections that are consequential to them, out-of-state members’ input, ease of administration of the elections for members and the Bar, and ensuring the Board is equitably representative of all members.

### **Community Input**

As of the date of this memo, 7,564 active members indicate they reside outside a Washington congressional district.<sup>4</sup> Following the May 2, 2024 Board meeting, WSBA staff sent a survey to out-of-state members requesting their input on resident agent and voting matters. Three-hundred and seventy-three people responded to the survey. Respondents overwhelmingly stated that eliminating the resident agent requirement was important to them, with 79% answering that it was extremely or somewhat important.

With respect to Board elections, the survey indicates out-of-state members are not significantly engaged with WSBA elections. Only 19% of respondents indicated they had ever voted in a BOG election while residing outside of Washington, although 48% stated voting in BOG elections was somewhat or extremely important to them. In addition, only 22% indicated they were aware they could vote in the district of their resident agent and only 8% indicated they were aware of the option to request to vote in the district of their primary practice within Washington. It is likely these responses overstate the engagement of out-of-state bar members because the segment of out-of-state members who are likely to respond to a survey from WSBA are also likely to be more interested in bar affairs generally than the much larger proportion of out-of-state members who chose not to respond to the survey.

### **Other Legal Requirements for Registered/Resident Agent in Washington**

One question raised at the May 2, 2024 Board meeting was whether a registered or resident agent was required for attorneys under other circumstances, such as to operate a business in Washington. In Washington, corporations, nonprofits, limited liability partnerships, limited partnerships, and general or limited cooperative associations are required to designate and maintain a registered agent with the Washington Secretary of State.<sup>5</sup> A law practice may operate under one of several of these business structures. The registered agent requirement applies to both

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<sup>3</sup> WSBA Bylaws, Art. IV.A.2.c. *See also* WSBA Policy 311, which outlines the Board of Governors and Board Officer Roles and Responsibilities (“Although members [of the Board] are elected by specific constituencies, as governors they have a duty to act in the best interests of all members of the Bar and the public.”), available at [https://www.wsba.org/docs/default-source/about-wsba/governance/bog-policy-index/policy-311-board-of-governors-and-board-officer-roles-and-responsibilities.pdf?sfvrsn=c9311ff1\\_1](https://www.wsba.org/docs/default-source/about-wsba/governance/bog-policy-index/policy-311-board-of-governors-and-board-officer-roles-and-responsibilities.pdf?sfvrsn=c9311ff1_1).

<sup>4</sup> *See* June 4, 2024 WSBA Demographics Report, available at [https://www.wsba.org/docs/default-source/licensing/membership-info-data/countdemo\\_20190801.pdf?sfvrsn=ae6c3ef1\\_251](https://www.wsba.org/docs/default-source/licensing/membership-info-data/countdemo_20190801.pdf?sfvrsn=ae6c3ef1_251).

<sup>5</sup> *See* RCW 23.95.405.

domestic business entities, whose internal affairs are governed by Washington law, and registered foreign entities, whose internal affairs are governed by the law of a jurisdiction other than Washington.<sup>6</sup> The business may be served with any process, notice, or demand required or permitted by law by serving the registered agent.<sup>7</sup> If the entity ceases to have a registered agent or the registered agent cannot be served, Washington statutes permit service instead by registered or certified mail to the entity's principal office or to the Secretary of State.<sup>8</sup>

Although it does not appear that sole proprietorships are necessarily required to register an agent for service of process with the Washington Secretary of State, most sole proprietorships must apply for a business license, which requires disclosure of a mailing address and physical address for the business. A sole proprietorship's address, including for out-of-state businesses, can be found using the Washington Department of Revenue's Business Lookup.

### Examples from Other States

From our review of voting policies for out-of-state bar members in other integrated bar associations, it appears most bar associations in other states do not provide a mechanism for nonresident members to vote in district-based bar elections. The state bar associations of Alabama<sup>9</sup>, Alaska<sup>10</sup>, Hawaii<sup>11</sup>, Idaho<sup>12</sup>, Kentucky<sup>13</sup>, Louisiana<sup>14</sup>, Michigan<sup>15</sup>, Montana,<sup>16</sup> Nevada,<sup>17</sup> North Dakota<sup>18</sup>, Rhode Island<sup>19</sup>, South Dakota,<sup>20</sup> Utah<sup>21</sup>, Virginia<sup>22</sup>, and Wyoming<sup>23</sup> include a residency requirement for members to vote in their equivalent of district-based elections.

Several states, however, do permit out-of-state members to vote in district-based elections. Arizona<sup>24</sup>, Missouri,<sup>25</sup> and Nebraska,<sup>26</sup> for example, provide that active out-of-state members may vote in the district of their most recent

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<sup>6</sup> RCW 23.95.105(4), (10); RCW 23.95.405.

<sup>7</sup> RCW 23.95.450(1).

<sup>8</sup> RCW 23.95.450(2), (4).

<sup>9</sup> Alabama State Bar Election Rules, pg. 8 (available at <https://www.alabar.org/assets/2021/03/ASB-ElectionRules-Rev032021.pdf>).

<sup>10</sup> Bylaws of the Alaska Bar Ass'n, Art.V, sec. 2.

<sup>11</sup> Hawaii State Bar Ass'n, Constitution and Bylaws, Art. V, sec. 2(b).

<sup>12</sup> Idaho Stat. Ch. 4, § 3-403.

<sup>13</sup> Kentucky Sup. Ct. Rule 3.080.

<sup>14</sup> Louisiana State Bar Ass'n, Articles of Incorporation, Art. VII, sec. 2; Art. VIII, sec. 3.

<sup>15</sup> State Bar Rules of Michigan, Rule 5, sec. 4 (available at <https://www.courts.michigan.gov/4a5778/siteassets/rules-instructions-administrative-orders/rules-concerning-the-state-bar/rules-concerning-the-state-bar-of-michigan.pdf>).

<sup>16</sup> Montana State Bar Bylaws, Art. III, secs. 2, 3 (available at [https://www.montanabar.org/About-Us/State-Bar-Bylaws#\\_Article3](https://www.montanabar.org/About-Us/State-Bar-Bylaws#_Article3)).

<sup>17</sup> Nev. Sup. Ct. Rules, Rule 81, 82.

<sup>18</sup> State Bar Ass'n of North Dakota Bylaws, Sec. 3.2.

<sup>19</sup> Rhode Island Bar Association Bylaws, Sec. 4.3.

<sup>20</sup> South Dakota Bar Association Bylaws, Art. 7.5.

<sup>21</sup> Utah Code of Judicial Admin. Rule 14-205(h)(1)

<sup>22</sup> Bylaws of the Virginia State Bar and Council, Part II, art. II.

<sup>23</sup> Wyo. Ct. Rules, Rule 3, Art. VII(a)(3).

<sup>24</sup> Ariz. Sup. Ct. Rules, Rule 32(e)(2)(D).

<sup>25</sup> Missouri Sup. Ct. Rule 6.01(i).

<sup>26</sup> Neb. State Bar Ass'n Bylaws, Art. III, sec. 6.

in-state residence or place of business. New Hampshire<sup>27</sup> and Oregon<sup>28</sup> have a designated out-of-state governor position on their governing boards. New Mexico also designates one governor to represent out-of-state bar members, but includes out-of-state bar members residing in El Paso County, Texas in the neighboring districts within New Mexico.<sup>29</sup>

A few states, including Georgia<sup>30</sup>, South Carolina,<sup>31</sup> and Wisconsin,<sup>32</sup> employ a model where a large governing body akin to a legislature governs the bar association and may include out-of-state representatives. Texas uses a similar structure, but out-of-state members are non-voting liaisons.<sup>33</sup>

### **Voting Options**

The following are several possible options to permit out-of-state bar members to participate in Board of Governors elections:

1. *Permit out-of-state bar members to vote only in at-large governor elections*

Under this option, out-of-state bar members would retain the ability to vote in at-large governor elections, while the option to vote in district elections on the basis of their resident agent would be eliminated. This option would be simple to administer and would not require extra labor on members' part to meet the qualifications to vote. However, as discussed at the May 2 BOG meeting, this reduces out-of-state members' opportunities to express a preference for board candidates.

2. *Permit out-of-state bar members to voluntarily designate a resident agent with a Washington address for purposes of voting in elections in the district where their resident agent is located*

Assuming the Washington Supreme Court eliminates the mandatory resident agent requirement for out-of-state members, this option would permit out-of-state members to maintain a resident agent voluntarily for purposes of establishing residency for voting in BOG district elections. The out-of-state member would select a Washington resident agent in a location of their choice and would vote in the district where that agent is located. The primary benefits of this system are that out-of-state bar members who wish to participate in district elections have a mechanism to do so and that mechanism would require little modification to the way WSBA currently administers elections. Out-of-state members would continue to inform WSBA of the address of their resident agent, just on a voluntary basis rather than mandatory.

This method of voting, however, continues to present administrative burdens and costs for out-of-state members who wish to vote. The predominant purpose of eliminating the resident agent requirement is to reduce the burdens on out-of-state members. This voting method would reintroduce those burdens. Moreover, this method runs counter to the desires of most out-of-state bar members, for whom eliminating the need to maintain a resident agent is a

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<sup>27</sup> New Hampshire Bar Ass'n Constitution, Art. V, sec. 1.

<sup>28</sup> ORS § 9.025(2)(b).

<sup>29</sup> Rules Governing the New Mexico Bar, 24-101(D)(10).

<sup>30</sup> State Bar of Georgia, Bar Handbook, Rules 1-302, 1-304 (available at <https://www.gabar.org/handbook/index.cfm#handbook/rule26>).

<sup>31</sup> South Carolina Bar, Constitution, Sec. 6.2(6).

<sup>32</sup> See <https://www.wisbar.org/aboutus/leadership/Pages/Board-of-Governors.aspx>.

<sup>33</sup> Texas State Bar Board Policy Manual, Part 1.02(5).

high priority. As noted above, 79% of survey respondents said it was important to them to eliminate the resident agent requirement. Only 14.4% of respondents agreed that voting based on the location of a voluntary resident agent would best represent their interests on the board, while 33.7% disagreed.<sup>34</sup> Especially without the Court’s requirement to maintain a resident agent, the outcome of conditioning voting on voluntarily designating an agent may in fact be to decrease out-of-state bar members’ participation in elections because of the extra steps required to become eligible to vote in district elections.

Also discussed at the May 2 meeting was the potential for out-of-state bar members to strategically designate a resident agent in a district where they wish to vote, but to which the member has no connection beyond the agent. Just as with a mandatory resident agent requirement, such maneuvering could still occur with a voluntary resident agent. An unintended consequence of this method could also be that out-of-state bar members select the location of their resident agents based on administrative considerations, rather than considerations related to their bar membership. For instance, out-of-state members may tend to designate agents in urban areas, where more professional registered agents are located or where mail can be sent and received quickly. This could skew the populations included in certain districts more heavily than others.

Regardless of the likelihood of these outcomes, the ability to select a resident agent in any location in Washington does mean that out-of-state bar members could vote in a district to which they have no meaningful connection. Although governors have a responsibility to act in the best interests of the entire bar membership, district representation nonetheless allows governors to establish a connection to the individuals living and practicing within their district. As noted in the Bylaws, one of the responsibilities of district governors is to “bring to the BOG the perspective, values and circumstances of her or his district to be applied in the best interests of all members, the public and the Bar,” and to “bring information to the members in the district [ . . .].”<sup>35</sup>

Lastly, an additional hurdle presented by this method of voting is that it would likely require significant outreach to inform out-of-state members that they must voluntarily designate a resident agent if they wish to vote in district elections. As the survey of out-of-state bar members reveals, few respondents were aware they could vote in district elections based on the location of their resident agent. Eliminating the mandatory resident agent requirement while still requiring a voluntary resident agent for voting has the potential to create confusion about the voting requirements and regular education campaigns would be needed to ensure out-of-state bar members were aware of their voting options.

### *3. Randomly assign out-of-state bar members to a district for purposes of voting*

In this method of voting, upon notification from a bar member that their residence is located outside Washington, WSBA would assign the bar member to a district on a random basis. This option appears relatively easy to administer and does not require significant additional steps on the part of the out-of-state member. A possible downside to this option is that out-of-state bar members would have no connection to the district to which they are assigned, as discussed with respect to the voluntary resident agent option. This method could discourage participation in elections by out-of-state members—or at least fail to engender participation beyond current levels—because the out-of-state member would not be invested in the community with which they are voting. Additionally, in our survey,

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<sup>34</sup> 51.9% of respondents were neutral on this method.

<sup>35</sup> WSBA Bylaws, Art. IV.A.2.d.

47.3% of respondents did not think this method would best represent their interests on the board as compared to the 11.8% who thought it would represent their interests.<sup>36</sup>

4. *Permit all out-of-state bar members to vote in all at-large elections. Out-of-state bar members who practice in Washington would also be permitted to vote in the district of their primary practice, which they would indicate annually during license renewal.*

Under this proposal, all out-of-state bar members would continue to vote in At-Large Governor and At-Large Young Lawyer Governor elections. In addition, any bar member who resides outside Washington, but continues to practice law within Washington would vote in district elections in the district of their primary Washington practice. Out-of-state practitioners would self-designate the district in which their Washington practice predominantly occurs during the annual relicensing process.

Under the current Bylaws, out-of-state bar members may vote in the district of their primary practice if they wish, but they must take the affirmative step of contacting the WSBA Executive Director to ask for approval to vote in that district. Many out-of-state bar members are unaware of this process. Only 8% of respondents to our survey stated they knew they could vote in their primary practice district.

This proposal would eliminate the need for out-of-state bar members to proactively contact the Bar for a ballot in the district of their primary practice. Instead, out-of-state bar members would be prompted during the annual relicensing process to indicate if they continue to practice law in Washington, and if so, the district in which their practice primarily occurred. They would then automatically receive a ballot for that district election.

A benefit of this option is that it provides regional representation for out-of-state bar members who maintain a connection to a particular community in Washington through their continued practice of law in that region. As previously discussed, regional representation provides a significant way for Board governors to identify and address issues important to the community that elected them. This helps ensure the Board as a whole is aware of matters important to bar members across the state—and beyond—and that the particularized interests of specific populations of bar members are not overlooked. With respect to out-of-state practitioners, this is particularly salient in areas such as Spokane, Vancouver, and other population centers along the state border, where a strong contingent of bar members may practice across state lines. These cross-border practitioners have specialized concerns, for instance with respect to reciprocity or advising clients on operations within multiple states, that could be raised through either their district or at-large governors.

In addition, this proposal has the potential to increase out-of-state bar members' participation in elections both because the process of receiving a district ballot will become more automated and because the election will be relevant to the region in which the out-of-state member practices. 45.3% of survey respondents also said they thought a governor in the district of their primary would well-represent their interests, with only 11.9% disagreeing.<sup>37</sup>

Lastly, WSBA anticipates this system will be fairly straightforward to administer and, at the very least, will not be any more burdensome to administer than the current system.

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<sup>36</sup> 41% of respondents were neutral on this method.

<sup>37</sup> 42.8% of respondents were neutral on this option.

This option does, however, mean that out-of-state members who no longer practice within Washington will vote only for at-large governors. While this provides them with representation on the Board, it does provide them fewer opportunities to elect additional preferred candidates. Nonetheless, Board governors give every indication of taking seriously their duty to all bar members regardless of residence, thus out-of-state bar members interests are unlikely to go unprotected under this option. 50% of out-of-state bar members who responded to our survey also indicated they agreed that their interests are well represented by an at-large governor, with only 7.6% disagreeing.<sup>38</sup>

Finally, as with the present system of self-designating either a district of primary practice or a resident agent, there is the potential for out-of-state members to strategically designate a primary practice district. However, such tactics are possible under the current policies but have not led to any drastic results for our Board elections. This problem, therefore, would appear to be a fairly remote possibility. To further protect against this possibility, the out-of-state bar member could provide the information about their primary place of practice in the form of a declaration.

#### 5. *Add a Board of Governors seat for out-of-state members*

Here, a dedicated governor for out-of-state members would be added to the Board. The position would be elected only by out-of-state members. Although this position could potentially be filled by any active bar member, we recommend that any policy implementing this proposal require the position to be filled by someone who is an out-of-state bar member themselves. Given that the purpose of the position would be to ensure out-of-state bar members' perspectives are adequately represented on the Board, filling the position with an out-of-state member would best accomplish this goal. In addition to voting for the out-of-state governor, out-of-state bar members would continue to vote for at-large governor positions.

The clear benefit of this option is that it provides strong representation for out-of-state bar members on the Board of Governors. A large percent of survey respondents agree that a dedicated governor seat would represent their interests well with 67.9% agreeing, as compared to just 7.5% expressing disagreement.<sup>39</sup>

The State Bar Act is a consideration in any proposal to increase the size of the Board of Governors. The Act establishes a Board of no more than fifteen members.<sup>40</sup> Please refer to the legal risk analysis for further discussion.

Adding a Board member may come with several potential challenges. First, as discussed at the May Board meeting, adding a governor who resides outside Washington, and potentially overseas, will increase Board costs. Between 2014 and 2016, the WSBA Board of Governors explored, and eventually adopted, policies adding three new at-large seats to the Board. Those positions, however, were never ultimately filled and, in January 2020, the Board eliminated the seats. The cost of adding governor positions appears to have been one impetus for rescinding the prior expansion of the Board. At that time, the estimated cost of adding a governor located in Spokane was estimated to be \$11,000 per year (equivalent to \$13,350 today).<sup>41</sup> It would be reasonable to expect at least a similar cost for adding an out-of-state board member, however, this cost could be much greater depending on the residence of the governor.

<sup>38</sup> 42.5% of respondents were neutral on this option.

<sup>39</sup> 24.5% of respondents were neutral on this option.

<sup>40</sup> RCW 2.48.030.

<sup>41</sup> See January 16-17, 2020 Board of Governors Meeting Materials, *Summary and Compilation of New Governors Workgroup Materials*, pg. 226 (available at [https://www.wsba.org/docs/default-source/about-wsba/governance/bog-meeting-materials-archive/bog-meeting-materials-2019-2020/board-of-governors-meeting-materials-january-2020.pdf?sfvrsn=20830ff1\\_4#page=226](https://www.wsba.org/docs/default-source/about-wsba/governance/bog-meeting-materials-archive/bog-meeting-materials-2019-2020/board-of-governors-meeting-materials-january-2020.pdf?sfvrsn=20830ff1_4#page=226)).



A second consideration is ensuring the Board of Governors is an appropriate size to allow for efficient action. Currently, the Board of Governors consists of the Board President, 11 district governors, and three at-large governors.<sup>42</sup> In addition, the President Elect, Immediate Past President, and WSBA Executive Director, although not voting members of the Board, serve as officers.<sup>43</sup> Accordingly, up to 18 individuals are involved in the governance of the Bar.

Considerations of Board size also factored into the 2020 decision to eliminate the three additional at-large Board positions.<sup>44</sup> The Board of Governors at that time noted that the ill effects of an overly large Board might include difficulty communicating effectively between all Board members, free-rider problems where a small subset of Board members ends up carrying the responsibility for more than their fair share of duties, lack of engagement from Board members, and ineffective oversight of Bar activities. Similar issues may arise with the expansion of the Board to add another governor for out-of-state members. Increasing the size of the Board by one seat, however—for a total of 19 governing individuals—may not have a significant impact on the Board’s current ability to conduct business.

Lastly, recruiting out-of-state bar members to run as candidates for a dedicated out-of-state governor position may prove challenging. Our survey of out-of-state bar members indicates they are not engaged with Board elections. Again, only 19% indicated they had ever voted in a Board election while residing outside of Washington. With Spokane located on the border with Idaho and Portland just over the border in Oregon, there may be a population of Washington bar members in bordering states to draw from to serve on the Board. However, the geographic spread of out-of-state members may nonetheless make it difficult to locate candidates and for those candidates to engage with their constituency once elected.

6. *Convert one at-large governor position to an at-large governor position dedicated solely to out-of-state members*

Under this proposal, one of the three current at-large governor positions would be converted to a dedicated governor for out-of-state members and would be elected only by out-of-state members. Out-of-state members would also retain the ability to vote in the remaining at-large governor elections. Again, while perhaps less engaged in bar matters than in-state members, there are a significant number of active bar members who reside out-of-state. This method would ensure they receive clear representation on the Board. This method also avoids issues associated with increasing the size of the Board.

The primary downside to this method, however, would be the loss of one of the current at-large governor positions. Those positions were created as a way to increase representation of communities that have been historically underrepresented in the legal profession and to give a voice to lawyers who are new to the profession.<sup>45</sup> Repurposing one of those positions for an out-of-state at-large governor may dilute the representation of those perspectives on the Board.

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<sup>42</sup> See RCW 2.48.030; WSBA Bylaws Art. IV.A.1

<sup>43</sup> WSBA Bylaws, Art. VI.B.

<sup>44</sup> See January 16-17, 2020 Board of Governors Meeting Materials, *Summary and Compilation of New Governors Workgroup Materials*, pg. 226 (available at [https://www.wsba.org/docs/default-source/about-wsba/governance/bog-meeting-materials-archive/bog-meeting-materials-2019-2020/board-of-governors-meeting-materials-january-2020.pdf?sfvrsn=20830ff1\\_4#page=223](https://www.wsba.org/docs/default-source/about-wsba/governance/bog-meeting-materials-archive/bog-meeting-materials-2019-2020/board-of-governors-meeting-materials-january-2020.pdf?sfvrsn=20830ff1_4#page=223)).

<sup>45</sup> See WSBA Bylaws, Art. VI.C.3.a.

## Conclusion

This memo presents a number of voting options for the Board to consider for out-of-state bar members. Of these options, we have provided draft Bylaw amendments for options 4 and 5. Based on the drawbacks and more limited benefits of the remaining options, we have not provided draft amendments for those options. However, should the Board wish to pursue those options or others not presented here, we would be more than willing to draft additional materials at the Board's direction.

The decision of which option to proceed with is ultimately the Board's. However, option 4 appears to best protect out-of-state bar members representation on the Board while also avoiding some of the potential downsides of increasing the size of the Board, as discussed in option 5. In addition, option 4 preserves out-of-state practitioners' connections to their Washington communities and removes barriers for them to participate in Board elections. Although out-of-state bar members who no longer practice in Washington would not vote in district elections, they would still be able to vote in at-large governor elections. This would ensure they are represented on the Board and could voice their preferences, even if they no longer have a geographic connection to Washington by virtue of ceasing to practice in the state.

### Information for Fiscal Analysis

Provide information to help inform the Fiscal Analysis:

- *The options presented in this memo affect the process for out-of-state bar members to vote in Board of Governor elections*
- *Staff time may be required to administer elections and to create the online processes necessary to implement the process*
- *With respect to Option 5, which would create a new BOG seat to be filled by an out-of-state bar member, this will increase the overall cost of administering the BOG. The total additional cost would be impacted by the out-of-state governor's residence.*

### Information for Equity Analysis

Provide information to help inform the Equity Analysis:

- *The primary purpose of all options presented in this memo is to ensure out-of-state bar members are represented on the Board of Governors*
- *This memo discusses the ways in which the options make distinctions between in-state members, out-of-state members, and out-of-state members who continue to practice in state*
- *Options #4 or #5, for which Bylaw amendments are included, reduce the present barriers for out-of-state members to vote in Board elections*

**WSBA RISK ANALYSIS:** *This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

Provided separately as confidential materials.

**WSBA FISCAL ANALYSIS:** *This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

The fiscal impact of the proposed options includes both indirect (salaries, benefits, and overhead) and direct expenses. In any of the proposed options, there are indirect expenses for WSBA staff time to develop and implement changes to align with the option selected, ongoing administration of the selected option, and incorporation of any approved revisions to the relevant records. The staff time that would be allocated to this work is included in the overall duties of existing WSBA staff and would not require additional staff or allocation of resources from other internal sources. The impact on direct expenses is dependent upon the option selected. For options one through four, there may be minimal impact on cost for our elections platform which includes an average charge per voter of \$0.45, per seat. Depending on voter turnout, the cost could fluctuate. The fiscal impact of option five would include costs for the additional governor seat to administer elections (approximately \$2,500 annually) and expenses related to their service as a governor such as attendance at Board meetings, outreach, and conferences (approximately \$13,350 noted earlier in the memo). Those costs are estimated based on the current WSBA fiscal policies which allow for reimbursement of expenses for volunteers who reside outside of Washington state, limited to the approximate cost of in-state travel (i.e. cost of travel from the nearest WA border to the location of the particular meeting). If the Board of Governors wish to amend the fiscal policies to include a provision for reimbursement for this specific seat, the fiscal impact would vary greatly depending on the policy limitations and location of residence of the elected governor. In option six, it is possible there would be a reduction in elections platform costs, which are based on a per-voter charge. The current at-large positions are based on a member-wide voter pool and converting one of these positions to an out-of-state position would mean a reduction in the total members eligible to vote.

*WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

To be provided separately as late materials

Attachments

*Resident Agent Feedback and Voting Survey*  
*Option 4 Proposed WSBA Bylaw Amendments*  
*Option 5 Proposed WSBA Bylaw Amendments*

# Resident Agent Feedback and Voting Survey

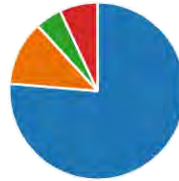
**373**  
Responses

**09:59**  
Average time to complete

**Closed**  
Status

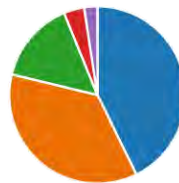
1. Do you currently have a resident agent on file with the WSBA?

Yes and the information is accur...	284
Yes but the information is proba...	44
No	18
I am not sure	26



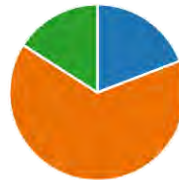
2. How important is eliminating the resident agent requirement to you?

Extremely important	159
Somewhat important	134
Neutral	56
Somewhat not important	14
Extremely not important	9



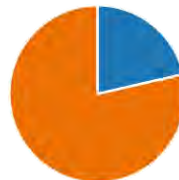
3. Have you ever voted for a Board of Governors position while residing outside of Washington state?

Yes	71
No	240
I am not sure	59



4. Prior to this survey, did you know you could vote in a Board of Governors Congressional district election based on the address of your resident agent?

Yes	79
No	290



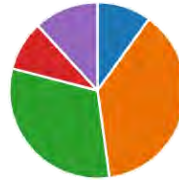
5. Prior to this survey, did you know you could request to vote in the district of your primary practice in Washington while residing out of state?

Yes	31
No	341



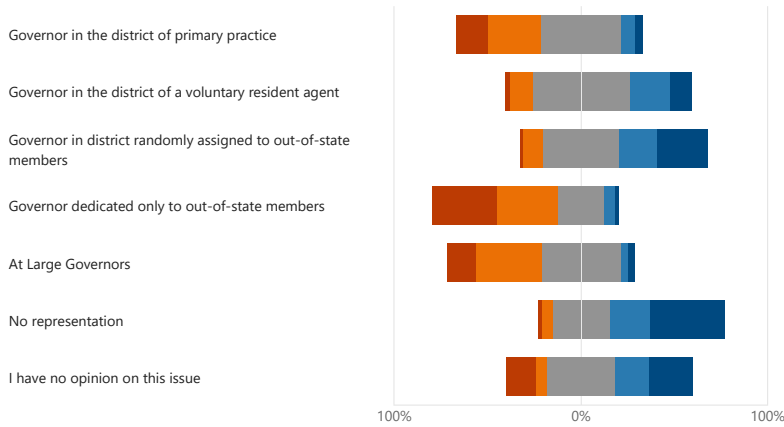
6. How important is voting in a Board of Governors election to you?

● Extremely important	37
● Somewhat important	141
● Neutral	116
● Somewhat not important	34
● Extremely not important	44



7. To what extent do you agree the following options best represent out-of-state members' interests on the Board of Governors.

■ Strongly agree  
 ■ Agree  
 ■ Neutral  
 ■ Disagree  
 ■ Strongly disagree



8. Please feel free to share any thoughts you may have on this topic.

71  
Responses

Latest Responses

**Option 4:**  
**Suggested Amendments to WSBA Bylaws, Voting by Primary Practice Area**

1 Mark Up:

2 C. ELECTION OF GOVERNORS

3 1. [Unchanged]

4 2. Voting in the Election of Governors from Congressional Districts will be conducted in the  
5 following manner:

6 a. Eligibility to Vote. All Active members, as of March 1st of each year, are eligible to vote in  
7 the BOG election for their district, subject to the election schedule shown above. Active  
8 members residing in the State of Washington may only vote in the district in which they  
9 reside. Active members residing outside the State of Washington who engage in the practice  
10 of law in Washington may ~~only vote in the district of the address of the agent they have~~  
11 ~~designated within the State of Washington for the purpose of receiving service of process as~~  
12 ~~required by APR 13, or, if specifically designated to the Executive Director, within the district~~  
13 ~~of their primary Washington practice.~~ Active members residing outside the State of  
14 Washington who do not engage in the practice of law in Washington may only vote in At-  
15 Large Governor elections.

16

17 Clean Copy:

18 C. ELECTION OF GOVERNORS

19 1. [Unchanged]

20 2. Voting in the Election of Governors from Congressional Districts will be conducted in the  
21 following manner:

22 b. Eligibility to Vote. All Active members, as of March 1st of each year, are eligible to vote in  
23 the BOG election for their district, subject to the election schedule shown above. Active  
24

**Option 4:**  
**Suggested Amendments to WSBA Bylaws, Voting by Primary Practice Area**

1           members residing in the State of Washington may only vote in the district in which they  
2           reside. Active members residing outside the State of Washington who practice in  
3           Washington may vote in the district of their primary Washington practice. Active members  
4           residing outside the State of Washington who do not practice in Washington may only vote  
5           in At Large Governor elections.

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**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

1 Mark Up:

2 **IV. GOVERNANCE**

3 **A. BOARD OF GOVERNORS**

4 [ . . . ]

5 **1. Composition of the Board of Governors**

6 The BOG will consist of (a) the President; (b) one Governor elected from each Congressional  
7 District, except in the Seventh Congressional District where members will be elected from  
8 separate geographic regions designated as North and South, and identified by postal zip codes  
9 as established by the Bar in accordance with these Bylaws and BOG policy; (c) one Governor  
10 elected from an out-of-state district comprising all regions outside Washington state; and (ed)  
11 three Governors elected at-large pursuant to these Bylaws.

12 **2. Duties**

13 a. – c. [Unchanged]

14 d. Each Governor is expected to engage with members about BOG actions and issues, and  
15 to convey member viewpoints to the Board. In representing a ~~Congressional D~~district, a  
16 Governor will at a minimum: (1) bring to the BOG the perspective, values and  
17 circumstances of her or his district to be applied in the best interests of all members, the  
18 public<sub>2</sub> and the Bar; and (2) bring information to the members in the district that  
19 promotes appreciation of actions and issues affecting the membership as a whole, the  
20 public<sub>2</sub> and the organization.

21 e. – f. [Unchanged]

22 **3. Term** [Unchanged]

23 **4. Vacancy**

24 a. [Unchanged]

25 b. Response to a Vacancy



**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

1           1) – 2) [Unchanged]

2           3) If a Governor is removed due to recall and more than 12 months remain in that  
3           Governor’s term, a special election will be conducted using the general procedures  
4           set forth in the ~~“Election of Governors from Congressional Districts”~~ provisions  
5           Article VI.C.2 of these Bylaws. The application period for any special election held  
6           pursuant to this paragraph must be no less than 30 days and must, at a minimum,  
7           be prominently posted on the Bar’s website and e-mailed to all members eligible to  
8           vote in the election.

9 **VI. ELECTIONS**

10 **A. ELIGIBILITY FOR MEMBERSHIP ON BOARD OF GOVERNORS**

11       1. Governors from Congressional and Out-of-State Districts: Any Active member of the Bar, except  
12       a person who has previously served as a Governor for more than 48 consecutive months, may  
13       be nominated or apply for election as Governor from the Congressional District, ~~or~~ geographic  
14       regions within the Seventh Congressional District, or the out-of-state district, in which such  
15       person resides.

16       Members that have served as Governors for more than 48 consecutive months at time of filing  
17       an application, are not eligible to be nominated or apply for election or appointment as  
18       Governor from the Congressional District, At-Large Governor position, ~~or~~ geographic regions  
19       within the Seventh Congressional District, or out-of-state district in which such person resides,  
20       for a period of 36 months after the conclusion of that term of service. Any disputes regarding  
21       the eligibility of a member to serve on the Board of Governors shall be addressed by the Board  
22       of Governors.

23       2. At-Large Governors: There will be a total of three At-Large Governor positions.

**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

- 1           a. Two At-Large (“Member At-Large Governor”) Positions: Any Active member of the Bar,  
2           except a person who has previously served as a Governor for more than 48 consecutive  
3           months, may be nominated or apply.
- 4           b. One Young Lawyer (“Young Lawyer At-Large Governor”) Position: Any Active lawyer  
5           member of the Bar who qualifies as a Young Lawyer as set forth in these Bylaws, except  
6           for a person who has previously served as a Governor for more than 48 consecutive  
7           months, may be nominated or apply.
- 8           3. Filing of nominations and applications must be in accordance with this Article.

9 **B. NOMINATIONS AND APPLICATIONS**

- 10           1. Applications for the Board of Governors elected from Congressional Districts and the out-of-  
11           state district must be filed in the office of the Bar not later than 5:00 p.m., on the 15th day of  
12           February of the year in which the election is to be held. If this deadline falls on a day in which  
13           the office of the Bar is closed, the deadline will be 5:00 p.m. of the following business day.
- 14           2. – 4. [Unchanged]

15 **C. ELECTION OF GOVERNORS**

- 16           1. Election of one Governor from each Congressional District and the out-of-state district and for  
17           the At-Large positions will be held every three years as follow:
- 18           a. Third, Sixth, Eighth Congressional Districts<sub>2</sub> and the North region of the Seventh  
19           Congressional District<sub>2</sub> and one At-Large Member Governor – 2014 and every three  
20           years thereafter.
- 21           b. First, Fourth, Fifth Congressional Districts<sub>2</sub> and the South region of the Seventh  
22           Congressional District<sub>2</sub> and one Young Lawyer At-Large ~~Young Lawyer~~ Governor – 2015  
23           and every three years thereafter.
- 24           c. Second, Ninth<sub>2</sub> ~~and~~ Tenth Congressional Districts<sub>2</sub> and the out-of-state district, and one  
25           At Large Member Governor – 2013 and every three years thereafter.

**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

1 2. Voting in the Election of Governors from Congressional Districts and out-of-state district will be  
2 conducted in the following manner:

3 a. Eligibility to Vote. All Active members, as of March 1st of each year, are eligible to vote  
4 in the BOG election for their district, subject to the election schedule shown above.  
5 Active members residing in the State of Washington may only vote in the district in  
6 which they reside. Active members residing outside the State of Washington may only  
7 vote in the out-of-state district ~~of the address of the agent they have designated within~~  
8 ~~the State of Washington for the purpose of receiving service of process as required by~~  
9 ~~APR 13, or, if specifically designated to the Executive Director, within the district of their~~  
10 ~~primary Washington practice.~~

11 b. – i. [Unchanged]

12 3. Eligibility Requirements: Election of At-Large Governors

13 At-Large Governors shall be elected by the Members as follows:

14 a. Member At-Large Governors: After notice of the position has been adequately provided  
15 to all members, the Diversity, Equity and Inclusion (DEI) Council shall forward at least  
16 three candidates who have a lived experience and knowledge of the needs of those  
17 members whose membership is or may be historically underrepresented in governance  
18 to the end that the BOG will be a more diverse and representative body than the results  
19 of the election of Governors based solely on ~~Congressional D~~istricts may allow.  
20 Diversity refers to meaningful representation of, and equal opportunities for, individuals  
21 who have a lived experience as a member from one or more historically  
22 underrepresented communities in the legal profession. Underrepresentation  
23 encompasses and is not limited to, race, disability, age, ethnicity, religion, sexual  
24 orientation, gender identity, and gender expression. The Executive Director shall then  
25 place all candidates forwarded by the DEI Council on the ballot to be elected by all

**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

1 eligible voting members. If the DEI Council forwards less than three candidates by May  
2 1, the Executive Director shall notify the BOG, which may, at its option, select additional  
3 qualifying candidates on its own or place only those candidates forwarded by the DEI  
4 Council on the ballot to be elected by all eligible voting members.

5 **D. – E.** [Unchanged]

6 **F. MEMBER RECALL OF GOVERNORS**

7 Any Governor may be removed from office by member recall. A recall vote is initiated by an Active  
8 member filing a petition for recall with the Executive Director. A petition for recall must identify the  
9 Governor, the Governor’s ~~congressional~~ district or at-large status, and the Governor’s term of office; set  
10 forth the basis for the recall; and contain the names and signatures of the Active members supporting  
11 the petition.

- 12 1. For ~~congressional~~ district Governors, the petition must be signed by five percent of the Active  
13 members of the Governor’s ~~congressional~~ district at the time of filing. Only members of the  
14 Governor’s district who are on Active status at the time of the vote are eligible to vote.
- 15 2. For the Young Lawyers At-Large Governor, the petition must be signed by five percent of the  
16 Young Lawyers as defined in Article XII of these Bylaws at the time of filing. Only Young Lawyers  
17 who are on Active status at the time of the vote are eligible to vote. For all other At-Large  
18 Governors, the petition must be signed by five percent of the Active members of the Bar at the  
19 time of filing, and only members on Active status at the time of the vote are eligible to vote.
- 20 3. The voting procedures set forth in the ~~“Election of Governors from Congressional Districts”~~  
21 Article VI.C.2 of these Bylaws will be used as a procedural guideline for conducting a recall vote,  
22 and a majority vote is sufficient to pass a recall petition.

23 **G. 2020 ELECTIONS** [Unchanged]

**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

1 Clean Copy:

2 **IV. GOVERNANCE**

3 **A. BOARD OF GOVERNORS**

4 [. . .]

5 **1. Composition of the Board of Governors**

6 The BOG will consist of (a) the President; (b) one Governor elected from each Congressional  
7 District, except in the Seventh Congressional District where members will be elected from  
8 separate geographic regions designated as North and South, and identified by postal zip codes  
9 as established by the Bar in accordance with these Bylaws and BOG policy; (c) one Governor  
10 elected from an out-of-state district comprising all regions outside Washington state; and (d)  
11 three Governors elected at-large pursuant to these Bylaws.

12 **2. Duties**

13 a. – c. [Unchanged]

14 d. Each Governor is expected to engage with members about BOG actions and issues, and  
15 to convey member viewpoints to the Board. In representing a district, a Governor will at  
16 a minimum: (1) bring to the BOG the perspective, values and circumstances of her or his  
17 district to be applied in the best interests of all members, the public and the Bar; and (2)  
18 bring information to the members in the district that promotes appreciation of actions  
19 and issues affecting the membership as a whole, the public and the organization.

20 e. – f. [Unchanged]

21 **3. Term** [Unchanged]

22 **4. Vacancy**

23 a. [Unchanged]

24 b. Response to a Vacancy

25 1) – 2) [Unchanged]

**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

3) If a Governor is removed due to recall and more than 12 months remain in that Governor’s term, a special election will be conducted using the general procedures set forth in Article VI.C.2 of these Bylaws. The application period for any special election held pursuant to this paragraph must be no less than 30 days and must, at a minimum, be prominently posted on the Bar’s website and e-mailed to all members eligible to vote in the election.

**VI. ELECTIONS**

**A. ELIGIBILITY FOR MEMBERSHIP ON BOARD OF GOVERNORS**

1. Governors from Congressional and Out-of-State Districts: Any Active member of the Bar, except a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply for election as Governor from the Congressional District, geographic regions within the Seventh Congressional District, or the out-of-state district, in which such person resides.

Members that have served as Governors for more than 48 consecutive months at time of filing an application, are not eligible to be nominated or apply for election or appointment as Governor from the Congressional District, At-Large Governor position, geographic regions within the Seventh Congressional District, or out-of-state district in which such person resides, for a period of 36 months after the conclusion of that term of service. Any disputes regarding the eligibility of a member to serve on the Board of Governors shall be addressed by the Board of Governors.

2. At-Large Governors: There will be a total of three At-Large Governor positions.

a. Two At-Large (“Member At-Large Governor”) Positions: Any Active member of the Bar, except a person who has previously served as a Governor for more than 48 consecutive months, may be nominated or apply.

**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

1           c. One Young Lawyer (“Young Lawyer At-Large Governor”) Position: Any Active lawyer  
2           member of the Bar who qualifies as a Young Lawyer as set forth in these Bylaws, except  
3           for a person who has previously served as a Governor for more than 48 consecutive  
4           months, may be nominated or apply.

5           3. Filing of nominations and applications must be in accordance with this Article.

6 **B. NOMINATIONS AND APPLICATIONS**

7           1. Applications for the Board of Governors elected from Congressional Districts and the out-of-  
8           state district must be filed in the office of the Bar not later than 5:00 p.m., on the 15th day of  
9           February of the year in which the election is to be held. If this deadline falls on a day in which  
10          the office of the Bar is closed, the deadline will be 5:00 p.m. of the following business day.

11          2. – 4. [Unchanged]

12 **C. ELECTION OF GOVERNORS**

13          1. Election of one Governor from each Congressional District and the out-of-state district and for  
14          the At-Large positions will be held every three years as follow:

15           a. Third, Sixth, Eighth Congressional Districts, and the North region of the Seventh  
16           Congressional District, and one At-Large Member Governor – 2014 and every three  
17           years thereafter.

18           b. First, Fourth, Fifth Congressional Districts, and the South region of the Seventh  
19           Congressional District, and one Young Lawyer At-Large Governor – 2015 and every three  
20           years thereafter.

21           c. Second, Ninth, Tenth Congressional Districts, and the out-of-state district, and one At  
22           Large Member Governor – 2013 and every three years thereafter.

23          2. Voting in the Election of Governors from Congressional Districts and out-of-state district will be  
24          conducted in the following manner:

**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

1           a. Eligibility to Vote. All Active members, as of March 1st of each year, are eligible to vote  
2           in the BOG election for their district, subject to the election schedule shown above.  
3           Active members residing in the State of Washington may only vote in the district in  
4           which they reside. Active members residing outside the State of Washington may only  
5           vote in the out-of-state district.

6           b. – i. [Unchanged]

7           3. Eligibility Requirements: Election of At-Large Governors

8           At-Large Governors shall be elected by the Members as follows:

9           a. Member At-Large Governors: After notice of the position has been adequately provided  
10           to all members, the Diversity, Equity and Inclusion (DEI) Council shall forward at least  
11           three candidates who have a lived experience and knowledge of the needs of those  
12           members whose membership is or may be historically underrepresented in governance  
13           to the end that the BOG will be a more diverse and representative body than the results  
14           of the election of Governors based solely on districts may allow. Diversity refers to  
15           meaningful representation of, and equal opportunities for, individuals who have a lived  
16           experience as a member from one or more historically underrepresented communities  
17           in the legal profession. Underrepresentation encompasses and is not limited to, race,  
18           disability, age, ethnicity, religion, sexual orientation, gender identity, and gender  
19           expression. The Executive Director shall then place all candidates forwarded by the DEI  
20           Council on the ballot to be elected by all eligible voting members. If the DEI Council  
21           forwards less than three candidates by May 1, the Executive Director shall notify the  
22           BOG, which may, at its option, select additional qualifying candidates on its own or place  
23           only those candidates forwarded by the DEI Council on the ballot to be elected by all  
24           eligible voting members.

25           **D. – E.** [Unchanged]



**Option 5:**  
**Suggested Amendments to WSBA Bylaws to Add Out-Of-State Governor**

1 **F. MEMBER RECALL OF GOVERNORS**

2 Any Governor may be removed from office by member recall. A recall vote is initiated by an Active  
3 member filing a petition for recall with the Executive Director. A petition for recall must identify the  
4 Governor, the Governor’s district or at-large status, and the Governor’s term of office; set forth the basis  
5 for the recall; and contain the names and signatures of the Active members supporting the petition.

6 1. For district Governors, the petition must be signed by five percent of the Active members of the  
7 Governor’s district at the time of filing. Only members of the Governor’s district who are on  
8 Active status at the time of the vote are eligible to vote.

9 2. For the Young Lawyers At-Large Governor, the petition must be signed by five percent of the  
10 Young Lawyers as defined in Article XII of these Bylaws at the time of filing. Only Young Lawyers  
11 who are on Active status at the time of the vote are eligible to vote. For all other At-Large  
12 Governors, the petition must be signed by five percent of the Active members of the Bar at the  
13 time of filing, and only members on Active status at the time of the vote are eligible to vote.

14 3. The voting procedures set forth in Article VI.C.2 of these Bylaws will be used as a procedural  
15 guideline for conducting a recall vote, and a majority vote is sufficient to pass a recall petition.

16 **G. 2020 ELECTIONS** [Unchanged]

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**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Renata Garcia, Chief Regulatory Counsel  
Bobby Henry, Associate Director for Regulatory Services  
**DATE:** June 14, 2024  
**RE:** Suggested Amendments to APR 3(c)(2) – Military Spouse Admission by Motion

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**ACTION:** The Board of Governors is asked to approve suggested amendments to APR 3(c)(2) with direction for staff to submit the suggested amendments to the Washington Supreme Court. The suggested amendments would reduce barriers to admission to the practice of law for lawyer spouses of active United States military servicemembers.

### **Background**

Lawyers who are spouses of active servicemembers in the United States military often need to relocate because their servicemember spouse is transferred to a new military station. Because of the relocation, the lawyer spouse or “military spouse” often needs to seek admission to practice law in multiple jurisdictions. Applying for admission to practice law is expensive both in terms of direct costs and in terms of lost income while awaiting admission. In 2019, to reduce the time and expense associated with applying for admission, the Washington Supreme Court adopted the “Military Spouse Admission by Motion” pathway for admission as a lawyer under APR 3(c)(2).

The military spouse admission by motion is similar to general admission by motion. However, unlike admission by motion, the WSBA Admissions Policies do not require the investigation and verification of the information to be done by the National Conference of Bar Examiners (NCBE); instead, it is done in-house by WSBA staff resulting in a faster and less expensive process for military spouse applicants. (The NCBE investigation takes approximately four to six months to complete and the NCBE collects an additional fee from the applicant which is currently \$550). Therefore, military spouse applicants become licensed relatively quickly while at the same time saving the cost of the NCBE investigation fee.

In addition, to qualify for military spouse admission by motion, the applicant cannot qualify for general admission by motion nor admission by UBE score transfer. Essentially, that means the only people who can qualify for military spouse admission by motion are people who do not have a transferrable UBE score and who do have less than three years of practice experience. With 41 jurisdictions administering the UBE, this significantly reduces the population who could qualify for military spouse admission. It could also apply to a small pool of people who have an old UBE score and have not been practicing recently.

Finally, the Washington Supreme Court is likely to adopt the recommendation from the Board of Governors to reduce the active legal experience for general admission by motion to one year. That will further reduce the pool of applicants who could qualify for military spouse admission by motion because that will eliminate the military spouse option for anyone with more than one year of practice in the preceding three years.

### **Suggested Amendments**

The suggested amendments would remove the criteria that the military spouse applicant not qualify for admission by motion and not qualify for admission by UBE score transfer (APR 3(c)(2)(B) & (C). Removal of these barriers will result in more equitable access for military spouses to the practice of law by allowing all military spouses who would otherwise qualify under the rule to take advantage of this more affordable and faster pathway to admission.

### **Information for Fiscal Analysis**

Provide information to help inform the Fiscal Analysis.

- *This is an existing process in RSD and the qualifying criteria are not built into the application system. Accordingly, we anticipate no expenses if implemented.*
- *Because it is a significant reduction in barriers for military spouses, we anticipate a handful of military spouse applicants to seek admission more than we would have had if the change were not implemented. Accordingly, we expect a small increase in revenue for the admissions cost center.*

### **Information for Equity Analysis**

Provide information to help inform the Equity Analysis:

- *This change will reduce barriers and level the field for all military spouses who would otherwise qualify to apply for admission and allow more military spouses to apply for admission in Washington in a timely and cost effective manner.*

WSBA RISK ANALYSIS: *This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

Provided separately, as confidential materials.

WSBA FISCAL ANALYSIS: *This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

The proposed amendments would have limited fiscal impact on both revenues and expenses for the WSBA. It is possible that there would be a small increase in the number of military spouses who would be seeking admission in Washington. While we cannot predict the number of people, the potential revenue would be based on the proposed fee for Admission by Motion of \$945<sup>1</sup>. There is no change to staff time needed to administer the application process, however there is WSBA staff time used to prepare this proposal and incorporate approved amendments to the relevant records. The staff time that would be allocated to this work is included in the overall

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<sup>1</sup> The current Admission by Motion fee is \$620. At their May 2, 2024 meeting, the Board of Governors approved an increase to admission fees, which includes the new fee of \$945 for Admission by Motion. The fee amounts are currently pending approval from the Supreme Court.

duties of existing WSBA staff and would not require additional staff or allocation of resources from other internal sources.

*WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

The purpose of the equity analyses is to understand how entities incorporated an equity lens into the action items presented to the Board of Governors. An equity lens is 1) identifying and centering people and communities most impacted decisions and/or 2) meeting people and communities according to their specific needs to produce fair and equal outcomes for all. The proposed change is intended to reduce barriers and level the field for all military spouses who would otherwise qualify to apply for admission and allow more military spouses to apply for admission in Washington in a timely and cost-effective manner. Available [data](#) shows that more than 80% of military spouses who are not in the military themselves are women and the rate of unemployment is more than the national average. Based on the information provided, it appears that there may be better equitable outcomes for underrepresented and marginalized people including women. Based on our review, there do not appear to any concerns about inequitable outcomes.

#### Attachments

*Suggested Amendments to APR 3(c)(2), markup copy*

*Suggested Amendments to APR 3(c)(2), clean copy*

## TITLE

### ADMISSION AND PRACTICE RULES

#### RULE 3. APPLICANTS FOR ADMISSION TO PRACTICE LAW

(a) – (b) [Unchanged.]

**(c) Lawyer Admission by Motion.**

(1) [Unchanged.]

(2) *Military Spouse Admission by Motion.* A lawyer admitted to practice law in another state or territory of the United States or the District of Columbia who is the spouse of an active duty service member of the United States Uniformed Services, as defined by the United States Department of Defense, is not required to sit for the lawyer bar examination if the applicant meets the following requirements:

(A) the applicant's spouse is stationed in Washington or will be stationed in Washington within six months of filing the application, and the applicant resides or will reside in Washington as the spouse of that member of the United States Uniformed Services within six months of filing the application;

~~(B) the applicant does not qualify for admission by motion under APR 3(e)(1);~~

~~(C) the applicant does not qualify for admission by UBE score transfer under APR 3(d);~~

~~(D)~~ the applicant files a certificate from each jurisdiction in which the applicant is admitted certifying the applicant's admission to practice and the date thereof, and current good standing or the equivalent; and

(~~C~~E) the applicant has no lawyer disciplinary sanctions or pending lawyer disciplinary or incapacity matters in any jurisdiction in which the applicant has been admitted.

**(d) – (i)** [Unchanged.]

## TITLE

### ADMISSION AND PRACTICE RULES

#### RULE 3. APPLICANTS FOR ADMISSION TO PRACTICE LAW

(a) – (b) [Unchanged.]

**(c) Lawyer Admission by Motion.**

(1) [Unchanged.]

(2) *Military Spouse Admission by Motion.* A lawyer admitted to practice law in another state or territory of the United States or the District of Columbia who is the spouse of an active duty service member of the United States Uniformed Services, as defined by the United States Department of Defense, is not required to sit for the lawyer bar examination if the applicant meets the following requirements:

(A) the applicant's spouse is stationed in Washington or will be stationed in Washington within six months of filing the application, and the applicant resides or will reside in Washington as the spouse of that member of the United States Uniformed Services within six months of filing the application;

(B) the applicant files a certificate from each jurisdiction in which the applicant is admitted certifying the applicant's admission to practice and the date thereof, and current good standing or the equivalent; and

(C) the applicant has no lawyer disciplinary sanctions or pending lawyer disciplinary or incapacity matters in any jurisdiction in which the applicant has been admitted.

(d) – (i) [Unchanged.]

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Renata Garcia, Chief Regulatory Counsel  
Bobby Henry, Associate Director for Regulatory Services  
**DATE:** June 14, 2024  
**RE:** Proposed Amendments to WSBA Bylaws for Delivery of Pre-Suspension Notice Under APR 17

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**FIRST READ:** These proposed amendments to the WSBA Bylaws would eliminate the requirement for the pre-suspension notice under APR 17 to be delivered by certified mail and instead only require either first-class mail or email. The requirement that the Bar also contact the member by email and phone after delivering the pre-suspension notice would remain unchanged.

The proposed amendments to the WSBA Bylaws would require that an administrative pre-suspension notice be delivered by either regular first-class mail or email only instead of by certified mail with return receipt. This would further advance the paperless goal for license renewal, reduce the staff time needed to assemble certified mail with return receipts, and substantially reduce postage paid. WSBA staff is seeking input from the Board of Governors and WSBA members on the pros and cons of delivery by either email only or by regular first-class mail.

#### Background

WSBA has been increasingly reducing the amount of paper involved in the annual license renewal process. This year was the second year the WSBA did not mail license renewal forms to members and the first year to send no paper reminders at all—all direct communication was by email. Information about license renewal is also published in the *Bar News* and on [wsba.org](http://wsba.org).

Members who fail to renew their licenses are subject to administrative suspension under APR 17. APR 17 directs the WSBA to determine pre-suspension notice requirements. Currently, the WSBA Bylaws require the WSBA to send members a paper pre-suspension notice by certified mail with return receipt. In addition, the WSBA must make at least one attempt to contact members by email and phone after the pre-suspension notice is delivered.

This year, the WSBA mailed 1,523 pre-suspension notices. The postage for each notice by certified mail return receipt requested is \$8.69.<sup>1</sup> Total certified mail postage this year was \$13,563. Of the 1,523 members receiving a pre-suspension notice, 220 members had their licenses suspended<sup>2</sup>. This is essentially no different from prior years despite members having received no paper notices this year prior to the pre-suspension notice. In fact, the number of pre-suspension notices has been declining since 2022, the last year WSBA mailed license renewal forms to members. In addition, we had fewer suspensions this year than last year. It is clear members are receiving the information WSBA emails to members about license renewal.

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<sup>1</sup> The postage rate for international certified mail is \$28.10; there were 17 international notices this year.

<sup>2</sup> One of the 220 was a House Counsel license which was terminated rather than suspended, as that is the consequence for failing to comply with all license renewal requirements under APR 8(f).



Year	Pre-Suspension Notices	License Suspensions
2024	1,523	220
2023	1,636	224
2022	1,909	216
2021	1,330	187

Eliminating the requirement to use certified mail would advance the paperless goal for license renewal by removing the extra paper involved with certified mail return receipt requested. In addition, certified mail is very labor-intensive requiring staff to go into the office and physically affix the green certified mail labels and return receipt cards to each envelope. Eliminating certified mail would free up approximately 50 hours of staff time.

WSBA staff is considering two options for delivery of the pre-suspension notice: by email or by regular first-class mail. For direct expenses, delivery by email would eliminate the full cost of postage by certified mail (\$13,563 this year) and the cost of the paper and envelopes. For delivery by first-class mail, it would reduce the cost of postage paid by only needing to pay the first-class mail rate of \$.68, which would've translated to \$12,199 in savings using this year as an example.

We do not anticipate the number of members suspended will increase due to eliminating the certified mail requirement. History shows us that the number of pre-suspension notices and suspensions remains fairly constant, if not trending downward, despite eliminating paper forms and reminders. In addition, WSBA will continue to call and email all members on the pre-suspension list after the notice is delivered.

This is not a novel approach to notifying members of a possible suspension of their license. In Oregon, not only are administrative pre-suspension notices delivered by email only, but failure to comply after the email notice results in an automatic suspension.<sup>3</sup>

WSBA regulatory staff look forward to the input from the Board of Governors and members on this issue.

#### Information for Fiscal Analysis

Provide information to help inform the Fiscal Analysis.

- *Described in memo.*

#### Information for Equity Analysis

Provide information to help inform the Equity Analysis:

- *We will use number of members ultimately suspended to indicate success or failure.*

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<sup>3</sup> See Section 6.7(e) of the Oregon State Bar Bylaws, <https://www.osbar.org/docs/rulesregs/bylaws.pdf>

*WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

Provided separately, as confidential materials.

*WSBA FISCAL ANALYSIS: This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

The fiscal impact of the proposal on direct costs for postage and staff time to prepare and mail paper notices are outlined in the memo. The estimated cost for paper and envelopes for notices in FY24 is less than \$100 for 1,523 notices. Additionally, WSBA staff time has been used to prepare this proposal and will require additional time to incorporate approved amendments to the relevant records. The staff time allocated to this work is included in the overall duties of existing WSBA staff and would not require additional staff or allocation of resources from other internal sources.

*WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

The purpose of the equity analyses is to understand how entities incorporated an equity lens into the action items presented to the Board of Governors. An equity lens is 1) identifying and centering people and communities most impacted decisions and/or 2) meeting people and communities according to their specific needs to produce fair and equal outcomes for all. It appears the people who may be most impacted by this decision are the people who may be suspended for lack of complying with license renewal requirements. Short of directly soliciting input from people who were sent pre-suspension notices, it may be helpful to review the aggregated demographic information of past groups of people who were sent pre-suspension notices over the last several years. Reviewing this information could assist with determining whether there may be unintended consequences to particular groups of members.

#### Attachments

- Proposed Amendments to WSBA Bylaws Article III Section J

## Proposed Amendments to WSBA Bylaws Article III Section J.3. Administrative Suspension

[page 15 of WSBA Bylaws Amended April 10, 2023]

### 3. Administrative Suspension

- a. Administrative suspensions are neither interim nor disciplinary suspensions, nor are they disciplinary sanctions. Except as otherwise provided in the APR and these Bylaws, a member may be administratively suspended for the following reasons:
  - 1) Nonpayment of license fees or late-payment fees;
  - 2) Nonpayment of any mandatory assessment (including without limitation the assessment for the Client Protection Fund);
  - 3) Failure to file a trust account declaration;
  - 4) Failure of a lawyer to file a professional liability insurance disclosure;
  - 5) Failure of a LLLT or LPO to provide proof of financial responsibility;
  - 6) Failure to comply with mandatory continuing legal education requirements;
  - 7) Nonpayment of child support;
  - 8) Failure to designate a resident agent or notify the Bar of change in resident agent or the agent's address;
  - 9) Failure to provide current information required by APR 13 or to notify the Bar of a change of information required by APR 13 within 10 days after the change; and
  - 10) For such other reasons as may be approved by the BOG and the Washington Supreme Court.
- b. Unless requirement for hearing and/or notice of suspension are otherwise stated in these Bylaws or the APR, ELC, ELPOC or ELLLTC, a member will be provided notice of the member's failure to comply with requirements and of the pendency of administrative suspension if the member does not cure the failure within 60 days of the date of the written notice, as follows:

#### [OPTION A]

- 1) Written notice of non-compliance will be sent one time by the Bar to a member at the member's address of record with the Bar ~~by registered or certified~~ **first class mail**. Such written notice will inform the member that the Bar will recommend to the Washington Supreme Court that the member be suspended from membership and the practice of law if the member has not corrected the deficiency within 60 days of the date of the notice.

#### [OPTION B]

- 1) Written notice of non-compliance will be sent one time by the Bar to a member **at the member's email address of record with the Bar** ~~by registered or certified~~ **mail**. Such written notice will inform the member that the Bar will recommend to the Washington Supreme Court that the member be suspended from membership and the practice of

law if the member has not corrected the deficiency within 60 days of the date of the notice.

- 2) In addition to the written notice described above, the Bar will make one attempt to contact the member at the telephone number(s) the member has made of record with the Bar and will speak to the member or leave a message, if possible. The Bar will also make one attempt to contact the member at the member's e-mail address of record with the Bar.
- c. Although not required to provide any additional notice beyond what is described above, the Bar may, in its sole discretion, make such other attempt(s) to contact delinquent members as it deems appropriate for that member's situation.
- d. A member failing to correct any deficiency after two months' written notice as provided above must be suspended from membership. The Executive Director must certify to the Clerk of the Supreme Court the name of any member who has failed to correct any deficiency, and when so ordered by the Supreme Court, the member will be suspended from membership in the Bar and from the practice of law in Washington. The list of suspended members may be provided to the relevant courts or otherwise published at the discretion of the BOG.

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Renata Garcia, Chief Regulatory Counsel  
Bobby Henry, Associate Director for Regulatory Services  
**DATE:** June 14, 2024  
**RE:** Proposed Amendments to WSBA Bylaws for Return to Active Status MCLE Requirements

**FIRST READ:** WSBA staff seek Governor and member feedback on proposed amendments to the WSBA Bylaws relating to the MCLE requirements for return to active status.

WSBA staff is seeking input from the Board of Governors and WSBA members on proposed amendments to the WSBA Bylaws relating to the MCLE requirements for WSBA members returning to active status and to the readmission process when it has been less than four years since the member voluntarily resigned. The proposed amendments to the WSBA Bylaws attempt to align the competency requirements for return to active status with admission to the bar, ensuring it is not more difficult for a member to return to active status than it is for someone to be admitted to the Bar for the first time. The amendments would also simplify and make consistent the MCLE requirements for members who are returning to active status. In addition, the proposed amendments more clearly define the process for readmission for those who voluntarily resigned within the last four years.

#### Background

WSBA members often change license status for various reasons. WSBA members can choose inactive, judicial, or pro bono status; and members can be suspended for administrative or disciplinary reasons. Members wishing to return to active status must meet the requirements established in the WSBA Bylaws to demonstrate continued minimum competence to practice law.

The methods used for determining minimum competence have evolved over the last 20 years. Twenty years ago, if a lawyer member was inactive or suspended for more than three years, taking and passing the bar exam was the only way to demonstrate minimum competence in order to return to active status. Several years later the requirement was to take and pass the bar exam if the member was inactive or suspended for more than five of the prior ten years, including non-consecutive time periods within the ten-year period. Several years later still, brings us to the current requirements for demonstrating minimum competence which are, in a very simplified manner, complete 45 MCLE credits for a lawyer member and, in addition, if the member was inactive or suspended for more than six years, attend a two-day real-time reinstatement course. The reinstatement course was designed as a substitute for the bar exam which is why it is currently offered only twice a year, like the bar exam. Finally, if a member is inactive or suspended for more than ten consecutive years without any active legal experience, i.e., law practice, law professor, or judge, then the member must take and pass the bar exam.

The specific MCLE requirements today vary for each member returning to active status depending on the member's current status and the length of time not on active status. This makes for a confusing and burdensome

process for both the members and staff. For example, a lawyer member who is inactive *less than* six years needs to complete 45 MCLE credits of any type or subject within the prior *six* years. However, if the lawyer member has been inactive for *more than* six years then the MCLE requirement is to complete 45 credits within the prior *three* years and the credits earned must meet the credit type or subject requirements consistent with a normal MCLE reporting period. In addition, the member must attend a real-time reinstatement course offered only twice a year and the credits do not count toward the 45 credits otherwise required.

An issue of equity and fairness also arises with the Board of Governors' recent approval of suggested amendments to the Admission and Practice Rules resulting from the recommendations of the Washington Bar Licensure Task Force approved by the Washington Supreme Court. If adopted by the Washington Supreme Court, the amendments will reduce the active legal experience requirement for admission by motion applicants to one year of active legal experience in the three years preceding the filing of the application (as opposed to 3 of 5 years). The unintended consequence of these amendments is that there will be more barriers for an inactive, judicial, or pro bono member to overcome to return to active status than there will be for a lawyer from another U.S. jurisdiction to be newly admitted into the Washington Bar when it comes to demonstrating minimum competence.

For example, take a situation where a WSBA member changes to inactive status and moves to California to practice law for seven years at which time the member wants to return to active status in Washington. The requirements for the WSBA member to return to active status would be to report 45 MCLE credits earned within the last three years and attend an in-person two-day real-time reinstatement course. The member may need to wait up to six months for the next available course as it is offered only twice per year. Compare this member's situation to a situation where a California lawyer has been practicing law for seven years and decides to apply for admission in Washington. With the expected adoption of the admission by motion amendments, the California lawyer will be admitted based on the seven years of active legal experience (when only one is required) with the only other significant requirement being to take and pass the online, open-book Washington Law Component test.

### Proposed Bylaws Amendments

In light of the suggested amendments to admission by motion and also because the requirements for returning to active status had not been reviewed for over a decade, WSBA staff undertook a review of the requirements for returning to active status with the primary goals of (1) ensuring it is not more difficult for a member to return to active status than it is for someone who is seeking admission to the Bar for the first time, (2) simplifying and streamlining the requirements where possible, and (3) maintaining appropriate standards to demonstrate minimum competence to protect the public.

In order to accomplish these goals, the proposed amendments bring an "active legal experience" factor into the minimum competence determination. Active legal experience is defined in APR 1(e)<sup>1</sup> and essentially means practicing law in another U.S. or English common law jurisdiction. Under this proposal, if a member can demonstrate active legal experience for at least one of the three years preceding the application (the same standard in the suggested amendments for admission by motion) then the member will be deemed to have demonstrated minimum competence and there will be no additional MCLE requirements. Significantly, this means

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<sup>1</sup> Active legal experience as a lawyer is defined in APR 1(e) as "experience in the active practice of law as a lawyer, including practice as a Pro Bono Status Lawyer licensed under APR 3(g), or as a teacher at an approved law school, or as a judge of a court of general or appellate jurisdiction or any combination thereof, in a state or territory of the United States or in the District of Columbia or in any jurisdiction where the common law of England is the basis of its jurisprudence;"

that judicial members will have no MCLE requirements to return to active status as their role as a judicial officer qualifies as active legal experience.

When a member cannot demonstrate active legal experience, then there will be MCLE requirements to demonstrate minimum competence. The proposal is to require a full standard reporting period's worth of credits<sup>2</sup> earned within the prior six years regardless of how long the member has been inactive or suspended and regardless of which status the member has prior to retuning to active status. If the member is inactive or suspended for more than six years, then the reinstatement course will be required but it will be offered as a recorded program so as not to delay the member's return to active status. The MCLE credits for the reinstatement course will count toward the total credits required rather than as additional required MCLE credits as is currently the case.

In cases where a member is inactive or suspended for ten consecutive years without active legal experience, the exam will continue to be the method for demonstrating minimum competence. We expect to be able to propose other options in lieu of the bar exam as alternative pathways to admission are developed and implemented.

Finally, the proposed amendments clarify that readmission after voluntary resignation must be by applying for admission under APR 3 unless it has been less than four years since the resignation, in which case the former member may choose to return to active under the WSBA Bylaws. Like other status changes, the amendments to the Bylaws for readmission after resignation incorporate the active legal experience as a means to demonstrate minimum competence; otherwise, equivalent MCLE requirements are imposed.

WSBA regulatory staff look forward to the input from the Board of Governors and members on this issue.

#### Information for Fiscal Analysis

Provide information to help inform the Fiscal Analysis.

- *The amendments affect procedural requirements for members returning to active status so no additional or loss of revenue expected in any of the RSD cost centers. The only fiscal impact anticipated is indirect staff resources needed to update procedures, websites, documents, etc.*
- *The amendments would reduce the number of people required to attend the reinstatement course which would reduce revenue to the CLE cost center.*

#### Information for Equity Analysis

Provide information to help inform the Equity Analysis:

- *The primary purpose of the amendments is to ensure that it is not more difficult for a member to return to active status than it is for someone who is seeking original admission to the Bar.*
- *The standards applied for members returning to active and for new members will be equivalent.*
- *The MCLE requirements for returning to active will be easier to understand for members and staff.*
- *The MCLE requirements will be consistent for all members returning to active status.*
- *The recorded reinstatement course option will reduce the amount of time to return to active so members will not face loss of income or opportunity while waiting for course availability.*

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<sup>2</sup> Members must earn a total of 45 MCLE credits as lawyers or 30 credits as LPOs and LLLTs, of which 15 must be law and legal procedure and 6 must be ethics.

