

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2021: October 1, 2020 – September 30, 2021

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2020 – September 30, 2021. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, December 3: please submit by emailing to Sections Program Specialist Carolyn MacGregor carolynm@wsba.org.

Name of Entity:	Solo and Small Practice Section
Chair or Co-Chairs:	Shashi Vijay, Chair (2021-22)
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor
Board of Governors Liaison:	Jordan Couch
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<i>To help solo and small practice attorneys ethically conduct a profitable, satisfying business by acting as a clearing house for qualified law practice management and technology information.</i>	
Strategy to Fulfill Purpose:	
<i>The Section fulfills its mission by providing practice management tools, mentorship, CLEs, podcasts, and resources – many of this free of cost to all our members.</i>	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
<i>Our CLE’s help lawyers run the business end of their practices ethically and efficiently which in turn fosters better relations with other counsel and the courts. In particular, effective use of technology</i>	

helps lawyers meet their obligations, manage trust accounts and manage communications with clients and opposing counsel. On our list-serve, members frequently solicit advice and share experiences regarding legal issues and how to deal with opposing counsel, courts and staff.

2020-2021 Entity Accomplishments:

• Maintained our membership close to 1000 members, which in turn enhances the value of our list serve. • Produced 4 mini CLEs which are free to our members. Each of them have been excellently received and had great feedback from our members. • We exceeded our budget projections with our mini-CLE's. We have found mini-CLE's to be more successful in reaching Section members, with attendance far exceeding the attendance we might get from a full-day CLE. • Produced the Solo & Small Firm Conference in partnership with WSBA and sponsored a reception. • Continually enhanced content on our WSBA web pages. • Hosted a couple member events.

Looking Ahead: 2021-2022 Top Goals & Priorities:

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| 1 | Continue to increase diversity on the EC |
| 2 | Co-sponsor a networking event with another section and/or minority bar association |
| 3 | Continue to help restore the annual WSBA Solo & Small Firm Conference into the premier solo and small firm networking event it was before |
| 4 | Co-sponsor CLE's or other events at law schools or with other legal groups (i.e. WSAJ, WWL, KCBA) |
| 5 | Continue to work on creating a mentorship program to help recruit and train young/new lawyers and through MAMAS and the Joint Mentorship Program |

Please report how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?

Our membership is as diverse as WSBA membership. We recruit minorities to serve on the EC. We also plan to invite some minority bar associations to provide liaisons to our EC. Note: At least three of our existing EC members are also members of minority bar associations. Diversity is always one of our goals when selecting speakers for our CLE and webinars.

Please describe the relationship with WSBA staff and the Board of Governors.

For example:

- *Quality of WSBA staff support/services*
- *Involvement with Board of Governors, including assigned BOG liaison*
- *Ideas you have on ways WSBA can continue to strengthen/support your entity.*

WSBA staff are responsive to our requests for help. Our goal is to foster a productive, collaborative relationship with WSBA staff focusing on what we can do within the existing administrative structure. We will continue to push where we believe bureaucracy is

unnecessarily hampering the work of the sections. We also have a decent working relationship with our BOG liaison.

<p>SECTIONS ONLY: Please quantify your section's 2020-2021 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	Podcasts and Conference materials constantly updated on members' site	Newsletters/publications produced
	6	Mini-CLEs produced
	WSBA virtual annual conference held on July 30-31st, 2021	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	n/a	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
	Mariners game held on 7/23 with attendance of 12-15 folks; Additionally hosted several zoom roundtables to assist members all over the state to informally discuss covid challenges and solutions (this was an outreach model which many other sections and bars copied)	Receptions/forums hosted or co-hosted
	4 scholarships were awarded at the annual CLE	Recognitions/Awards given
	The zoom roundtables and mentorship programs, including the mentorlink mixers	New Lawyer Outreach events/benefits

	pre covid have attracted several new lawyers	
	1 CLE co-hosted with the Low Bono Section	Other (please describe):
Entity Detail Report: To Be Completed by WSBA Staff		
Size of Entity:	9 (including Young Lawyer Liaison)	
Membership Size: (for Sections Only) <i>(As of September 30, 2021)</i>	904	
Number of Applicants for FY22 <i>(October 1, 2021 – September 30, 2022)</i>	4	
How many current volunteer position vacancies for this entity?	0	
FY21 Revenue (\$): For Sections Only: <i>As of September 30, 2021</i>	\$25,854	
Direct Expenses: <i>As of September 30, 2021. For Sections, this does not include the Per-Member-Charge.</i>	\$7,352	

¹ The Access to Justice Board (not regulatory, but applicable to the distinction herein) and Regulatory Boards (Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) are not required by Bylaws or Court Rule submit an annual report to WSBA. However, as part of the administration of monitoring of Regulatory Boards, the Boards listed herein typically provide an annual report to the Court and WSBA should be provided this same report an annual basis.