

Administrative Law Section

of the Washington State Bar Association



Minutes

Administrative Law Section Executive Committee Telephonic Meeting June 15, 2020

Executive Committee Members Present: Robert Krabill (Chair), Eileen Keiffer (Chair-Elect), Richelle Little (Secretary), Michael Addams (Young Lawyer Liaison), Lea Anne Dickerson (2018-2021), Marjorie Gray (2019-2022), Alexis Hartwell-Gobeske (2019-2022), Katy Hatfield (Treasurer), Bill Pardee (2019-2022), Susan Pierini (2018-2021).

Also Present: Richard Potter (Legislative Committee Chair).

Absent Executive Committee Members: Jonathon Bashford (Immediate Past Chair), Scott Boyce (2018-2021), Bob Murphy (2017-2020), Bryn Peterson, Robert Rhodes (2019-2020), Chad Standifer (2017-2020).

Meeting called to order at 12:10 p.m.

1. Approval of Minutes (all)

A motion was made (Krabill) and seconded to approve the minutes from the June 6, 2020, meeting; the motion passed unanimously.

2. Approval of Agenda (all)

The standard agenda with minor changes was proposed. A motion was made (Richelle) and seconded (Eileen) to approve the agenda; the motion passed unanimously.

The meeting ended abruptly at approximately 12:15 due to severe audio problems on the conference line. Mike Addams provided a Zoom meeting for the group, which was shared with all executive committee members via email.

The meeting reconvened at 12:32 p.m. via Zoom meeting, and roll call was taken. Executive Committee Members Present were Richelle Little, Mike Addams, Katy Hatfield, Robert Krabill, Bill Pardee, Susan Pierini, Alexis Gobeske, Marjorie Gray, Eileen Keiffer.

We determined, by consensus, to conduct essential business only, due to the meeting access number changing abruptly.

3. Financial update (Katy Hatfield)

Approval of the preliminary budget was determined to be essential business, due to the need to provide a proposal for consultation with WSBA prior to our next scheduled meeting. A

motion was made and seconded to approve the revised budget proposal that Katy sent out via email after our last meeting on June 6, 2020 (see attached). The motion passed unanimously.

4. Retreat Update (Marjorie Gray)

This item was tabled until the next meeting.

5. Committee updates

5.1 CLE (Eileen Keiffer, Robert Krabill, Susan Pierini, Lea Dickerson)

This item was tabled until the next meeting.

5.2 Legislative (Richard Potter)

This item was tabled until the next meeting.

5.3 Publications and Practice Manual (Robert Krabill)

This item was tabled until the next meeting.

5.4 Diversity and Outreach (Alexis Hartwell-Gobeske / Robert Rhodes)

This item was tabled until the next meeting.

5.5 Homan Award (Lea Anne Dickerson)

This item was tabled until the next meeting.

5.6 Newsletter (Bill Pardee)

This item was tabled until the next meeting.

5.7 Elections (Robert Krabill, Lea Dickerson)

We briefly discussed Spencer Bishin's nomination for appointment to a vacant at-large position. Robert Krabill suggested that prior to voting on the appointment, we could invite him to attend one of our meetings to learn more about our activities, and in particular the items we need more help with. Robert will contact Mr. Bishin with information on how to attend a meeting.

6. Good of the Order

We discussed utilizing Zoom rather than the WSBA conference line. Zoom has the benefit of both video and dial-in options, and appears to be a lower annual cost than the conference call line. Robert will contact Eleen Trang to find out the logistics of paying for a Zoom account with

our section funds. Katy brought up the need to publicize the meeting access information in advance, for practical and possibly legal reasons.

For the July 20, 2020, meeting Eileen will host the next meeting on her firm's Zoom account. She will create a unique meeting ID for our group. Eileen will provide the phone number, meeting ID, and password (if applicable) to Eileen for publication on our website.

7. Next Meeting

Next meeting is July 20, 2020 at 12:00 p.m.

The meeting adjourned at 12:46 p.m.

Washington State Bar Association
Fiscal Year 2021 Budget Request
ADMINISTRATIVE LAW SECTION

