



MEETING MINUTES

December 6, 2016

Members Present: Nancy Pacharzina; Nikhil Bavariya; Shana Pavithran; Greg McLawsen (by phone); Vitaliy Kertchen (by phone); Loriann Miller (by phone); Kari Petrsek (by phone); Karin Quirk (by phone); Kristina Larry; Bruce Gardiner; Shashi Vijay and Gil Price were present for part of the meeting.

Liaisons Present: Jordan Couch, YLC Liaison

Advisors Present: John Redenbaugh; Ann Guinn (by phone)

Absent: Pete Roberts (Advisor)

Others Present: Paris Eriksen

The Meeting was called to order by Chair Nancy Pacharzina at 12:00 p.m.

Welcome and Introductions

Nancy gave welcoming remarks and introduced Nikhil who was out of the country for the first meeting.

Approval of Minutes of October 4, 2016, 2016 Meeting

The October minutes were considered for approval. There were no comments and the minutes were approved.

Treasurer's Report

Bruce presented the Treasurer's Report. The Fiscal year ended September 30. Paris shared that the financial reports take a while to prepare; after auditing the final will probably be available in February. The last report received was in August. He received a trial balance for September on December 5. Copies of the trial balance available and attached to Meeting Agenda. We are \$7000 to the positive. Unsure about other expenses. The trial balance is not yet up on Slack; it will be posted when final.

Motion: Bruce made a motion that EC meetings are recorded at time EC members leave their offices for commute until the budget committee can be

persuaded to change their decision on reimbursing travel. Nancy asked to table until later.

Committee Reports

Nancy thanked all the committees for holding subcommittee meetings.

Education Committee Report

Editor's Note: The Conference has been changed to July 14 & 15.

Shashi presented the Report. The goals of the Committee are to focus on the webinars and annual CLE. The Committee has lots of great topics for the Annual CLE and is looking for more ideas at the retreat. Ann shared that the group needs to narrow down the topics and need people to recruit more speakers.

The Annual CLE has moved from January 26 to March 14, and now the conference is in September so the two are not too close together. Tuesday was picked because of room availability. Nancy suggested our annual meeting be held during lunch. The BOG has tabled discussions on the bylaws, but if the changes happen we will need to hold elections in accordance with the new cycle.

Dates for EC meetings will be set at retreat. Nancy stated the Annual Meeting needed to be advertised with notice going out 30 days in advance. Discussion of time limits for lunch and receptions to ensure proper credit. An idea was presented to include lunch in the cost of the CLE to get people to stay, or lunch could be offered to attendees who RSVP for the annual meeting. This would be paid for out of Section funds. The Committee will work out the details.

The group needs ideas and topics for Webinars. Webinars must be on the WSBA Web Platform, requiring a producer to run it. The producer/operator must go to Web Platform Training – Noon to 1 pm on the 3rd Monday of each month. Next training December 19. Contact Kevin Plachy for details. Shashi will attend. Paris-the platform is intended to be self-supporting once members receive training. We need to figure out people to run on regular basis and have backups. A volunteer could run it.

Offer from Seattle U to cosponsor CLE for hanging out a shingle in mid to late January. No commitment required for money; name only. They are looking for speakers. Shashi asked if there was any restriction to being a sponsor. Paris stated that there is a template that must be completed (a contract for review) and should be submitted early; directed to email Joe for template. Shashi will find someone to be a point person.

Electronic Communications Committee Report

John reported that the committee met on November 3. The Committee discussed which topics to include in the SSP Members-Only section from the annual CLE and conference.

There was also discussion of using Slack versus Google Docs for our document storage. Jordan is the Google Docs point person. Jordan will present a Slack training at the Retreat.

The group discussed the challenges and advantages of transitioning the listserv to a message board set up. Vitaliy will present plans at the Retreat. Bruce will discuss the current listserv at the retreat.

Nancy was wondering about ideas on updating website content – might be another good task for a suitable volunteer – could we designate someone to monitor when there is a good thread – package and post thread.

Form bank request for forms comes up all the time, we are not monitoring it. Discussion on how to make sure it is up to date. We are missing an opportunity to make better use of form bank. Nancy asked what our responsibility is for compliance with the forms and pointed out the struggle we have faced getting content onto our website. It needs to be someone's job or it will not happen. We should find a volunteer. John will put a request on the listserv and Bruce will monitor the listserv for the time being and ask for permission from contributors before posting. Discussion of difficulties of compiling long email strings and repeat discussions.

