



Alternative Dispute Resolution Section

Washington State Bar Association

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

2016-2017 Executive Committee

Adrienne Keith Wills, Chair
Courtney Kaylor, Chair-Elect
Craig Beles, Past Chair
Courtland Shafer, Treasurer
Joanna Roth, Secretary

Hon. Paris K. Kallas
Paul McVicker
Lish Whitson
Sasha Philip
Mel Simburg
Alan Alhadeff
John Butler

EXECUTIVE COMMITTEE MEETING MINUTES

July 21, 2017

12:00 – 1:30pm

1. **Roll Call** – Meeting called to order at 12:05.

- a. In-Person: Adrienne Keith Wills, Mel Simburg, Craig Beles, Lish Whitson, Joanna Roth, Alan Alhadeff
- b. By-Phone: Hillary Lee, Courtland Shafer, Paul McVicker

2. **Update from Julianne Unite (via email):**

- a. Next BOG meeting July 28-29 at Alderbrook. Agenda and materials will be posted in the next few days. Section bylaws will be presented to the BOG as a consent item in this meeting.
- b. Web content migration has begun, and will be complete in August. We expect our section materials on the old WSBA site to transition smoothly, and our Ning website will continue to operate independently. Lish noted that it would be useful to have a link to the NW DR conference materials on our new WSBA page. Sasha created the NW DR conference page, and her input would be helpful.
- c. WSBA staff will review the section FY 2018 budget soon, and email any concerns or questions. We have had no issues with budgets historically, with thanks to Courtland.
- d. Joe Terrenzio, the sections program lead, will be moving to the LLT program. Julianne will serve as the primary contact for all sections until Joe's replacement is hired.

3. **Meeting Minutes:**

- a. Approved unanimously.

4. **Financial Report (Treasurer – Courtland Shafer):**

- a. The budget was submitted on time, and Julianne has confirmed receipt. We expect comments in the next few weeks.
- b. May financials are missing the conference financials. Without them, we are \$2310 in the red; we expect to be in the black by the end of FY 2017. The 2017 retreat is booked, and the 2018 retreat will be part of the FY 2018.

5. **Chair Updates (Craig Beles, Adrienne Keith Wills):**

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- a. Craig spoke with Dee Knapp, who has an interest in joining the ADR section. The process to add members in the past is to invite prospective members to join a meeting, and to confirm that they are members of the section. Adrienne will check the new bylaws for any required procedures. Craig will move forward with inviting Dee to attend the next meeting. Alan will invite Emily Martin as well. Hillary, attending by phone today, is a potential new young lawyer liaison. John Butler is not able to continue as the young lawyer liaison next year. He is unable to serve on the Executive Committee, and is willing to continue with the outreach committee. Courtland spoke with Paris about continuing on the Executive Committee; she appreciates continuing to receive minutes.

* Adrienne will check the bylaws; if consistent with the bylaws, she will invite John to continue.

* Adrienne will reach out to Paris Kallas regarding her interest/availability to participate in upcoming section activities.

6. Committee Reports:

a. Legislative Committee (Paul McVicker):

- i. The Legislature is in recess.

b. Media & Communications Committee (Adrienne Keith Wills):

- i. Arbitration CLE. Craig spoke with Shanthi to develop an Arbitration CLE. He is identifying faculty, and finalizing the agenda.
- ii. Mediation CLE. Mel and Joanna are putting together the agenda.

c. Professional Development Committee:

- i. Question of reduced member dues for students reserved to next meeting.

d. Northwest Dispute Resolution Conference Planning Committee (Sasha Philip, Craig Beles, Adrienne Keith Wills):

- i. Courtney, Sasha, Craig and Adrienne spoke about coordination/roles of the DR planning committee and the section. Adrienne noted three areas of need: 1) lawyer recruitment, 2) increase programming tailored to lawyers, such as a WSBA ADR track of programming, and 3) assist with sponsorships and soliciting donations. Lish mentioned that the program has been successful with 2/3 non-attorney attendance, and any shift in programming would need to be mindful of unintended consequences given the historic nature of the conference. Craig suggested when the Executive Committee contributes to the conference, we raise the profile of the section in the conference. Mel noted that early involvement of the section, such as attendance at upcoming planning meetings, will support that. Lish commented that all are welcome at the planning meetings. The next meeting is Thursday mid-day at Davis Wright. Fundraising is a task that would benefit from greater Executive Committee involvement.

We are committed to the success of the NW DR conference, and look to the Executive Committee members who attend the conference planning meetings to bring back reports/action items to the Executive committee.

7. New Business:

None.

8. Adjourn – 1:30.

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