Account Number & Name	2019 Budget	2020 Budget	2021 Budget	% +/- over 2020	Narrative (Please provide a detailed description for each account)			
Revenues								
Operational Revenue	2019	250 Dues Rate	\$ 25.00					
	2020	250 Dues Rate	\$ 30.00					
48200- Section Dues	2021	250 Dues Rate	\$ 30.00					
40500- Interest Income								
			\$ 6,250.00	\$ 7,500.00	\$ 7,500.00	0%	Not planning to change dues for FY21.	
			\$ 300.00	\$ 400.00	\$ 400.00	0%		
Total Operational Revenue			\$ 6,550.00	\$ 7,900.00	\$ 7,900.00	0%		
Other Revenue								
40800- Publications			\$ 4,000.00	\$ 10,000.00	\$ 6,000.00	-40%	The PRA Deskbook was supplemented in early calendar year 2020. Revenues from supplements typically are elevated for a year or two. The last supplement was in 2010 and publications revenue jumped to nearly \$11K in FY11, which is why we budgeted \$10K in FY20. I don't have enough information to know if this year's revenue is impacted by COVID-19.	
Total Other Revenue			\$ 4,000.00	\$ 10,000.00	\$ 6,000.00	-40%		
CLE Related Revenue								
41850- Seminar Splits w/CLE			\$ -	\$ -			OR-WA CLE in FY2020 still below break even point through 2Q 2020, so budgeting \$0. 4-5 mini CLEs, using online WSBA platform, with tentative plan to charge \$25-\$35. Dates/topics TBD.	
41805- Mini-CLE Revenue			\$ 1,500.00	\$ 1,000.00	\$ 1,600.00	60%		
Total CLE Related Revenue			\$ 1,500.00	\$ 1,000.00	\$ 1,600.00	60%		
TOTAL REVENUES			\$ 12,050.00	\$ 18,900.00	\$ 15,500.00	-18%		
Expenses								
Operational Expenses	2019 PMC		\$ 18.75					
	2020 PMC		\$ 18.75					
58400- Per Member Charge	2021 PMC		\$ 18.75	\$ 4,687.50	\$ 4,687.50	\$ 4,687.50	0%	Don't know 2021 Per Member Charge yet. Putting \$18.75 in as placeholder Anticipating more conference calls over next year
50165- Conference Calls			\$ 350.00	\$ 350.00	\$ 400.00	14%		
Total Operational Expenses			\$ 5,037.50	\$ 5,037.50	\$ 5,087.50	1%		
CLE-Related Expenses								
58620- Mini-CLE Expense			\$ 2,000.00	\$ 1,500.00	\$ 1,000.00	-33%	4-5 mini CLEs, using online WSBA platform. Dates/topics TBD. No meeting room rentals needed, as all online.	
58625- Seminar Expense			\$ -					
Total CLE Related Expenses			\$ 2,000.00	\$ 1,500.00	\$ 1,000.00	-33%		
Member Benefits Expenses								
58450- Reception/Forum			\$ 1,500.00	\$ 1,000.00	\$ 500.00	-50%	Trimming reception budget from last year.	
58175- Awards			\$ 400.00	\$ 400.00	\$ 400.00	0%		
58375- Newsletter/Publications			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0%		
Total Membership Benefits Expenses			\$ 2,900.00	\$ 2,400.00	\$ 1,900.00	-21%		
Public Service/Outreach								
58525- Scholarships/Donations/Grants			\$ 5,000.00	\$ -	\$ -	0%	Trimming budget from last year. Budget for mentorship program and possible open sections night.	
58350- Membership & Recruiting			\$ 300.00	\$ 300.00	\$ 125.00	-58%		
Total Service/Outreach Expenses			\$ 5,300.00	\$ 300.00	\$ 125.00	-58%		
Executive Committee-Related Expenses								
58150- Attendance at BOG Meetings			\$ 125.00	\$ 125.00	\$ 125.00	0%		

58300- Executive Committee Meetings	\$ 500.00	\$ 500.00	\$ 500.00	0%
58300- Executive Committee Meetings	\$ 200.00	\$ 200.00	\$ -	-100%
58325- Leadership/Professional Development/Retreats	\$ 10,000.00	\$ 9,000.00	\$ 8,000.00	-11%
Total Executive Committee Expenses	\$ 10,825.00	\$ 9,825.00	\$ 8,625.00	-12%
TOTAL EXPENSES	\$ 26,062.50	\$ 19,062.50	\$ 16,737.50	-12%
BUDGETED NET INCOME (LOSS)	\$ (14,012.50)	\$ (162.50)	\$ (1,237.50)	662%

Trimming budget in this category from last year. \$500 total for executive committee meetings, which assumes one in-person meeting travel expenses and working lunch. Will attempt to get free meeting space if we meet in person. This category same as category above? Both Code 58300. I think originally we split out food versus room/AV/travel, but this seems unnecessary. Can we delete this row?
Alderbrook already got a \$1000 deposit from the FY2020 budget, so total retreat cost actually budgeted to be \$9000.

Fund Balance as of September 30, 2018	\$ 28,471.43
Fund Balance as of September 30, 2019	\$ 13,396.00
Fund Balance as of March 31, 2020	\$ 15,740.00
Plus Budgeted Net Income/(Loss) for Fiscal Year 2021	\$ (1,237.50)
PROJECTED FUND BALANCE AT 9/30/2021	\$ 14,502.50

NOTES AND ADDITIONAL ITEMS FOR CONSIDERATION: