



Meeting Minutes

Health Law Section Interim Executive Committee

When: Monday, January 9, 2012
12:00 p.m. – 1:30 p.m.

Where: WSBA Offices
1325 4th Ave., 11th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), Martin Ziontz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Judy Massong (Section BOG Liaison).

Total attending meeting: 7 members

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

DISCUSSION

- I. **Introductions (Greg Montgomery and Martin Ziontz, interim co-chairs)**
 - a. Greg and Martin summarized the history of the Health Law Section.
 - i. Greg noted the challenges of succession, and suggested holding elections at the annual CLE to generate more interest and participation by members.
 - ii. Martin noted that the annual all-day CLE has been valuable and well-attended in the past, but it tends to be a time-consuming undertaking for members of the Executive Committee.

- II. **Review Materials Packet (Paris Seabrook)**
 - a. List of Interim Executive Committee with contact information
 - b. *DRAFT* October 2011 Section Financial Report
 - c. Health Law Section Bylaws
 - d. Current Section Statistic Report
 - e. Work Plan Template
 - f. WSBA Sections Team Contact Information
 - g. Section Leaders Toolbox flyer (Section Leaders Toolbox is the main source to gather information regarding WSBA policies, procedures and other information generated by the Sections Team that is of a benefit to the work of section leaders.

III. Brainstorming: member benefits for the next year

- a. John suggested that the Health Law Section should function as a tool for practitioners, a forum for discussion, and a source for low-cost CLE credits.
- b. Greg noted that our group can provide educational resources in a more convenient forum than related organizations (such as the WSSHA conference in Vancouver), including in-person CLEs as well as interactive web broadcasts. Currently the listserv has been relatively inactive, but we might explore more interactive types of social media (blogs, etc).
- c. Members discussed that WSBA Health Law Section is distinguishable from other groups because it can provide low-cost and locally-focused resources, particularly in the area of regulatory compliance (WSSHA is more focused on hospitals and providers).
 - i. The Section could invite people involved with State-level rulemaking and legislation to present to members.
 - ii. Possible speakers include: Kim O’Neil, Mary Voorhis (Health Care Authority), Eric Schmidt (Commissioner of DOH), Stuart Hirschfeld (FTC, Seattle office).
- d. Paris suggested offering smaller 1.5 credit CLEs that could be held during the lunch hour. WSBA facilities may be utilized for these functions, or we could ask a law firm to host.
- e. Greg noted the website for the Health Law Section should be updated, and suggested adding protected areas accessible only to members.
- f. Members discussed topics for future programming (this list includes content from John’s summary email dated 01/10/12):
 - i. Antitrust and Health System Consolidation: Possible panel of FTC, state AG and practitioners
 - ii. Greg’s ‘Economic Showdown’—addressing financial realities of health care system; efforts to make it financially sustainable
 - 1. Hospital and physician perspective
 - 2. Government purchaser perspective
 - 3. Carrier perspective
 - 4. Public perspective
 - iii. Federal reform
 - 1. Timing (what has happened, what remains)
 - 2. Impact
 - 3. View to the future
 - 4. Implications of Supreme Court decision
 - iv. New programs
 - 1. Exchanges
 - 2. Medicaid expansion
 - 3. ACOs/Medical Homes
 - v. Regulatory oversight: Provider and/or carrier regulation
 - vi. Health system fraud/abuse
 - vii. Ethics/professionalism in health care
 - viii. Student/new practitioner introduction to health care practice and networking
 - 1. History/development of health care law
 - 2. Areas of law/types of practice
 - 3. General bodies of law and governing/enforcement agencies
 - 4. Breaking in
 - 5. Hard issues/traps for the unwary

6. Resources

IV. **Work Plan: assign tasks, allocate funds, and create deadlines**

- a. The Committee determined that the first priority should be to host a small event to give members an opportunity to meet and to generate interest in the Section and ideas for future programming (such as the larger CLE in June).
 - i. Paris suggested inviting a speaker to the event, offering 1.5 CLE credits, and following the talk with a networking reception.
 - ii. It was noted that the Health Law Section has sufficient funds to offer a no-cost CLE as a way to encourage attendance.
 - iii. The first topic could be “Antitrust and Health System Consolidation”
 - iv. Rhonda and John volunteered to generate a list of possible speakers and to determine their availability.

V. **Set all future meeting dates (co-chairs)**

- a. At the present time, the Committee is unable to schedule all future meeting dates, however the Committee members agreed to re-convene by phone within the next few weeks to continue the planning efforts and schedule future meetings.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Monday, January 30, 2012
12:00 p.m. – 1:00 p.m.

