

Administrative Law Section

of the Washington State Bar Association



Minutes

Administrative Law Section Executive Committee and Committee Chairs Telephonic Meeting November 15, 2016

Executive Board: Stephen Manning (chair), Polly McNeill (chair elect), Katy Hatfield (secretary), Jon Bashford (treasurer), Thomas Fain, Lisa Malpass, Chad Standifer, Robert Rhodes, Robert Krabill, Margie Gray, Janell Stewart. **Also Present:** John Gray, Suzanne Mager, Richard Potter, Alex Caggiano, Julianne Unite.

Absent: Gabe Verdugo; Paula Martin, Susan Pierini, Liz De Bagara Steen

Meeting called to order by Stephen at 12:03pm.

1. Approve Prior Minutes

- a. June Retreat minutes previously approved at September meeting
- b. September 7, 2016 minutes: Motion by Margie to approve, Katy seconds
 - i. **Vote: All in favor; minutes approved**
- c. September 20, 2016 minutes: Liz should be removed from the list of persons present, otherwise correct. Motion by Polly to approve, Margie seconds
 - i. **Vote: All in favor; minutes approved with Liz removed from list of persons present**

2. Financial Update – Jon Bashford

Most recent information from WSBA was for period ending August 2016 (11/12 months of the fiscal year) – the Section had earned 56% more revenue than expected and had spent only 2/3 of budgeted expenditures. Admin Section has sporadic revenue model because of bump in years when updated deskbooks published, so we have to be careful, but we also want to ensure that our fund balance does not get too high. Last several years we have budgeted with purpose of attempting to spend down, and we are likely to end this fiscal year about \$10K less than we started (we had budgeted to lose more) bringing our total fund balance to approximately \$50K. We will want to continue to keep close eye on any future WSBA proposals regarding section money.

3. Committee Reports

- (a) Newsletter – (Liz Steen – absent)

- i. No report
- (b) Public Service Committee – Janell Stewart
- i. Section awarded \$3000 public service grant to Law Advocates of Whatcom County, which will enable the organization to purchase new computer equipment
- (c) Legislative Committee – Richard Potter
- i. Initiative 1501 (re: vulnerable adults) will result in some changes to the Public Records Act. There likely will also be additional legislation proposed this session regarding amendments to the Public Records Act.
 - ii. There have been two workgroups working on Public Records Act issues: (1) the public records stakeholders workgroup that is evaluating State Auditor’s report and looking at cost recovery and how smaller agencies can be more efficient; and (2) the use of body-worn cameras task force that is evaluating how video should be treated under the PRA.
- (d) Publication and Practice Manual – Stephen Manning reporting for Gabe Verdugo
- i. Gabe in process of setting up transition meeting with Jeff Litwak
- (e) CLE Committee – Suzanne Mager
- i. **Jon Bashford will schedule** a meeting of the Committee.
 - ii. **Thomas Fain** will join the Committee.
 - iii. Goal of the Committee is to have a few mini-CLEs between now and the June Retreat.
 - iv. September dinner CLE at Mercato in Olympia (in conjunction with the annual meeting) on the Open Public Meetings Act was a great event and presentation, although it did have small attendance (approximately 21 persons paid for the CLE). We do not have financial reporting yet on the CLE.
- (f) Diversity and Outreach – John Gray
- i. John sent a message of inclusion to all WSBA minority bar associations, that the Admin Law Section welcomes all and that the practice of administrative law is broad and diverse. Three groups affirmatively sent positive responses to John.
 - ii. John has a draft newsletter article that will hopefully be included in the next newsletter about the benefits of the section

4. Sections Policy Workgroup and WSBA Proposed Bylaws Amendments

Julianne Unite provided some updates regarding the proposed changes to Article 11 of the WSBA Bylaws (regarding sections). The WSBA Board of Governors votes this Friday, November 18, on the proposed changes. The written comment period has closed, but people may still contact their governor or attend the meeting. If passed, the new bylaws will likely become effective January 1, 2017, but because the changes will require all sections to make modifications to the section bylaws, there will be an implementation period. WSBA staff will assist sections with the section bylaw updates. It is likely that the

Admin Law Section will need to update several sections of its bylaws, including the provision on elections.

Once WSBA amended bylaws approved, Admin Law Section will form a new workgroup to evaluate possible section bylaw changes. Committee volunteers include: **Stephen Manning, Katy Hatfield, Polly McNeill, and Robert Krabill. Julianne Unite will also assist.**

5. WSBA Fall Sections Leaders Meeting

Robert Krabill and Thomas Fain attended WSBA Fall Sections Leaders Meeting on behalf of Admin Law Section. Take away message is that many sections upset about proposed changes to the WSBA bylaws, especially over issues regarding control of section's budget, changes in election process of section board members, and new prohibition regarding purchasing alcohol with section funds.

December 12 is the mandatory Legislative primer class, if Admin Law Section wants to comment on proposed legislation

WSBA's new open public meetings policy requires that sections publish the times/dates of meetings. Julianne clarified that WSBA will publish the information on its website calendar as long as the Section provides her with the information about the meeting. Members of the public are welcome to attend our meetings, but whether or not the public member can provide comment is at the Chair's discretion.

6. Annual Retreat

Admin Law Section's annual retreat will be Saturday June 10 at Alderbrook (Union, WA), with a mini CLE on Friday afternoon June 9. For the last several years, the Section has paid for lodging for board members and committee chairs for two nights, and one night for CLE presenters. It is beneficial for board members and committee chairs to stay two nights, due to the networking and team building that occurs on Friday and Saturday evenings that motivates people for the entire year. **Suzanne Mager** will send an email asking people if they are willing to pay extra for a cottage or if people want a dog-friendly room.

Motion by Katy to continue practice from last several years and have Section pay for two nights lodging for executive committee and committee chairs and one night for Friday afternoon's CLE presenters; Polly seconds. **Vote: All in favor; motion passes.**

7. New Young Lawyer Liaison

Stephen introduced Alex Caggiano – our section's new young lawyer's liaison.

8. Winter Meeting time/location

Options were discussed for possible time/location of in-person meeting this Winter (likely late January). Robert Rhodes, Thomas Fain, and Polly McNeill offered conference rooms at their respective offices, all in Seattle. **Stephen** will send out a doodle poll.