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**WSBA Legal Technology Task Force Agenda**

**Wednesday, October 16, 2024**

**4:30 to 5:30pm**

**Zoom - Remote Meeting**

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/86459254398?pwd=RcR0NRG5qJo0vmyzxXGFOeABiaVeBR.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 864 5925 4398 || Passcode: 771062

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**Quorum Bylaw** "Quorum" means the presence of a majority of the voting membership (i.e., more than half the voting members). A quorum must be present when votes are taken.

Quorum: 5 members

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**Governing Document**

1. The WSBA Legal Technology Task Force Charter approved by the Board of Governors on March 7, 2024.
2. Task force members are appointed by the WSBA President and confirmed by the Board of Governors.

**Membership:**

Voting: Jenny Durkan, Michele Carney, Laura Lemire, Nicholas Pleasants, Kenneth Zigler, Patrick Palace, Kirk Arthur, Drew Simshaw, Judge Sean O'Donnell, Judge Christon Skinner, Margaret Chon

Non-Voting: Kari Petrasek (BOG Liaison), Professor LeighAnne Thompson (Ex Officio), Craig Shank (POLB Liaison), Kevin Plachy (Staff Co-Liaison), Margeaux Green (Staff Co-Liaison), Ad Hoc: Faisal Akhter, Jacob Wall, Dan Lear, Carol Mullins-Hayes, Leslie Volez, Joshua Hawkins, Leslie English, Joshua Field, Rebecca Garland, Jacqueline Schaefer, John Bender, Denise Farr, Matt Dyor, Jonathan Franklin

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- Approve September 12 Meeting Minutes (All, 5 min)
  - Calendar and Upcoming Deadlines (Jenny Durkan, 5 min)
    - Regular workgroup report: October 15
    - Preliminary report draft: November 7
    - Final preliminary report: December 4
  - Workgroup Reports (Judge Sean O'Donnell, Patrick Palace, Judge Christon Skinner, Maggie Chon, 20 min)

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- Final Report Process (Jenny Durkan, Patrick Palace 30 min)
  - Volunteers for workgroup to coordinate master outline and to draft final report
  - Role of Workgroups to coordinate master outline and to draft final report (Jenny 5-7 minutes)
  - Description of process for creating Impacts on Practice Workgroup (Patrick Palace, 5 - 7 mins)
  - Questions/Comments (15 minutes)
- Adjourn