

WASHINGTON STATE BAR ASSOCIATION

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Agenda

Thursday, April 10, 2025

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/87552258474?pwd=z5RRKxZ3zEl6tH2mAjYroepaxdjUFz.1>

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

Meeting ID: 875 5225 8474 || Passcode: 570739

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: 4 members

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, Denise Farr, Matt Dyor, Jonathan Franklin

1. Approve February 20 Meeting Minutes (*All, 5 min*)

2. Calendar and Deadlines (*Jenny Durkan, 5 min*)

Comments on Draft Report Due to RWW (All)	April 16, 2025
Report Draft 2 Due to Chair (RWW)	May 1, 2025
Final Report Due to Chair (RWW)	June 1, 2025

WASHINGTON STATE BAR ASSOCIATION

1. Draft 1 of the Report and Recommendations (*Drew/All, 45 min*)

- a. Discuss draft 1 -- [draft available here](#)
- b. Review feedback document – [feedback available here](#)
- c. Format/structure
- d. Review style guide – [guide available here](#)
- e. Audience
- f. Discussion

2. Survey Report (*Craig/Margeaux, 5 min*)

- a. Additional edits?
- b. Discussion

3. New WSBA AI Policy (*Kevin, 5 min*)

4. Adjourn

Attachments:

- 1. February Meeting Minutes Draft**
- 2. Report Draft 1 Documents**
 - a. Report and Recommendations Draft 1
 - b. Report Feedback Document
 - c. Style Guide
- 3. Draft Survey Report**