### Attachments

- Proposed Amendments to WSBA Bylaws Article III Sections D, K, and N - Markup
- Proposed Amendments to WSBA Bylaws Article III Sections D, K, and N - Clean

WSBA RISK ANALYSIS: *This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

Provided separately, as confidential materials.

WSBA FISCAL ANALYSIS: *This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

The proposed amendments would require WSBA staff time used to incorporate any approved revisions to the relevant records. The staff time that would be allocated to this work is included in the overall duties of existing WSBA staff and would not require additional staff or allocation of resources from other internal sources. Additionally, the current reinstatement course required for members seeking to return to active status is administered by the WSBA CLE department, which offers the program both for reinstatement and the general membership in both a live format twice per year as well as in a recorded product format. WSBA CLE program fee is the same fee (\$399) regardless of live attendance or recorded product. Over the past five years, the average annual number of registrants for the program is 88, with a split of 38 to 59 of reinstatement versus general membership education. The proposal includes eliminating the live attendance requirement for reinstatement and instead allowing education through recorded product. It is likely that WSBA CLE would continue to hold at least one of the two live seminars in order to produce a recorded product so overall program cost would remain unchanged. The total revenue amount for the CLE fund would not likely change, instead revenue would shift between the CLE Seminars and Products cost centers (seminars would decrease and products would increase, with a net zero impact) due to members choosing the recorded product option over live attendance.

WSBA EQUITY ANALYSIS: *This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

The purpose of the equity analyses is to understand how entities incorporated an equity lens into the action items presented to the Board of Governors. An equity lens is 1) identifying and centering people and communities most impacted decisions and/or 2) meeting people and communities according to their specific needs to produce fair and equal outcomes for all. The goal of creating a system that is clearer and consistent, that is the same for similarly situated groups, and reduce the time it takes to move from inactive to active appears to be a welcomed change and ultimately provide fairer outcomes. As you seek input from Bar leaders and members, we suggest identifying what members may be most impacted by these changes – indirectly or directly – and seek input from those groups to consider and incorporate into any revised drafts.



## WSBA BYLAWS

### ARTICLE III. MEMBERSHIP

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#### D. CHANGE OF MEMBERSHIP STATUS TO ACTIVE

1. Members may change membership status as provided below.
  - a. **Transfer from Inactive to Active.**
    - 1) An Inactive member or Honorary member may transfer to Active by:
      - (a) paying an application and/or investigation fee and completing and submitting an application form, all required licensing forms, and any other required information. The fee in this paragraph is not required from an LPO or LLLT who has been inactive for 90 days or less;
      - (b) paying any MCLE late fees owed;
      - (c) demonstrating active legal experience as defined in APR 1(e) for at least one year of the three years preceding the filing of the application or completing MCLE requirements as outlined in subsection (d) below. Regardless of demonstrating active legal experience, if the member has been Inactive or a combination of Inactive, Pro Bono, Suspended, or Judicial for one year or less as of the date the application was submitted, and the member was required to report during that time period, then the member must establish MCLE compliance for that reporting period.
      - (d) completing MCLE requirements as outlined below when a member cannot demonstrate active legal experience as described in subsection (c) above. A member may use MCLE comity to meet the MCLE requirements of this section as provided for in APR 11(c)(6).
        - i. If the member has been Inactive or a combination of Inactive, Pro Bono, Suspended, or Judicial for one year or less as of the date the application was submitted and the member was not required to report during that time period, or if the member is changing status during their first MCLE reporting period, then the member has no additional MCLE requirements.
        - ii. If the member has been Inactive or a combination of Inactive, Pro Bono, Suspended, or Judicial for one year or less as of the date the application was submitted, and the member was required to report during that time period, then the member must establish MCLE compliance for that reporting period.
        - iii. If the member has been Inactive or a combination of Inactive, Pro Bono, Suspended, or Judicial for more than one year or up to six consecutive years as of the date the application was submitted, then the member must earning and report approved MCLE credits in a number and manner consistent with the requirements for one MCLE reporting period under APR 11 except that ~~within the six years preceding the return to Active status, and~~

~~reporting the total number of approved MCLE credits required for one reporting period for an Active member with the same license type, and paying any outstanding MCLE late fees that are owed the credits required in this section must be earned no earlier than six years prior to the date the application is submitted. If the member has been Inactive or a combination of Suspended and Inactive for less than one year, and the member would have been required to report during the time the member was Inactive and/or Suspended, the member must establish that the member is compliant with the MCLE reporting requirements for that reporting period before the member can change to Active. This paragraph does not apply to members transferring back to Active during their first MCLE reporting period;~~

- (e) passing a character and fitness review essentially equivalent to that required of all applicants for admission to the Bar, pursuant to APR 20-24.3; and
  - (f) paying the current Active license fee, including any mandatory assessments, less any license fee (not including late fees) and assessments paid as an Inactive member for the same year.
- 2) If a member ~~was has been~~ Inactive or any combination of ~~Suspended and~~ Inactive, Pro Bono, or Suspended in Washington for more than six consecutive years as of the date the application was submitted, the member must ~~earn MCLE credits in a manner consistent with the requirement for one reporting period for an Active member of the same license type, and these credits must be earned and reported within the three years preceding the return to Active status.~~ In addition to complying with subsection 1)(c) or (d) above, the member must complete a reinstatement/readmission course sponsored by the Bar, which must consist of education on law office management and professional responsibility (including the applicable RPC for the member's license type, proper handling of client funds and trust accounts, and client communications), legal research and writing, and changes in the law that apply to the member's license type, as follows:
- (a) For lawyer members, a minimum of 15 ~~live~~ MCLE credits, consisting of at least four credit hours on law office management and professional responsibility, at least three credit hours on legal research and writing, and the remaining credit hours on recent significant changes in the law;
  - (b) For LLLT members, a minimum of seven ~~live~~ MCLE credits, consisting of at least two credit hours on law office management and professional responsibility, at least one credit hour on legal research and writing, and the remaining credit hours on recent significant changes in the law in approved LLLT practice or core education areas;
  - (c) For LPO members, a minimum of seven ~~live~~ MCLE credits, consisting of at least two credit hours on professional responsibility, and the remaining credit hours on recent significant changes in the law covered by the approved LPO Study Topics.

~~The MCLE credits earned for the course will apply to the total credits required in subsection 1)(d) above. The member is required to pay the cost of the course. Any member completing such course will be entitled to credit towards mandatory continuing legal education requirements for all CLE credits for which such reinstatement/readmission course is accredited. The member must comply with all registration, payment, attendance, and other requirements for such the course, and will be responsible for obtaining proof of attendance at the entire course and submitting or having such proof of completion submitted to the Bar.~~

~~Periods of administrative and/or disciplinary suspension occurring immediately before or after a change to Inactive will be included when determining whether a member is required to take the readmission course. For purposes of determining whether a member has been Inactive and/or Suspended for more than six consecutive years, the period continues to run until the change to Active membership is completed, regardless of when the application is submitted to the Bar.~~

- 3) Any member seeking to change to Active who was Inactive or any combination of Suspended and Inactive in Washington and does not have active legal experience as defined in APR 1(e) in any jurisdiction for more than ten consecutive years as of the date the application is submitted, must, in addition to ~~is required to complete~~ the requirements in Art. III. Sec.D.1.a.(1)(a), ~~(b), (c) and (d),~~ (e) and (f) above, ~~and is also required to take and pass the examinations required for admission to the Bar for the member's license type.~~
- 4) A Disability Inactive status member may be reinstated to Active pursuant to the disciplinary rules applicable to their license type. Before being transferred to Active, after establishing compliance with the disciplinary rules, the member also must comply with the requirements in these Bylaws for Inactive members transferring to Active status.
- 5) A member of any type who has transferred to Inactive status during the pendency of a grievance or disciplinary proceedings may not be transferred to Active except as provided herein and may be subject to such discipline by reason of any grievance or complaint as may be imposed under the ELC, ELPOC, or ELLLTC.

#### **b. Transfer from Judicial to Active.**

A Judicial member may request to transfer to any other status, including Active. Upon a Judicial member's resignation, retirement, or completion of such member's term of judicial office, such member must notify the Bar within 10 days, and any Judicial member desiring to continue ~~his or her~~ an affiliation with the Bar must change to another membership status within the Bar.

- 1) A Judicial member who has complied with all requirements for maintaining eligibility to return to another membership status may transfer to Active by submitting an application for change to Active membership status, paying any MCLE late fees owed, and paying the then current Active license fee for the member's license type, including

any mandatory assessments, less any license fee (not including late fees) and assessments paid as a Judicial member for the same licensing year.

- ~~(a) paying the then current Active license fee for the member's license type, including any mandatory assessments, less any license fee (not including late fees) and assessments paid as a Judicial member for the same licensing year; and~~
- ~~(b) complying with the MCLE requirements for members returning from Inactive to Active. Either judicial continuing education credits or lawyer continuing education credits may be applied to the credit requirement for Judicial members transferring to Active. If judicial continuing education credits are applied, the standards for determining accreditation for judicial continuing education courses will be accepted as establishing compliance.~~

- 2) A Judicial member wishing to transfer to Active upon leaving service as a judicial officer who has failed in any year to provide the annual member registry information or pay the annual license fee required of Judicial members to maintain eligibility to transfer to another membership status shall, prior to transfer to Active, be required to pay the Active license fee for the member's license type for any years the registry information was not provided or the Judicial fee was not paid, in addition to complying with the requirements of ~~(a)~~ 1 above.

#### **c. Transfer from Pro Bono to Active**

A Pro Bono member may transfer to Active by complying with the requirements for members returning from Inactive to Active. There is no limit on how long a member may be Pro Bono before returning to Active status.

#### **d. Referral to Character and Fitness Board**

All applications for readmission, reinstatement or transfer to Active status will be reviewed by Bar staff and handled consistent with the provisions of APR 20-24.3. In all cases reviewed by it, the Character and Fitness Board has broad authority to recommend withholding a transfer to Active status or imposing conditions on readmission to Active status, which may include retaking and passing the licensing examination applicable to the member's license type. The member will be responsible for the costs of any investigation, examination, or proceeding before the Character and Fitness Board and the Washington Supreme Court.

[...]

### **K. CHANGING STATUS AFTER SUSPENSION**

1. Upon the completion of an ordered disciplinary or interim suspension, or at any time after entry of an order for an administrative suspension, a suspended member may seek to change status from suspended to any other membership status for which the member qualifies at the time the change in status would occur.

2. Before changing from suspended status, a member who is suspended pursuant to an interim or disciplinary suspension must comply with all requirements imposed by the Washington Supreme Court and/or the applicable disciplinary rules in connection with the disciplinary or interim suspension. Additionally, such member must comply with all other requirements as stated in these Bylaws and in the applicable APR.
3. ~~If a member was suspended from practice for more than one reason, all~~ All requirements associated with each ~~type of~~ reason for suspension must be met before the change from suspended status can occur.
4. Unless otherwise provided in the applicable APR, a suspended member may seek to change status by:
  - a. paying the required license fee and any assessments for the licensing year in which the status change is sought, for the membership status to which the member is seeking to change. For members seeking to change to Active or any other status from suspension for nonpayment of license fees, the required license fee will be the current year's license fee and assessments, the assessments for the year of suspension, and double the amount of the delinquent license fee and late fees for the license year that resulted in the member's suspension;
  - b. completing and submitting to the Bar an application for change of status, any required or requested additional documentation, and any required application or investigation fee, and cooperating with any additional character and fitness investigation or hearing that may be required pursuant to APR 20-24.3; ~~and~~
  - c. completing and submitting all licensing forms required for the license year for the membership status to which the member is seeking to change-;
  - d. paying any MCLE late fees owed; and
  - e. demonstrating active legal experience as defined in APR 1(e) for at least one year of the three years preceding the filing of the application, or, complying with the MCLE requirements for members returning from Inactive to Active as set forth in Art. III Sec. D.1.a.(1)(d) and D.1.a.2). ~~In addition to the above requirements:~~
    - 1) ~~Any member seeking to change to Active who was Suspended, or any combination of Suspended and Inactive, for less than six consecutive years must establish that within the six years prior to the return to active status, the member has earned and reported approved MCLE in a manner consistent with the requirements for one reporting period for an Active member with the same license type. However, if the member has been Suspended and/or Inactive for one year or less and the member was required to report MCLE compliance during the time the member was Suspended and/or Inactive, the member must establish that the member is compliant with the MCLE credits the member would have been required to report that period.~~
    - 2) ~~Any member seeking to change to Active who was Suspended, or any combination of Suspended and Inactive, for six or more consecutive years must establish that within the three years prior to the return to Active status, the member has earned and reported approved MCLE credits in a manner consistent with the requirement for one reporting period for an Active member with the same license type. In addition, the member must~~

~~have completed the applicable readmission/reinstatement course as set forth in Art. III, Sec.D.1.a)(2).~~

~~Any member completing such course will be entitled to credit towards mandatory continuing legal education requirement for all CLE credits for which such reinstatement/readmission course is accredited. It is the member's responsibility to pay the cost of attending the course. The member must comply with all registration, payment, attendance, and other requirements for such course, and will be responsible for obtaining proof of attendance at the entire course and submitting or having such proof submitted to the Bar.~~

5. Any member seeking to change to Active who was Suspended or any combination of Suspended and Inactive in Washington and does not have active legal experience as defined in APR 1(e) in any jurisdiction for more than ten consecutive years at the time the application is submitted, must, in addition to the requirements of Art. III, Sec. K.4.(a)-(d), above, take and pass the examinations required for admission to the Bar for the member's license type.

[...]

## **N. READMISSION AFTER VOLUNTARY RESIGNATION**

Any former lawyer or LPO member who has voluntarily resigned and who seeks readmission to membership must apply for admission under APR 3 unless the member has been voluntarily resigned for less than four years at the time the application is submitted, in which case the member may choose to apply as follows. do so in one of two ways: by filing an application for readmission in the form and manner prescribed by the Bar, including a statement detailing the reasons the member resigned and the reasons the member is seeking readmission, or by seeking admission by motion pursuant to APR 3(c) (if the former member is licensed as a lawyer in another U.S. jurisdiction and would otherwise qualify for admission under that rule).

1. A former member choosing to file filing an application for readmission less than four years after voluntary resignation in lieu of filing an application for admission under APR 3 must:
  - a. submit an application for readmission in the form and manner prescribed by the Bar, including a statement detailing the reasons for voluntarily resigning and the reasons for seeking readmission;
  - b. pay the an application fee equal to that of a general bar exam applicant, together with such amount as the BOG may establish to defray the cost of processing the application and the cost of investigation; and
  - c. establish that such person is morally, ethically, and professionally qualified to be licensed as the applicable member type and is of good moral character and has the requisite fitness to practice law consistent with the requirements for other applicants for admission to practice law as the applicable member type. An application for readmission will be subject to character and fitness investigation and review as described in APR 20-24.3, consistent with other applications for admission;

- d. demonstrate active legal experience as defined in APR 1(e) for at least one year of the three years preceding the filing of the application, or, earn and report approved MCLE credits in a number and manner consistent with the requirements for one MCLE reporting period under APR 11 within the six years preceding the return to Active status, and reporting the total number of approved MCLE credits required for one reporting period for an Active member with the same license type, and paying any outstanding MCLE late fees that are owed. except the credits required in this section must have been earned no earlier than six years prior to the date the application was submitted; In addition to the above requirements, if an application for readmission is granted and:
  - e. pay any MCLE late fees owed;
  - f. complete the reinstatement/readmission course as required in Art. III Sec. D.1.a.(2); and
    - 1) ~~it has been less than four consecutive years since the voluntary resignation, the applicant must establish:~~
      - (a) ~~that within the three years prior to readmission the former member has earned and reported approved MCLE credits in a manner consistent with the requirement for one reporting period for an Active member of the same license type, without including the credits that might otherwise be available from the reinstatement/readmission course; and~~
      - (b) ~~attend and complete the applicable Bar sponsored reinstatement/readmission course as set forth in Art. III.Sec.D.1.a.)(2).~~
    - 2) ~~it has been four or more consecutive years since the voluntary resignation, the applicant must take and pass the applicable examination required for admission.~~
  - g. upon successful completion of the above requirements, the former member must satisfy the preadmission requirements and be admitted by Supreme Court order as set forth in APR 5, except that a lawyer who has been resigned for less than four years need not take and pass the Washington Law Component;.
    - 1) ~~A lawyer who has been resigned for less than four years need not take and pass the Washington Law Component; and~~
    - 2) ~~A LLLT applicant who has been resigned less than four consecutive years need not demonstrate completion of substantive law-related work experience.~~
2. ~~A voluntarily resigned former member seeking readmission through admission by motion pursuant to APR 3(c) must comply with all requirements for filing such application and for admission upon approval of such application.~~

## WSBA BYLAWS

### ARTICLE III. MEMBERSHIP

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#### D. CHANGE OF MEMBERSHIP STATUS TO ACTIVE

1. Members may change membership status as provided below.
  - a. **Transfer from Inactive to Active.**
    - 1) An Inactive member or Honorary member may transfer to Active by:
      - (a) paying an application and/or investigation fee and completing and submitting an application form, all required licensing forms, and any other required information. The fee in this paragraph is not required from an LPO or LLLT who has been inactive for 90 days or less;
      - (b) paying any MCLE late fees owed;
      - (c) demonstrating active legal experience as defined in APR 1(e) for at least one year of the three years preceding the filing of the application or completing MCLE requirements as outlined in subsection (d) below. Regardless of demonstrating active legal experience, if the member has been Inactive or a combination of Inactive, Pro Bono, Suspended, or Judicial for one year or less as of the date the application was submitted, and the member was required to report during that time period, then the member must establish MCLE compliance for that reporting period.
      - (d) completing MCLE requirements as outlined below when a member cannot demonstrate active legal experience as described in subsection (c) above. A member may use MCLE comity to meet the MCLE requirements of this section as provided for in APR 11(c)(6).
        - i. If the member has been Inactive or a combination of Inactive, Pro Bono, Suspended, or Judicial for one year or less as of the date the application was submitted and the member was not required to report during that time period, or if the member is changing status during their first MCLE reporting period, then the member has no additional MCLE requirements.
        - ii. If the member has been Inactive or a combination of Inactive, Pro Bono, Suspended, or Judicial for one year or less as of the date the application was submitted, and the member was required to report during that time period, then the member must establish MCLE compliance for that reporting period.
        - iii. If the member has been Inactive or a combination of Inactive, Pro Bono, Suspended, or Judicial for more than one year or up to six consecutive years as of the date the application was submitted, then the member must earn and report approved MCLE credits in a number and manner consistent with the requirements for one MCLE reporting period under APR 11 except that



the credits required in this section must be earned no earlier than six years prior to the date the application is submitted.

- (e) passing a character and fitness review essentially equivalent to that required of all applicants for admission to the Bar, pursuant to APR 20-24.3; and
  - (f) paying the current Active license fee, including any mandatory assessments, less any license fee (not including late fees) and assessments paid as an Inactive member for the same year.
- 2) If a member has been Inactive or any combination of Inactive, Pro Bono, or Suspended in Washington for more than six consecutive years as of the date the application was submitted, the member must, in addition to complying with subsection 1)(c) or (d) above, complete a reinstatement/readmission course sponsored by the Bar, which must consist of education on law office management and professional responsibility (including the applicable RPC for the member's license type, proper handling of client funds and trust accounts, and client communications), legal research and writing, and changes in the law that apply to the member's license type, as follows:
- (a) For lawyer members, a minimum of 15 MCLE credits, consisting of at least four credit hours on law office management and professional responsibility, at least three credit hours on legal research and writing, and the remaining credit hours on recent significant changes in the law;
  - (b) For LLLT members, a minimum of seven MCLE credits, consisting of at least two credit hours on law office management and professional responsibility, at least one credit hour on legal research and writing, and the remaining credit hours on recent significant changes in the law in approved LLLT practice or core education areas;
  - (c) For LPO members, a minimum of seven MCLE credits, consisting of at least two credit hours on professional responsibility, and the remaining credit hours on recent significant changes in the law covered by the approved LPO Study Topics.

The MCLE credits earned for the course will apply to the total credits required in subsection 1)(d) above. The member must comply with all registration, payment, attendance, and other requirements for the course, and will be responsible for submitting proof of completion to the Bar.

- 3) Any member seeking to change to Active who was Inactive or any combination of Suspended and Inactive in Washington and does not have active legal experience as defined in APR 1(e) in any jurisdiction for more than ten consecutive years as of the date the application is submitted, must, in addition to the requirements in Art. III. Sec.D.1.a.(1)(a), (b), (e) and (f) above, take and pass the examinations required for admission to the Bar for the member's license type.
- 4) A Disability Inactive status member may be reinstated to Active pursuant to the disciplinary rules applicable to their license type. Before being transferred to Active, after establishing compliance with the disciplinary rules, the member also must comply with the requirements in these Bylaws for Inactive members transferring to Active status.

- 5) A member of any type who has transferred to Inactive status during the pendency of a grievance or disciplinary proceedings may not be transferred to Active except as provided herein and may be subject to such discipline by reason of any grievance or complaint as may be imposed under the ELC, ELPOC, or ELLTTC.

**b. Transfer from Judicial to Active.**

A Judicial member may request to transfer to any other status, including Active. Upon a Judicial member's resignation, retirement, or completion of such member's term of judicial office, such member must notify the Bar within 10 days, and any Judicial member desiring to continue an affiliation with the Bar must change to another membership status within the Bar.

- 1) A Judicial member who has complied with all requirements for maintaining eligibility to return to another membership status may transfer to Active by submitting an application for change to Active membership status, paying any MCLE late fees owed, and paying the then current Active license fee for the member's license type, including any mandatory assessments, less any license fee (not including late fees) and assessments paid as a Judicial member for the same licensing year.
- 2) A Judicial member wishing to transfer to Active upon leaving service as a judicial officer who has failed in any year to provide the annual member registry information or pay the annual license fee required of Judicial members to maintain eligibility to transfer to another membership status shall, prior to transfer to Active, be required to pay the Active license fee for the member's license type for any years the registry information was not provided or the Judicial fee was not paid, in addition to complying with the requirements of (1) above.

**c. Transfer from Pro Bono to Active**

A Pro Bono member may transfer to Active by complying with the requirements for members returning from Inactive to Active. There is no limit on how long a member may be Pro Bono before returning to Active status.

**d. Referral to Character and Fitness Board**

All applications for readmission, reinstatement or transfer to Active status will be reviewed by Bar staff and handled consistent with the provisions of APR 20-24.3. In all cases reviewed by it, the Character and Fitness Board has broad authority to recommend withholding a transfer to Active status or imposing conditions on readmission to Active status, which may include retaking and passing the licensing examination applicable to the member's license type. The member will be responsible for the costs of any investigation, examination, or proceeding before the Character and Fitness Board and the Washington Supreme Court.

[...]

## **K. CHANGING STATUS AFTER SUSPENSION**

1. Upon the completion of an ordered disciplinary or interim suspension, or at any time after entry of an order for an administrative suspension, a suspended member may seek to change status from suspended to any other membership status for which the member qualifies at the time the change in status would occur.
2. Before changing from suspended status, a member who is suspended pursuant to an interim or disciplinary suspension must comply with all requirements imposed by the Washington Supreme Court and/or the applicable disciplinary rules in connection with the disciplinary or interim suspension. Additionally, such member must comply with all other requirements as stated in these Bylaws and in the applicable APR.
3. All requirements associated with each reason for suspension must be met before the change from suspended status can occur.
4. Unless otherwise provided in the applicable APR, a suspended member may seek to change status by:
  - a. paying the required license fee and any assessments for the licensing year in which the status change is sought, for the membership status to which the member is seeking to change. For members seeking to change to Active or any other status from suspension for nonpayment of license fees, the required license fee will be the current year's license fee and assessments, the assessments for the year of suspension, and double the amount of the delinquent license fee and late fees for the license year that resulted in the member's suspension;
  - b. completing and submitting to the Bar an application for change of status, any required or requested additional documentation, and any required application or investigation fee, and cooperating with any additional character and fitness investigation or hearing that may be required pursuant to APR 20-24.3;
  - c. completing and submitting all licensing forms required for the license year for the membership status to which the member is seeking to change;
  - d. paying any MCLE late fees owed; and
  - e. demonstrating active legal experience as defined in APR 1(e) for at least one year of the three years preceding the filing of the application, or, complying with the MCLE requirements for members returning from Inactive to Active as set forth in Art. III Sec. D.1.a.(1)(d) and D.1.a.2).
5. Any member seeking to change to Active who was Suspended or any combination of Suspended and Inactive in Washington and does not have active legal experience as defined in APR 1(e) in any jurisdiction for more than ten consecutive years at the time the application is submitted, must, in addition to the requirements of Art. III, Sec. K.4.(a)-(d), above, take and pass the examinations required for admission to the Bar for the member's license type.

[...]

## **N. READMISSION AFTER VOLUNTARY RESIGNATION**

Any former lawyer or LPO member who has voluntarily resigned and who seeks readmission to membership must apply for admission under APR 3 unless the member has been voluntarily resigned for less than four years at the time the application is submitted, in which case the member may choose to apply as follows.

1. A former member choosing to file an application for readmission less than four years after voluntary resignation in lieu of filing an application for admission under APR 3 must:
  - a. submit an application for readmission in the form and manner prescribed by the Bar, including a statement detailing the reasons for voluntarily resigning and the reasons for seeking readmission;
  - b. pay an application fee equal to that of a general bar exam applicant;
  - c. establish that such person is morally, ethically, and professionally qualified to be licensed as the applicable member type and is of good moral character and has the requisite fitness to practice law consistent with the requirements for other applicants for admission to practice law as the applicable member type. An application for readmission will be subject to character and fitness investigation and review as described in APR 20-24.3, consistent with other applications for admission;
  - d. demonstrate active legal experience as defined in APR 1(e) for at least one year of the three years preceding the filing of the application, or, earn and report approved MCLE credits in a number and manner consistent with the requirements for one MCLE reporting period under APR 11 except the credits required in this section must have been earned no earlier than six years prior to the date the application was submitted;
  - e. pay any MCLE late fees owed;
  - f. complete the reinstatement/readmission course as required in Art. III Sec. D.1.a.(2); and
  - g. upon successful completion of the above requirements, the former member must satisfy the preadmission requirements and be admitted by Supreme Court order as set forth in APR 5, except that a lawyer who has been resigned for less than four years need not take and pass the Washington Law Component.

**pro**

**TO:** WSBA Board of Governors

**CC:** Terra Nevitt, Executive Director

**FROM:** Doug Ende, Chief Disciplinary Counsel  
Renata Garcia, Chief Regulatory Counsel

**DATE:** June 24, 2024

**RE:** Inactive License Fee Exemption Due to Significant Health Condition

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**FIRST READ:** Discussion and first read of proposed WSBA Bylaws amendment to provide for an exemption of the inactive license fee for members who are on inactive status because they are experiencing a significant health condition.

Since March 2023, WSBA regulatory staff have been consulting with the Disciplinary Advisory Round Table (DART) on the development of an improved process to address member requests to transfer to disability inactive status when no grievance or disciplinary proceeding is pending. At the March 20, 2024 meeting of the DART, the DART members reached a general consensus to recommend that WSBA staff pursue a process or program whereby a WSBA member who is unable to practice law because of mental or physical incapacity could apply for an exemption or waiver of the annual inactive license fee when seeking to transfer to inactive status. On July 8, 2024, WSBA staff will present this proposal to the DART and ask for its endorsement.

### **Background**

The primary purpose of disability proceedings under the Rules for Enforcement of Lawyer Conduct (ELC) (and related disciplinary rules for LPOs and LLLTs) – consistent with the Supreme Court’s overarching GR 12.1 regulatory objectives – is to protect the public. Under the rules and Supreme Court precedent, it is incumbent on the Bar in such proceedings to ensure members have representation when unable to represent themselves. When a member exhibits conduct during an investigation that could indicate a lack of physical or mental capacity to practice law, or such conduct is reported to the WSBA, or when a member exhibits conduct during a disciplinary proceeding that could indicate an inability to assist counsel in defending a disciplinary proceeding and/or a lack of physical or mental capacity to practice law, then the rules authorize the initiation of disability proceedings under ELC Title 8. Disability proceedings may involve a hearing (ELC 8.2 or 8.3) or stipulation (ELC 8.4) resulting in the transfer of the member’s license to disability inactive status. A transfer to disability inactive status can also happen automatically when a member is found by a court to be incompetent or lack capacity. See ELC 8.1. While on disability inactive status, a member does not pay a WSBA license fee. Accordingly, the member does not have an annual license renewal and does not receive general communications from the WSBA. To return to active status, the member must initiate a proceeding under the disciplinary procedural rules to establish that the reason for the transfer to disability inactive status has been removed. See ELC 8.8(a).

The ELC do not anticipate situations where a member voluntarily chooses to transfer to disability inactive status when there is no third-party allegation of incapacity, no grievance, and no pending disciplinary proceeding.

Nevertheless, the WSBA has permitted members to voluntarily seek disability inactive status through a stipulation under ELC 8.4. There is general agreement that in the context of voluntary requests, this approach is not ideal. Such members do not expect to become involved with the Office of Disciplinary Counsel, the Disciplinary Board, or the procedures applicable to disability proceedings under the ELC, including appointment of counsel and production of evidence of physical or mental condition related to the asserted lack of capacity. In addition, the ELC-based process is time-intensive and work-intensive for both the member and WSBA staff. Because the process is time consuming, it often cannot be completed in time to achieve a status change before the annual licensing fee due date, which is the reason many members seek such a status change in the first place. A voluntary transfer to disability inactive status can also be considered stigmatizing because, upon transfer, disability inactive status is public and public-facing information.

Accordingly, when considering the various alternative methods for implementing an inactive license fee exemption for members experiencing a significant health condition, WSBA staff focused on creating a process that would 1) avoid the burden of an ELC Title 8 proceeding in the discipline system, 2) grant financial relief to a member who is unable to practice law, and 3) address the concern of a potentially stigmatizing "disability inactive" status.

In addition, WSBA staff wanted to make the request process as easy and unobtrusive as possible for the member while also keeping the administrative process for staff as simple and efficient as possible.

## **Proposal**

The WSBA staff proposes a relatively simple process whereby a member who is experiencing a significant health condition can simply transfer to "regular" inactive status and then request an exemption of the inactive license fee on an annual basis. Only members who certify they are experiencing a significant health condition that is either (1) the reason for the member transferring to inactive status, or (2) preventing the member from returning to active status, would qualify for the inactive license fee exemption. This is not the same standard as used in ELC 8.3(b)(3) which requires a member to be "unable to practice law because of mental or physical incapacity."

Members would be able to submit a request using a simple online form on which they declare they are experiencing a significant health condition that is the reason for transferring to inactive status or that is preventing them from returning to active status. The form would not ask members to disclose the disability, condition, or any related medical records, but the WSBA may request reasonable documented proof. The request would only be used for purposes of waiving the inactive license fee. Members would be able to request the exemption annually by the license renewal deadline of February 1, which is the same deadline for the extreme financial hardship exemption for the active license fee. See WSBA Bylaws Art. I Sec. 5.

We expect only a handful of members to make a request for the exemption. Attached are disability inactive statistics from the last ten years demonstrating that the number of members transferring to disability inactive status ranges from two to seven members each year. Due to the small number of anticipated requests, we expect most if not all requests would be approved upon initial review. One or two might require a follow-up inquiry from WSBA staff to cure deficiencies such as lacking a signature. On rare occasions a request could potentially be rejected, e.g., when a transfer request is submitted by a person other than the member.

Because the member would change to inactive status through an administrative rather disciplinary process, the member's public status on the Legal Directory would simply be inactive like any other member on inactive status. This will hopefully allow members concerned about stigma associated with a "disability inactive" status to seek an

appropriate status adjustment without public labeling. The fee exemption affords the member the added financial benefit of a waived license fee while they focus on their health condition rather than a time-consuming disability proceeding under the ELC.

Finally, just like any member in inactive status, a member who previously sought this relief will be able to follow the standard process to return to active status as set by the WSBA Bylaws. The process starts with the member requesting an application to change to active status and paying a \$100 fee. WSBA staff then provides personalized instructions to the member (the requirements to return to active status vary depending on how long a member is in inactive status). The application is generally processed within two weeks, which is substantially shorter than an ELC 8.8 reinstatement proceeding to determine whether the disability has been removed.

The inactive license fee exemption can be implemented by amending the WSBA Bylaws and developing a request process or form to occur during the annual license renewal season. A draft of proposed amendments to the WSBA Bylaws is attached.

We look forward to the input from the Board of Governors and members on this issue.

#### Information for Fiscal Analysis

- *Possibly one to four inactive members per year might qualify and take advantage of this exemption.*
- *Staff time will be needed to develop a process in online licensing for this exemption. Part of existing staff duties.*

#### Information for Equity Analysis

- *The memo identifies the equity considerations.*

#### Attachments

1. WSBA Transfers To and From Disability Inactive Status Statistics
2. Proposed WSBA Bylaws Provision for Inactive License Fee Exemption

*WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

Provided separately as confidential materials.

*WSBA FISCAL ANALYSIS: This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

The fiscal impact of this proposal includes a minimal reduction in licensing fee revenue and staff time used to support the development of the proposal, revise internal processes, incorporate any approved revisions to the relevant records, and administer the exemption process. Based on the historical number of members who have transferred to disability inactive status included in attachment 1, there is an average total of 5 people per year transferring from

various statuses (suspended, active, inactive) to disability inactive status. The estimated reduction in license fee revenue is approximately \$1,000-\$2,300 assuming a total of 5 members per year and depending on the member's current status. Exemption of fees for members going from active status at the full fee rate is \$458 per person (members with three or more years of practice) and \$200 for those with regular inactive status. For expenses, the staff time allocated to this work to date and needed if the proposal is approved is included in the overall duties of existing WSBA staff and would not require additional staff or allocation of resources from other internal sources.

*WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

To be provided separately as late materials



**WSBA Transfers To and From Disability Inactive Statistics**

<b>Currently on Disability Inactive Status</b>	<b>78</b>
<b>As of June 4, 2024</b>	

<b>From Status TO Disability Inactive</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>10-Year Total</b>
<b>Suspended</b>	1	2	1	1	1	4	2	1	2	1	2		
<b>Active</b>	2	3	4	2		2	0	2	2	2	1	2	
<b>Inactive</b>	4		1	1	1		2	4	1		1		
<b>Total</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>55</b>

<b>To Status FROM Disability Inactive</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>10-Year Total</b>
<b>Suspended</b>			1		1								
<b>Resigned in Lieu of Discipline</b>	1												
<b>Disbarred</b>	1	1											
<b>Inactive</b>					1								
<b>Active</b>								1					
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

**Proposed Amendments to WSBA Bylaws Article III Section I.**

**New Provision for Inactive License Fee Exemption Due to Significant Health Condition**

**6. Inactive License Fee Exemption Due to Significant Health Condition**

The Executive Director may grant an exemption from payment of the annual license fee by any Inactive member who is experiencing a significant health condition that is either (1) the reason for the member transferring to inactive status, or (2) preventing the member from returning to active status. A request must be submitted on or before February 1<sup>st</sup> of the year for which the exemption is requested. Inactive license fee exemptions under this section are for one calendar year only. An exemption request under this section can be submitted annually. Denial of an exemption request is not appealable.

**67. License Fee Referendum**

[No Changes.]

**TO:** WSBA Board of Governors  
**FROM:** Kyle Sciuchetti, Chair of the Task Force Administering Xenial Involvement with Court Appointed Boards  
Terra Nevitt, Executive Director  
**DATE:** June 28, 2024  
**RE:** Proposed Policy for WSBA's Administration of Supreme Court Boards.

**SECOND READ/ACTION: Approve Proposed Policy for WSBA's Administration of Supreme Court Boards for Consideration by the Washington Supreme Court**

The Task Force Administering Xenial Involvement with Court Appointed Boards (TAXICAB) is seeking the Board of Governors' approval to propose the attached policy for WSBA's administration of Supreme Court boards ("the Boards") to the Washington Supreme Court for adoption. This policy was presented for discussion at the March 3-4, 2023 BOG meeting, for a first reading at the June 23-24, 2023 BOG meeting. It was presented for a second reading at the May 2-3, 2024 meeting where it was tabled to the July 18-19, 2024 meeting.

The policy has not been changed since it was presented in May, however the redline of the policy is now included.

#### Attachments

- Proposed Policy for WSBA's Administration of Supreme Court Boards – CLEAN
- Proposed Policy for WSBA's Administration of Supreme Court Boards – REDLINE
- April 6, 2024 Memo to the Board of Governors Re Proposed Policy for WSBA's Administration of Supreme Court Boards (for May 2024 BOG Meeting)
- June 8, 2023 Memo to the Board of Governors Re Proposed Policy for WSBA's Administration of Supreme Court Boards (for June 2023 BOG Meeting)
- February 15, 2023 Memo to Board of Governors Re Proposed Policy for WSBA's Administration of Supreme Court Boards, including Legal, Fiscal, and Equity Analyses (for March 2023 BOG Meeting)
- February 26, 2021 Executive Director Memo Re WSBA's Administration of Supreme Court Entities Background and Authority

## **Joint Administration Policy Between the Washington State Bar Association and the Supreme Court Boards**

### **1.0 Introduction**

Under Washington State Court [General Rule 12.3](#), the Supreme Court (Court) delegates to the Washington State Bar Association (WSBA),

“[t]he authority and responsibility to administer certain boards and committees established by court rule or order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions.”

Supreme Court Boards (Boards) report directly to the Court. The duties and functions these Boards perform on behalf of the Court are important to the public, the Court, and WSBA and its members.

### **2.0 Scope**

This policy applies to all current and future Supreme Court Boards administered by WSBA.

### **3.0 Board Independence**

Supreme Court Boards are created by and derive their authority from the Washington Supreme Court. Boards set their own priorities and goals and determine how to carry out their duties and functions as authorized by the Supreme Court. Boards' independence does not limit WSBA's authority or responsibilities under GR 12.3 or to direct its own activities, including taking action to protect the WSBA from liability.

#### **3.1 Effect of Court Rules and Statutes on Board or Committee Independence**

Boards are subject to Washington Statutes, and Washington court rules and orders, including such court orders or rules that authorized the Board, and which regulate each Board's duties and functions. This specifically includes GR 12.4 governing records and public access to records.

#### **3.2 WSBA's Administration of Boards**

WSBA recognizes that GR 12.3 provides each Board independence in terms of carrying out its activities consistent with any Court order or rule authorizing its existence. WSBA and the Boards will work cooperatively and maintain respect for the Boards' independence as needed to ensure that the Boards can carry out

their duties and functions as authorized by the Supreme Court and that the WSBA can fulfill its duties under GR 12.3.

### **3.3 Communication with the Public**

WSBA acknowledges that Boards have the authority to communicate with the public. Boards will not state that any communication is being made on behalf of WSBA. Boards will not use WSBA letterhead for any public communication. Boards will not knowingly engage in any communications that would subject the WSBA to liability. If there is a reasonable question as to the risk a communication might pose, Boards will seek input from the Executive Director prior to publishing or distributing the communication. The prohibition on using WSBA letterhead does not apply to communications related to regulatory matters.

### **3.4 Lobbying Activities**

WSBA acknowledges that Boards, in order to carry out their mission, may take positions on matters of public interest. These positions may include communicating with federal, state, and local governmental and community leaders. Constitutional limitation on the use of compelled license fees apply to the Boards' activities to the extent that they are funded by license fees.

### **3.5 WSBA Policy Changes**

When there is proposed change to a WSBA policy, a proposed adoption of a new WSBA policy, or a WSBA proposal to change a Court rule, that the Executive Director believes will directly affect a Board's activities or functions, The Executive Director or their designee will notify the potentially affected Board(s) of the proposal as soon as is practicable and prior to final action, so each Board shall have the opportunity for comment with the Board of Governors, the Executive Director, and the Court.

### **3.6 Board Action**

When a Board is considering taking action that it believes may expose the WSBA to liability, the Board chair will take steps to ensure that the WSBA Executive Director receives notice of the proposed action. The notice will be given so that the WSBA will have adequate time to provide input into the Board's decision-making process.

## **4.0 Staffing**

The Executive Director provides and manages staff for each Board.

### **4.1 Staff Liaison**

The Executive Director shall assign a staff member to serve as a Staff Liaison to each Board. The Staff Liaison shall serve as the primary contact between the Board and WSBA. The Executive Director shall allocate additional staff time to

support each Board in carrying out its duties and functions based on the projected workload for the Board and overall WSBA capacity.

#### **4.2 Staff Liaison Responsibilities and Duties**

The WSBA Staff Liaison will work with the Board and make available other WSBA resources as needed and available given WSBA's overall capacity.

The Staff Liaison is not a member of the Board. The Staff Liaison will not vote on matters before a Board that requires Board approval. The presence or absence of the Staff Liaison at any meeting does not affect the quorum for a meeting.

Although a Staff Liaison represents WSBA to the Board it is not the responsibility of the Staff Liaison to direct how the Board proceeds.

#### **4.3 Staff Liaison and Support Personnel are WSBA Employees**

Staff Liaisons supporting a Board are WSBA employees and will be hired and have their job performance evaluated per the WSBA Employee Handbook and other WSBA personnel policies.

When evaluating the performance of WSBA staff, the Executive Director, through their representative, should solicit feedback from each Board regarding the performance of the Staff Liaison and any supporting staff working with that Board.

The Board is not involved in the hiring of WSBA staff. However, with any employee whose primary or exclusive role is to support the duties and functions of a Board, WSBA should seek and may receive input from the Board as to skills and experience required for the role.

#### **4.4 Board or Committee Membership**

Each Board or Committee will add members to the Board and Committee per the Court rule or order that authorized and regulates the Board or Committee.

#### **4.5 Board of Governors Liaison**

The WSBA President may appoint a liaison between the Board of Governors and a Board.

The Board of Governor Liaison is not a member of the Board. They will not vote on matters before a Board that require Board approval. The presence or absence of the Board of Governors Liaison does not affect the quorum for a meeting.

#### **4.6 Internal Structure of a Board**

Unless otherwise defined by the court order or rule which authorizes and regulates a Board, the internal structure, such as the creation of subcommittees and appointment of members to such subcommittees, designating a chair or sub-chairs, and other decisions about how the Board conducts its duties and functions, is the sole province of each Board.

## **5.0 Oversight and Compliance Monitoring**

Consistent with GR 12.3, WSBA shall oversee and monitor the compliance of Court Boards with the court rules and orders which authorize and regulate it. This includes GR 12.4 and First Amendment limitations relating to use of compelled license fees.

### **5.1 Reporting to the Court and WSBA**

Boards shall submit an annual report to the Court and submit a copy of the report to the Executive Director and the Board of Governors. Boards shall submit other reports as stated in the court rules and orders authorizing them.

If the court rule or order which authorizes or regulates each Board is silent on the structure of an annual report the Board shall decide the format of the report.

### **5.2 Resolving Compliance Issues**

#### **5.2.1 Good Faith Standard—First Attempt to Resolve**

If the Staff Liaison has a good faith belief that a Board is not complying with the court rules or orders which authorize and regulate the Board, the Staff Liaison shall first attempt to resolve the matter with the Board.

#### **5.2.2 Escalation to Executive Director**

If resolution fails and/or if the Staff Liaison is unable to address the matter directly, the Staff Liaison shall report any perceived non-compliance issue to the WSBA Executive Director who should attempt to work directly with the Board to resolve the issue.

#### **5.2.3 Escalation to the Court**

If these parties cannot resolve the matter, it may be presented to the Court for resolution.

## **6.0 Budget and Expenditures**

### **6.1 Annual WSBA Budget Process**

The Staff Liaison works collaboratively with the Board, and the Executive Director or their designee, to develop a budget that will allow the Board to fulfill its duties and functions, consistent with the rules and orders that authorize and regulate the Board.

The Board's budget will be submitted for approval to the Board of Governors as part of WSBA's overall budget.

WSBA and the Board of Governors cannot pass a budget for a Board without an opportunity for the Board to provide input to the WSBA and Board of Governors.

### **6.2 Funding Outside the Annual Budget Process**

A Board may request additional funding outside of the budget cycle.

Such requests should be submitted to the Executive Director and will be considered by the Executive Director, the Budget & Audit Committee, or Board of Governors as authorized by WSBA Fiscal Policies & Procedures.

### **6.3 Funding a Board Duties and Functions as Described by GR 12.3**

All reasonable and necessary Board duties and functions as defined by each Board's court order or rule must remain funded at a level that ensures the duties and functions can be met. The Boards acknowledge that WSBA has the authority to establish the budget for the WSBA and the Boards. The WSBA acknowledges that this authority cannot be used to interfere with a Board's independence as defined in section 3.0.

### **6.4 Board Fundraising**

A Board may seek additional funding, above and beyond the funding which WSBA provides, including grants for a particular duty or function from a government, private, or public sector entity.

If a Board raises such funds, then WSBA shall not reduce the budget of the Board because of the funds raised, unless it is for the same work.

As a Board is not a legal entity entitled to have and manage a bank account, the Board will need to seek the approval of WSBA, the Washington State Bar Foundation (WSBF), or with the approval of WSBA or the Court another appropriate entity to accept and manage such funds on behalf of the Board.

## **7.0 Other Actions**

Consistent with GR 12.3, WSBA may engage in other activities that are necessary and proper to enable Boards to carry out their duties and functions consistent with the overall capacity of WSBA. This might include access to other WSBA resources and teams, including communication channels, design and publication services, website presence, financial analysis, WSBA technology, and continuing legal education.

## **8.0 Immunity & Indemnification**

### **8.1 Immunity**

If a court order or rule that authorizes and regulates a Board extends immunity to the Board and the members serving on a Board, WSBA shall cooperate with the Board and the Court to provide and defend such immunity.

### **8.2 Indemnification from Lawsuits**

WSBA Bylaw Article XIV indemnification applies to members of court created boards described by this policy to the same extent as volunteers appointed by the WSBA.



## Joint Administration Policy Between the Washington State Bar Association and the Supreme Court Boards

### 1.0 Introduction

Under Washington State Court [General Rule 12.3](#), the Supreme Court (Court) delegates to the Washington State Bar Association (WSBA),

“[t]he authority and responsibility to administer certain boards and committees established by court rule or order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions.”

Supreme Court Boards (Boards) report directly to the Court. The duties and functions these Boards perform on behalf of the Court are important to the public, the Court, and WSBA and its members.

### 2.0 Scope

This policy applies to all current and future Supreme Court Boards administered by WSBA, ~~including:~~

- ~~• Access to Justice (ATJ) Board~~
- ~~• Disciplinary Board~~
- ~~• Limited License Legal Technician (LLLT) Board~~
- ~~• Limited Practice Board~~
- ~~• Mandatory Continuing Legal Education Board~~
- ~~• Practice of Law Board~~

### 3.0 Board Independence

Supreme Court Boards are created by and derive their authority from the Washington Supreme Court. ~~They are independent from WSBA in that they~~ **Boards** set their own priorities and goals and determine how to carry out their duties and functions as authorized by the Supreme Court. Boards’ independence does not limit WSBA’s authority or responsibilities ~~iesy~~ under GR 12.3 or to direct its own activities, including taking action to protect the WSBA from liability.

#### 3.1 Effect of Court Rules and Statutes on Board or Committee Independence

Boards are subject to ~~all~~ Washington Statutes, and Washington court rules and orders, including such court orders or rules that authorized the Board, and which

regulate each Board's duties and functions. This specifically includes GR 12.4 governing records and public access to records.

### 3.2 Construing GR 12.3 WSBA's Administration of Boards

WSBA recognizes that GR 12.3 provides each Board independence in terms of carrying out its activities consistent with any Court order or rule authorizing its existence. WSBA and the Boards will work cooperatively and maintain respect for the Boards' independence as needed to ensure that the Boards can carry out their duties and functions as authorized by the Supreme Court and that the WSBA can fulfill its duties under GR 12.3.

### 3.3 **Communication with the Public**

WSBA acknowledges that Boards have the authority to communicate with the public. Boards will not state that any communication is being made on behalf of WSBA. Boards will not use WSBA letterhead for any public communication. Boards will not knowingly engage in any communications that would subject the WSBA to liability. If there is a reasonable question as to the risk a communication might pose, Boards will seek input from the Executive Director prior to publishing or distributing the communication. The prohibition on using WSBA letterhead does not apply to communications related to regulatory matters.

### 3.4 **Lobbying Activities**

WSBA acknowledges that Boards, in order to carry out their mission, may take positions on matters of public interest. These positions may include communicating with federal, state, and local governmental and community leaders. Constitutional limitation on the use of compelled license fees apply to the Boards' activities to the extent that they are funded by license fees.

### 3.5 **WSBA Policy Changes**

~~All~~ When there is proposed changes to a WSBA policy, a proposed adoption of a new WSBA policy, or a WSBA proposal to change a Court rule, that the Executive Director believes will directly affect a Board's activities or functions, must be presented for a "first read" at least one meeting prior to the Board of Governors' meeting at which final action is taken. The Executive Director or their designee will notify the potentially affected Board(s) of the proposal as soon as is practicable ~~after the Board of Governors' first consideration of the proposal~~ and prior to final action, so each Board shall have the opportunity for comment with the Board of Governors, the Executive Director, and the Court. ~~For good cause shown under exceptional circumstances, the Board of Governors may take action without the two-step process required above, by an affirmative vote of two-thirds of the Board of Governors, however WSBA should take all reasonable steps to notify and seek input from the impacted Board(s).~~

### 3.6 **Board Action**

When a Board is considering taking action that it believes may expose the WSBA to liability, the Board chair will take steps to ensure that the WSBA Executive Director receives notice of the proposed action. The notice will be given so that the WSBA will have adequate time to provide input into the Board's decision-making process.

## **4.0 Staffing**

The Executive Director provides and manages staff for each Board.

### **4.1 Staff Liaison**

The Executive Director shall assign a staff member to serve as a Staff Liaison to each Board. The Staff Liaison shall serve as the primary contact between the Board and WSBA. The Executive Director shall allocate additional staff time to support each Board in carrying out its duties and functions based on the projected workload for the Board and overall WSBA capacity.

### **4.2 Staff Liaison Responsibilities and Duties**

The WSBA Staff Liaison will work with the Board and make available other WSBA resources as needed and available given WSBA's overall capacity.

The Staff Liaison is not a member of the Board. The Staff Liaison will not vote on matters before a Board that requires Board approval. The presence or absence of the Staff Liaison at any meeting does not affect the quorum for a meeting.

Although a Staff Liaison represents WSBA to the Board it is not the responsibility of the Staff Liaison to direct how the Board proceeds.

### **4.3 Staff Liaison and Support Personnel are WSBA Employees**

Staff Liaisons supporting a Board are WSBA employees and will be hired and have their job performance evaluated per the WSBA Employee Handbook and other WSBA personnel policies.

When evaluating the performance of WSBA staff, the Executive Director, through their representative, should solicit feedback from each Board regarding the performance of the Staff Liaison and any supporting staff working with that Board.

The Board is not involved in the hiring of WSBA staff. However, with any employee whose primary or exclusive role is to support the duties and functions of a Board, WSBA should seek and may receive input from the Board as to skills and experience required for the role.

### **4.4 Board or Committee Membership**

Each Board or Committee will add members to the Board and Committee per the Court rule or order that authorized and regulates the Board or Committee.

### **4.5 Board of Governors Liaison**

The WSBA President may appoint a liaison between the Board of Governors and a Board.

The Board of Governor Liaison is not a member of the Board. They will not vote on matters before a Board that require Board approval. The presence or absence of the Board of Governors Liaison does not affect the quorum for a meeting.

#### **4.6 Internal Structure of a Board**

Unless otherwise defined by the court order or rule which authorizes and regulates a Board, the internal structure, such as the creation of subcommittees and appointment of members to such subcommittees, designating a chair or sub-chairs, and other decisions about how the Board conducts its duties and functions, is the sole province of each Board.

### **5.0 Oversight and Compliance Monitoring**

Consistent with GR 12.3, WSBA shall oversee and monitor the compliance of Court Boards with the court rules and orders which authorize and regulate it. This includes GR 12.4 and First Amendment limitations relating to use of compelled license fees.

#### **5.1 Reporting to the Court and WSBA**

Boards shall submit an annual report to the Court and submit a copy of the report to the Executive Director and the Board of Governors. Boards shall submit other reports as stated in the court rules and orders authorizing them.

If the court rule or order which authorizes or regulates each Board is silent on the structure of an annual report the Board shall decide the format of the report.

#### **5.2 Resolving Compliance Issues**

##### **5.2.1 Good Faith Standard—First Attempt to Resolve**

If the Staff Liaison has a good faith belief that a Board is not complying with the court rules or orders which authorize and regulate the Board, the Staff Liaison shall first attempt to resolve the matter with the Board.

##### **5.2.2 Escalation to Executive Director**

If resolution fails and/or if the Staff Liaison is unable to address the matter directly, the Staff Liaison shall report any perceived non-compliance issue to the WSBA Executive Director who should attempt to work directly with the Board to resolve the issue.

##### **5.2.3 Escalation to the Court**

If these parties cannot resolve the matter, it may be presented to the Court for resolution.

### **6.0 Budget and Expenditures**

#### **6.1 Annual WSBA Budget Process**

The Staff Liaison works collaboratively with the Board, and the Executive Director or their designee, to develop a budget that will allow the Board to fulfill its duties and functions, consistent with the rules and orders that authorize and regulate the Board.

The Board's budget will be submitted for approval to the Board of Governors as part of WSBA's overall budget.

WSBA and the Board of Governors cannot pass a budget for a Board without an opportunity for the Board to provide input to the WSBA and Board of Governors.

## **6.2 Funding Outside the Annual Budget Process**

A Board may request additional funding outside of the budget cycle.

Such requests should be submitted to the Executive Director and will be considered by the Executive Director, the Budget & Audit Committee, or Board of Governors as authorized by WSBA Fiscal Policies & Procedures.

## **6.3 Fully-Funding a Board Duties and Functions as Described by GR 12.3**

All reasonable and necessary Board duties and functions as defined by each Board's court order or rule must remain funded at a level that ensures the duties and functions can be met. The Boards acknowledge that WSBA has the authority to establish the budget for the WSBA and the Boards. The WSBA acknowledges that this authority cannot be used to interfere with a Board's independence as defined in section 3.0.

## **6.4 Board Fundraising**

A Board may seek additional funding, above and beyond the funding which WSBA provides, including grants for a particular duty or function from a government, private, or public sector entity.

If a Board raises such funds, then WSBA shall not reduce the budget of the Board because of the funds raised, unless it is for the same work.

As a Board is not a legal entity entitled to have and manage a bank account, the Board will need to seek the approval of WSBA, the Washington State Bar Foundation (WSBF), or with the approval of WSBA or the Court another appropriate entity to accept and manage such funds on behalf of the Board.

## **7.0 Other Actions**

Consistent with GR 12.3, WSBA may engage in other activities that are necessary and proper to enable Boards to carry out their duties and functions consistent with the overall capacity of WSBA. This might include access to other WSBA resources and teams, including communication channels, design and publication services, website presence, financial analysis, WSBA technology, and continuing legal education.

## **8.0 Immunity & Indemnification**

### **8.1 Immunity**

If a court order or rule that authorizes and regulates a Board extends immunity to the Board and the members serving on a Board, WSBA shall cooperate with the Board and the Court to provide and defend such immunity.

## **8.2 Indemnification from Lawsuits**

WSBA Bylaw Article XIV indemnification applies to members of court created boards described by this policy to the same extent as volunteers appointed by the WSBA.

**TO:** WSBA Board of Governors  
**FROM:** Kyle Sciuchetti, Chair of the Task Force Administering Xenial Involvement with Court Appointed Boards  
Terra Nevitt, Executive Director  
**DATE:** April 6, 2024  
**RE:** Proposed Policy for WSBA's Administration of Supreme Court Boards.

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**SECOND READ/ACTION: Approve Proposed Policy for WSBA's Administration of Supreme Court Boards for Consideration by the Washington Supreme Court**

The Task Force Administering Xenial Involvement with Court Appointed Boards (TAXICAB) is seeking the Board of Governors' approval to propose the attached policy for WSBA's administration of Supreme Court boards ("the Boards") to the Washington Supreme Court for adoption. This policy was presented for discussion at the March 3-4, 2023 BOG meeting, for a first reading at the June 23-24, 2023 BOG meeting, and is now being presented for a second reading.

The policy has been revised since it was presented in June based on stakeholder input and numerous discussions with interested parties. A redline version of the policy is attached to highlight those changes.

Background

[Washington General Rule 12.3](#) charges WSBA with the "authority and responsibility to administer certain boards and committees established by court rule order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions." WSBA administers several such entities and over the years, challenges have arisen in terms of the application of GR 12.2 and other WSBA policies, budget and staff allocations, the ability to hire and direct staff, the scope and meaning of "administration," conflicting policy objectives, and decision-making authority.

TAXICAB was created by the Board of Governors on April 17, 2020, to assess WSBA's role in administering the Boards, work with the Court to ensure that such administration is consistent with the Court's intent, and to convey to the Court information about the boards and member concerns. After identifying the recurring challenges and determining that a lack of clarity in how GR 12.3 is to be carried out as one of the causes behind those challenges, the task force determined that a policy, approved by the Supreme Court, that detailed WSBA's administration of the Boards, would help to alleviate some of the recurring challenges.

TAXICAB is comprised of six then-members of the Board of Governors and six representatives from the Boards. The representatives provided regular updates and opportunities to review the draft policy to their boards throughout the

process of developing the process. The proposed policy was unanimously adopted for recommendation to the Board of Governors at its February 8, 2023, meeting. The attached revisions were shared with current members of those Boards in January 2024. Input was solicited and discussed by members of TAXICAB on February 9, 2024.

When this policy was first presented to the Board of Governors for an initial discussion at the [March 3-4, 2023 meeting](#), there were no questions raised or input provided by members of the Board of Governors. However, the Board did receive feedback from Nancy Hawkins on behalf of the Family Law Section in opposition to the policy and expressing concern that the policy favors Boards and should include sections in addition to Boards. These concerns were considered and it was determined that if the Sections wished entry into a similar arrangement it should do so separate and apart from this policy was designed to address only Supreme Court Boards.

The policy was presented to the Board of Governors for first read at the [June 23-24, 2023](#). During that meeting, members of the Board of Governors raised questions about whether the policy was needed and how it would positively affect the status quo. There was also a specific concern included that Section 3.5 of the memo was effectively a change to the WSBA Bylaws. That concern has been addressed in the revised proposed policy. Nancy Hawkins again provided public comment in opposition to the proposed policy.

#### Intended Impact of the Policy

In recent memory, and perhaps beyond that, there has been periodic conflict and tension between WSBA and the Boards. These conflicts almost always relate to resources and decision-making authority and tension revolves around a central unanswered question: “to what extent are these entities independent from WSBA?” The Boards are created by the Supreme Court and “administered” by WSBA under GR 12.3, so they are clearly of a different character than entities created by the Board of Governors and fully governed by WSBA. And yet, they are funded by WSBA license fees, through a budget approved by the Board of Governors; much of their work is carried out by WSBA employees; volunteers are recruited, trained, and supported by WSBA processes and policies; and, crucially, they lack a separate legal identity that would enable them to open a bank account, enter into a contract, or be a party in a lawsuit. Examples of specific conflicts and questions that have arisen over the years are listed below. Most of these conflicts are minor, while others have been highly disruptive and public. These conflicts have touched nearly all, if not all, of the Boards.

#### *Areas of Conflict/Question*

- Are the Boards subject to the open meetings provisions of the WSBA Bylaws? Can they hold executive sessions for reasons other than those articulated by the WSBA Bylaws? Can they exclude staff from a meeting? Can they exclude their BOG liaison from a meeting?
- Are the Boards subject to the limitations of GR 12.2? Are the Boards subject to WSBA’s public comment policy? Can the Boards take public positions on federal policy or otherwise? Are Boards positions subject to review by WSBA prior to taking a public position?
- Can WSBA direct the Boards to not engage in an activity that it has determined may expose the organization to liability? In the case of a lawsuit, is WSBA liable for the actions of the Boards? Will WSBA defend and/or indemnify volunteers of the Boards? Are volunteers of the Boards considered WSBA volunteers and will insurance coverage extend to their actions?
- Are there any limits on the Board of Governors’ decision making over the Boards’ budgets? Can the Board reject any budget proposal for any reason? As a mechanism to direct the actions the Boards? To effectively defund the Boards?



- Do the Boards play a role in hiring or evaluating the staff assigned to support and carry-out their work?
- Can the Boards direct the actions of WSBA staff? Who decides the priorities of WSBA staff?
- Are there any limits on the Executive Director's ability to direct the actions of staff assigned to support and carry-out the work of the Boards?
- Can the Board of Governors direct the Executive Director to intercede into the actions or work of the Boards?
- Do the Boards have access to other WSBA staff and resources (beyond the assigned staff liaison) such as graphic design, the ability to send emails to the membership, broadcast technology, or the ability to partner with WSBA CLE? Who decides the priorities for use of these resources?
- Who has final say over the proposed budget submitted to the Board of Governors for the Boards?
- Can the Boards use WSBA letterhead? Are they a required to use WSBA letterhead? Are they allowed to develop their own logos and/or letterhead?

#### *Aspects of the Policy that Formalize Current Practice*

- 3.0 establishes that WSBA is not limited in its ability to take actions to protect itself from liability.
- 3.1 establishes that Supreme Court Boards are subject to all applicable statutes, court rules, and orders.
- 3.2 establishes that WSBA and the Boards will work collaboratively to help the Boards to carry out their duties as set forth by their authorizing rules/orders.
- 3.3 establishes that the Boards may communicate with the public without prior authorization by the Executive Director of the BOG. Boards will not use WSBA letterhead, except in the case of regulatory communications.
- 4.0, 4.1, 4.2, and 4.3 establish that the Executive Director is responsible for assigning staff to each Board; that staff are WSBA employees subject to all WSBA personnel policies and the supervision of the Executive Director; and that Boards are not involved in the hiring of WSBA staff.
- 4.1 establishes that it is the Executive Director's responsibility to allocate staff resources based on each Board's projected workload and overall WSBA capacity.
- 4.2 establishes the nature of the relationship between the staff liaison and the Board. Specifically, that the staff liaison is not a member of the Board, does not vote, and does not impact quorum.
- 4.2 establishes that the staff liaison will facilitate access to other WSBA resources and that access to those resources is limited by WSBA's overall capacity.
- 4.2 establishes that the staff liaison is not responsible to direct the work of a Board.
- 4.4 establishes that appointments to the Boards are determined by their authorizing rule/order.
- 4.5 establishes the nature of the relationship between the BOG liaison and the Board. Specifically, that the liaison is not a member of the Board, does not vote, and does not impact quorum.
- 4.6 establishes that it's within the Boards' exclusive purview to make decisions about their internal structure and operations, unless otherwise defined by their authorizing order/rule.
- 5.0 establishes WSBA's duty to oversee and monitor the compliance of the Boards with their authorizing rules/orders.
- 5.0 establishes that the Boards are subject to GR 12.4, which relates to access to bar records.
- 5.1 establishes that the Boards shall submit annual reports to the Court and provide a copy to the Executive Director and Board of Governors.
- 6.2 articulates the process for a Board to request funding outside of the budget cycle.
- 7.0 establishes that WSBA can engage in activities or make resources available to support the Boards in their work, subject to WSBA's overall capacity.
- 8.1 establishes a duty on WSBA to cooperate with the Board and Court to provide and defend any immunity

provided by a Board's authorizing court order/rule.

*Aspects of the Policy that Shift Current Practice or Provide Clarity in Areas of Prior Conflict*

- 3.0 defines the nature of the relationship between WSBA and the Boards. Specifically, the policy establishes that the boards are "independent" from WSBA and defines what that means.
- 3.3 establishes a duty on Boards to not knowingly engage in communications that would subject WSBA to liability and to seek prior input from the Executive Director if there is a reasonable question as to risk.
- 3.4 and 5.0 acknowledges that the Boards are subject to first amendment limitations on the use of compelled license fees. Note that the policy does not make the Boards subject to the limitations of GR 12.2 or the WSBA Bylaws.
- 3.5 establishes a duty on the Executive Director to notify Boards when a WSBA proposed rule or policy change is pending that will have a direct affect on a Board's activities or functions.
- 3.6 establishes a duty on Boards to notify the Executive Director prior to taking any action that may expose the WSBA to liability.
- 4.3 encourages soliciting input from the Boards about the staff liaison's performance.
- 4.3 encourages soliciting input from the Boards about the skills and experiences required for the role.
- 5.2 establishes a conflict resolution process that calls on the Supreme Court to ultimately resolve disputes.
- 6.1 establishes that the budget for Boards is to be created collaboratively with the Board and the Executive Director (or designee) and that the Board of Governors cannot pass a budget for a Board without providing an opportunity for input by that Board.
- 6.3 provides guidance for establishing Board budgets. Specifically, that Boards should be funded at a level that ensures they can meet their functions and duties; that the Board of Governors has the authority to establish that budget; and that budgetary discretion cannot be used to interfere with a Board's independence as defined in section 3.0 of the policy.
- 6.4 establishes that a Board can engage in fundraising and will need to seek the approval of WSBA or the WSBF to accept and manage the funds. It also provides for an outside fiscal sponsor with the consent of WSBA or the Court.
- 8.2 establishes that the indemnification provided in the WSBA Bylaws to volunteers extends to members of the Boards.

*Areas of Potential Conflict that the Policy Does Not Address*

- There is some lack of clarity about which entities are governed by GR 12.3. This policy does not clarify that further. Section 2.0 limits the scope of the policy to current and future "Supreme Court Boards administered by WSBA." This is narrower than GR 12.3 and also leaves some room for interpretation.
- The policy does not make the Boards subject to the WSBA Bylaws and does not address open meetings requirements, including whether a staff or BOG liaison can be excluded from an executive session.
- The policy does not specifically address how a Board might engage in activities that it is not prohibited from carrying out, but that a staff liaison would not be permitted to engage in given that employees are subject to all WSBA policies, all aspects of the WSBA Bylaws, and all laws, court rules, court orders, and policies affecting WSBA, including GR 12.2 and the WSBA Bylaws.
- The policy does not specifically state that volunteers serving on Supreme Court Boards are "WSBA volunteers," although it does provide for indemnification to the same extent as WSBA volunteers.

The areas of conflict not addressed proved to be too intractable to find consensus and ultimately may need to be

considered in the future by the Task Force and/or ultimately answered by the Supreme Court. Instead, the policy seeks to bring clarity to the procedures and processes that often give rise to conflict, including staffing, budget, taking public positions, and assessing risk. For the most part, the policy makes explicit/formal what is already informally in practice, with a few exceptions highlighted above. Importantly, the policy also sets forth a process for resolving disputes. In so doing, the intent is to reduce conflict for staff and volunteers by establishing shared expectations about day-to-day processes and decision-making. While this step may feel modest, it should be noted that WSBA's position on the questions described above has shifted over time depending on the people involved, which has contributed to a lack of clarity.

#### Attachments

- June 8, 2023 Memo to the Board of Governors Re Proposed Policy for WSBA's Administration of Supreme Court Boards
- February 15, 2023 Memo to Board of Governors Re Proposed Policy for WSBA's Administration of Supreme Court Boards
- Proposed Policy for WSBA's Administration of Supreme Court Boards
- February 26, 2021 Executive Director Memo Re WSBA's Administration of Supreme Court Entities Background and Authority

**TO:** WSBA Board of Governors  
**FROM:** Kyle Sciuchetti, Chair of the Task Force Administering Xenial Involvement with Court Appointed Boards  
Terra Nevitt, Executive Director  
**DATE:** June 8, 2023  
**RE:** Proposed Policy for WSBA's Administration of Supreme Court Boards.

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**FIRST READ: Provide Feedback on Proposed Policy for WSBA's Administration of Supreme Court Boards**

The Task Force Administering Xenial Involvement with Court Appointed Boards (TAXICAB) is seeking the Board of Governors' approval to propose the attached policy for WSBA's administration of Supreme Court boards to the Washington Supreme Court for adoption. This policy was presented for discussion at the March 3-4, 2023 BOG meeting and is now being presented for a first reading. Please review the attached materials for background and additional information about the proposal.

The policy has not changed since it was presented in March, however TAXICAB did engage in an equity analysis of the policy facilitated by WSBA Equity and Justice Lead Saleena Salango.