Nancy asked Paris if there was a way to upgrade to a message board system if all the sections would pay for it. Paris stated it was a good new idea worth exploring, and that a grassroots effort would need to collaborate with the BOG to get it moving. It was suggested we talk to Family Law and Real Estate to get them on board. Vitaliy stated that there is open source, free platforms available and that any cost is for hosting and should not be expensive. Paris warned that a permanent file is no longer transitory and could be subject to a PRR. More discussion on this subject and the issue of privacy, permanent records and PRR will need to be had. Nancy will follow up with Paris on the message board “task force.”

Membership Committee Report and Section Stats

Jordan presented for the Committee. The Committee met on November 2 and discussed goals including more networking and achieving over 1000 members. Discussion of reaching out to Corporate Counsel Section for their event in January, and to Low Bono for their mentorship events. Other ideas include getting more volunteers involved, doing members-only social events.

Nancy received approval from Joe to create a Membership Directory. More discussion and research will be needed to connect to IT person at WSBA. Greg suggested outside products. Paris stated that more discussion would need to happen on how to do it, how it would work on the site, and any outside contacts would need to be discussed with Joe. Paris reported that section teams are working to get a drop-down list for section memberships on the WSBA

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searchable directory. A website relaunch is happening soon and it is being worked on. A suggestion for an exportable list was made and noted. An email will go out in January asking for information and feedback.

Jordan discussed new ideas to partner with other practice sections, especially the smaller ones and to include sections in eastern Washington and is looking for ideas for events and partnerships.

Kristina Larry stated we have lots of swag and are set for the year. Screen cleaners with password to section will be mailed to members. Kristina got a good deal on the cleaners.

Report on Spokane Open Sections Night October 20: small turn out reported.

Nancy thanked the Committee for the Recruitment Letter to new admittees and sending the Renew EBlast.

The expenditure for WSBA Open Sections Night was approved.

A motion was passed to look into a potential networking event co-sponsored with the Corporate Council Section.

BOG Report

Action on Sections By-laws delayed to next BOG Meeting January 26-27. The Section could add more comments to the by-law revisions and individuals are always free to comment.

WSBA Section Business

Nancy presented the section business. The EC needs someone to go to the WSBA Legislative Primer on December 12, RSVP December 9. This allows the group to comment or weigh in on legislative issues such as the taxation of legal services to the poor. Kristina and ? will attend the Webcast.

WSBA Expense Reimbursement Policy for Sections has been a hot topic on the listserv. The change was brought up in a workgroup and went through the BOG with no opposition. Discussion of the issues surrounding the reimbursement for volunteers and that the BOG is open to a proposal. Paris explained the expense policy applies to everyone, including WSBA staff, volunteers, the BOG and sections. Bruce will work on proposal for a change to the policy and a letter to the budget committee. Paris stated an actual request can come in the form of a letter with support for recommendation; it would be forwarded to the treasurer and put on the agenda for discussion. CLE speakers are handled on a case by case basis.

Motion: Bruce made a motion to draft a proposal letter regarding the reimbursement policy. Approved.

Review Appointments

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Committees. Nancy will send out a copy of the available appointments. Volunteering is encouraged! We are still looking for a Legislative Liaison.

New Volunteer – David Kerr

Solo and Small Firm Conference

John reported that the Conference is scheduled for September 29/30 in Lynnwood. There will be free parking and wifi. The formal planning session is scheduled for January 9.

Editor's Note: The Conference has been rescheduled to July 14 & 15.

Retreat Info and Planning

Ann posted instructions on registration for Retreat on Slack. Plan for a full day Saturday from 10am to 4pm, and then a BYOB wine tasting. The group dinner is paid for by the Section. Everyone is allowed input on what we do at the retreat. Bruce will present on the budget. Time will be included to allow proposals on CLE material. Nancy suggested this also be presented to the listserv for requests and ideas. Dates for next year's meetings will be set. The EC Manual Project will be discussed. Any other ideas for the Retreat should be emailed to Nancy.

Slack Training

Jordan will provide Slack training at the Retreat.

Adjournment

The Meeting was adjourned at 2:00 p.m.