

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

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 Boards^j), 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, 2023 – September 30, 2024. 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, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Solo and Small Practice Section
Chair or Co-Chairs:	Darcel Lobo
Staff Liaison: (include name, job title, and department if known)	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kari Petrasek
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</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.	
Strategy to Fulfill Purpose:	
Through online resources, educational materials, networking events and mentoring opportunities	
How does the section’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”?	
Our CLEs 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 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.	
Top 2023 -2024 Section Accomplishments:	
Hosted 9 mini-CLEs	
In Person multi-day conference	
Exceeded budget projections for our section	
Continued to develop section member resources in members-only website	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.	
1	Increase membership to 1,000 by 12/31/25
2	9 mini CLEs per year
3	Increase attendance at annual conference to at least 100 by FY 2024-2025 conference
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	
2	
3	
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in 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 in the profession? Other?</i>	
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 share feedback regarding the support and engagement provided by WSBA. <i>For example:</i> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	

Sections

Please quantify your section's 2023-2024 member benefits:			
<i>For example:</i> <ul style="list-style-type: none"> \$3000 Scholarships, donations, grants awarded; 4 mini-CLEs produced 			
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA		
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.		
2	Receptions/forums hosted or co-hosted		
\$3,000	\$ amount given through donations/scholarships/grants.		
	Newsletters/publications produced		
6	Mini-CLEs produced		
	New Lawyer Outreach events/benefits		
	Recognitions/Awards given		
Numerous resources provided to members via our members-only website		Other (please describe):	
SECTION DATA			
To Be Completed by WSBA Sections Team			
Section Membership Information:	876		Membership Size: (As of September 30, 2024)
	\$41,534		FY24 Revenue (\$): For Sections Only: As of September 30, 2024
	\$28,600	\$33,324	Budgeted and Direct Expenses: Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.
Section Executive Committee Information:	11		Size of Executive Committee: (include and specify voting and non-voting positions)
	4		Number of Vacancies for FY25: The number of positions with terms beginning October 1, 2024 (FY25).

Sections

	3	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>
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¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.