Equity Analysis

Members of TAXICAB met on Friday, March 10 to conduct an equity analysis of the attached proposal and the process by which it was developed. The committee discussed which groups the policy is intended to impact, which of those group is most impacted, who should be centered in considering the policy, and the process that was used to develop the policy and the extent to which impacted groups were included.

The Task Force members identified that the policy directly impacts the WSBA staff that work with Supreme Court Boards and the volunteers that serve on Supreme Court Boards and that if the policy is successful in facilitating the smooth operation of the Supreme Court Boards at WSBA it will also impact the public and the members who support the work through the license fee. The group identified that staff are among the most impacted by the policy and were engaged throughout the process to participate in TAXICAB meetings and provide input, though they were not among the voting members of the Task Force.

The Task Force will meet again following the June Board of Governors meeting to discuss any feedback from the Board.

Attachments

- February 15, 2023 Memo to Board of Governors Re Proposed Policy for WSBA's Administration of Supreme Court Boards
- Proposed Policy for WSBA's Administration of Supreme Court Boards
- Executive Director Memo Re WSBA's Administration of Supreme Court Entities Background and Authority

**TO:** WSBA Board of Governors  
**FROM:** Kyle Sciuchetti, Chair of the Task Force Administering Xenial Involvement with Court Appointed Boards  
Terra Nevitt, Executive Director  
**DATE:** February 15, 2023  
**RE:** Proposed Policy for WSBA's Administration of Supreme Court Boards.

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**FIRST READ: Provide Feedback on Proposed Policy for WSBA's Administration of Supreme Court Boards**

The Task Force Administering Xenial Involvement with Court Appointed Boards (TAXICAB) is seeking feedback from the Board of Governors regarding its proposed policy for WSBA's administration of Supreme Court boards. If ultimately approved, TAXICAB recommends that the policy be presented to the Washington Supreme Court for adoption in order that it be binding on both WSBA and the Supreme Court boards administered by WSBA.

Background

GR 12.3 charges WSBA with the "authority and responsibility to administer certain boards and committees established by court rule order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions." WSBA administers several such entities and over the years, challenges have arisen in terms of the application of GR 12.2 and other WSBA policies, budget and staff allocations, the ability to hire and direct staff, the scope and meaning of "administration", conflicting policy objectives, and decision-making authority.

TAXICAB was created by the Board of Governors on April 17, 2020, to assess WSBA's role in administering Supreme Court boards, working with the Court to ensure that such administration is consistent with the Court's intent, and conveying to the Court information about the boards and member concerns. After identifying the recurring challenges and determining that a lack of clarity in how GR 12.3 is to be carried out as one of the causes behind those challenges, the task force determined that a policy, approved by the Supreme Court, that detailed WSBA's administration of Supreme Court boards, would help to alleviate some of the recurring challenges.<sup>1</sup>

A subcommittee of TAXICAB developed the proposed policy, which was reviewed several times by the task force and unanimously adopted for recommendation to the Board of Governors at its February 8, 2023, meeting.

This policy will not eliminate the tension that exists in WSBA's administration of Supreme Court boards, and the task force ultimately did not reach agreement on the extent to which the boards should be considered "separate" from WSBA and it could be useful to seek feedback from the Court on that question.

<sup>1</sup> The task force considered and rejected several other solutions, including MOUs between WSBA and each Supreme Court Board such as WSBA currently has with the Access to Justice Board and proposing amendments to GR 12.3.

### Community Input

TAXICAB is comprised of six members of the Board of Governors (at the time of creation) and six representatives from Supreme Court Boards administered by WSBA.<sup>2</sup> The representatives provided regular updates and opportunities to review the draft policy to their boards throughout the process of developing the process. There are no significant concerns outstanding.

The task force has not circulated this proposed policy further than its members and the boards they represent.

*WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

*Requested Board Action:* The BOG is asked to take two actions: (1) approve a policy setting out the joint interpretation of GR 12.3 and the conflict resolution process; and (2) recommend that the Supreme Court issue an order adopting this policy interpretation of GR 12.3.

#### *Legal Risks Identified for Discussion or Clarification:*

This policy sets out a joint understanding of the terms used in GR 12.3 and an agreed conflict resolution mechanism. It also establishes an agreed interpretation of GR 12.3 that is intended for Court approval and appears to decrease the risks associated with WSBA administration of court created boards. Legal risks could be associated with unclear terms or lack of Court approval. Part of the value in this document is knowing that the Court-created boards, the WSBA and the Court all agree on the GR 12.3 interpretation. It appears that the intent is to present the policy for approval by the Court, because it could cause confusion if the Board adopted a policy for Court-created boards that the Court declined to adopt. To avoid such confusion the Board might wish to consider treating this as a Court rule, which is recommended to the Court, but not “adopted” or “approved” by the Board.

This policy does not address potential changes to GR 12.3 and the Task Force was not tasked with this issue.

The Board may wish to discuss the following issues:

- 2.0 Scope-there is no definition of “Supreme Court Boards administered by WSBA.” The BOG may wish to discuss whether a clear definition would make the policy scope clearer.
- 3.1 “Boards are subject to all Washington Statutes” might be overly broad. The Board may want to discuss the purpose of this sentence given that some statutes do not apply to the WSBA.
- 3.5 This section appears to essentially change the Bylaws. The Board may want to determine whether to make a change to the Bylaws rather than use two documents to determine when items need first read.
- 8.0 This section reflects our current understanding and does not represent a change.

<sup>2</sup> The six boards represented on TAXICAB are the Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board, and Practice of Law Board. WSBA actually administers *ten* boards that are created by court rule or order and there is considerable variety among those boards in terms of the nature of their work, how their members and chairs are appointed, and their level of engagement with the Court. In forming TAXICAB, the drafters identified that the Supreme Court boards that exercise greater independence from WSBA tend to be the ones with greater opportunity for conflict. For the purposes of TAXICAB and the proposed policy, the only boards that have been included are those that have all of their members appointed by the Court.

*WSBA FISCAL ANALYSIS: This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

The proposed policy clarifies WSBA's current administration of Supreme Court Boards and does not change the work in any way that is anticipated to have a fiscal impact. Note that the annual cost to administer the six boards addressed by the proposed policy in FY22 was approximately \$577K, broken down as follows:

- Access to Justice Board: \$158,166
- Disciplinary Board: \$133,489
- Limited License Legal Technician Board: \$87,338
- Limited Practice Board: \$54,267
- Mandatory Continuing Legal Education Board: \$73,554
- Practice of Law Board: \$70,180

*WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

The task force did not undertake a specific equity analysis in developing this proposal. Questions to be considered before the Second Reading include:

- **BACKGROUND:** Who does this policy ultimately impact? Staff, volunteer members of the boards and the public? Of those groups, are there any marginalized groups who could be disproportionately impacted?
- **PROCESS:** How did TAXICAB go about the work to draft this policy? In the process of drafting it, did TAXICAB collaborate with the groups this will impact? Are there any people who might be impacted who were left out of the drafting process, and if so, why?
- **IMPACT:** What was TAXICAB hoping the policy will do? Is it intended to increase clarity and transparency? If so, then naming that is helpful. Does this policy have the potential to disparately impact some individuals or communities, and not others? Is there a need to track the impact to make sure it's not over burdening some groups?

#### Attachments

Proposed Policy for WSBA's Administration of Supreme Court Boards

Executive Director Memo Re WSBA's Administration of Supreme Court Entities Background and Authority

# WASHINGTON STATE BAR ASSOCIATION

Office of the Executive Director  
Terra Nevitt, Executive Director

**TO:** Task Force Team Administering Xenial Involvement with Court Appointed Boards  
**FROM:** Terra Nevitt, WSBA Executive Director  
**DATE:** February 26, 2021  
**RE:** **WSBA's Administration of Supreme Court Entities Background and Authority**

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Through Washington State [General Rule 12.3](#), the Supreme Court delegates to WSBA “the authority and responsibility to administer certain boards and committees established by court rule or order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rule and orders that authorize and regulate them, paying expenses reasonable and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions.”

The WSBA currently administers 6 such entities, described below. Over the years, challenges have arisen in terms of the application of GR 12.2 and other WSBA policies, budget and staff allocations, the ability to hire and direct staff, the scope and meaning of “administration”, conflicting policy objectives, and decision-making authority. One highly publicized example of some of these challenges was documented by the [ABA Journal](#) in 2015.

The **Access to Justice Board** was established by court order April 13, 1994, and was most recently [reauthorized on March 4, 2016](#). That order charges WSBA with the Board’s administration, including funding and staffing. It provides the Board of Governors with the responsibility of nominating members of the ATJ Board, which are appointed by the Supreme Court. The Order provides that the ATJ Board shall designate its chair and authorizes the ATJ Board to adopt its own operational rules pursuant to the enumerated powers and duties. The order requires the ATJ Board to file an annual report to the Supreme Court and the Board of Governors.

The **Disciplinary Board** first appears in the court rules in 1968 when the board is created and direct responsibility for disciplinary adjudication is transferred away from the Board of Governors. Currently, it is governed by rule 2.3 of the Rules for [Enforcement of Lawyer Conduct \(ELC\)](#), which outlines the Board’s composition, qualifications and some operations. Members are appointed by the Court “upon the recommendation of the Board of Governors in consultation with the Disciplinary Selection Panel.” The Court also designates the Chair and Vice Chair, upon recommendation of the Board of Governors in consultation with the Disciplinary Selection Panel. Other ELC indicate the functions of the Board. [ELC 2.2\(a\)\(1\)](#) directs the Board of Governors, through the Executive Director, to provide “administrative and managerial support” to the Disciplinary Board to perform its functions as specified by the rules. ELC 2.2(b) prohibits the Board of Governors and the Executive Director from reviewing Disciplinary Board decisions or recommendations in specific cases (among other limitations).

The **Limited License Legal Technician Board** was established through the adoption of rule 28 of the [Admission and Practice Rules \(APR\)](#) by court order on June 15, 2012. A second order was issued by the Court on July 11, 2012 ordering that the WSBA administer the operations of the LLLT Board, including providing “staff necessary to implement and support the operation of the APR 28 and the Limited License Legal Technician Board.” APR 28



provides that members of the LLLT Board are appointed by the Supreme Court. It charges the LLLT Board with recommending new practice areas for LLLTs, working with the Bar and other entities on LLLT examinations, approving education and experience requirements, establishing committees, establishing educational criteria, and “such other activities and functions as are expressly provided for in [the] rule.” APR 28 also charges the LLLT Board with proposing additional rules, regulations and amendments to the rule to the Court. WSBA is charged with providing “reasonably necessary administrative support for the LLLT Board.”

The **Limited Practice Board** was established by [APR 12](#). The rule outlines the duties and powers of the Limited Practice Board, including creating and grading Limited Practice Officer (LPO) examinations, approving forms for use by LPOs, as well as the board’s involvement in the investigation, hearing, and appeal procedures for handling grievances against LPOs. Members are appointed by the Supreme Court, as is the Board’s Chairperson. APR 12 provides that “The administrative support to the LP Board shall be provided by the Bar.”

The **Mandatory Continuing Legal Education Board** was established by [APR 11](#). Its members and chair are appointed by the Supreme Court. Among other things, APR 11 tasks the MCLE Board with reviewing and suggesting amendments to APR 11, adopting policies, approving MCLE activities, reviewing determinations or decisions made by WSBA regarding approval of activities, determining MCLE fees to defray the reasonably necessary costs of administering the MCLE rules, and waiving or modifying members’ compliance requirements. The MCLE Board also conducts hearings on member hardship petitions. The rule also provides that WSBA “shall provide administrative support to the MCLE Board.” Suggested amendments to APR 11 as well as policies to provide guidance in its administration are subject to review by the Board of Governors and approval by the Supreme Court.

The **Practice of Law Board** was established by the Washington Supreme Court with the adoption of General Rule 25, effective September 1, 2002. Under the current version of the [rule](#), the Supreme Court appoints its members “after considering nominations from the Practice of Law Board and the Board of Governors.” The rule outlines the responsibilities of the Board, which include recommending to the Court “new avenues for persons not currently authorized to practice law to provide legal and law-related services that might otherwise constitute the practice of law as defined in GR 24.” Such recommendations must be forwarded to the Board of Governors for consideration and comment at least 90 days before transmission to the Court. The rule also charges WSBA with funding, administering and staffing the Practice of Law Board consistent with GR 12.

**WASHINGTON STATE**  
**B A R A S S O C I A T I O N**

# Financial Reports

(Unaudited)

Year to Date March 31, 2024

Prepared by  
Maggie Yu, Controller

Submitted by  
Tiffany Lynch, Director of Finance  
April 24, 2024

**Washington State Bar Association Financial Summary**  
**Compared to Fiscal Year 2024 Budget**  
**For the Period from March 1, 2024 to March 31, 2024**

Category	Actual Revenues	Budgeted Revenues	Actual Indirect Expenses	Budgeted Indirect Expenses	Actual Direct Expenses	Budgeted Direct Expenses	Actual Total Expenses	Budgeted Total Expenses	Actual Net Result	Budgeted Net Result
Access to Justice	-	-	119,391	242,764	17,745	-	137,136	336,864	(137,136)	(336,864)
Admissions/Bar Exam	931,995	1,300,740	452,636	912,180	168,610	449,245	621,246	1,361,425	310,749	(60,685)
Advancement FTE	-	-	184,835	359,957	3,931	8,424	188,765	368,381	(188,765)	(368,381)
Bar News	295,693	610,100	173,270	343,204	185,156	364,960	358,426	708,164	(62,733)	(98,064)
Board of Governors	-	-	76,787	180,310	92,335	385,800	169,122	566,110	(169,122)	(566,110)
Character & Fitness Board	-	-	74,585	139,249	-	33,000	74,585	172,249	(74,585)	(172,249)
Communications Strategies	1,264	500	315,780	691,453	12,112	134,015	327,892	825,468	(326,629)	(824,968)
Communications Strategies FTE	-	-	125,006	249,385	-	-	125,006	249,385	(125,006)	(249,385)
Discipline	30,829	119,000	2,959,764	6,095,389	80,580	218,700	3,040,343	6,314,089	(3,009,514)	(6,195,089)
Diversity	130,000	135,000	125,998	359,183	20,524	117,700	146,521	476,883	(116,521)	(341,883)
Finance	458,935	400,000	572,848	1,135,942	3,924	2,640	576,772	1,138,582	(117,837)	(738,582)
Foundation	-	-	83,790	150,558	4,617	10,650	88,407	161,208	(88,407)	(161,208)
Human Resources	-	-	318,573	470,254	-	-	318,573	470,254	(318,573)	(470,254)
Law Clerk Program	164,434	207,200	83,256	164,394	4,376	19,735	87,632	184,130	76,803	23,070
Legislative	-	-	126,755	255,565	13,516	25,735	140,271	281,300	(140,271)	(281,300)
Legal Lunchbox	30,560	29,000	25,678	44,021	2,205	27,883	51,696	2,677	2,677	(22,696)
Licensing and Membership Records	282,754	450,900	326,300	653,019	21,918	32,777	348,219	685,796	(65,464)	(234,896)
Licensing Fees	8,628,376	17,320,499	-	-	-	-	0	-	8,628,376	17,320,499
Limited License Legal Technician	8,170	20,712	40,253	77,600	1,098	14,240	41,351	91,840	(33,181)	(71,128)
Limited Practice Officers	101,873	202,000	55,451	107,357	8,221	24,625	63,672	131,982	38,201	70,018
Mandatory CLE	876,197	1,113,800	421,039	775,905	59,648	139,999	480,687	915,904	395,511	197,896
Member Wellness Program	7,000	7,500	119,496	230,294	703	3,612	120,199	233,906	(113,199)	(226,406)
Member Services & Engagement	5,286	10,800	151,525	296,376	562	94,395	152,087	390,771	(146,801)	(379,971)
Mini CLE	-	-	57,618	110,349	-	-	57,618	110,349	(57,618)	(110,349)
New Member Education	105,619	67,000	52,452	97,387	-	1,750	52,452	99,137	53,167	(32,137)
Office of General Counsel	112	-	502,253	1,052,227	1,882	25,824	504,135	1,078,051	(504,023)	(1,078,051)
Office of the Executive Director	-	-	351,567	702,639	16,522	114,622	368,089	817,261	(368,089)	(817,261)
OGC-Disciplinary Board	-	-	109,363	217,741	44,711	98,000	154,074	315,741	(154,074)	(315,741)
Practice of Law Board	-	-	43,665	76,560	1,157	12,000	44,823	88,560	(44,823)	(88,560)
Practice Management Assistance	33,870	62,000	68,217	137,538	84,042	75,760	152,259	213,298	(118,389)	(151,298)
Professional Responsibility Program	-	-	117,034	236,590	805	3,000	117,839	239,590	(117,839)	(239,590)
Public Service Programs	130,000	130,000	101,816	230,480	25,292	297,409	127,108	527,889	2,892	(397,889)
Publication and Design Services	-	-	61,146	119,085	4,840	4,300	65,986	123,385	(65,986)	(123,385)
Regulatory Services FTE	-	-	262,919	520,795	1,810	20,150	264,729	540,945	(264,729)	(540,945)
Sections Administration	359,060	297,786	148,470	297,439	25	3,050	148,494	300,489	210,566	(2,703)
Service Center	-	-	365,609	729,058	1,188	4,560	366,797	733,618	(366,797)	(733,618)
Volunteer Engagement	-	-	49,753	96,192	6,215	17,800	55,967	113,991.59	(55,967)	(113,992)
Technology	-	-	1,085,505	2,094,122	-	-	1,085,505	2,094,122	(1,085,505)	(2,094,122)
<b>Subtotal General Fund</b>	<b>12,582,026</b>	<b>22,484,537</b>	<b>10,310,403</b>	<b>20,652,560</b>	<b>890,266</b>	<b>2,860,252</b>	<b>11,200,669</b>	<b>23,512,812</b>	<b>1,381,357</b>	<b>(1,028,275)</b>
Expenses using reserve funds	-	-	-	-	-	-	-	-	-	-
<b>Total General Fund - Net Result from Operations</b>									<b>1,381,357</b>	<b>(1,028,275)</b>
<b>Percentage of Budget</b>	<b>56%</b>		<b>50%</b>		<b>31%</b>		<b>48%</b>			
CLE-Seminars and Products	1,057,235	1,605,300	524,543	1,008,971	59,141	295,117	583,685	1,304,088	473,550	301,212
CLE - Deskbooks	32,825	136,500	128,303	253,996	6,495	26,375	134,798	280,371	(101,973)	(143,871)
Total CLE	1,090,060	1,741,800	652,846	1,262,967	65,636	321,492	718,483	1,584,459	371,577	157,341
<b>Percentage of Budget</b>	<b>63%</b>		<b>52%</b>		<b>20%</b>		<b>45%</b>			
Total All Sections	569,989	688,964	-	-	453,442	1,017,566	453,442	1,017,566	116,548	(328,603)
Client Protection Fund-Restricted	679,436	595,930	93,992	183,430	(205)	505,200	93,787	688,630	585,648	(92,700)
<b>Totals</b>	<b>14,921,511</b>	<b>25,511,231</b>	<b>11,057,242</b>	<b>22,098,957</b>	<b>1,409,139</b>	<b>4,704,510</b>	<b>12,466,381</b>	<b>26,803,468</b>	<b>2,455,130</b>	<b>(1,292,237)</b>
<b>Percentage of Budget</b>	<b>58%</b>		<b>50%</b>		<b>30%</b>		<b>47%</b>			

Summary of Fund Balances:	Fund Balances Sept. 30, 2023	2024 Budgeted Fund Balances	Fund Balances Year to date
<b>Restricted Funds:</b>			
Client Protection Fund	4,513,398	4,420,698	5,099,047
<b>Board-Designated Funds (Non-General Fund):</b>			
CLE Fund Balance	1,177,163	1,334,504	1,548,740
Section Funds	1,970,404	1,641,801	2,086,952
<b>Board-Designated Funds (General Fund):</b>			
Operating Reserve Fund	2,000,000	2,000,000	2,000,000
Facilities Reserve Fund	2,700,000	2,700,000	2,700,000
<b>Unrestricted Funds (General Fund):</b>			
Unrestricted General Fund	5,149,490	4,121,215	6,530,847
<b>Total General Fund Balance</b>	<b>9,849,490</b>	<b>8,821,215</b>	<b>11,230,847</b>
<b>Net Change in Total General Fund Balance</b>		<b>(1,028,275)</b>	<b>1,381,357</b>
<b>Total Fund Balance</b>	<b>17,510,455</b>	<b>16,218,218</b>	<b>19,965,585</b>
<b>Net Change In Fund Balance</b>		<b>(1,292,237)</b>	<b>2,455,130</b>

**Washington State Bar Association  
Analysis of Cash Investments  
As of March 31, 2024**

**Checking & Savings Accounts**

**General Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Account</u></b>	<b><u>Amount</u></b>
Wells Fargo	General	<u>1,396,619</u>

Total

<b><u>Investments</u></b>	<b><u>Rate (yield)</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	5.41%	8,973,644
UBS Financial Money Market	5.33%	884,138
Morgan Stanley Money Market	4.98%	2,901,181
Merrill Lynch Money Market	5.10%	1,651,476
CDs/Treasuries	see list	11,422,326

**General Fund Total** 27,229,384

**Client Protection Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Amount</u></b>
Wells Fargo	<u>300,354</u>

<b><u>Investments</u></b>	<b><u>Rate (yield)</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	5.41%	2,547,809
Morgan Stanley Money Market	4.77%	114,947
CDs/Treasuries	see list	2,487,585

**Client Protection Fund Total** 5,450,695

**Grand Total Cash & Investments** 32,680,079

**Washington State Bar Association  
Analysis of Cash Investments  
As of March 31, 2024**

**General Fund**

<u>Bank</u>	<u>Yield</u>	<u>Term Months</u>	<u>Trade Date</u>	<u>Settle Date</u>	<u>Maturity Date</u>	<u>Amount</u>
<i>From WF</i>						
Truist Bank CD	5.25%	12	5/30/2023	6/2/2023	5/31/2024	250,000
US Treasury Bill	5.25%	11	7/11/2023	7/13/2023	6/13/2024	238,368
US Treasury Bill	5.10%	6	1/4/2024	1/5/2024	7/5/2024	243,816
US Treasury Bill	5.00%	6	1/16/2024	1/17/2024	7/8/2024	244,324
Texas Capital Bank CD	5.25%	12	8/9/2023	8/16/2023	8/15/2024	250,000
ESSA Bank & Trust PA CD	5.25%	12	8/9/2023	8/22/2023	8/21/2024	250,000
Bank of America CD	5.30%	12	8/25/2023	8/30/2023	8/29/2024	250,000
Stearns Bank NA CD	5.10%	7	2/21/2024	2/27/2024	9/27/2024	250,000
Leader Bank CD	4.90%	9	12/21/2023	12/29/2023	9/30/2024	250,000
US Bank NA CD	5.00%	9	12/21/2023	1/4/2024	10/4/2024	250,000
BMO bank NA CD	5.45%	12	10/4/2023	10/11/2023	10/11/2024	250,000
Bank of Hope CD	4.65%	9	1/4/2024	1/12/2024	10/15/2024	250,000
Bank of India CD	4.70%	9	1/10/2024	1/18/2024	10/16/2024	250,000
Independent bank CD	4.85%	9	1/10/2024	1/19/2024	10/18/2024	250,000
First Central Saving CD	4.75%	9	1/10/2024	1/19/2024	10/19/2024	250,000
Premier Bank Diubuque CD	4.85%	9	1/16/2024	1/23/2024	10/23/2024	250,000
Bank of Houston CD	4.70%	9	1/10/2024	1/26/2024	10/25/2024	250,000
AvidBank CD	4.90%	9	1/16/2024	1/25/2024	10/25/2024	250,000
Promiseone Bank CD	4.90%	9	2/12/2024	2/23/2024	11/25/2024	250,000
Banc of California Inc CD	5.15%	9	2/21/2024	2/28/2024	11/29/2024	250,000
Barrington BK & TR CO CD	5.15%	9	2/21/2024	2/29/2024	11/29/2024	250,000
Associated BK Green CD	5.15%	9	3/12/2024	3/15/2024	12/16/2024	250,000
Simmons Bank Pine Bluff CD	5.20%	9	3/12/2024	3/18/2024	12/18/2024	250,000
Regions Bank CD	4.85%	12	12/15/2023	12/22/2023	12/20/2024	250,000
Eagle Bank CD	5.20%	9	3/12/2024	3/22/2024	12/20/2024	250,000
Citizens BK CD	5.25%	9	3/26/2024	3/27/2024	12/27/2024	250,000
WebBank CD	4.80%	12	1/4/2024	1/8/2024	1/7/2025	250,000
American COML BK CD	4.60%	12	1/4/2024	1/17/2024	1/16/2025	250,000
Northern Bank & Trust CD	4.80%	12	1/10/2024	1/17/2024	1/16/2025	250,000
Live Oak Banking CD	4.70%	12	1/4/2024	1/17/2024	1/17/2025	250,000
US Treasury Bill	4.80%	12	2/12/2024	2/13/2024	1/23/2025	239,063
Bank of Utah CD	4.70%	12	1/12/2024	1/26/2024	1/24/2025	250,000
Open Bank CD	4.75%	12	1/12/2024	1/26/2024	1/24/2025	250,000
Northeast Bank CD	4.90%	13	2/12/2024	2/14/2024	2/23/2025	250,000
Beal Bank USA CD	5.00%	12	3/12/2024	3/20/2024	3/19/2025	250,000
<b>Total from WF</b>						<b>8,715,572</b>
<i>From ML</i>						
Banner bank CD	5.25%	12	6/6/2023	6/12/2023	6/11/2024	237,000
PNC bank, national association CD	5.35%	9	9/14/2023	9/20/2023	6/20/2024	240,000
US Treasury Bill	5.18%	6	1/16/2024	1/18/2024	7/18/2024	487,424
Bank hapolim B.M CD	5.20%	18	6/6/2023	6/12/2023	12/9/2024	243,000
<b>Total from ML</b>						<b>1,207,424</b>
<i>From MS</i>						
Goldman Sacks Bank USA New Yor	5.27%	6	9/28/2023	10/5/2023	4/5/2024	250,000
Wells Fargo CD	5.36.%	12	9/25/2023	9/26/2023	9/9/2024	249,330
Fulton Bank NA Lancaster PA CD	5.20%	10	2/23/2024	2/23/2024	12/6/2024	250,000
BankUnited NATL CD	5.20%	10	2/27/2024	2/27/2024	12/9/2024	250,000
Renasant BK CD	5.15%	10	2/27/2024	2/27/2024	12/9/2024	250,000
<b>Total from MS</b>						<b>1,249,330</b>

**Washington State Bar Association  
Analysis of Cash Investments  
As of March 31, 2024**

*From UBS*

US Treasury Bill	4.50%	12/20/2023	12/21/2023	11/30/2024	250,000
				<b>Total from UBS</b>	<b>250,000</b>
				<b>Total</b>	<b>11,422,326</b>

**Client Fund Protection Fund**

<b><u>Bank</u></b>	<b><u>Yield</u></b>	<b><u>Term Months</u></b>	<b><u>Trade Date</u></b>	<b><u>Settle Date</u></b>	<b><u>Maturity Date</u></b>	<b><u>Amount</u></b>
US Treasury Bill	5.10%	6	1/11/2024	1/12/2024	7/11/2024	243,847
FHLB (Federal Home Loan Bank)	5.50%	11	10/11/2023	10/12/2023	8/26/2024	250,000
US Treasury Bill	5.15%	6	3/12/2024	3/14/2024	9/12/2024	243,737
DMB community bank CD	5.30%	12	9/11/2023	9/25/2023	9/24/2024	250,000
Everbank CD	5.45%	12	9/25/2023	9/29/2023	9/27/2024	250,000
Citibank CD	5.50%	12	9/25/2023	9/29/2023	9/27/2024	250,000
Triad Business Bank CD	4.80%	9	1/11/2024	1/24/2024	10/24/2024	250,000
FlagStar Bank NA CD	5.00%	10	1/12/2024	1/19/2024	11/19/2024	250,000
Charles Schwab Bank CD	5.10%	12	12/4/2023	12/8/2023	12/10/2024	250,000
Fifth Third Bank CD	4.70%	12	1/11/2024	1/16/2024	1/15/2025	250,000
					<b>Total</b>	<b>2,487,585</b>

# WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors  
Budget and Audit Committee

From: Terra Nevitt, Executive Director; Tiffany Lynch, Director of Finance; Maggie Yu, Controller

Re: Key Financial Benchmarks for the Preliminary Fiscal Year to Date (YTD) through March 31, 2024  
As % of Completion to Annual Budget

	% of Year	Current Year % YTD	Current Year \$ Difference Favorable/(Unfavorable)	Prior Year YTD	Comments
Total Salaries & Benefits	50%	51%	(\$105,680)	49%	Unfavorable to budget due to timing of seasonal temporary salaries, higher medical costs from budgeting correction, and lower capital labor
Other Indirect Expenses*	50%	48%	\$97,916	49%	Favorable to budget due to timing of possible payments for legal fees and furniture/equipment, and depreciation.
Total Indirect Expenses	50%	50%	(\$7,764)	49%	Unfavorable to budget resulting from salaries & benefits expense described above.

General Fund Revenues	50%	56%	\$1,339,758	55%	Favorable to budget from higher interest income, legal lunch box product sales, new member product sales, and MCLE fees, and timing of collection for donations, bar exams, law clerk and pro hac vice fees.
General Fund Indirect Expenses	50%	50%	\$15,876	49%	Favorable to budget resulting from other indirect expenses savings.
General Fund Direct Expenses	50%	31%	\$539,860	31%	Favorable to budget due to timing of program activities and meetings/events.
General Fund Net	50%	134%	\$1,895,495	276%	Favorable to budget for the reasons described above.

CLE Revenue	50%	63%	\$219,160	54%	Favorable to budget due to timing of product sales.
CLE Direct Expenses	50%	20%	\$95,110	16%	Favorable to budget due to timing of expenses for seminar activities.
CLE Indirect Expenses	42%	52%	(\$21,363)	48%	Unfavorable to budget due to medical coverage budget correction.
CLE Net	50%	236%	\$292,907	155%	Favorable to budget primarily due to increased product sales.

