

# Administrative Law Section

of the Washington State Bar Association



## Minutes

### Administrative Law Section Board of Trustees Telephonic Meeting July 11, 2017

**Board of Trustees Members Present:** Stephen Manning (chair), Gabe Verdugo (immediate past chair), Polly McNeill (chair elect), Katy Hatfield (secretary), Jon Bashford (treasurer), Chad Standifer, Robert Rhodes, Robert Krabill, Susan Pierini (12:28pm), Courtney Beebe. **Also Present:** Julianne Unite, Robert Murphy, Alex Caggiano, Eileen Keiffer. **Absent Board Members:** Thomas Fain, Lisa Malpass, Margie Gray, Janelle Stewart.

**Meeting called to order at 12:00 p.m.**

#### 1. FY 2018 Budget (Jon Bashford)

Jon created preliminary budget and send to Board for review/discussion. Budgeted section dues will increase slightly from last year due to higher than predicted members this year. WSBA per member charge and Admin Law Section's per member charge will both remain the same for next year. Publications is budgeting for a slight decline in revenue from last year, because it is expected that less revenue will come in the further away in time we are from new edition of PRA Deskbook. Jon revised 2017 budget for CLE revenues (which had budgeted for a \$3500 loss) to \$0 because Section did not host a full-day CLE this fiscal year. Jon budgeted for \$500 in revenue for CLE for next year because of plan to do PRA CLE in October, but revised to \$2000 upon learning that Section netted over \$10,000 (after 50/50 split with WSBA) in 2014 with full-day PRA CLE. Jon will also check in with WSBA to see if WSBA has a better estimated revenue. FY 2018 budget budgets for only one \$5000 scholarship rather than two, because if we end up awarding two this year, Section will not have enough money to do two again next year. Annual meeting expenses (budgeted for \$1000) will be zeroed out, because now reception for Homan award budgeted in a difference location. Executive Committee expenses kept at \$1400, but \$200 moved from facility/food to travel lodging due to multiple Board members living in Spokane next year. Retreat budgeted amount will remain constant.

**Polly moved to approve Jon's budget with the changes discussed above. Robert Krabill seconded. Motion approved by unanimous vote in favor.**

#### 2. Scholarship (Susan Pierini)

Susan has received multiple scholarship applications. Katy, Robert R., Stephen, and Susan will review them and nominate one or two candidates for the Board's consideration.

3. **Section Bylaws**

Proposed Section Bylaw Amendments are set to be considered by WSBA BOG at its July 28-29 meeting.

**Meeting adjourned at 12:40 p.m.**

**[These minutes approved at the August 9, 2017 Board meeting.]**