Where: By Phone

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), Martin Ziontz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Judy Massong (Section BOG Liaison).

Total attending meeting: 6 members (Absent: Massong)

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

DISCUSSION

I. Minutes

- a. Draft minutes from the 01/09/12 meeting were unanimously approved.

II. Upcoming mini-CLE/social event on anti-trust law in health care

- a. Possible speakers:
 - i. Stuart Hirschfeld (FTC, Seattle office) is confirmed.
 - ii. Tina Condo (phonetic), head of the Washington State anti-trust division is unavailable, but could send someone else from her office to represent the State's perspective.
 - iii. Greg Montgomery is willing to provide a practitioner's perspective.
 - iv. **Martin will** check with two of his contacts at the Washington State Medical Association, Tim Layton and Denny Maher, about participating.
 1. **John volunteered** to send the email he used with Stuart Hirschfeld to Martin so that he can tweak it for other speakers.
- b. Format:
 - i. In light of the number of potential speakers and the limited time for the mini-CLE (approximately 1-2 hours), a panel format was proposed.
 - ii. John would be willing to serve as moderator.

- iii. We should create a syllabus well in advance of the talk so that it can be distributed to the speakers for review. Rhonda and John will work to generate a syllabus ASAP.
- c. Venue:
 - i. Seattle University facilities are unlikely to be available during the desired timeframe. Greg could follow-up with his contacts at Seattle U if necessary.
 - ii. The University Women's Club was proposed as another possibility.
 - iii. Cloud 9 would offer the convenience of being in the same building as the WSBA conference center, but would still involve a room change.
 - iv. RN74 is a nearby restaurant/wine bar that could accommodate our group.
 - v. John suggested that we might be able to use space in the K&L Gates firm, but they will be remodeling in April.
 - vi. There was general agreement that a downtown location would be preferable, and that Cloud 9 and RN74 are the most promising options.
- d. Administrative requirements:
 - i. Paris noted that the WSBA paperwork for CLEs generally takes about 10 weeks to process, but could be done in 8 weeks if necessary. This information should be taken into account when setting a date for the CLE.
- e. Date:
 - i. The group set the tentative date for the mini-CLE as Thursday, April 12th.
 - ii. Paris will look into the Cloud 9 and RN74 options for 4/12/12.

III. Annual CLE

- a. Location: The group agreed that using the new WSBA facilities would be the most economical option.
- b. Topics:
 - i. We could combine a brief survey of possible topics with the standard WSBA feedback questionnaire and administer it at the mini-CLE in April. Paris will provide the standard WSBA survey to Joan. Rhonda and Joan will work on incorporating survey questions.
 - ii. Greg noted that we will likely be able to come up with enough material by using the three standards: (1) courts update; (2) legislative update; and (3) agency update.
- c. Speakers:
 - i. Possibilities include Melissa Burt-King, Kim O'Neil, Kathy Burroughs.
 - ii. Rhonda will check on their availability.

IV. Social networking meetings

- a. The members agreed that this goal will be furthered through the mini-CLE in April.

V. Website update

- a. Members agreed that everyone will review the current website and send comments/suggestions to Greg by email before the next meeting (greg.montgomery@millernash.com)

VI. Calendar: Executive Committee meeting dates

- a. Members agreed on the following schedule:
 - i. In-person: every 2nd Tuesday of the month

- ii. By phone: every 4th Tuesday of the month
- b. All meetings are scheduled for an hour, beginning at **8:30am** unless otherwise noted.
- c. **Paris will** send Outlook invitations to get these dates on our calendars, and will reserve a room at the WSBA offices for the in-person meetings.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday, February 14, 2012
8:30 a.m. – 9:30 a.m.

Where: WSBA Offices
1325 4th Ave., 6th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), Martin Ziontz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Judy Massong (Section BOG Liaison).

Total attending meeting: 7 members

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

Kathy Burrows, WSBA Section Seminar Development Specialist

DISCUSSION

I. Minutes

- a. Draft minutes from the 01/30/12 meeting were unanimously approved.

II. Introductions: Kathy Burrows

- a. Kathy Burrows, Section Seminar Development Specialist, described her role at WSBA and suggested ways she can assist the Health Law Section with upcoming CLE programming.
- b. Kathy explained the possible modes and timelines for advertising our events, and provided information about the technical capabilities of using a WSBA registration webpage.
- c. **Rhonda will** provide Kathy with the basic event information for the mini-CLE as soon as the topics are finalized.

III. Quick Announcement: Section Leaders List Serve

- a. Paris Seabrook explained that in addition to the main Health Law Section list serve, WSBA has established a "Leader's List Serve", which is the primary way that WSBA communicates relevant information to Section leaders.