\*Workplace benefits, Human Resources, meeting support, rent, taxes, furniture & maintenance, office supplies, depreciation, insurance, equipment, professional fees (legal & audit), internet & telephone, postage, storage, bank fees, Technology

**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	<b>FISCAL 2024 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>	<b>YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)</b>
<b>LICENSE FEES</b>						
<b>REVENUE:</b>						
LICENSE FEES	17,320,499	1,471,398	8,628,376	8,692,123	50%	(31,874)
<b>TOTAL REVENUE:</b>	<b>17,320,499</b>	<b>1,471,398</b>	<b>8,628,376</b>	<b>8,692,123</b>	<b>50%</b>	<b>(31,874)</b>



## Washington State Bar Association

Statement of Activities  
For the Period from March 1, 2024 to March 31, 2024  
**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>ADVANCEMENT FTE</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
STAFF CONFERENCE & TRAINING	8,424	2,648	3,931	4,493	47%	281
<b>TOTAL DIRECT EXPENSES:</b>	<b>8,424</b>	<b>2,648</b>	<b>3,931</b>	<b>4,493</b>	<b>47%</b>	<b>281</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.89 FTE)	244,054	21,266	123,714	120,340	51%	(1,687)
BENEFITS EXPENSE	58,985	5,799	33,899	25,085	57%	(4,407)
OTHER INDIRECT EXPENSE	56,918	3,933	27,221	29,697	48%	1,238
<b>TOTAL INDIRECT EXPENSES:</b>	<b>359,957</b>	<b>30,998</b>	<b>184,835</b>	<b>175,122</b>	<b>51%</b>	<b>(4,856)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>368,381</b>	<b>33,646</b>	<b>188,765</b>	<b>179,615</b>	<b>51%</b>	<b>(4,575)</b>
<b>NET INCOME (LOSS):</b>	<b>(368,381)</b>	<b>(33,646)</b>	<b>(188,765)</b>	<b>(179,615)</b>	<b>51%</b>	<b>(4,575)</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>ADMISSIONS</b>						
<b>REVENUE:</b>						
EXAM SOFTWARE REVENUE	27,500	-	-	27,500	0%	(13,750)
BAR EXAM FEES	1,215,000	277,075	908,230	306,770	75%	300,730
RULE 9/LEGAL INTERN FEES	12,000	850	3,800	8,200	32%	(2,200)
SPECIAL ADMISSIONS	46,240	4,605	19,965	26,275	43%	(3,155)
<b>TOTAL REVENUE:</b>	<b>1,300,740</b>	<b>282,530</b>	<b>931,995</b>	<b>368,745</b>	<b>72%</b>	<b>281,625</b>
<b>DIRECT EXPENSES:</b>						
POSTAGE	1,000	68	1,154	(154)	115%	(654)
STAFF TRAVEL/PARKING	20,000	5,641	6,780	13,220	34%	3,220
STAFF MEMBERSHIP DUES	400	-	305	95	76%	(105)
SUPPLIES	1,500	-	-	1,500	0%	750
FACILITY, PARKING, FOOD	94,000	185	42,976	51,024	46%	4,024
EXAMINER FEES	34,000	-	14,000	20,000	41%	3,000
UBE EXMINATIONS	113,000	37,088	37,088	75,912	33%	19,412
BOARD OF BAR EXAMINERS	39,000	6,265	6,265	32,735	16%	13,235
BAR EXAM PROCTORS	21,000	13,769	13,769	7,231	66%	(3,269)
DISABILITY ACCOMMODATIONS	55,967	10,083	12,683	43,284	23%	15,301
CHARACTER & FITNESS INVESTIGATIONS	1,000	-	-	1,000	0%	500
LAW SCHOOL VISITS	1,700	24	396	1,304	23%	454
DEPRECIATION-SOFTWARE	11,038	410	8,644	2,394	78%	(3,125)
SOFTWARE HOSTING	41,140	3,706	21,562	19,578	52%	(992)
EQUIPMENT, HARDWARE & SOFTWARE	1,000	-	-	1,000	0%	500
STAFF CONFERENCE & TRAINING	13,500	-	2,989	10,511	22%	3,761
<b>TOTAL DIRECT EXPENSES:</b>	<b>449,245</b>	<b>77,238</b>	<b>168,610</b>	<b>280,635</b>	<b>38%</b>	<b>56,012</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (6.75 FTE)	522,057	45,820	270,287	251,770	52%	(9,259)
BENEFITS EXPENSE	186,844	16,098	85,310	101,535	46%	8,112
OTHER INDIRECT EXPENSE	203,278	14,021	97,038	106,239	48%	4,600
<b>TOTAL INDIRECT EXPENSES:</b>	<b>912,180</b>	<b>75,939</b>	<b>452,636</b>	<b>459,544</b>	<b>50%</b>	<b>3,454</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,361,425</b>	<b>153,177</b>	<b>621,246</b>	<b>740,179</b>	<b>46%</b>	<b>59,466</b>
<b>NET INCOME (LOSS):</b>	<b>(60,685)</b>	<b>129,353</b>	<b>310,749</b>	<b>(371,434)</b>	<b>-512%</b>	<b>341,091</b>

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2024 to March 31, 2024  
**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>ACCESS TO JUSTICE</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
ATJ BOARD RETREAT	4,000	-	-	4,000	0%	2,000
LEADERSHIP TRAINING	4,000	-	1,453	2,547	36%	547
ATJ BOARD EXPENSE	65,000	1,052	9,421	55,579	14%	23,079
STAFF TRAVEL/PARKING	2,800	-	149	2,651	5%	1,251
STAFF CONFERENCE & TRAINING	3,300	-	842	2,458	26%	808
PUBLIC DEFENSE	4,000	-	1,349	2,651	34%	651
CONFERENCE/INSTITUTE EXPENSE	-	-	(135)	135		135
RECEPTION/FORUM EXPENSE	11,000	-	4,665	6,335	42%	835
<b>TOTAL DIRECT EXPENSES:</b>	<b>94,100</b>	<b>1,052</b>	<b>17,745</b>	<b>76,355</b>	<b>19%</b>	<b>29,305</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.64 FTE)	145,500	11,322	71,473	74,028	49%	1,278
BENEFITS EXPENSE	47,875	3,825	24,438	23,436	51%	(501)
OTHER INDIRECT EXPENSE	49,389	3,393	23,480	25,909	48%	1,214
<b>TOTAL INDIRECT EXPENSES:</b>	<b>242,764</b>	<b>18,540</b>	<b>119,391</b>	<b>123,372</b>	<b>49%</b>	<b>1,990</b>
<b>TOTAL ALL EXPENSES:</b>	<b>336,864</b>	<b>19,592</b>	<b>137,136</b>	<b>199,728</b>	<b>41%</b>	<b>31,296</b>
<b>NET INCOME (LOSS):</b>	<b>(336,864)</b>	<b>(19,592)</b>	<b>(137,136)</b>	<b>(199,728)</b>	<b>41%</b>	<b>31,296</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>BAR NEWS</b>						
<b>REVENUE:</b>						
ROYALTIES	2,500	-	-	2,500	0%	(1,250)
DISPLAY ADVERTISING	400,000	50,043	233,414	166,586	58%	33,414
SUBSCRIPT/SINGLE ISSUES	100	36	108	(8)	108%	58
CLASSIFIED ADVERTISING	7,500	509	1,551	5,949	21%	(2,199)
JOB TARGET ADVERTISING	200,000	10,884	60,619	139,381	30%	(39,381)
<b>TOTAL REVENUE:</b>	<b>610,100</b>	<b>61,472</b>	<b>295,693</b>	<b>314,407</b>	<b>48%</b>	<b>(9,357)</b>
<b>DIRECT EXPENSES:</b>						
POSTAGE	110,000	13,332	66,510	43,490	60%	(11,510)
PRINTING, COPYING & MAILING	250,000	21,584	117,300	132,701	47%	7,701
DIGITAL/ONLINE DEVELOPMENT	2,000	-	21	1,979	1%	979
GRAPHICS/ARTWORK	100	-	1,103	(1,003)	1103%	(1,053)
EDITORIAL ADVISORY COMMITTEE	-	-	20	(20)		(20)
STAFF CONFERENCE & TRAINING	2,500	-	-	2,500	0%	1,250
STAFF MEMBERSHIP DUES	135	-	-	135	0%	68
SUBSCRIPTIONS	225	-	203	22	90%	(90)
<b>TOTAL DIRECT EXPENSES:</b>	<b>364,960</b>	<b>34,915</b>	<b>185,156</b>	<b>179,804</b>	<b>51%</b>	<b>(2,676)</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (2.23 FTE)	213,007	18,872	107,630	105,377	51%	(1,126)
BENEFITS EXPENSE	63,040	5,744	33,641	29,399	53%	(2,121)
OTHER INDIRECT EXPENSE	67,157	4,624	32,000	35,157	48%	1,579
<b>TOTAL INDIRECT EXPENSES:</b>	<b>343,204</b>	<b>29,240</b>	<b>173,270</b>	<b>169,933</b>	<b>50%</b>	<b>(1,668)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>708,164</b>	<b>64,155</b>	<b>358,426</b>	<b>349,738</b>	<b>51%</b>	<b>(4,344)</b>
<b>NET INCOME (LOSS):</b>	<b>(98,064)</b>	<b>(2,684)</b>	<b>(62,733)</b>	<b>(35,330)</b>	<b>64%</b>	<b>(13,701)</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>BOARD OF GOVERNORS</b>						
<b>REVENUE:</b>						
	_____	_____	_____	_____	_____	_____
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>						
	_____	_____	_____	_____	_____	_____
BOG MEETINGS	190,000	30,107	50,852	139,148	27%	44,148
BOG COMMITTEES' EXPENSES	2,500	-	16	2,484	1%	1,234
BOG RETREAT	35,000	-	17,329	17,671	50%	171
BOG CONFERENCE ATTENDANCE	60,000	1,380	5,679	54,321	9%	24,321
BOG TRAVEL & OUTREACH	22,000	1,248	13,929	8,071	63%	(2,929)
LEADERSHIP TRAINING	20,000	-	-	20,000	0%	10,000
BOG ELECTIONS	26,900	4,018	4,018	22,882	15%	9,432
PRESIDENT'S DINNER	15,000	-	482	14,518	3%	7,018
NEW GOVERNOR ORIENTATION	10,000	-	-	10,000	0%	5,000
PRESIDENT'S PHOTO	3,300	-	-	3,300	0%	1,650
LONG RANGE STRATEGIC PLANNING COUNCIL	600	-	-	600	0%	300
SUPPLIES	500	30	30	470	6%	220
<b>TOTAL DIRECT EXPENSES:</b>	<b>385,800</b>	<b>36,783</b>	<b>92,335</b>	<b>293,465</b>	<b>24%</b>	<b>100,565</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.50 FTE)	104,320	10,957	42,567	61,753	41%	9,593
BENEFITS EXPENSE	30,817	2,721	12,609	18,208	41%	2,800
OTHER INDIRECT EXPENSE	45,173	3,122	21,610	23,563	48%	976
<b>TOTAL INDIRECT EXPENSES:</b>	<b>180,310</b>	<b>16,800</b>	<b>76,787</b>	<b>103,524</b>	<b>43%</b>	<b>13,369</b>
<b>TOTAL ALL EXPENSES:</b>	<b>566,110</b>	<b>53,583</b>	<b>169,122</b>	<b>396,989</b>	<b>30%</b>	<b>113,933</b>
<b>NET INCOME (LOSS):</b>	<b>(566,110)</b>	<b>(53,583)</b>	<b>(169,122)</b>	<b>(396,989)</b>	<b>30%</b>	<b>113,933</b>

**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	<b>FISCAL 2024 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>	<b>YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)</b>
<b>CHARACTER &amp; FITNESS BOARD</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
CHARACTER & FITNESS BOARD EXP	18,000	-	-	18,000	0%	9,000
COURT REPORTERS	15,000	-	-	15,000	0%	7,500
<b>TOTAL DIRECT EXPENSES:</b>	<b>33,000</b>	<b>-</b>	<b>-</b>	<b>33,000</b>	<b>0%</b>	<b>16,500</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (0.75 FTE)	93,739	9,516	48,778	44,962	52%	(1,908)
BENEFITS EXPENSE	22,924	2,649	15,002	7,922	65%	(3,540)
OTHER INDIRECT EXPENSE	22,586	1,561	10,805	11,781	48%	488
<b>TOTAL INDIRECT EXPENSES:</b>	<b>139,249</b>	<b>13,725</b>	<b>74,585</b>	<b>64,665</b>	<b>54%</b>	<b>(4,960)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>172,249</b>	<b>13,725</b>	<b>74,585</b>	<b>97,665</b>	<b>43%</b>	<b>11,540</b>
<b>NET INCOME (LOSS):</b>	<b>(172,249)</b>	<b>(13,725)</b>	<b>(74,585)</b>	<b>(97,665)</b>	<b>43%</b>	<b>11,540</b>

**Washington State Bar Association**  
Statement of Activities  
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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>CONTINUING LEGAL EDUCATION (CLE)</b>						
<b>(CLES - CLEP)</b>						
<b>REVENUE:</b>						
SEMINAR REGISTRATIONS	825,000	22,665	305,897	519,103	37%	(106,603)
SEMINAR REVENUE-OTHER	20,000	-	10,552	9,448	53%	552
SEMINAR SPLITS W/ CLE	(150,000)	-	-	(150,000)	0%	75,000
SHIPPING & HANDLING	300	-	45	255	15%	(105)
COURSEBOOK SALES	10,000	-	360	9,640	4%	(4,640)
MP3 AND VIDEO SALES	900,000	60,037	740,381	159,619	82%	290,381
<b>TOTAL REVENUE:</b>	<b>1,605,300</b>	<b>82,702</b>	<b>1,057,235</b>	<b>548,065</b>	<b>66%</b>	<b>(31,051)</b>
<b>DIRECT EXPENSES:</b>						
COURSEBOOK PRODUCTION	500	-	-	500	0%	250
DEPRECIATION	2,040	170	1,020	1,020	50%	-
ONLINE EXPENSES	53,000	4,256	24,871	28,129	47%	1,629
ACCREDITATION FEES	3,000	(24)	1,998	1,002	67%	(498)
EQUIPMENT, HARD.& SOFTWARE **	1,000	-	184	816	18%	316
FACILITIES **	159,500	2,400	26,822	132,678	17%	52,928
DISABILITY ACCOMMODATIONS	7,000	-	1,334	5,666	19%	2,166
SPEAKERS & PROGRAM DEVELOP	45,000	-	2,787	42,213	6%	19,713
HONORARIA	3,000	-	-	3,000	0%	1,500
CLE SEMINAR COMMITTEE	200	-	-	200	0%	100
STAFF TRAVEL/PARKING	15,000	-	89	14,911	1%	7,411
STAFF CONFERENCE & TRAINING	2,777	-	-	2,777	0%	1,388
STAFF MEMBERSHIP DUES	1,000	-	-	1,000	0%	500
SUPPLIES	500	-	-	500	0%	250
COST OF SALES - COURSEBOOKS	1,100	-	24	1,076	2%	526
POSTAGE & DELIVERY-COURSEBOOKS	500	-	13	487	3%	237
<b>TOTAL DIRECT EXPENSES:</b>	<b>295,117</b>	<b>6,802</b>	<b>59,141</b>	<b>235,975</b>	<b>20%</b>	<b>88,417</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (7.89 FTE)	583,378	51,408	297,686	285,692	51%	(5,997)
BENEFITS EXPENSE	187,984	19,436	113,403	74,581	60%	(19,411)
OTHER INDIRECT EXPENSE	237,609	16,393	113,454	124,155	48%	5,351
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,008,971</b>	<b>87,236</b>	<b>524,543</b>	<b>484,428</b>	<b>52%</b>	<b>(20,058)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,304,088</b>	<b>94,038</b>	<b>583,685</b>	<b>720,403</b>	<b>45%</b>	<b>68,359</b>
<b>NET INCOME (LOSS):</b>	<b>301,212</b>	<b>(11,337)</b>	<b>473,550</b>	<b>(172,338)</b>	<b>157%</b>	<b>322,944</b>

\*\*Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

**Washington State Bar Association**  
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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>CLIENT PROTECTION FUND</b>						
<b>REVENUE:</b>						
CPF RESTITUTION	10,000	244	21,819	(11,819)	218%	16,819
CPF MEMBER ASSESSMENTS	525,930	6,700	526,215	(285)	100%	263,250
INTEREST INCOME	60,000	20,482	131,401	(71,401)	219%	101,401
<b>TOTAL REVENUE:</b>	<b>595,930</b>	<b>27,426</b>	<b>679,436</b>	<b>(83,506)</b>	<b>114%</b>	<b>381,471</b>
<b>DIRECT EXPENSES:</b>						
BANK FEES	3,000	(387)	(1,550)	4,550	-52%	3,050
GIFTS TO INJURED CLIENTS	500,000	-	1,000	499,000	0%	249,000
CPF BOARD EXPENSES	2,000	-	345	1,655	17%	655
STAFF MEMBERSHIP DUES	200	-	-	200	0%	100
<b>TOTAL DIRECT EXPENSES:</b>	<b>505,200</b>	<b>(387)</b>	<b>(205)</b>	<b>505,405</b>	<b>0%</b>	<b>252,805</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.23 FTE)	110,717	9,727	56,213	54,504	51%	(855)
BENEFITS EXPENSE	35,671	3,405	20,117	15,554	56%	(2,281)
OTHER INDIRECT EXPENSE	37,042	2,552	17,662	19,380	48%	859
<b>TOTAL INDIRECT EXPENSES:</b>	<b>183,430</b>	<b>15,684</b>	<b>93,992</b>	<b>89,438</b>	<b>51%</b>	<b>(2,277)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>688,630</b>	<b>15,297</b>	<b>93,787</b>	<b>594,843</b>	<b>14%</b>	<b>250,528</b>
<b>NET INCOME (LOSS):</b>	<b>(92,700)</b>	<b>12,129</b>	<b>585,648</b>	<b>(678,349)</b>	<b>-632%</b>	<b>631,999</b>



## Washington State Bar Association

Statement of Activities

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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>COMMUNICATION STRATEGIES</b>						
<b>REVENUE:</b>						
50 YEAR MEMBER TRIBUTE LUNCH	500	342	1,264	(764)	253%	1,014
<b>TOTAL REVENUE:</b>	<b>500</b>	<b>342</b>	<b>1,264</b>	<b>(764)</b>	<b>253%</b>	<b>1,014</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	5,895	198	2,025	3,870	34%	923
STAFF MEMBERSHIP DUES	1,120	-	-	1,120	0%	560
SUBSCRIPTIONS	4,000	142	891	3,109	22%	1,109
APEX DINNER	50,000	-	-	50,000	0%	25,000
50 YEAR MEMBER TRIBUTE LUNCH	30,000	-	-	30,000	0%	15,000
BAR OUTREACH	18,000	486	1,905	16,095	11%	7,095
COMMUNICATIONS OUTREACH	15,000	940	3,007	11,993	20%	4,493
EQUIPMENT, HARDWARE & SOFTWARE	2,500	-	1	2,499	0%	1,249
STAFF CONFERENCE & TRAINING	7,500	-	4,283	3,217	57%	(533)
<b>TOTAL DIRECT EXPENSES:</b>	<b>134,015</b>	<b>1,766</b>	<b>12,112</b>	<b>121,903</b>	<b>9%</b>	<b>54,896</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (5.20 FTE)	398,702	29,680	178,999	219,703	45%	20,352
BENEFITS EXPENSE	136,152	10,222	61,976	74,175	46%	6,099
OTHER INDIRECT EXPENSE	156,599	10,808	74,805	81,795	48%	3,495
<b>TOTAL INDIRECT EXPENSES:</b>	<b>691,453</b>	<b>50,711</b>	<b>315,780</b>	<b>375,672</b>	<b>46%</b>	<b>29,946</b>
<b>TOTAL ALL EXPENSES:</b>	<b>825,468</b>	<b>52,477</b>	<b>327,892</b>	<b>497,575</b>	<b>40%</b>	<b>84,841</b>
<b>NET INCOME (LOSS):</b>	<b>(824,968)</b>	<b>(52,135)</b>	<b>(326,629)</b>	<b>(498,339)</b>	<b>40%</b>	<b>85,855</b>

**Washington State Bar Association**  
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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>COMMUNICATION STRATEGIES FTE</b>						
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.00 FTE)	171,146	15,068	87,078	84,068	51%	(1,505)
BENEFITS EXPENSE	48,124	4,031	23,590	24,534	49%	472
OTHER INDIRECT EXPENSE	30,115	2,072	14,338	15,778	48%	720
TOTAL INDIRECT EXPENSES:	<u>249,385</u>	<u>21,171</u>	<u>125,006</u>	<u>124,379</u>	<u>50%</u>	<u>(313)</u>
NET INCOME (LOSS):	<u>(249,385)</u>	<u>(21,171)</u>	<u>(125,006)</u>	<u>(124,379)</u>	<u>50%</u>	<u>(313)</u>

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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>DESKBOOKS</b>						
<b>REVENUE:</b>						
DESKBOOK SALES	30,000	-	4,264	25,736	14%	(10,736)
LEXIS/NEXIS ROYALTIES	75,000	-	21,829	53,171	29%	(15,671)
SECTION PUBLICATION SALES	1,500	-	540	960	36%	(210)
FASTCASE ROYALTIES	30,000	-	6,192	23,808	21%	(8,808)
<b>TOTAL REVENUE:</b>	<b>136,500</b>	<b>-</b>	<b>32,825</b>	<b>103,675</b>	<b>24%</b>	<b>(35,425)</b>
<b>DIRECT EXPENSES:</b>						
COST OF SALES - DESKBOOKS	4,000	65	1,718	2,282	43%	282
COST OF SALES - SECTION PUBLICATION	500	-	318	182	64%	(68)
SPLITS TO SECTIONS	300	96	96	204	32%	54
DESKBOOK ROYALTIES	300	-	198	102	66%	(48)
OBSOLETE INVENTORY	21,000	4,122	4,122	16,878	20%	6,378
STAFF MEMBERSHIP DUES	225	-	-	225	0%	113
SUBSCRIPTIONS	50	4	43	7	86%	(18)
<b>TOTAL DIRECT EXPENSES:</b>	<b>26,375</b>	<b>4,287</b>	<b>6,495</b>	<b>19,880</b>	<b>25%</b>	<b>6,693</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.65 FTE)	155,883	13,724	79,311	76,572	51%	(1,369)
BENEFITS EXPENSE	48,424	4,296	25,305	23,119	52%	(1,093)
OTHER INDIRECT EXPENSE	49,690	3,423	23,688	26,002	48%	1,157
<b>TOTAL INDIRECT EXPENSES:</b>	<b>253,996</b>	<b>21,443</b>	<b>128,303</b>	<b>125,693</b>	<b>51%</b>	<b>(1,305)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>280,371</b>	<b>25,730</b>	<b>134,798</b>	<b>145,573</b>	<b>48%</b>	<b>5,388</b>
<b>NET INCOME (LOSS):</b>	<b>(143,871)</b>	<b>(25,730)</b>	<b>(101,973)</b>	<b>(41,899)</b>	<b>71%</b>	<b>(30,037)</b>

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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>DISCIPLINE</b>						
<b>REVENUE:</b>						
AUDIT REVENUE	1,000	-	85	915	9%	(415)
RECOVERY OF DISCIPLINE COSTS	100,000	2,415	22,044	77,956	22%	(27,956)
DISCIPLINE HISTORY SUMMARY	18,000	1,080	8,700	9,300	48%	(300)
<b>TOTAL REVENUE:</b>	<b>119,000</b>	<b>3,495</b>	<b>30,829</b>	<b>88,171</b>	<b>26%</b>	<b>(28,671)</b>
<b>DIRECT EXPENSES:</b>						
DEPRECIATION-SOFTWARE	45,608	-	-	45,608	0%	22,804
PUBLICATIONS PRODUCTION	300	-	-	300	0%	150
STAFF TRAVEL/PARKING	15,000	509	4,074	10,926	27%	3,426
STAFF MEMBERSHIP DUES	7,365	300	6,043	1,322	82%	(2,361)
TELEPHONE	4,800	281	1,684	3,116	35%	716
COURT REPORTERS	60,000	3,704	27,565	32,435	46%	2,435
OUTSIDE COUNSEL/AIC	1,000	-	250	750	25%	250
LITIGATION EXPENSES	40,000	2,099	19,796	20,204	49%	204
DISABILITY EXPENSES	9,000	-	1,307	7,693	15%	3,193
TRANSLATION SERVICES	1,000	462	3,683	(2,683)	368%	(3,183)
STAFF CONFERENCE & TRAINING	34,627	4,577	16,177	18,450	47%	1,137
MISCELLANEOUS	-	1	1	(1)		(1)
<b>TOTAL DIRECT EXPENSES:</b>	<b>218,700</b>	<b>11,933</b>	<b>80,580</b>	<b>138,120</b>	<b>37%</b>	<b>28,770</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (38.00 FTE)	3,795,327	329,307	1,863,359	1,931,968	49%	34,305
BENEFITS EXPENSE	1,155,682	94,491	550,537	605,145	48%	27,304
OTHER INDIRECT EXPENSE	1,144,380	78,871	545,867	598,512	48%	26,323
<b>TOTAL INDIRECT EXPENSES:</b>	<b>6,095,389</b>	<b>502,668</b>	<b>2,959,764</b>	<b>3,135,626</b>	<b>49%</b>	<b>87,931</b>
<b>TOTAL ALL EXPENSES:</b>	<b>6,314,089</b>	<b>514,601</b>	<b>3,040,343</b>	<b>3,273,746</b>	<b>48%</b>	<b>116,701</b>
<b>NET INCOME (LOSS):</b>	<b>(6,195,089)</b>	<b>(511,106)</b>	<b>(3,009,514)</b>	<b>(3,185,575)</b>	<b>49%</b>	<b>88,030</b>

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	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>DIVERSITY</b>						
<b>REVENUE:</b>						
DONATIONS	135,000	-	130,000	5,000	96%	62,500
<b>TOTAL REVENUE:</b>	<b>135,000</b>	<b>-</b>	<b>130,000</b>	<b>5,000</b>	<b>96%</b>	<b>62,500</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	1,500	30	234	1,266	16%	516
STAFF MEMBERSHIP DUES	550	-	90	460	16%	185
COMMITTEE FOR DIVERSITY	3,800	125	125	3,675	3%	1,775
DIVERSITY EVENTS & PROJECTS	31,800	28	575	31,225	2%	15,325
SURVEYS	11,500	-	-	11,500	0%	5,750
STAFF CONFERENCE & TRAINING	2,000	2,000	2,000	-	100%	(1,000)
CONSULTING SERVICES	66,550	-	17,500	49,050	26%	15,775
<b>TOTAL DIRECT EXPENSE:</b>	<b>117,700</b>	<b>2,183</b>	<b>20,524</b>	<b>97,176</b>	<b>17%</b>	<b>38,326</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (2.69 FTE)	212,559	11,019	66,495	146,064	31%	39,784
BENEFITS EXPENSE	65,613	3,255	20,853	44,760	32%	11,954
OTHER INDIRECT EXPENSE	81,010	5,584	38,649	42,361	48%	1,856
<b>TOTAL INDIRECT EXPENSES:</b>	<b>359,183</b>	<b>19,859</b>	<b>125,998</b>	<b>233,185</b>	<b>35%</b>	<b>53,594</b>
<b>TOTAL ALL EXPENSES:</b>	<b>476,883</b>	<b>22,042</b>	<b>146,521</b>	<b>330,361</b>	<b>31%</b>	<b>91,920</b>
<b>NET INCOME (LOSS):</b>	<b>(341,883)</b>	<b>(22,042)</b>	<b>(16,521)</b>	<b>(325,361)</b>	<b>5%</b>	<b>154,420</b>

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	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>ETHICS, WELLNESS, &amp; PRACTICE (MWP-PMA-PRP) REVENUE:</b>						
DIVERSIONS	7,500	-	7,000	500	93%	3,250
ROYALTIES	62,000	-	33,870	28,130	55%	2,870
<b>TOTAL REVENUE:</b>	<b>69,500</b>	<b>-</b>	<b>40,870</b>	<b>28,630</b>	<b>59%</b>	<b>6,120</b>
<b>DIRECT EXPENSES:</b>						
STAFF MEMBERSHIP DUES	1,350	-	41	1,309	3%	634
MEMBER WELLNESS COUNCIL	1,000	-	-	1,000	0%	500
STAFF TRAVEL/PARKING	2,250	-	419	1,831	19%	706
STAFF CONFERENCE & TRAINING	572	-	-	572	0%	286
SUBSCRIPTIONS	1,200	110	662	539	55%	(62)
CPE COMMITTEE	1,000	-	386	614	39%	114
FASTCASE	75,000	-	84,042	(9,042)	112%	(46,542)
<b>TOTAL DIRECT EXPENSES:</b>	<b>82,372</b>	<b>110</b>	<b>85,549</b>	<b>(3,177)</b>	<b>104%</b>	<b>(44,363)</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (3.53 FTE)	355,322	31,536	181,242	174,080	51%	(3,581)
BENEFITS EXPENSE	142,794	12,383	72,596	70,198	51%	(1,199)
OTHER INDIRECT EXPENSE	106,307	7,356	50,909	55,398	48%	2,245
<b>TOTAL INDIRECT EXPENSES:</b>	<b>604,423</b>	<b>51,275</b>	<b>304,747</b>	<b>299,675</b>	<b>50%</b>	<b>(2,536)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>686,795</b>	<b>51,385</b>	<b>390,297</b>	<b>296,498</b>	<b>57%</b>	<b>(46,899)</b>
<b>NET INCOME (LOSS):</b>	<b>(617,295)</b>	<b>(51,385)</b>	<b>(349,427)</b>	<b>(267,868)</b>	<b>57%</b>	<b>(40,779)</b>

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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>FINANCE</b>						
<b>REVENUE:</b>						
INTEREST INCOME	400,000	113,896	458,935	(58,935)	115%	258,935
<b>TOTAL REVENUE:</b>	<b>400,000</b>	<b>113,896</b>	<b>458,935</b>	<b>(58,935)</b>	<b>115%</b>	<b>258,935</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	1,500	416	3,048	(1,548)	203%	(2,298)
STAFF CONFERENCE & TRAINING	520	-	263	257	51%	(3)
STAFF MEMBERSHIP DUES	620	-	613	7	99%	(303)
<b>TOTAL DIRECT EXPENSES:</b>	<b>2,640</b>	<b>416</b>	<b>3,924</b>	<b>(1,284)</b>	<b>149%</b>	<b>(2,604)</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (6.92 FTE)	714,291	62,329	364,897	349,394	51%	(7,751)
BENEFITS EXPENSE	213,253	18,408	108,419	104,834	51%	(1,793)
OTHER INDIRECT EXPENSE	208,398	14,381	99,532	108,866	48%	4,667
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,135,942</b>	<b>95,118</b>	<b>572,848</b>	<b>563,094</b>	<b>50%</b>	<b>(4,877)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,138,582</b>	<b>95,534</b>	<b>576,772</b>	<b>561,809</b>	<b>51%</b>	<b>(7,482)</b>
<b>NET INCOME (LOSS):</b>	<b>(738,582)</b>	<b>18,362</b>	<b>(117,837)</b>	<b>(620,744)</b>	<b>16%</b>	<b>251,453</b>

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	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>FOUNDATION</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
CONSULTING SERVICES	3,000	-	3,000	-	100%	(1,500)
PRINTING & COPYING	700	-	422	278	60%	(72)
STAFF TRAVEL/PARKING	900	-	-	900	0%	450
SUPPLIES	150	-	-	150	0%	75
BOARD OF TRUSTEES	3,250	-	299	2,951	9%	1,326
EQUIPMENT/HARDWARE/SOFTWARE	-	219	857	(857)		(857)
POSTAGE	350	-	38	312	11%	137
STAFF CONFERENCE & TRAINING	2,300	-	-	2,300	0%	1,150
<b>TOTAL DIRECT EXPENSES:</b>	<b>10,650</b>	<b>219</b>	<b>4,617</b>	<b>6,033</b>	<b>43%</b>	<b>708</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.05 FTE)	100,026	8,680	50,019	50,007	50%	(6)
BENEFITS EXPENSE	18,911	3,151	18,603	308	98%	(9,147)
OTHER INDIRECT EXPENSE	31,621	2,192	15,169	16,452	48%	642
<b>TOTAL INDIRECT EXPENSES:</b>	<b>150,558</b>	<b>14,023</b>	<b>83,790</b>	<b>66,767</b>	<b>56%</b>	<b>(8,511)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>161,208</b>	<b>14,242</b>	<b>88,407</b>	<b>72,801</b>	<b>55%</b>	<b>(7,803)</b>
<b>NET INCOME (LOSS):</b>	<b>(161,208)</b>	<b>(14,242)</b>	<b>(88,407)</b>	<b>(72,801)</b>	<b>55%</b>	<b>(7,803)</b>



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	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>HUMAN RESOURCES</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	700	18	18	682	3%	332
STAFF MEMBERSHIP DUES	1,000	-	867	133	87%	(367)
SUBSCRIPTIONS	1,000	-	1,818	(818)	182%	(1,318)
STAFF TRAINING- GENERAL	12,912	177	7,363	5,549	57%	(907)
RECRUITING AND ADVERTISING	8,000	544	2,076	5,924	26%	1,924
PAYROLL PROCESSING	50,000	3,350	21,133	28,867	42%	3,867
SALARY SURVEYS	1,500	-	1,973	(473)	132%	(1,223)
CONSULTING SERVICES	2,000	-	-	2,000	0%	1,000
TRANSFER TO INDIRECT EXPENSE	(77,112)	(4,089)	(35,248)	(41,864)	46%	(3,308)
<b>TOTAL DIRECT EXPENSES:</b>	-	-	-	-		-
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (4.00 FTE)	454,865	34,568	194,391	260,474	43%	33,042
ALLOWANCE FOR OPEN POSITIONS	(200,000)	-	-	(200,000)	0%	(100,000)
BENEFITS EXPENSE	94,928	11,451	66,624	28,304	70%	(19,160)
OTHER INDIRECT EXPENSE	120,461	8,316	57,558	62,903	48%	2,672
<b>TOTAL INDIRECT EXPENSES:</b>	<b>470,254</b>	<b>54,335</b>	<b>318,573</b>	<b>151,681</b>	<b>68%</b>	<b>(83,446)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>470,254</b>	<b>54,335</b>	<b>318,573</b>	<b>151,681</b>	<b>68%</b>	<b>(83,446)</b>
<b>NET INCOME (LOSS):</b>	<b>(470,254)</b>	<b>(54,335)</b>	<b>(318,573)</b>	<b>(151,681)</b>	<b>68%</b>	<b>(83,446)</b>

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	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>LAW CLERK PROGRAM</b>						
<b>REVENUE:</b>						
LAW CLERK FEES	204,000	4,833	162,234	41,766	80%	60,234
LAW CLERK APPLICATION FEES	3,200	-	2,200	1,000	69%	600
<b>TOTAL REVENUE:</b>	<b>207,200</b>	<b>4,833</b>	<b>164,434</b>	<b>42,766</b>	<b>79%</b>	<b>60,834</b>
<b>DIRECT EXPENSES:</b>						
SUBSCRIPTIONS	250	-	-	250	0%	125
DEPRECIATION	4,675	-	-	4,675	0%	2,338
CHARACTER & FITNESS INVESTIGATIONS	100	-	-	100	0%	50
LAW CLERK BOARD EXPENSE	8,000	1,197	3,645	4,355	46%	355
STAFF TRAVEL/PARKING	500	-	24	476	5%	226
SOFTWARE HOSTING	1,210	109	634	576	52%	(29)
LAW CLERK OUTREACH	5,000	-	73	4,927	1%	2,427
<b>TOTAL DIRECT EXPENSES:</b>	<b>19,735</b>	<b>1,306</b>	<b>4,376</b>	<b>15,360</b>	<b>22%</b>	<b>5,492</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.23 FTE)	100,677	8,733	50,646	50,031	50%	(307)
BENEFITS EXPENSE	26,676	2,532	14,948	11,728	56%	(1,610)
OTHER INDIRECT EXPENSE	37,042	2,552	17,662	19,380	48%	859
<b>TOTAL INDIRECT EXPENSES:</b>	<b>164,394</b>	<b>13,817</b>	<b>83,256</b>	<b>81,139</b>	<b>51%</b>	<b>(1,058)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>184,130</b>	<b>15,124</b>	<b>87,632</b>	<b>96,498</b>	<b>48%</b>	<b>4,433</b>
<b>NET INCOME (LOSS):</b>	<b>23,070</b>	<b>(10,290)</b>	<b>76,803</b>	<b>(53,732)</b>	<b>333%</b>	<b>65,268</b>

