



Dispute Resolution Section

Washington State Bar Association

1325 Fourth Ave., Ste. 600
Seattle, WA 98101-2539

2023-2024 Executive Committee

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Paula Emery, Vice Chair
Mel Simburg, Past Chair
Lauren Novack, Treasurer
Dee Knapp, Secretary

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Julia Doherty, Young Lawyer Liaison

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Oliver Garrison, At-Large Member
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Ted Hunter, Advisor
Bob Oberstein, Advisor
Jody Suhrbier, Advisor

EXECUTIVE COMMITTEE MINUTES

July 26, 2024

12:00pm – 1:30pm PST

PRESENT: Paula Emery, Lish Whitson, Dee Knapp, Courtland Shafer, Mel Simburg, Lauren Novack, Bob Oberstein, Jody May, Oliver Garrison, Melissa Fuller, Ted Hunter, Julia Doherty, Carolyn McGregor

ABSENT: Chris Casillas; Kristina Larry

Zoom Meeting Link: <https://us02web.zoom.us/j/82282323088?pwd=Nnp1Z3oraTgwS2FDVIA2Vk1yZG01UT09>

Passcode: 12345

I. Meeting Matters: Quorum confirmed.

- a. Agenda additions and changes – Paula added Scholarship
- b. June meeting minutes approval--Approved

II. Announcements

ABA is launching a mediation practice institute Sept 12-13, Sept 12 SU ADR Open House and WMA Conf will be on Thursday Oct 17

III. Treasurer's Report (Courtland)

Financials numbers: \$3,738.62 in revenue from DR Conference, current fund balance \$45,807.20. Net income YTD: \$2,329.28.

IV. NWDR Conference Updates/Conversation

Melissa wants to start outreach for speakers. The committee is working on the Shaw Events contract. They did an amazing job for the 2024 conference. They also helped the planning committee learn and develop. Melissa recommends we use them again and try to double the registration from last year.

Paula is working on a logo for the conference. She said the 2024 contract with Shaw was modeled off the 2019 contract with the UW. Paula did some market research and with 250 attendees, the range for the event planner is \$18-40K. Kristin said her absolute floor would be \$22K if we want a flat rate. Paula likes a contract where Kristin has skin in the game.

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Ted also looked into what a competitive rate might be. He asked a friend who does these things and found out that it is typically either a flat fee or cost plus profit and the profit can range from 20-50%. He thinks since Shaw has performed so well that their contract is in the ballpark. It may be the high end but it is justified in terms of performance.

Carolyn has the draft contract and will move forward with it. The Committee approved her action unanimously.

IV. Welcoming New ExComm Members

Welcome notices were sent to the new members. Neither could make this meeting.

V. Fall Retreat Updates/Planning

The dates are Oct 25-26 in La Connor and Paula will look for an option for folks to join virtually if needed.

VI. Outreach Efforts

Courtland will attend the litigation section meeting next week. Paula is a member of the administrative law section. She sent a notice about ALJ recruitment.

The ExCom meeting at the Old Stone Brewery was fun and Mel said its worth repeating.

VII. Committee Reports

- a. **Professional Development & Membership**—no report
- b. **Legislation & Public Policy (Jody)**—There is a meeting next week. Agenda items include reprising early mediation and the conference presentation on a rule change.
- c. **CLE development: (Lead?)** – Randy Winn from the Peace Through Law Section is interested in putting together an October CLE on the South African Truth and Reconciliation Commission. Paula wrote back and said we'd be happy to help and facilitate. Paula asked for someone to lead the subcommittee—Melissa is willing and would like a co-chair—Courtland said yes.
- d. **Media & Communications (Paula)**—no report. Activity on the group lists is low; but that may be due to the fact it is summer. Paula will post save the dates.
- e. **Academic Partnerships (All)** Paula will share the list of competitions as soon as she gets it so we can help recruit judges. She will also talk to Christine to get something from UW. We have no liaison to Gonzaga but Paula will reach out to Craig Beles.
- f. **Scholarship Committee--** Paula will send an email. Julia and Dee volunteered to be on the committee

Julia is going to the OLYMPICS in Paris!! Her sport will be observing and cheering. Go Julia!!

Adjourned at 12:55