- b. Any member of the Executive Committee may request to be added to the Leader's List Serve. **Email Paris** if you would like to join.

IV. **April 12, 2012 mini-CLE on Consolidation and Antitrust**

- a. Confirm feasibility at less than 8 weeks
 - i. Kathy confirmed this timeline is feasible
 - ii. Kathy suggested utilizing the "Mini-CLE Forms" from the Section Leader's Toolbox (<http://www.wsba.org/Legal-Community/Sections/Section-Leaders-Toolbox>), a site that provides resources for hosting educational programs.
 - iii. We should **complete the mini-CLE request form at the earliest opportunity** (<http://www.wsba.org/Legal-Community/Sections/Section-Leaders-Toolbox/CLE-and-Event-Planning>), and submit it to Kathy (kathyb@wsba.org) for processing.
- b. Confirm panel availability
 - i. **John will** contact Stuart Hirshfeld (FTC) to confirm his availability
 - ii. **John offered** to organize a pre-CLE event where the speakers can get together and organize/discuss their content.
 - iii. **Greg will** check with Jonathan Mark (AGO) to confirm availability
 - iv. It was decided that Martin can hold off on contacting possible speakers at WSMA until we are planning the full-day CLE.
- c. Create informational pamphlet
 - i. Rhonda circulated a draft brochure for the mini-CLE
 - ii. The "Alki Room" is reserved at WSBA – 3rd floor.
 - iii. RN74 is available to host the reception, and is currently reserving a table that seats 20 for 4/12/12 from 5 – 6:30pm. We can give them a final estimate 3 days prior to the event. They recommend estimating 2 drinks/person. **Rhonda will** obtain estimates from RN74 about the anticipated cost for covering a limited amount of food and wine.
 - iv. It was decided that the event should be free to Section members, but that non-members should be given the opportunity to join the section at the time of registration.
 - v. We may include a request on the registration page asking registrants to email Malena (admin) by April 6th if they plan to attend the reception at RN74.
 - vi. One member raised the possibility of allowing attendees the option of phoning in to the discussion. Paris and Kathy clarified that the room we have reserved does not have the technical capability to do telephone- or video-conferencing. Additionally, participants would not be able to obtain CLE credit for calling in.

V. **Annual CLE**

- a. Date and location confirmation: **Thursday, June 14th** at the WSBA facilities.
 - i. We will distribute "save the date" information at the mini-CLE.
 - ii. Kathy suggested that the ideal number of credits is approximately 6. When 7 credits are attempted, the conference tends to run too long. It is always a good idea to offer ethics credits, which are always sought-after.
- b. Members discussed whether there should be a CLE theme. It was decided that we should focus on developing topics of interest, and see whether we can identify a common theme. Attendees are often disappointed if a theme is advertised but the content deviates from the stated theme.

- c. Topic list in addition to court, legislative and agency update:
 - i. Martin will explore the possibility of having someone from WSMA discuss current topics.
 - ii. George suggesting inviting Melissa Burke-Cain. Greg noted that Tom Fain (sp?) and Kim O'Neill have also presented in the past. Melissa Burke-Cain may now be representing MQAC, which could be a useful perspective.
 - iii. Greg suggested a Scope of Practice topic, and possibly inviting someone from the nursing equivalent of MQAC. One possible sub-topic might be "medi-spas".
 - 1. **Martin will** contact Carol Sue Janes about this topic.
 - 2. **Rhonda will** contact possible speakers at Swedish.
 - iv. Kathy suggested that we might begin the conference with the Miller Nash health care update, as a way to give attendees an overview and prompt questions.
 - v. A HIPAA-related topic was suggested, and Greg offered that attorneys at his firm may be able to present (David Schoolcraft, Casey Moriarty)

VI. License Fee Referendum – Judy Massong, Health Law Section BOG Liaison

- a. Judy urges the Executive Committee members to vote on the Bar's referendum. Voting does not open until March 7th (for a 30-day period) and more information will be provided prior to that date, but the members should be aware that this vote is coming.
- b. Members can consult the WSBA site for more information about mandatory vs. special programming.
- c. This topic will be scheduled for the next agenda to allow for additional discussion.

VII. Website comments

- a. Due to time constraints, this item was not discussed at the meeting.
- b. At the previous meeting (1/30/12), members agreed to review the current website and **send comments/suggestions** to Greg by email before the next meeting (greg.montgomery@millernash.com)



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday, February 28, 2012
8:30 a.m. – 9:30 a.m.

Where: By Phone

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), Martin Ziontz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Judy Massong (Section BOG Liaison).