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<b>LEGISLATIVE</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	2,500	-	-	2,500	0%	1,250
STAFF MEMBERSHIP DUES	450	-	130	320	29%	95
JUD RECOMMEND COMMITTEE	2,250	-	-	2,250	0%	1,125
SUBSCRIPTIONS	2,000	-	1,985	16	99%	(985)
TELEPHONE	485	48	288	197	59%	(46)
OLYMPIA RENT	1,500	-	-	1,500	0%	750
CONTRACT LOBBYIST	12,500	3,125	9,375	3,125	75%	(3,125)
LEGISLATIVE COMMITTEE	1,250	-	2	1,248	0%	623
BOG LEGISLATIVE COMMITTEE	300	-	-	300	0%	150
STAFF CONFERENCE & TRAINING	2,500	-	1,736	764	69%	(486)
<b>TOTAL DIRECT EXPENSES:</b>	<b>25,735</b>	<b>3,173</b>	<b>13,516</b>	<b>12,219</b>	<b>53%</b>	<b>(648)</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.70 FTE)	152,783	13,271	76,697	76,086	50%	(306)
BENEFITS EXPENSE	51,586	4,323	25,539	26,047	50%	254
OTHER INDIRECT EXPENSE	51,196	3,543	24,519	26,677	48%	1,079
<b>TOTAL INDIRECT EXPENSES:</b>	<b>255,565</b>	<b>21,137</b>	<b>126,755</b>	<b>128,810</b>	<b>50%</b>	<b>1,027</b>
<b>TOTAL ALL EXPENSES:</b>	<b>281,300</b>	<b>24,310</b>	<b>140,271</b>	<b>141,029</b>	<b>50%</b>	<b>379</b>
<b>NET INCOME (LOSS):</b>	<b>(281,300)</b>	<b>(24,310)</b>	<b>(140,271)</b>	<b>(141,029)</b>	<b>50%</b>	<b>379</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>LICENSING &amp; MEMBERSHIP RECORDS</b>						
<b>REVENUE:</b>						
STATUS CERTIFICATE FEES	27,000	2,425	15,475	11,525	57%	1,975
INVESTIGATION FEES	20,000	2,100	14,200	5,800	71%	4,200
PRO HAC VICE	400,000	36,187	249,167	150,833	62%	49,167
MEMBER CONTACT INFORMATION	3,700	-	3,756	(56)	102%	1,906
PHOTO BAR CARD SALES	200	48	156	44	78%	56
<b>TOTAL REVENUE:</b>	<b>450,900</b>	<b>40,760</b>	<b>282,754</b>	<b>168,146</b>	<b>63%</b>	<b>57,304</b>
<b>DIRECT EXPENSES:</b>						
POSTAGE	17,652	13,889	13,991	3,661	79%	(5,165)
SOFTWARE HOSTING	15,125	1,363	7,927	7,198	52%	(365)
<b>TOTAL DIRECT EXPENSES:</b>	<b>32,777</b>	<b>15,251</b>	<b>21,918</b>	<b>10,859</b>	<b>67%</b>	<b>(5,530)</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (3.83 FTE)	401,688	36,678	203,467	198,221	51%	(2,623)
BENEFITS EXPENSE	135,989	11,767	67,769	68,221	50%	226
OTHER INDIRECT EXPENSE	115,341	7,956	55,065	60,277	48%	2,606
<b>TOTAL INDIRECT EXPENSES:</b>	<b>653,019</b>	<b>56,402</b>	<b>326,300</b>	<b>326,719</b>	<b>50%</b>	<b>209</b>
<b>TOTAL ALL EXPENSES:</b>	<b>685,796</b>	<b>71,653</b>	<b>348,219</b>	<b>337,578</b>	<b>51%</b>	<b>(5,320)</b>
<b>NET INCOME (LOSS):</b>	<b>(234,896)</b>	<b>(30,893)</b>	<b>(65,464)</b>	<b>(169,432)</b>	<b>28%</b>	<b>51,984</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>LIMITED LICENSE LEGAL TECHNICIAN PROGRAM</b>						
<b>REVENUE:</b>						
SEMINAR REGISTRATIONS	2,000	-	-	2,000	0%	(1,000)
LLLT LICENSE FEES	18,562	1,345	7,346	11,216	40%	(1,935)
LLLT LATE LICENSE FEES	-	69	374	(374)		374
MCLE LATE FEES	150	-	450	(300)	300%	375
<b>TOTAL REVENUE:</b>	<b>20,712</b>	<b>1,414</b>	<b>8,170</b>	<b>12,542</b>	<b>39%</b>	<b>(2,186)</b>
<b>DIRECT EXPENSES:</b>						
LLLT BOARD	14,240	1,098	1,098	13,142	8%	6,022
<b>TOTAL DIRECT EXPENSES:</b>	<b>14,240</b>	<b>1,098</b>	<b>1,098</b>	<b>13,142</b>	<b>8%</b>	<b>6,022</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (0.53 FTE)	51,460	4,470	25,788	25,673	50%	(58)
BENEFITS EXPENSE	10,179	1,151	6,777	3,402	67%	(1,688)
OTHER INDIRECT EXPENSE	15,961	1,111	7,688	8,273	48%	292
<b>TOTAL INDIRECT EXPENSES:</b>	<b>77,600</b>	<b>6,732</b>	<b>40,253</b>	<b>37,347</b>	<b>52%</b>	<b>(1,453)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>91,840</b>	<b>7,830</b>	<b>41,351</b>	<b>50,489</b>	<b>45%</b>	<b>4,569</b>
<b>NET INCOME (LOSS):</b>	<b>(71,128)</b>	<b>(6,416)</b>	<b>(33,181)</b>	<b>(37,947)</b>	<b>47%</b>	<b>2,383</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>LIMITED PRACTICE OFFICERS</b>						
<b>REVENUE:</b>						
INVESTIGATION FEES	200	200	600	(400)	300%	500
MCLE LATE FEES	4,000	300	2,550	1,450	64%	550
LPO EXAMINATION FEES	25,300	3,900	17,900	7,400	71%	5,250
LPO LICENSE FEES	170,000	13,313	77,703	92,297	46%	(7,297)
LPO LATE LICENSE FEES	2,500	990	3,120	(620)	125%	1,870
<b>TOTAL REVENUE:</b>	<b>202,000</b>	<b>18,703</b>	<b>101,873</b>	<b>100,127</b>	<b>50%</b>	<b>873</b>
<b>DIRECT EXPENSES:</b>						
FACILITY, PARKING, FOOD	6,300	-	2,245	4,055	36%	905
EXAM WRITING	9,000	-	4,200	4,800	47%	300
LPO BOARD	4,000	-	-	4,000	0%	2,000
LPO OUTREACH	1,000	-	-	1,000	0%	500
OFFICE SUPPLIES	1,000	-	-	1,000	0%	500
PRINTING & COPYING	200	-	78	123	39%	23
SUPPLIES	100	-	113	(13)	113%	(63)
SOFTWARE HOSTING	3,025	273	1,585	1,440	52%	(73)
<b>TOTAL DIRECT EXPENSES:</b>	<b>24,625</b>	<b>273</b>	<b>8,221</b>	<b>16,404</b>	<b>33%</b>	<b>4,092</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (0.78 FTE)	69,420	5,901	34,848	34,573	50%	(137)
BENEFITS EXPENSE	14,447	1,597	9,383	5,063	65%	(2,160)
OTHER INDIRECT EXPENSE	23,490	1,621	11,221	12,269	48%	524
<b>TOTAL INDIRECT EXPENSES:</b>	<b>107,357</b>	<b>9,119</b>	<b>55,451</b>	<b>51,906</b>	<b>52%</b>	<b>(1,773)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>131,982</b>	<b>9,392</b>	<b>63,672</b>	<b>68,310</b>	<b>48%</b>	<b>2,319</b>
<b>NET INCOME (LOSS):</b>	<b>70,018</b>	<b>9,311</b>	<b>38,201</b>	<b>31,817</b>	<b>55%</b>	<b>3,192</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>MANDATORY CONTINUING LEGAL EDUCATION</b>						
<b>REVENUE:</b>						
ACTIVITY APPLICATION FEE	550,000	66,200	372,700	177,300	68%	97,700
ACTIVITY APPLICATION LATE FEE	220,000	23,400	142,100	77,900	65%	32,100
MCLE LATE FEES	190,000	21,150	227,325	(37,325)	120%	132,325
ANNUAL ACCREDITED SPONSOR FEES	36,000	-	36,000	-	100%	18,000
ATTENDANCE LATE FEES	90,000	7,700	73,000	17,000	81%	28,000
COMITY CERTIFICATES	27,800	1,475	25,072	2,728	90%	11,172
<b>TOTAL REVENUE:</b>	<b>1,113,800</b>	<b>119,925</b>	<b>876,197</b>	<b>237,603</b>	<b>79%</b>	<b>319,297</b>
<b>DIRECT EXPENSES:</b>						
DEPRECIATION	130,449	10,736	59,048	71,401	45%	6,177
STAFF MEMBERSHIP DUES	500	-	-	500	0%	250
MCLE BOARD	5,000	-	-	5,000	0%	2,500
STAFF TRAVEL/PARKING	50	-	-	50	0%	25
STAFF CONFERENCE & TRAINING	4,000	-	600	3,400	15%	1,400
<b>TOTAL DIRECT EXPENSES:</b>	<b>139,999</b>	<b>10,736</b>	<b>59,648</b>	<b>80,351</b>	<b>43%</b>	<b>10,352</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (5.88 FTE) **	454,500	48,445	264,288	190,212	58%	(37,038)
BENEFITS EXPENSE	144,327	12,463	72,180	72,147	50%	(16)
OTHER INDIRECT EXPENSE	177,078	12,219	84,571	92,507	48%	3,968
<b>TOTAL INDIRECT EXPENSES:</b>	<b>775,905</b>	<b>73,128</b>	<b>421,039</b>	<b>354,866</b>	<b>54%</b>	<b>(33,086)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>915,904</b>	<b>83,864</b>	<b>480,687</b>	<b>435,217</b>	<b>52%</b>	<b>(22,735)</b>
<b>NET INCOME (LOSS):</b>	<b>197,896</b>	<b>36,061</b>	<b>395,511</b>	<b>(197,615)</b>	<b>200%</b>	<b>296,563</b>

\*\*Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>MEMBER SERVICES &amp; ENGAGEMENT</b>						
<b>TEAM</b>						
<b>(LLB-MINI-MSE-NME)</b>						
<b>REVENUE:</b>						
ROYALTIES	10,800	1,200	5,286	5,514	49%	(114)
NMP PRODUCT SALES	40,000	852	89,164	(49,164)	223%	69,164
DIGITAL VIDEO SALES	20,000	196	21,560	(1,560)	108%	11,560
SPONSORSHIPS	9,000	-	9,000	-	100%	4,500
SEMINAR REGISTRATIONS	15,000	6,665	16,455	(1,455)	110%	8,955
TRIAL ADVOCACY PROGRAM	12,000	-	-	12,000	0%	(6,000)
<b>TOTAL REVENUE:</b>	<b>106,800</b>	<b>8,913</b>	<b>141,465</b>	<b>(34,665)</b>	<b>132%</b>	<b>88,065</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	2,500	-	-	2,500	0%	1,250
STAFF CONFERENCE & TRAINING	250	-	-	250	0%	125
SMALL TOWN AND RURAL COMMITTEE	5,000	-	-	5,000	0%	2,500
PRINTING & COPYING	1,300	-	-	1,300	0%	650
NEW LAWYER OUTREACH	1,000	-	-	1,000	0%	500
DISABILITY ACCOMMODATIONS	2,000	-	-	2,000	0%	1,000
HONORARIUM	1,500	-	-	1,500	0%	750
YLL SECTION PROGRAM	1,500	-	-	1,500	0%	750
SMALL TOWN AND RURAL COMMITTEE OUTREACH AND ACTIVITIES	55,000	-	-	55,000	0%	27,500
ON24 OVERAGE CHARGE	4,500	1,103	2,205	2,295	49%	45
MEMBER ENGAGEMENT COUNCIL	1,000	-	-	1,000	0%	500
WYLC CLE COMPS	1,000	-	-	1,000	0%	500
WYLC OUTREACH EVENTS	1,500	-	-	1,500	0%	750
SPEAKERS & PROGRAM DEVELOP	100	-	-	100	0%	50
WYL COMMITTEE	13,500	-	492	13,008	4%	6,258
TRIAL ADVOCACY EXPENSES	1,500	-	-	1,500	0%	750
RECEPTION/FORUM EXPENSE	1,000	-	-	1,000	0%	500
INSURANCE REBATE	(425)	-	-	(425)	0%	(213)
WYLC SCHOLARSHIPS/DONATIONS/GRANT	5,000	-	-	5,000	0%	2,500
STAFF MEMBERSHIP DUES	845	-	-	845	0%	423
LENDING LIBRARY	4,000	11	70	3,930	2%	1,930
NMP SPEAKERS & PROGRAM DEVELOPMENT	250	-	-	250	0%	125
<b>TOTAL DIRECT EXPENSES:</b>	<b>103,820</b>	<b>1,114</b>	<b>2,767</b>	<b>101,053</b>	<b>3%</b>	<b>49,143</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (4.64 FTE)	322,883	30,438	165,798	157,085	51%	(4,357)
BENEFITS EXPENSE	89,576	9,585	54,773	34,803	61%	(9,985)
OTHER INDIRECT EXPENSE	139,735	9,637	66,701	73,034	48%	3,166
INSURANCE REBATE	(4,060)	-	-	(4,060)	0%	(2,030)
<b>TOTAL INDIRECT EXPENSES:</b>	<b>548,134</b>	<b>49,661</b>	<b>287,273</b>	<b>260,861</b>	<b>52%</b>	<b>(13,206)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>651,954</b>	<b>50,774</b>	<b>290,040</b>	<b>361,914</b>	<b>44%</b>	<b>35,937</b>
<b>NET INCOME (LOSS):</b>	<b>(545,154)</b>	<b>(41,861)</b>	<b>(148,575)</b>	<b>(396,579)</b>	<b>27%</b>	<b>124,002</b>



**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	<b>FISCAL 2024 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>	<b>YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)</b>
<b>OFFICE OF THE EXECUTIVE DIRECTOR</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
LEADERSHIP TRAINING	15,000	-	9,800	5,200	65%	(2,300)
WASHINGTON LEADERSHIP INSTITUTE	80,000	-	-	80,000	0%	40,000
ED TRAVEL & OUTREACH	4,000	185	3,295	705	82%	(1,295)
STAFF TRAVEL/PARKING	4,450	198	1,200	3,250	27%	1,025
STAFF CONFERENCE & TRAINING	9,282	1,777	2,227	7,055	24%	2,414
STAFF MEMBERSHIP DUES	1,890	-	-	1,890	0%	945
<b>TOTAL DIRECT EXPENSES:</b>	<b>114,622</b>	<b>2,160</b>	<b>16,522</b>	<b>98,100</b>	<b>14%</b>	<b>40,789</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (2.90 FTE)	491,121	43,610	245,371	245,750	50%	189
BENEFITS EXPENSE	124,183	11,194	64,430	59,753	52%	(2,338)
OTHER INDIRECT EXPENSE	87,334	6,035	41,766	45,568	48%	1,901
<b>TOTAL INDIRECT EXPENSES:</b>	<b>702,639</b>	<b>60,839</b>	<b>351,567</b>	<b>351,072</b>	<b>50%</b>	<b>(248)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>817,261</b>	<b>62,999</b>	<b>368,089</b>	<b>449,172</b>	<b>45%</b>	<b>40,541</b>
<b>NET INCOME (LOSS):</b>	<b>(817,261)</b>	<b>(62,999)</b>	<b>(368,089)</b>	<b>(449,172)</b>	<b>45%</b>	<b>40,541</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>OFFICE OF GENERAL COUNSEL</b>						
<b>REVENUE:</b>						
COPY FEES	-	107	112	(112)		112
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>107</b>	<b>112</b>	<b>(112)</b>		<b>112</b>
<b>DIRECT EXPENSES:</b>						
STAFF MEMBERSHIP DUES	2,868	-	1,450	1,418	51%	(16)
COURT RULES COMMITTEE	1,000	-	-	1,000	0%	500
CUSTODIANSHIPS	5,000	-	125	4,875	2%	2,375
WILLS	2,000	-	-	2,000	0%	1,000
LITIGATION EXPENSES	200	-	-	200	0%	100
TRANSCRIPTION SERVICES	2,100	-	-	2,100	0%	1,050
DISABILITY ACCOMMODATIONS	6,000	110	307	5,693	5%	2,693
STAFF CONFERENCE & TRAINING	6,656	-	-	6,656	0%	3,328
<b>TOTAL DIRECT EXPENSES:</b>	<b>25,824</b>	<b>110</b>	<b>1,882</b>	<b>23,942</b>	<b>7%</b>	<b>11,030</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (6.07 FTE)	675,398	65,605	324,385	351,013	48%	13,314
BENEFITS EXPENSE	194,029	17,518	90,596	103,433	47%	6,419
OTHER INDIRECT EXPENSE	182,800	12,610	87,272	95,527	48%	4,127
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,052,227</b>	<b>95,733</b>	<b>502,253</b>	<b>549,973</b>	<b>48%</b>	<b>23,860</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,078,051</b>	<b>95,843</b>	<b>504,135</b>	<b>573,915</b>	<b>47%</b>	<b>34,890</b>
<b>NET INCOME (LOSS):</b>	<b>(1,078,051)</b>	<b>(95,735)</b>	<b>(504,023)</b>	<b>(574,027)</b>	<b>47%</b>	<b>35,002</b>

## Washington State Bar Association

Statement of Activities

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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSE:</b>						
STAFF MEMBERSHIP DUES	100	-	-	100	0%	50
DISCIPLINARY BOARD EXPENSES	4,000	713	713	3,287	18%	1,287
CHIEF HEARING OFFICER	40,000	3,333	19,998	20,002	50%	2
COURT REPORTERS	500	-	-	500	0%	250
HEARING OFFICER EXPENSES	4,000	-	-	4,000	0%	2,000
HEARING OFFICER TRAINING	400	-	-	400	0%	200
OUTSIDE COUNSEL	48,000	4,000	24,000	24,000	50%	-
DISCIPLINARY SELECTION PANEL	1,000	-	-	1,000	0%	500
<b>TOTAL DIRECT EXPENSES:</b>	<b>98,000</b>	<b>8,046</b>	<b>44,711</b>	<b>53,289</b>	<b>46%</b>	<b>4,289</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.40 FTE)	136,708	11,354	69,370	67,338	51%	(1,016)
BENEFITS EXPENSE	38,872	2,832	19,838	19,034	51%	(402)
OTHER INDIRECT EXPENSE	42,161	2,912	20,156	22,006	48%	925
<b>TOTAL INDIRECT EXPENSES:</b>	<b>217,741</b>	<b>17,098</b>	<b>109,363</b>	<b>108,378</b>	<b>50%</b>	<b>(493)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>315,741</b>	<b>25,144</b>	<b>154,074</b>	<b>161,667</b>	<b>49%</b>	<b>3,796</b>
<b>NET INCOME (LOSS):</b>	<b>(315,741)</b>	<b>(25,144)</b>	<b>(154,074)</b>	<b>(161,667)</b>	<b>49%</b>	<b>3,796</b>

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2024 to March 31, 2024  
**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>PRACTICE OF LAW BOARD</b>						
REVENUE:	_____	_____	_____	_____	_____	_____
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:	_____	_____	_____	_____	_____	_____
PRACTICE OF LAW BOARD	12,000	-	1,157	10,843	10%	4,843
<b>TOTAL DIRECT EXPENSES:</b>	<b>12,000</b>	<b>-</b>	<b>1,157</b>	<b>10,843</b>	<b>10%</b>	<b>4,843</b>
INDIRECT EXPENSES:	_____	_____	_____	_____	_____	_____
SALARY EXPENSE (0.55 FTE)	47,419	5,460	25,336	22,083	53%	(1,626)
BENEFITS EXPENSE	12,578	1,871	10,434	2,144	83%	(4,145)
OTHER INDIRECT EXPENSE	16,563	1,141	7,896	8,667	48%	386
<b>TOTAL INDIRECT EXPENSES:</b>	<b>76,560</b>	<b>8,471</b>	<b>43,665</b>	<b>32,895</b>	<b>57%</b>	<b>(5,385)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>88,560</b>	<b>8,471</b>	<b>44,823</b>	<b>43,738</b>	<b>51%</b>	<b>(543)</b>
<b>NET INCOME (LOSS):</b>	<b>(88,560)</b>	<b>(8,471)</b>	<b>(44,823)</b>	<b>(43,738)</b>	<b>51%</b>	<b>(543)</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>PUBLIC SERVICE PROGRAMS</b>						
<b>REVENUE:</b>						
DONATIONS & GRANTS	130,000	-	130,000	-	100%	65,000
<b>TOTAL REVENUE:</b>	<b>130,000</b>	<b>-</b>	<b>130,000</b>	<b>-</b>	<b>100%</b>	<b>65,000</b>
<b>DIRECT EXPENSES:</b>						
DONATIONS/SPONSORSHIPS/GRANTS	292,309	67	24,950	267,359	9%	121,205
STAFF TRAVEL/PARKING	500	18	92	408	18%	158
SURVEYS	100	-	-	100	0%	50
PRO BONO & PUBLIC SERVICE COMMITTEE	2,500	-	250	2,250	10%	1,000
PRO BONO CERTIFICATES	2,000	-	-	2,000	0%	1,000
<b>TOTAL DIRECT EXPENSES:</b>	<b>297,409</b>	<b>85</b>	<b>25,292</b>	<b>272,117</b>	<b>9%</b>	<b>123,413</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (1.62 FTE)	128,379	9,724	59,407	68,972	46%	4,783
BENEFITS EXPENSE	53,314	3,006	19,137	34,177	36%	7,520
OTHER INDIRECT EXPENSE	48,787	3,363	23,273	25,514	48%	1,121
<b>TOTAL INDIRECT EXPENSES:</b>	<b>230,480</b>	<b>16,092</b>	<b>101,816</b>	<b>128,663</b>	<b>44%</b>	<b>13,424</b>
<b>TOTAL ALL EXPENSES:</b>	<b>527,889</b>	<b>16,177</b>	<b>127,108</b>	<b>400,780</b>	<b>24%</b>	<b>136,836</b>
<b>NET INCOME (LOSS):</b>	<b>(397,889)</b>	<b>(16,177)</b>	<b>2,892</b>	<b>(400,780)</b>	<b>-1%</b>	<b>201,836</b>

**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	<b>FISCAL 2024 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>	<b>YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)</b>
<b>PUBLICATION &amp; DESIGN SERVICES</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
<b>DIRECT EXPENSES:</b>						
SUBSCRIPTIONS	200	-	88	112	44%	12
IMAGE LIBRARY	4,100	-	4,752	(652)	116%	(2,702)
<b>TOTAL DIRECT EXPENSES:</b>	<u>4,300</u>	<u>-</u>	<u>4,840</u>	<u>(540)</u>	<u>113%</u>	<u>(2,690)</u>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (0.89 FTE)	72,960	6,423	37,048	35,912	51%	(568)
BENEFITS EXPENSE	19,323	1,890	11,215	8,108	58%	(1,553)
OTHER INDIRECT EXPENSE	26,803	1,861	12,883	13,920	48%	518
<b>TOTAL INDIRECT EXPENSES:</b>	<u>119,085</u>	<u>10,174</u>	<u>61,146</u>	<u>57,940</u>	<u>51%</u>	<u>(1,603)</u>
<b>TOTAL ALL EXPENSES:</b>	<u>123,385</u>	<u>10,174</u>	<u>65,986</u>	<u>57,400</u>	<u>53%</u>	<u>(4,293)</u>
<b>NET INCOME (LOSS):</b>	<u>(123,385)</u>	<u>(10,174)</u>	<u>(65,986)</u>	<u>(57,400)</u>	<u>53%</u>	<u>(4,293)</u>

**Washington State Bar Association**

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	<b>FISCAL 2024 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>	<b>YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)</b>
<b>REGULATORY SERVICES FTE</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
STAFF MEMBERSHIP DUES	-	-	350	(350)		(350)
STAFF CONFERENCE & TRAINING	19,500	-	1,304	18,196	7%	8,446
STAFF TRAVEL/PARKING	650	18	156	494	24%	169
<b>TOTAL DIRECT EXPENSES:</b>	<b>20,150</b>	<b>18</b>	<b>1,810</b>	<b>18,340</b>	<b>9%</b>	<b>8,615</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (2.60 FTE)	357,120	34,348	175,009	182,111	49%	3,551
BENEFITS EXPENSE	85,375	9,411	50,507	34,868	59%	(7,820)
OTHER INDIRECT EXPENSE	78,300	5,404	37,402	40,897	48%	1,748
<b>TOTAL INDIRECT EXPENSES:</b>	<b>520,795</b>	<b>49,163</b>	<b>262,919</b>	<b>257,876</b>	<b>50%</b>	<b>(2,522)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>540,945</b>	<b>49,181</b>	<b>264,729</b>	<b>276,216</b>	<b>49%</b>	<b>6,094</b>
<b>NET INCOME (LOSS):</b>	<b>(540,945)</b>	<b>(49,181)</b>	<b>(264,729)</b>	<b>(276,216)</b>	<b>49%</b>	<b>5,744</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>SERVICE CENTER</b>						
<b>REVENUE:</b>						
	_____	_____	_____	_____	_____	_____
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>						
	_____	_____	_____	_____	_____	_____
STAFF TRAVEL/PARKING	2,376	198	1,188	1,188	50%	-
STAFF CONFERENCE & TRAINING	2,184	-	-	2,184	0%	1,092
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,560</b>	<b>198</b>	<b>1,188</b>	<b>3,372</b>	<b>26%</b>	<b>1,092</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (5.78 FTE)	394,527	34,839	204,304	190,223	52%	(7,040)
BENEFITS EXPENSE	160,465	13,149	78,188	82,276	49%	2,044
OTHER INDIRECT EXPENSE	174,066	12,009	83,116	90,950	48%	3,917
<b>TOTAL INDIRECT EXPENSES:</b>	<b>729,058</b>	<b>59,997</b>	<b>365,609</b>	<b>363,449</b>	<b>50%</b>	<b>(1,080)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>733,618</b>	<b>60,195</b>	<b>366,797</b>	<b>366,821</b>	<b>50%</b>	<b>12</b>
<b>NET INCOME (LOSS):</b>	<b>(733,618)</b>	<b>(60,195)</b>	<b>(366,797)</b>	<b>(366,821)</b>	<b>50%</b>	<b>12</b>



## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>SECTIONS ADMINISTRATION</b>						
<b>REVENUE:</b>						
REIMBURSEMENTS FROM SECTIONS	297,786	3,077	359,060	(61,274)	121%	210,167
<b>TOTAL REVENUE:</b>	<b>297,786</b>	<b>3,077</b>	<b>359,060</b>	<b>(61,274)</b>	<b>121%</b>	<b>210,167</b>
<b>DIRECT EXPENSES:</b>						
STAFF TRAVEL/PARKING	1,000	-	25	975	2%	475
SUBSCRIPTIONS	350	-	-	350	0%	175
SECTION/COMMITTEE CHAIR MTGS	1,000	-	-	1,000	0%	500
STAFF CONFERENCE & TRAINING	500	-	-	500	0%	250
STAFF MEMBERSHIP DUES	200	-	-	200	0%	100
<b>TOTAL DIRECT EXPENSES:</b>	<b>3,050</b>	<b>-</b>	<b>25</b>	<b>3,025</b>	<b>1%</b>	<b>1,500</b>
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (2.58 FTE)	159,053	13,935	80,289	78,764	50%	(762)
BENEFITS EXPENSE	60,688	5,315	30,987	29,702	51%	(642)
OTHER INDIRECT EXPENSE	77,697	5,374	37,195	40,503	48%	1,654
<b>TOTAL INDIRECT EXPENSES:</b>	<b>297,439</b>	<b>24,625</b>	<b>148,470</b>	<b>148,969</b>	<b>50%</b>	<b>250</b>
<b>TOTAL ALL EXPENSES:</b>	<b>300,489</b>	<b>24,625</b>	<b>148,494</b>	<b>151,994</b>	<b>49%</b>	<b>1,750</b>
<b>NET INCOME (LOSS):</b>	<b>(2,703)</b>	<b>(21,548)</b>	<b>210,566</b>	<b>(213,269)</b>	<b>-7791%</b>	<b>211,917</b>

## Washington State Bar Association

Statement of Activities

For the Period from March 1, 2024 to March 31, 2024

**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>SECTIONS OPERATIONS</b>						
<b>REVENUE:</b>						
SECTION DUES	438,431	4,632	554,122	(115,691)	126%	334,906
SEMINAR PROFIT SHARE	153,875	-	1,443	152,432	1%	(75,495)
INTEREST INCOME	17,147	-	-	17,147	0%	(8,574)
PUBLICATIONS REVENUE	1,500	96	972	528	65%	222
OTHER	78,010	505	13,453	64,557	17%	(25,552)
<b>TOTAL REVENUE:</b>	<b>688,964</b>	<b>5,233</b>	<b>569,989</b>	<b>118,974</b>	<b>83%</b>	<b>225,508</b>
<b>DIRECT EXPENSES:</b>						
DIRECT EXPENSES OF SECTION ACTIVITIES	733,096	15,324	94,419	638,677	13%	272,129
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	284,470	3,040	359,023	(74,553)	126%	(216,788)
<b>TOTAL DIRECT EXPENSES:</b>	<b>1,017,566</b>	<b>18,363</b>	<b>453,442</b>	<b>564,124</b>	<b>45%</b>	<b>55,341</b>
<b>NET INCOME (LOSS):</b>	<b>(328,603)</b>	<b>(13,130)</b>	<b>116,548</b>	<b>(445,150)</b>	<b>-35%</b>	<b>280,849</b>

**Washington State Bar Association**  
Statement of Activities  
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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>TECHNOLOGY</b>						
<b>REVENUE:</b>						
<b>TOTAL REVENUE:</b>	-	-	-	-		-
<b>DIRECT EXPENSES:</b>						
CONSULTING SERVICES	115,000	2,086	9,105	105,895	8%	48,395
STAFF TRAVEL/PARKING	1,000	54	462	538	46%	38
STAFF MEMBERSHIP DUES	200	-	-	200	0%	100
TELEPHONE	95,000	6,699	40,582	54,418	43%	6,918
COMPUTER HARDWARE	65,000	44,536	61,375	3,625	94%	(28,875)
COMPUTER SOFTWARE	320,000	2,152	231,285	88,715	72%	(71,285)
HARDWARE SERVICE & WARRANTIES	45,000	-	20,266	24,734	45%	2,234
SOFTWARE MAINTENANCE & LICENSING	345,000	4,416	126,559	218,441	37%	45,941
THIRD PARTY SERVICES **	10,000	32,207	33,709	(23,709)	337%	(28,709)
CLOUD INFRASTRUCTURE	130,000	3,379	21,033	108,967	16%	43,967
STAFF CONFERENCE & TRAINING	8,000	-	25	7,975	0%	3,975
TRANSFER TO INDIRECT EXPENSES	(1,134,200)	(95,528)	(544,402)	(589,798)	48%	(22,698)
<b>TOTAL DIRECT EXPENSES:</b>	-	-	-	-		-
<b>INDIRECT EXPENSES:</b>						
SALARY EXPENSE (13.00 FTE) **	1,434,388	123,464	721,233	713,155	50%	(4,039)
BENEFITS EXPENSE	478,236	38,888	225,620	252,616	47%	13,498
CAPITAL LABOR & OVERHEAD	(210,000)	(13,428)	(48,360)	(161,640)	23%	56,640
OTHER INDIRECT EXPENSE	391,498	27,021	187,012	204,486	48%	8,737
<b>TOTAL INDIRECT EXPENSES:</b>	<b>2,094,122</b>	<b>175,945</b>	<b>1,085,505</b>	<b>1,008,616</b>	<b>52%</b>	<b>74,836</b>
<b>TOTAL ALL EXPENSES:</b>	<b>2,094,122</b>	<b>175,945</b>	<b>1,085,505</b>	<b>1,008,616</b>	<b>52%</b>	<b>74,836</b>
<b>NET INCOME (LOSS):</b>	<b>(2,094,122)</b>	<b>(175,945)</b>	<b>(1,085,505)</b>	<b>(1,008,616)</b>	<b>52%</b>	<b>(38,445)</b>

\*\*Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

**Washington State Bar Association**  
Statement of Activities  
For the Period from March 1, 2024 to March 31, 2024  
**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>VOLUNTEER ENGAGEMENT</b>						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
POSTAGE	-	-	571	(571)		(571)
STAFF MEMBERSHIP DUES	450	-	300	150	67%	(75)
STAFF CONFERENCE & TRAINING	2,600	-	-	2,600	0%	1,300
SUBSCRIPTIONS	750	-	358	392	48%	17
ABA DELEGATES	14,000	2,280	4,985	9,015	36%	2,015
<b>TOTAL DIRECT EXPENSES:</b>	<b>17,800</b>	<b>2,280</b>	<b>6,215</b>	<b>11,585</b>	<b>35%</b>	<b>2,685</b>
INDIRECT EXPENSES:						
SALARY EXPENSE (0.60 FTE)	60,485	5,300	30,630	29,856	51%	(387)
BENEFITS EXPENSE	17,637	1,779	10,396	7,241	59%	(1,577)
OTHER INDIRECT EXPENSE	18,069	1,261	8,727	9,342	48%	307
<b>TOTAL INDIRECT EXPENSES:</b>	<b>96,192</b>	<b>8,341</b>	<b>49,753</b>	<b>46,439</b>	<b>52%</b>	<b>(1,657)</b>
<b>TOTAL ALL EXPENSES:</b>	<b>113,992</b>	<b>10,620</b>	<b>55,967</b>	<b>58,024</b>	<b>49%</b>	<b>(1,657)</b>
<b>NET INCOME (LOSS):</b>	<b>(113,992)</b>	<b>(10,620)</b>	<b>(55,967)</b>	<b>(58,024)</b>	<b>49%</b>	<b>1,029</b>

