



# WSBA

EDUCATION AND PROFESSIONAL DEVELOPMENT DEPARTMENT

**CLE Committee Meeting  
Minutes  
February 8, 2012**

**Present:**

Committee:

Brita Long, Esther Park, Hillary Evans, Jason Dennett, Mark Arend, Qingqing Miao, Richard Sayre, Sheila Ridgway

WSBA Staff:

Chad Clark, Christopher Cellars, Janey McCaulley, Julie Mass, Katelyn Stayer, Kathy Burrows, Margaret Morgan

**By Phone:**

Charles Dold, Susan Machler

**Absent:**

Anthony Ravani, Douglas Reiser, George Jarecke, Jeanette Nyden, Marijean Moschetto, Patricia Paul, Stuart Brown, Tara Gillespie, Tracy Grant

**Approval of October Minutes**

Motion was made to approve minutes of October 26, 2011 meeting. Motion seconded. Motion carried.

**Director's Report**

Education and Outreach structure has been finalized. Effective February 1, Julie Mass expanded her WSBA role as Deputy Director to include the Education and Professional Development Department [EPD] (formerly Education and Outreach). Within the EPD structure, Katelyn Stayer will continue as Associate Director with oversight of CLE seminars and department operations. Margaret Morgan will serve the department as Associate Director with oversight of Publications, WYLD, NLE, and Public Service Training. A memorandum outlining these changes was recently submitted to the BOG. With respect to WSBA-wide management, an Executive Management team is being assembled that will consist of six directors plus the Chief Communications Officer; this team will report to WSBA Executive Director Paula Littlewood. Other directors plus associate directors (including Katelyn Stayer and Margaret Morgan) will participate on an Operational Management Team.

Voting on the referendum concerning WSBA licensing fees for attorneys will begin March 7 and remain open for 30 days. More information (FAQ's) is available on the WSBA website.

## **CLE Committee Housekeeping Matters**

Margaret noted that one committee position ends in 2012. She summarized the consideration given by the BOG to ideas about voluntary mentoring programs and its decision not to pursue this but rather to add resources to help onboard new WSBA members in other ways (e.g., NLE will start up online discussion boards as an expanded effort to link practitioners). There are growing opportunities for connecting members through NLE, WYLD and Public Service Training skills-based training (e.g. short video clips, having Section members be available for follow up questions after trainings, creating online communities, etc.)

## **CLE Seminars Report**

Katelyn Stayer introduced all Seminar Development Specialists, noting that we are now fully staffed with program leads in CLE. A current 2012 seminar calendar was distributed to the committee.

## **CLE Publications/Products Report**

Developing testing phase of online library of CLE Deskbooks on Casemaker; will provide Committee members with access information so they can take a look at the development site.

## **Subcommittee Reports**

### ➤ **Technology**

- Chad Clark set up a dropbox for committee to forward their seminar ideas (handout distributed with initial results). All comments go to Chad.
- **ACTION:** EPD will extend viewing time for the MP3 providing free access to the Technology Committee

### ➤ **Quality Control**

- Katelyn Stayer and Chad Dold reviewed the existing seminar evaluation form for QC Committee members.
- **ACTION:** QC will send two committee members to evaluate CLE seminars before the next CLE Committee meeting in April. One will attend a live seminar and one will attend a webcast.

### ➤ **Sections Relations**

- Training and Mentoring Ideas:
  - Assess skills of subcommittee to assess how best to use them.
  - Look at training/mentoring-how to be a better Chair.
  - Look at how to be an effective presenter.
  - Consider all practical tips that come from the Section Relations Subcommittee (peers and mentors).
  - All of these efforts help raise the quality of programs and improve leadership.

➤ **CLE Programming**

- Reviewed 2012 seminar calendar with committee.
  - Committee liked the monthly calendar format better than a spreadsheet.
  - Committee prefers a breakdown of seminars by “type”
  - Calendar will become available on dropbox
  
- What committee would like to see in programs:
  - More seminars on financials and trust accounts. Elementary information e.g. “How To”
  - More spotlight programming
  - Chad and Jason will continue above discussion offline and how to develop Dropbox
  - Programs that do not require all day stay in order to obtain prime talking points.
  - Program(s) on “How to Wrap up your Practice” (succession planning)
  - Seminars designed so as to not all be in lecture format. Subcommittee liaisons responded that CLE is working on speakers becoming more interactive, and this is part of an ongoing faculty improvement plan.

**Set Next Meeting Date**

Next meeting date will be April 18, 2012.

**Adjourn**

Motion to adjourn meeting. Motion seconded. Motion carried. Meeting was adjourned at 4:00 p.m.