

**Minutes:**  
**A Summary of the November 3, 2016 Meeting of the Electronic  
Communications Committee of the WSBA Solo & Small Practice Section**

The ECC met by conference call on November 3 for the first meeting of the new fiscal year. Participants included: John, Nancy, Jordan, Kari, and Vitaliy.

Among the matters addressed or discussed and related matters:

1. **CHAPTERS.** We explored which chapter to add to the SSP Members-Only Area from the 2016 Solo and Small Firm Conference coursebook and from the annual January seminar (7 Keys to Managing the 21<sup>st</sup> Century Practice). John will contact the WSBA to request a link to the coursebooks for each so that ECC members can review the chapter candidates and then send their recommendation of one chapter from each book from among the chapter candidates to ECC chair John Redenbaugh. The chapters under consideration are:

From SSF Conference:

- a. Speech Recognition—Using Dragon Naturally...
- b. Getting the Help You Need to Run Your Practice: Using Temporary Employees and Independent Contractors Effectively and Legally
- c. It's Time for a Change –Better Methods for Drafting Complex Documents
- d. 7 Secrets to Running Your Law Firm Like a Business

From January Program (7 Keys to Managing the 21<sup>st</sup> Century Practice):

- a. Social Media Marketing for the Small Firm
- b. Ethics: What Every Attorney Needs to Know About E-Signatures and Submissions of On-Line Firms
- c. Improve Your Law Practice by Expanding Your APP-titude

2. **SLACK AND GOOGLE DOCS.** The group also discussed the concept of educating EC members about the use of Slack; the discussion addressed Slack and Google Docs related matters. It was noted that Slack is not good for storage but integrates with Google Docs. Jordan will be putting the EC Manual into a document with hyperlinks that can reside in Google Docs. Google Docs could be used for archival purposes with Slack used as a tool for immediate communication. (Consider: do we want to store files posted in Slack to Google Docs?) There is interest in a training presentation to be made to the full Executive Committee about using Slack and this is planned for the December 6 EC meeting; Jordan will contract Greg about team teaching information about Slack at the next EC meeting (perhaps Greg might be willing to record it for later reference on Slack?). (Perhaps the training could include tips for using Slack and bring into the training information about Google Docs and their use by EC members?) It was suggested that Google Docs for the EC needs an “owner;” Jordan agreed to be the Google Docs Point Person and we welcome input from Jordan about the Google Docs area; Jordan will talk with Greg about the Section’s Google Docs related matters.

3. **MESSAGE BOARD.** The group shifted its attention to the possibility of transition from use of a list serve among the Section members to using an electronic Message Board. Vitaliy shared information about message boards and there was discussion related to message boards. Vitaliy has agreed to make a presentation with demonstration at the January retreat about Message Boards (a screen and LCD projection unit will be ordered so that he can connect his electronic device for projection). Some of the information concepts addressed: an electronic message board is like a bulletin board, where one can go to a URL for information; threads can be posted and followed; subscribers can follow posts within a thread. One can archive threads for later reference (such as a brief bank thread). Concern over inclusiveness was raised; apparently a message board could be set up such that section members are automatically subscribed to the message board, with the ability to opt out; we could set settings to default to emails being sent to users when something is posted to a thread (leaving the opportunity to turn off the automatic receipt of emails if wished). Vitaliy indicated his willingness to underwrite out of his own pocket the cost of setting up a pilot project message board (and if the decision was made to transition to using the message board in lieu of the current list serve then ownership of the message board could be transferred to the Section from Vitaliy). If a pilot project is initiated, section members could be encouraged to use it and then – perhaps after 1 or 2 months, or at the most 6 months—if the switch is approved then the list serve would be shut down. The message board would need one or two moderators (administrators) to monitor threads and deal with instances in need of attention. John will contact the WSBA to explore whether the WSBA could provide help/support with regard to a message board. Nancy will send a communication to other sections via the section leaders list serve to inquire whether any other sections are using a message board.
  
4. **OTHER.** Other items or future discussion items raised include:
  - a. Also having a demonstration about the current list serve at the January retreat (Nancy will contact Bruce to inquire if he would be willing to do this).
  - b. Some sections use an independent contractor to work on their newsletters.
  - c. Identified matters related to improving/dealing with the Section’s website in the future, such as: Updates, Adding Content; Keeping Things Fresh; Who would handle additions; Who can we use to send things to for shepherding to placement/posting on the website; dealing with dated material; how can we make the website more distinctive; how can we jazz it up; how can we make it look more fun; how can we make it more unique as a section website; swapping out current photos.