

TO: Terra Nevitt, Executive Director

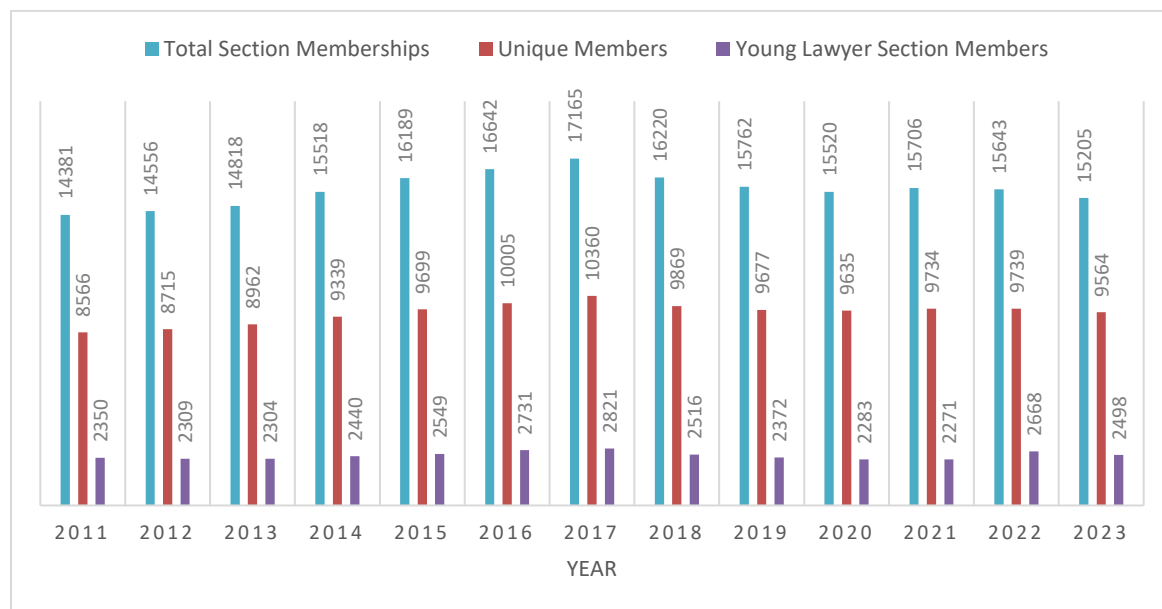
FROM: Kevin Plachy, Director of Advancement
 Julianne Unite, Member Services and Engagement Manager
 Carolyn MacGregor, Sections Program Specialist
 Noah Baetge, Sections Program Coordinator
 Chelle Gegax, Member Services and Engagement Administrative Assistant

RE: WSBA Sections 2023 Annual Summary Memo & Section Annual Reports

DATE: December 8, 2023

Washington State Bar Association (“WSBA” or “Bar”) Sections are entities of the Bar created and tasked to carry on the work of the WSBA and further their purposes as defined in the WSBA Bylaws and further articulated in individual section bylaws. Approximately 23% of all WSBA members belong to one or more of the WSBA’s 29 sections.¹ Each year, section executive committees (also referred to as “section leaders” collectively) and WSBA staff work together to increase and improve the benefits and support available to section members. Sections generally rely on membership dues, CLE registration revenue, and publication royalties to fund their activities. Per the WSBA Bylaws XI.K, each WSBA section is required to submit an annual report to the WSBA Executive Director.

Section Membership Numbers Over the Years²



¹ Based on [December 1, 2023, WSBA Member Demographic Reports](#) and December 5, 2023, data from WSBA Regulatory Services Department.

² Reflects calendar/licensing year and based on December 5, 2023, data from WSBA Regulatory Services Department.

Summary of WSBA Sections for 2023 (January 1, 2023 – December 31, 2023):

- **15,205** section memberships.³
- **Over 366** section leader volunteers across all 29 sections.⁴
- **\$30** average dues amount to join a section in 2023 (range \$20-\$40). Current law student rate is \$18.73⁵ (as of October 1, 2023). Law student rate was \$17.66 (January 1-September 30, 2023).

In FY2023, WSBA sections provided the following member benefits⁶:

- **63** section-sponsored educational programs with WSBA: CLE seminars (22) and mini-CLEs (41).⁷
- **\$98,186** awarded in scholarships donations and/or grants.⁸
- **23** law school/student and new lawyer outreach events/benefits.
- **Over 524** legislative bills reviewed/drafted.
- **13** newsletters produced.
- **25** receptions or forums (non-CLE).

Sections Team: Internal Highlights & Goals in FY2023

The “Sections Team” is comprised of 2.5 WSBA FTEs⁹ dedicated to the support and success of the 29 WSBA Sections through close partnership with section executive committees. In addition, several other staff members/departments throughout WSBA provide section-related support at different times, including staff from finance/accounting, CLE, legislative, and communications.

The Sections Team provided valuable benefits to section members through the following:

- Provided guidance on WSBA policies and procedures pertaining to sections.
- Supported activities to foster sustainable sections.
- Supported a pipeline of future leaders.
- Facilitated collaboration between sections and other WSBA programs/efforts.
- Assisted with section member recruiting efforts.

The Sections Team highlights during FY2023 include:

- Hosted a hybrid Fall Section Leaders Orientation in November 2022, which included various speakers including WSBA Immediate Past President Brian Tollefson, Executive Director Terra Nevitt, and other WSBA staff leadership. Chief Equity Officer Diana Singleton presented

³ Based on [December 1, 2023, WSBA Member Demographic Reports](#). Section memberships range between 76 – 2,236 members.

⁴ Based on committee member totals pulled from Personify for FY23. Includes Young Lawyer Liaisons; does not include BOG liaisons.

⁵ The law student rate mirrors the per-member charge for a given fiscal year.

⁶ Unless otherwise cited, all information was gathered from the completed FY2023 annual reports received from 25 of the 29 section executive committees.

⁷ Based on data obtained from WSBA-CLE and accounting team on December 8, 2023.

⁸ Based on year-to-date actual scholarships/donations/grant expense budget line in the September 2023 Monthly Financial Reports.

⁹ The following positions are included in FTE count: Sections Program Specialist, Sections Program Coordinator, Member Services and Engagement Manager, and Member Services and Engagement Administrative Assistant.

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“Centering Inclusion, Equity, and Belonging in Recruitment,” and several section executive committee members facilitated a discussion: “The Future of Open Sections Night.” The orientation also included sessions on court rules, fiscal policy updates, and sections best practices. Attendance included 34 section leaders.

- Presented the annual Spring Section Leaders Meeting virtually in April 2023, inviting WSBA staff leadership to join in celebrating 50 years of WSBA Sections, presenting on WSBA updates, working with WSBA CLE, budget planning, and an open dialogue joined by WSBA Governor Sunitha Anjilvel. Ten section leaders attended the meeting.
- Assisted sections and provided staff support for sections that held virtual, hybrid, and in-person events (e.g., receptions, panels, and roundtables), as sections are employing all three options when planning programs and events.
- Continued monthly publication of the *Sections Bulletin*, adding a regular “Did You Know” item, highlighting various tools and tips that WSBA offers volunteers and members. The *Bulletin* is intended to provide section leaders with up-to-date information regarding WSBA matters; best practice tips; supplemental resources regarding leadership, diversity, and educational development; and to connect sections with existing and relevant WSBA programs.
- Provided individualized support to executive committees, including, but not limited to: design and implementation of member surveys; virtual, hybrid, and in-person event planning; financial and data analysis; guidance through the bylaws amendment approval process; facilitation of section newsletter review and production; section webpage formatting and content updates; and assistance developing and growing mentorship programs.
- Completed a successful budgeting process, including review of budget histories and follow-up with sections before budgets were submitted to the Budget & Audit Committee.
- Engaged in ongoing collaboration with CLE, Legislative, Communications, and Finance staff to update materials and processes related to sections.
- Continued the Sections Lunch Discussion Series, with a July session on Executive Committee Member Recruitment, facilitated by La Vonna Jones of the Family Law Section EC, Volunteer Engagement Advisor Paris Eriksen, and Equity and Justice Lead Saleena Salango, with 12 section leaders in attendance.
- Maintained and updated the online “Volunteer Toolbox,” including section leader meeting recordings/materials, new tools, and resources to help section leaders implement their activities (e.g., templates, meeting tools, and policies).
- Compiled information and data from section annual reports and regulatory services to create annual section “Year in Review” infographs, with design support from Communications.
- Worked closely with IT staff and section officers to administer section executive committee elections for all 29 sections.

Sections Team: Internal Goals for FY2024

The primary areas of focus for the Sections Team in FY2024 will be providing continued support for section member and section leader recruitment; using improved communications and tools for virtual meetings and events; partnering with the three sections participating in the WSBA *MyCommunity* Pilot project to help navigate the platform and fully explore its functionality; exploring innovative member benefit ideas; promoting collaboration among sections; fostering relationships between sections and the Board of Governors; and continuing engagement with section leaders through the annual spring update session, fall orientation programming, and occasional virtual discussion forums.

WSBA FY2023 Section Annual Reports

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Included with this memo are the FY2023 sections annual reports submitted by 25 of 29 section executive committees.