**Washington State Bar Association**  
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**50% OF YEAR COMPLETE**

	FISCAL 2024 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
<b>INDIRECT EXPENSES:</b>						
SALARIES	13,743,352	1,179,179	6,729,819	7,013,533	49%	141,857
TEMPORARY SALARIES	142,512	37,620	148,234	(5,722)	104%	(76,978)
CAPITAL LABOR & OVERHEAD	(210,000)	(13,428)	(48,360)	(161,640)	23%	(56,640)
ALLOWANCE FOR OPEN POSITIONS	(200,000)	-	-	(200,000)	0%	(100,000)
INSURANCE REBATE	(4,060)	-	-	(4,060)	0%	(2,030)
EMPLOYEE ASSISTANCE PLAN	4,800	-	2,400	2,400	50%	-
EMPLOYEE SERVICE AWARDS	1,680	-	1,140	540	68%	(300)
FICA (EMPLOYER PORTION)	1,015,935	85,618	487,119	528,816	48%	20,849
L&I INSURANCE	71,948	14,155	29,558	42,390	41%	6,416
WA STATE FAMILY MEDICAL LEAVE (EMPLOYER PORTION)	29,351	2,433	13,947	15,404	48%	728
MEDICAL (EMPLOYER PORTION)	1,743,648	160,066	931,450	812,198	53%	(59,626)
RETIREMENT (EMPLOYER PORTION)	1,292,648	104,441	625,217	667,432	48%	21,107
TRANSPORTATION ALLOWANCE	34,000	171	27,111	6,889	80%	(10,111)
UNEMPLOYMENT INSURANCE	81,488	4,751	31,695	49,793	39%	9,049
<b>TOTAL SALARY &amp; BENEFITS EXPENSE:</b>	<b>17,747,303</b>	<b>1,575,007</b>	<b>8,979,331</b>	<b>8,767,973</b>	<b>51%</b>	<b>(105,679)</b>
WORKPLACE BENEFITS	52,710	1,833	12,826	39,884	24%	13,529
HUMAN RESOURCES POOLED EXP	77,112	4,089	35,248	41,864	46%	3,308
MEETING SUPPORT EXPENSES	7,500	874	3,614	3,886	48%	136
RENT	2,065,775	144,919	1,083,693	982,082	52%	(50,805)
PERSONAL PROP TAXES-WSBA	6,650	541	2,949	3,701	44%	376
FURNITURE, MAINT, LH IMP	45,000	563	11,852	33,148	26%	10,648
OFFICE SUPPLIES & EQUIPMENT	21,500	1,191	9,320	12,180	43%	1,430
FURN & OFFICE EQUIP DEPRECIATION	111,192	9,715	58,301	52,891	52%	(2,705)
COMPUTER HARDWARE DEPRECIATION	49,926	3,192	20,164	29,762	40%	4,799
COMPUTER SOFTWARE DEPRECIATION	71,787	3,917	23,498	48,289	33%	12,396
INSURANCE	272,643	22,232	133,392	139,251	49%	2,929
WORK HOME FURNITURE & EQUIP	14,000	26	1,650	12,350	12%	5,350
PROFESSIONAL FEES-AUDIT	35,000	2,100	38,400	(3,400)	110%	(20,900)
PROFESSIONAL FEES-LEGAL	200,000	13	14,337	185,663	7%	85,663
ONLINE LEGAL RESEARCH	24,359	1,794	14,985	9,374	62%	(2,806)
ACCOMODATIONS FUND	6,500	-	-	6,500	0%	3,250
TRANSLATION SERVICES	12,000	774	2,682	9,318	22%	3,318
TELEPHONE & INTERNET	33,000	2,700	16,150	16,850	49%	350
POSTAGE - GENERAL	18,300	582	4,185	14,115	23%	4,965
RECORDS STORAGE	30,000	2,560	19,430	10,571	65%	(4,430)
BANK FEES	50,000	1,113	19,119	30,881	38%	5,881
PRODUCTION MAINTENANCE & SUPPLIES	12,500	(25)	7,713	4,787	62%	(1,463)
COMPUTER POOLED EXPENSES	1,134,200	95,528	544,402	589,798	48%	22,698
<b>TOTAL OTHER INDIRECT EXPENSES:</b>	<b>4,351,654</b>	<b>300,231</b>	<b>2,077,911</b>	<b>2,273,743</b>	<b>48%</b>	<b>97,916</b>
<b>TOTAL INDIRECT EXPENSES:</b>	<b>22,098,957</b>	<b>1,875,238</b>	<b>11,057,242</b>	<b>11,041,716</b>	<b>50%</b>	<b>(7,763)</b>

**Washington State Bar Association**  
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For the Period from March 1, 2024 to March 31, 2024  
**50% OF YEAR COMPLETE**

<b>SUMMARY PAGE</b>	<b>FISCAL 2024 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>
ACCESS TO JUSTICE	(336,864)	(19,592)	(137,136)	(199,728)
ADMISSIONS/BAR EXAM	(60,685)	129,353	310,749	(371,434)
ADVANCEMENT FTE	(368,381)	(33,646)	(188,765)	(179,615)
BAR NEWS	(98,064)	(2,684)	(62,733)	(35,330)
BOARD OF GOVERNORS	(566,110)	(53,583)	(169,122)	(396,989)
CLE - PRODUCTS	686,807	39,972	624,828	61,979
CLE - SEMINARS	(385,594)	(51,308)	(151,278)	(234,316)
CLIENT PROTECTION FUND	(92,700)	12,129	585,648	(678,349)
CHARACTER & FITNESS BOARD	(172,249)	(13,725)	(74,585)	(97,665)
COMMUNICATIONS	(824,968)	(52,135)	(326,629)	(498,339)
COMMUNICATIONS FTE	(249,385)	(21,171)	(125,006)	(124,379)
DESKBOOKS	(143,871)	(25,730)	(101,973)	(41,899)
DISCIPLINE	(6,195,089)	(511,106)	(3,009,514)	(3,185,575)
DIVERSITY	(341,883)	(22,042)	(16,521)	(325,361)
FINANCE	(738,582)	18,362	(117,837)	(620,744)
FOUNDATION	(161,208)	(14,242)	(88,407)	(72,801)
HUMAN RESOURCES	(470,254)	(54,335)	(318,573)	(151,681)
LAW CLERK PROGRAM	23,070	(10,290)	76,803	(53,732)
LEGISLATIVE	(281,300)	(24,310)	(140,271)	(141,029)
LEGAL LUNCHBOX	(22,696)	(5,188)	2,677	(25,373)
LICENSE FEES	17,320,499	1,471,398	8,628,376	8,692,123
LICENSING AND MEMBERSHIP	(234,896)	(30,893)	(65,464)	(169,432)
LIMITED LICENSE LEGAL TECHNICIAN	(71,128)	(6,416)	(33,181)	(37,947)
LIMITED PRACTICE OFFICERS	70,018	9,311	38,201	31,817
MANDATORY CLE ADMINISTRATION	197,896	36,061	395,511	(197,615)
MEMBER WELLNESS PROGRAM	(226,406)	(20,296)	(113,199)	(113,208)
MINI CLE	(110,349)	(9,556)	(57,618)	(52,731)
MEMBER SERVICES & ENGAGEMENT	(379,971)	(25,861)	(146,801)	(233,170)
NEW MEMBER EDUCATION	(32,137)	(1,256)	53,167	(85,304)
OFFICE OF GENERAL COUNSEL	(1,078,051)	(95,735)	(504,023)	(574,027)
OFFICE OF THE EXECUTIVE DIRECTOR	(817,261)	(62,999)	(368,089)	(449,172)
OGC-DISCIPLINARY BOARD	(315,741)	(25,144)	(154,074)	(161,667)
PRACTICE OF LAW BOARD	(88,560)	(8,471)	(44,823)	(43,738)
PRACTICE MANAGEMENT ASSISTANCE	(151,298)	(11,367)	(118,389)	(32,909)
PROFESSIONAL RESPONSIBILITY PROGRAM	(239,590)	(19,722)	(117,839)	(121,751)
PUBLIC SERVICE PROGRAMS	(397,889)	(16,177)	2,892	(400,780)
PUBLICATION & DESIGN SERVICES	(123,385)	(10,174)	(65,986)	(57,400)
REGULATORY SERVICES FTE	(540,945)	(49,181)	(264,729)	(276,216)
SECTIONS ADMINISTRATION	(2,703)	(21,548)	210,566	(213,269)
SECTIONS OPERATIONS	(328,603)	(13,130)	116,548	(445,150)
SERVICE CENTER	(733,618)	(60,195)	(366,797)	(366,821)
TECHNOLOGY	(2,094,122)	(175,945)	(1,085,505)	(1,008,616)
VOLUNTEER EDUCATION	(113,992)	(10,620)	(55,967)	(58,024)
INDIRECT EXPENSES	22,098,957	1,875,238	11,057,242	11,041,716
<b>TOTAL OF ALL</b>	<b>(20,806,720)</b>	<b>(2,002,049)</b>	<b>(13,512,372)</b>	<b>(7,294,348)</b>
<b>NET INCOME (LOSS)</b>	<b>(1,292,237)</b>	<b>126,811</b>	<b>2,455,130</b>	<b>(3,747,368)</b>

# WASHINGTON STATE BAR ASSOCIATION

## WSBA MISSION

The Washington State Bar Association’s mission is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

## WSBA GUIDING PRINCIPLES

The WSBA will operate a well-managed association that supports its members and advances and promotes:

- **Access to the justice system.**  
*Focus: Provide training and leverage community partnerships in order to enhance a culture of service for legal professionals to give back to their communities, with a particular focus on services to underserved low and moderate income people.*
- **Diversity, equality, and cultural understanding throughout the legal community.**  
*Focus: Work to understand the lay of the land of our legal community and provide tools to members and employers in order to enhance the retention of minority legal professionals in our community.*
- **The public’s understanding of the rule of law and its confidence in the legal system.**  
*Focus: Educate youth and adult audiences about the importance of the three branches of government and how they work together.*
- **A fair and impartial judiciary.**
- **The ethics, civility, professionalism, and competence of the Bar.**

## MISSION FOCUS AREAS

### Ensuring Competent and Qualified Legal Professionals

- Cradle to Grave
- Regulation and Assistance

### Promoting the Role of Legal Professionals in Society

- Service
- Professionalism

## PROGRAM CRITERIA

- Does the Program further either or both of WSBA’s mission-focus areas?
- Does WSBA have the competency to operate the Program?
- As the mandatory bar, how is WSBA uniquely positioned to successfully operate the Program?
- Is statewide leadership required in order to achieve the mission of the Program?
- Does the Program’s design optimize the expenditure of WSBA resources devoted to the Program, including the balance between volunteer and staff involvement, the number of people served, the cost per person, etc?

## 2016 – 2018 STRATEGIC GOALS

- **Equip members with skills for the changing profession**
- **Promote equitable conditions for members from historically marginalized or underrepresented backgrounds to enter, stay and thrive in the profession**
- **Explore and pursue regulatory innovation and advocate to enhance the public’s access to legal services**

**GR 12**  
**REGULATION OF THE PRACTICE OF LAW**

The Washington Supreme Court has inherent and plenary authority to regulate the practice of law in Washington. The legal profession serves clients, courts, and the public, and has special responsibilities for the quality of justice administered in our legal system. The Court ensures the integrity of the legal profession and protects the public by adopting rules for the regulation of the practice of law and actively supervising persons and entities acting under the Supreme Court's authority.

*[Adopted effective September 1, 2017.]*

**GR 12.1**  
**REGULATORY OBJECTIVES**

Legal services providers must be regulated in the public interest. In regulating the practice of law in Washington, the Washington Supreme Court's objectives include: protection of the public; advancement of the administration of justice and the rule of law; meaningful access to justice and information about the law, legal issues, and the civil and criminal justice systems;

- (a) transparency regarding the nature and scope of legal services To be provided, the credentials of those who provide them, and the availability of regulatory protections;
- (b) delivery of affordable and accessible legal services;
- (c) efficient, competent, and ethical delivery of legal services;
- (d) protection of privileged and confidential information;
- (e) independence of professional judgment;
- (f) Accessible civil remedies for negligence and breach of other duties owed, disciplinary sanctions for misconduct, and advancement of appropriate preventive or wellness programs;
- (g) Diversity and inclusion among legal services providers and freedom from discrimination for those receiving legal services and in the justice system.

*[Adopted effective September 1, 2017.]*

**GR 12.2**  
**WASHINGTON STATE BAR ASSOCIATION: PURPOSES, AUTHORIZED  
ACTIVITIES, AND PROHIBITED ACTIVITIES**

In the exercise of its inherent and plenary authority to regulate the practice of law in Washington, the Supreme Court authorizes and supervises the Washington State Bar Association's activities. The Washington State Bar Association carries out the administrative responsibilities and functions expressly delegated to it by this rule and other Supreme Court rules and orders enacted or adopted to regulate the practice of law, including the purposes and authorized activities set forth below.

- (a) Purposes: In General. In general, the Washington State Bar Association strives to:



- (1) Promote independence of the judiciary and the legal profession.
- (2) Promote an effective legal system, accessible to all.
- (3) Provide services to its members and the public.
- (4) Foster and maintain high standards of competence, professionalism, and ethics among its members.
- (5) Foster collegiality among its members and goodwill between the legal profession and the public.
- (6) Promote diversity and equality in the courts and the legal profession.
- (7) Administer admission, regulation, and discipline of its members in a manner that protects the public and respects the rights of the applicant or member.
- (8) Administer programs of legal education.
- (9) Promote understanding of and respect for our legal system and the law.
- (10) Operate a well-managed and financially sound association, with a positive work environment for its employees.
- (11) Serve as a statewide voice to the public and to the branches of government on matters relating to these purposes and the activities of the association and the legal profession.

(b) Specific Activities Authorized. In pursuit of these purposes, the Washington State Bar Association may:

- (1) Sponsor and maintain committees and sections, whose activities further these purposes;
- (2) Support the judiciary in maintaining the integrity and fiscal stability of an independent and effective judicial system;
- (3) Provide periodic reviews and recommendations concerning court rules and procedures;
- (4) Administer examinations and review applicants' character and fitness to practice law;
- (5) Inform and advise its members regarding their ethical obligations;
- (6) Administer an effective system of discipline of its members, including receiving and investigating complaints of misconduct by legal professionals, taking and recommending appropriate punitive and remedial measures, and diverting less serious misconduct to alternatives outside the formal discipline system;
- (7) Maintain a program, pursuant to court rule, requiring members to submit fee disputes to arbitration;
- (8) Maintain a program for mediation of disputes between members and others;
- (9) Maintain a program for legal professional practice assistance;
- (10) Sponsor, conduct, and assist in producing programs and products of continuing legal education;

- (11) Maintain a system for accrediting programs of continuing legal education;
- (12) Conduct examinations of legal professionals' trust accounts;
- (13) Maintain a fund for client protection in accordance with the Admission and Practice Rules;
- (14) Maintain a program for the aid and rehabilitation of impaired members;
- (15) Disseminate information about the organization's activities, interests, and positions;
- (16) Monitor, report on, and advise public officials about matters of interest to the organization and the legal profession;
- (17) Maintain a legislative presence to inform members of new and proposed laws and to inform public officials about the organization's positions and concerns;
- (18) Encourage public service by members and support programs providing legal services to those in need;
- (19) Maintain and foster programs of public information and education about the law and the legal system;
- (20) Provide, sponsor, and participate in services to its members;
- (21) Hire and retain employees to facilitate and support its mission, purposes, and activities, including in the organization's discretion, authorizing collective bargaining;
- (22) Establish the amount of all license, application, investigation, and other related fees, as well as charges for services provided by the Washington State Bar Association, and collect, allocate, invest, and disburse funds so that its mission, purposes, and activities may be effectively and efficiently discharged. The amount of any license fee is subject to review by the Supreme Court for reasonableness and may be modified by order of the Court if the Court determines that it is not reasonable;

(23) Administer Supreme-Court-created boards in accordance with General Rule 12.3.

(c) Activities Not Authorized. The Washington State Bar Association will not:

- (1) Take positions on issues concerning the politics or social positions of foreign nations;
- (2) Take positions on political or social issues which do not relate to or affect the practice of law or the administration of justice; or
- (3) Support or oppose, in an election, candidates for public office.

*[Adopted effective July 17, 1987; amended effective December 10, 1993; September 1, 1997; September 1, 2007; September 1, 2013; September 1, 2017.]*

**GR 12.3**  
**WASHINGTON STATE BAR ASSOCIATION ADMINISTRATION**  
**OF SUPREME COURT-CREATED BOARDS AND COMMITTEES**

The Supreme Court has delegated to the Washington State Bar Association the authority and responsibility to administer certain boards and committees established by court rule or order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions.

*[Adopted effective September 1, 2007; amended effective September 1, 2017.]*

**GR 12.4**  
**WASHINGTON STATE BAR ASSOCIATION ACCESS TO**  
**RECORDS**

(a) Policy and Purpose. It is the policy of the Washington State Bar Association to facilitate access to Bar records. A presumption of public access exists for Bar records, but public access to Bar records is not absolute and shall be consistent with reasonable expectations of personal privacy, restrictions in statutes, restrictions in court rules, or as provided in court orders or protective orders issued under court rules. Access shall not unduly burden the business of the Bar.

(b) Scope. This rule governs the right of public access to Bar records. This rule applies to the Washington State Bar Association and its subgroups operated by the Bar including the Board of Governors, committees, task forces, commissions, boards, offices, councils, divisions, sections, and departments. This rule also applies to boards and committees under GR 12.3 administered by the Bar. A person or entity entrusted by the Bar with the storage and maintenance of Bar records is not subject to this rule and may not respond to a request for access to Bar records, absent express written authority from the Bar or separate authority in rule or statute to grant access to the documents.

(c) Definitions.

(1) "Access" means the ability to view or obtain a copy of a Bar record.

(2) "Bar record" means any writing containing information relating to the conduct of any Bar function prepared, owned, used, or retained by the Bar regardless of physical form or characteristics. Bar records include only those records in the possession of the Bar and its staff or stored under Bar ownership and control in facilities or servers. Records solely in the possession of hearing officers, non-Bar staff members of boards, committees, task forces, commissions, sections, councils, or divisions that were prepared by the hearing officers or the members and in their sole possession, including private notes and working papers, are not Bar records and are not subject to public access under this rule. Nothing in this rule requires the Bar to create a record that is not currently in possession of the Bar at the time of the request.

(3) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation in paper, digital, or other format.

(d) Bar Records--Right of Access.

(1) The Bar shall make available for inspection and copying all Bar records, unless the record falls within the specific exemptions of this rule, or any other state statute (including the Public Records Act, chapter 42.56 RCW) or federal statute or rule as they would be applied to a public agency, or is made confidential by the Rules of Professional Conduct, the Rules for Enforcement of Lawyer Conduct, the Admission to Practice Rules and associated regulations, the Rules for Enforcement of Limited Practice Officer Conduct, General Rule 25, court orders or protective orders issued under those rules, or any other state or federal statute or rule. To the extent required to prevent an unreasonable invasion of personal privacy interests or threat to safety or by the above-referenced rules, statutes, or orders, the Bar shall delete identifying details in a manner consistent with those rules, statutes, or orders when it makes available or publishes any Bar record; however, in each case, the justification for the deletion shall be explained in writing.

(2) In addition to exemptions referenced above, the following categories of Bar records are exempt from public access except as may expressly be made public by court rule:

(A) Records of the personnel committee, and personal information in Bar records for employees, appointees, members, or volunteers of the Bar to the extent that disclosure would violate their right to privacy, including home contact information (unless such information is their address of record), Social Security numbers, driver's license numbers, identification or security photographs held in Bar records, and personal data including ethnicity, race, disability status, gender, and sexual orientation. Membership class and status, bar number, dates of admission or licensing, addresses of record, and business telephone numbers, facsimile numbers, and electronic mail addresses (unless there has been a request that electronic mail addresses not be made public) shall not be exempt, provided that any such information shall be exempt if the Executive Director approves the confidentiality of that information for reasons of personal security or other compelling reason, which approval must be reviewed annually.

(B) Specific information and records regarding

(i) internal policies, guidelines, procedures, or techniques, the disclosure of which would reasonably be expected to compromise the conduct of disciplinary or regulatory functions, investigations, or examinations;

(ii) application, investigation, and hearing or proceeding records relating to lawyer, Limited Practice Officer, or Limited License Legal Technician admissions, licensing, or discipline, or that relate to the work of ELC 2.5 hearing officers, the Board of Bar Examiners, the Character and Fitness Board, the Law Clerk Board, the Limited Practice Board, the MCLE Board, the Limited License Legal Technician Board, the Practice of Law Board, or the Disciplinary Board in conducting investigations, hearings or proceedings; and

(iii) the work of the Judicial Recommendation Committee and the Hearing Officer selection panel, unless such records are expressly categorized as public information by court rule.

(C) Valuable formulae, designs, drawings, computer source code or object code, and research data created or obtained by the Bar.

(D) Information regarding the infrastructure, integrity, and security of computer and telecommunication networks, databases, and systems.

(E) Applications for licensure by the Bar and annual licensing forms and related records, including applications for license fee hardship waivers and any decision or determinations on the hardship waiver applications.

(F) Requests by members for ethics opinions to the extent that they contain information identifying the member or a party to the inquiry.

Information covered by exemptions will be redacted from the specific records sought. Statistical information not descriptive of any readily identifiable person or persons may be disclosed.

### (3) Persons Who Are Subjects of Records.

(A) Unless otherwise required or prohibited by law, the Bar has the option to give notice of any records request to any member or third party whose records would be included in the Bar's response.

(B) Any person who is named in a record, or to whom a record specifically pertains, may present information opposing the disclosure to the applicable decision maker.

(C) If the Bar decides to allow access to a requested record, a person who is named in that record, or to whom the records specifically pertains, has a right to initiate review or to participate as a party to any review initiated by a requester. The deadlines that apply to a requester apply as well to a person who is a subject of a record.

### (e) Bar Records--Procedures for Access.

(1) General Procedures. The Bar Executive Director shall appoint a Bar staff member to serve as the public records officer to whom all records requests shall be submitted. Records requests must be in writing and delivered to the Bar public records officer, who shall respond to such requests within 30 days of receipt. The Washington State Bar Association must implement this rule and adopt and publish on its website the public records officer's work mailing address, telephone number, fax number, and e-mail address, and the procedures and fee schedules for accepting and responding to records requests by the effective date of this rule. The Bar shall acknowledge receipt of the request within 14 days of receipt, and shall communicate with the requester as necessary to clarify any ambiguities as to the records being requested. Records requests shall not be directed to other Bar staff or to volunteers serving on boards, committees, task forces, commissions, sections, councils, or divisions.

### (2) Charging of Fees.

(A) A fee may not be charged to view Bar records.

(B) A fee may be charged for the photocopying or scanning of Bar records according to the fee schedule established by the Bar and published on its web site.

(C) A fee not to exceed \$30 per hour may be charged for research services required to fulfill a request taking longer than one hour. The fee shall be assessed from the second hour onward.

(f) Extraordinary Requests Limited by Resource Constraints. If a particular request is of a magnitude or burden on resources that the Bar cannot fully comply within 30 days due to constraints on time, resources, and personnel, the Bar shall communicate this information to the requester along with a good faith estimate of the time needed to complete the Bar's response. The Bar must attempt to reach

agreement with the requester as to narrowing the request to a more manageable scope and as to a timeframe for the Bar's response, which may include a schedule of installment responses. If the Bar and requester are unable to reach agreement, the Bar shall respond to the extent practicable, clarify how and why the response differs from the request, and inform the requester that it has completed its response.

(g) Denials. Denials must be in writing and shall identify the applicable exemptions or other bases for denial as well as a written summary of the procedures under which the requesting party may seek further review.

(h) Review of Records Decisions.

(1) Internal Review. A person who objects to a record decision or other action by the Bar's public records officer may request review by the Bar's Executive Director.

(A) A record requester's petition for internal review must be submitted within 90 days of the Bar's public records officer's decision, on such form as the Bar shall designate and make available.

(B) The review proceeding is informal, summary, and on the record.

(C) The review proceeding shall be held within five working days. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date.

(2) External Review. A person who objects to a records review decision by the Bar's Executive Director may request review by the Records Request Appeals Officer (RRAO) for the Bar.

(A) The requesting party's request for review of the Executive Director's decision must be deposited in the mail and postmarked or delivered to the Bar not later than 30 days after the issuance of the decision, and must be on such form as the Bar shall designate and make available.

(B) The review will be informal and summary, but in the sole discretion of the RRAO may include the submission of briefs no more than 20 pages long and of oral arguments no more than 15 minutes long.

(C) Decisions of the RRAO are final unless, within 30 days of the issuance of the decision, a request for discretionary review of the decision is filed with the Supreme Court. If review is granted, review is conducted by the Chief Justice of the Washington Supreme Court or his or her designee in accordance with procedures established by the Supreme Court. A designee of the Chief Justice shall be a current or former elected judge. The review proceeding shall be on the record, without additional briefing or argument unless such is ordered by the Chief Justice or his or her designee.

(D) The RRAO shall be appointed by the Board of Governors. The Bar may reimburse the RRAO for all necessary and reasonable expenses incurred in the completion of these duties, and may provide compensation for the time necessary for these reviews at a level established by the Board of Governors.

(i) Monetary Awards Not Allowed. Attorney fees, costs, civil penalties, or fines may not be awarded under this rule.

(j) Effective Date of Rule.

(1) This rule goes into effect on July 1, 2014, and applies to records that are created on or after that date.

(2) Public access to records that are created before that date are to be analyzed according to other court rules, applicable statutes, and the common law balancing test; the Public Records Act, chapter 42.56 RCW, does not apply to such Bar records, but it may be used for nonbinding guidance.

*[Adopted effective July 1, 2014; amended effective September 1, 2017.]*

**GR 12.5  
IMMUNITY**

All boards, committees, or other entities, and their members and personnel, and all personnel and employees of the Washington State Bar Association, acting on behalf of the Supreme Court under the Admission and Practice Rules, the Rules for Enforcement of Lawyer Conduct, or the disciplinary rules for limited practice officers and limited license legal technicians, shall enjoy quasi-judicial immunity if the Supreme Court would have immunity in performing the same functions.

*[Adopted effective January 2, 2008; amended effective September 1, 2017.]*

**2024-2025 WSBA BOARD OF GOVERNORS MEETING SCHEDULE**

MEETING DATE	LOCATION	DESCRIPTION	EXECUTIVE COMMITTEE MEETING	MATERIALS DEADLINE
October 18-19, 2024	Semiahmoo Resort Blaine, WA	Team Building Retreat		n/a
November 7-8, 2024	WSBA Conference Center Seattle, WA	BOG Meeting	October 16, 2024	October 8, 2024
January 17-18, 2025	WSBA Conference Center Seattle, WA	BOG Meeting KCBA MLK Luncheon Jan. 17	December 18, 2024	December 10, 2024
March 21-22, 2025	Great Wolf Lodge Conference Center Grand Mound, WA	BOG Meeting	February 26, 2025	February 18, 2025
May 2-3, 2025	Red Lion Hotel Port Angeles Harbor Port Angeles, WA	BOG Meeting	April 16, 2025	April 8, 2025
July 17 - 18, 2025 July 19, 2025	The Marcus Whitman Hotel and Conference Center Walla Walla, WA	BOG Meeting BOG Planning Retreat	June 25, 2025	June 17, 2025
September 26-27, 2025	WSBA Offices Seattle, WA	BOG Meeting	September 3, 2025	August 26, 2025

All proposed agenda items and materials must be submitted by the deadline stated above. Materials can be submitted through 1) a staff liaison, 2) staff supervisor or department director, 3) staff member identified by the Office of the Executive Director or, if none of those are applicable, 4) directly to the Executive Director (terran@wsba.org). Submitters will be notified of the status of their request after the materials deadline. All meeting materials will be published appx. two weeks prior to the meeting.

Materials should include: 1) a cover memo, 2) additional/supplemental materials, 3) be inclusive of all WSBA analyses, if relevant and, 4) be in final form suitable for publication. Click [here](#) for more information.



## **BASIC CHARACTERISTICS OF MOTIONS**

*From: The Complete Idiot's Guide to Robert's Rules  
The Guerilla Guide to Robert's Rules*

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
1. Fix the time to which to adjourn	Sets the time for a continued meeting	No	Yes	No <sup>1</sup>	Yes	Majority
2. Adjourn	Closes the meeting	No	Yes	No	No	Majority
3. Recess	Establishes a brief break	No	Yes	No <sup>2</sup>	Yes	Majority
4. Raise a Question of Privilege	Asks urgent question regarding to rights	Yes	No	No	No	Rules by Chair
5. Call for orders of the day	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. Lay on the table	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. Previous question	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. Limit or extend limits of debate	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. Postpone to a certain time	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority <sup>3</sup>
10. Commit or refer	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. Amend an amendment (secondary amendment)	Proposes a change to an amendments	No	Yes	Yes <sup>4</sup>	No	Majority
12. Amend a motion or resolution (primary amendment)	Proposes a change to a main motion	No	Yes	Yes <sup>4</sup>	Yes	Majority
13. Postpone indefinitely	Kills the motion	No	Yes	Yes	No	Majority
14. Main motion	Brings business before the assembly	No	Yes	Yes	Yes	Majority

*1 Is debatable when another meeting is scheduled for the same or next day, or if the motion is made while no question is pending*

*2 Unless no question is pending*

*3 Majority, unless it makes question a special order*

*4 If the motion it is being applied to is debatable*



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## Discussion Protocols Board of Governors Meetings

### Philosophical Statement:

“We take serious our representational responsibilities and will try to inform ourselves on the subject matter before us by contact with constituents, stakeholders, WSBA staff and committees when possible and appropriate. In all deliberations and actions we will be courageous and keep in mind the need to represent and lead our membership and safeguard the public. In our actions, we will be mindful of both the call to action and the constraints placed upon the WSBA by GR 12 and other standards.”

### Governor’s Commitments:

1. Tackle the problems presented; don’t make up new ones.
2. Keep perspective on long-term goals.
3. Actively listen to understand the issues and perspective of others before making the final decision or lobbying for an absolute.
4. Respect the speaker, the input and the Board’s decision.
5. Collect your thoughts and speak to the point – sparingly!
6. Foster interpersonal relationships between Board members outside Board events.
7. Listen and be courteous to speakers.
8. Speak only if you can shed light on the subject, don’t be repetitive.
9. Consider, respect and trust committee work but exercise the Board’s obligation to establish policy and insure that the committee work is consistent with that policy and the Board’s responsibility to the WSBA’s mission.
10. Seek the best decision through quality discussion and ample time (listen, don’t make assumptions, avoid sidebars, speak frankly, allow time before and during meetings to discuss important matters).
11. Don’t repeat points already made.
12. Everyone should have a chance to weigh in on discussion topics before persons are given a second opportunity.
13. No governor should commit the board to actions, opinions, or projects without consultation with the whole Board.
14. Use caution with e-mail: it can be a useful tool for debating, but e-mail is not confidential and does not easily involve all interests.
15. Maintain the strict confidentiality of executive session discussions and matters.



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## Discussion Protocols Board of Governors Meetings

### Philosophical Statement:

“We take serious our representational responsibilities and will try to inform ourselves on the subject matter before us by contact with constituents, stakeholders, WSBA staff and committees when possible and appropriate. In all deliberations and actions we will be courageous and keep in mind the need to represent and lead our membership and safeguard the public. In our actions, we will be mindful of both the call to action and the constraints placed upon the WSBA by GR 12 and other standards.”

### Governor’s Commitments:

1. Tackle the problems presented; don’t make up new ones.
2. Keep perspective on long-term goals.
3. Actively listen to understand the issues and perspective of others before making the final decision or lobbying for an absolute.
4. Respect the speaker, the input and the Board’s decision.
5. Collect your thoughts and speak to the point – sparingly!
6. Foster interpersonal relationships between Board members outside Board events.
7. Listen and be courteous to speakers.
8. Speak only if you can shed light on the subject, don’t be repetitive.
9. Consider, respect and trust committee work but exercise the Board’s obligation to establish policy and insure that the committee work is consistent with that policy and the Board’s responsibility to the WSBA’s mission.
10. Seek the best decision through quality discussion and ample time (listen, don’t make assumptions, avoid sidebars, speak frankly, allow time before and during meetings to discuss important matters).
11. Don’t repeat points already made.
12. Everyone should have a chance to weigh in on discussion topics before persons are given a second opportunity.
13. No governor should commit the board to actions, opinions, or projects without consultation with the whole Board.
14. Use caution with e-mail: it can be a useful tool for debating, but e-mail is not confidential and does not easily involve all interests.
15. Maintain the strict confidentiality of executive session discussions and matters.



## **BOARD OF GOVERNORS**

### **WSBA VALUES**

Through a collaborative process, the WSBA Board of Governors and Staff have identified these core values that shall be considered by the Board, Staff, and WSBA volunteers (collectively, the “WSBA Community”) in all that we do.

To serve the public and our members and to promote justice, the WSBA Community values the following:

- Trust and respect between and among Board, Staff, Volunteers, Members, and the public
- Open and effective communication
- Individual responsibility, initiative, and creativity
- Teamwork and cooperation
- Ethical and moral principles
- Quality customer-service, with member and public focus
- Confidentiality, where required
- Diversity and inclusion
- Organizational history, knowledge, and context
- Open exchanges of information



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## BOARD OF GOVERNORS

### GUIDING COMMUNICATION PRINCIPLES

In each communication, I will assume the good intent of my fellow colleagues; earnestly and actively listen; encourage the expression of and seek to affirm the value of their differing perspectives, even where I may disagree; share my ideas and thoughts with compassion, clarity, and where appropriate confidentiality; and commit myself to the unwavering recognition, appreciation, and celebration of the humanity, skills, and talents that each of my fellow colleagues bring in the spirit and effort to work for the mission of the WSBA. Therefore, I commit myself to operating with the following norms:

- ◆ I will treat each person with courtesy and respect, valuing each individual.
- ◆ I will strive to be nonjudgmental, open-minded, and receptive to the ideas of others.
- ◆ I will assume the good intent of others.
- ◆ I will speak in ways that encourage others to speak.
- ◆ I will respect others' time, workload, and priorities.
- ◆ I will aspire to be honest and open in all communications.
- ◆ I will aim for clarity; be complete, yet concise.
- ◆ I will practice "active" listening and ask questions if I don't understand.
- ◆ I will use the appropriate communication method (face-to-face, email, phone, voicemail) for the message and situation.
- ◆ When dealing with material of a sensitive or confidential nature, I will seek and confirm that there is mutual agreement to the ground rules of confidentiality at the outset of the communication.
- ◆ I will avoid triangulation and go directly to the person with whom I need to communicate. (If there is a problem, I will go to the source for resolution rather than discussing it with or complaining to others.)
- ◆ I will focus on reaching understanding and finding solutions to problems.
- ◆ I will be mindful of information that affects, or might be of interest or value to, others, and pass it along; err on the side of over-communication.
- ◆ I will maintain a sense of perspective and respectful humor.



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President

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November 2014

## BEST PRACTICES AND EXPECTATIONS

### ❖ Attributes of the Board

- Competence
- Respect
- Trust
- Commitment
- Humor

### ❖ Accountability by Individual Governors

- Assume Good Intent
- Participation/Preparation
- Communication
- Relevancy and Reporting

### ❖ Team of Professionals

- Foster an atmosphere of teamwork
  - Between Board Members
  - The Board with the Officers
  - The Board and Officers with the Staff
  - The Board, Officers, and Staff with the Volunteers
  
- We all have common loyalty to the success of WSBA

### ❖ Work Hard and Have Fun Doing It





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