Total attending meeting: 7 members

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

DISCUSSION

I. Minutes

- a. Draft minutes from the 02/14/12 meeting were unanimously approved.

II. Mini-CLE Update – April 12th

- a. WSBA: Paris reminded the group that CLE paperwork should be submitted to Kathy Burrows as soon as possible.
- b. Documentation: Rhonda distributed the following documents for review: “Healthcare Consolidation and Antitrust”; “Mini CLE Section Event Form”; “Section Broadcast Email Form”; and “Section Website Posting Form.” The members reviewed the documents and confirmed the forms are ready for submission to WSBA. One member suggested emphasizing the proximity of RN74.
- c. CLE Materials:
 - i. Paris explained that for mini-CLEs, individual Sections are responsible for having copies made and bringing them to the venue, but copying costs can be submitted to WSBA for reimbursement.
 - ii. Martin asked whether it is necessary to provide written materials for a panel discussion.
 - iii. Rhonda clarified that we are required to provide written materials to attendees in order for WSBA to grant CLE credit.

- iv. Paris added that it would be adequate to provide a list of topics and pre-generated discussion points; outline form is adequate.
- d. Speakers: John has not heard back from Stuart Hirshfeld (FTC) regarding his availability; but will try again to reach him today.

III. All-day CLE Update – June 14th

- a. The following possible topics and speakers were discussed:

| Topic | Speakers | Liaison |
|--|---|------------------------|
| Scope of Practice (medi-spas) | 1. Miller Nash colleague who represents MDs and RNs 2. Donna Moniz; Rebecca Ringer | 1. Greg 2. Rhonda |
| Washington Legislative Update | 1. WSMA (Tim Layton?) 2. MQAC/AG (Melissa Burt-Cain?) | 1. Martin 2. George |
| Health Care Reform 1. Affordable Care Act 2. Insurance Exchanges | 1. HCA (O’Neill or Voorhis) 2. OIC, , DOH, carriers | 1. George 2. John |
| HIPAA Update | John Christiansen | Greg |

- b. Rhonda offered to compile a working list of possible topics and speakers

IV. License Fee Referendum – Judy Massong, Health Law Section BOG Liaison

- a. Judy summarized the issue for the members and encouraged the Section to oppose the referendum.
- b. A member moved to oppose the referendum; 6 members voted to in favor of the motion (opposing the referendum); 1 voted against the motion.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday, March 13, 2012
8:30 a.m. – 9:30 a.m.

Where: WSBA Offices
1325 4th Ave., 6th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), Martin Zientz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Judy Massong (Section BOG Liaison).

Total attending meeting: 7 members

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

DISCUSSION

I. Minutes

- a. Draft minutes from the 02/28/12 meeting were unanimously approved.

II. Mini-CLE Update – April 12th

- a. Email advertising: Rhonda noted that the “eBlast” for the mini-CLE should go out this week.
- b. Rhonda is scheduled to meet with Kathy Burrows today (3/13).
- c. Website: Paris noted that the mini-CLE has been added to our Section calendar.
- d. List serve: Paris explained that we are responsible for promoting our events through our Section email list. See the Section Leader’s Toolbox for more instructions:
<http://www.wsba.org/Legal-Community/Sections/Section-Leaders-Toolbox>.
 - i. Rhonda volunteered to email the list serve.
- e. Social media: WSBA will add a post to their facebook page about the mini-CLE.
- f. Attendance: Since the maximum occupancy of the room we reserved is 30 attendees, 30 should be our goal.
- g. RN74 (restaurant): Rhonda noted that RN74 requested an update on April 6th regarding our expected numbers.
 - i. Paris or Kathy can provide us with the number of registered participants if we check with them shortly before April 6th.

- h. Written materials:
 - i. We will give the speakers a deadline for written materials of 1 week prior to the CLE (April 5th).
 - ii. Greg volunteered to have copies made of the materials. (Copying costs can be submitted to WSBA for reimbursement.)
 - iii. John will coordinate a meeting with the speakers in advance of the CLE.
- i. Other materials/supplies:
 - i. Joan will obtain bottled water, speaker placards, blank nametags/pens, dry erase markers, and printouts of directions from the conference room to RN74.
 - 1. Question: should Joan modify the standard WSBA feedback survey to request suggestions for future programming, or is that moot?
 - ii. John will inquire with the speakers as to whether they need PowerPoint.

III. All-day CLE Update – June 14th

- a. Greg and Rhonda volunteered to co-chair the CLE.
- b. The list of possible speakers and topics was revised as follows:

| Topic | Speakers | Liaison |
|--|---|---|
| Washington Courts Update | 1. Mary Spillane | 1. Greg |
| Washington State Legislative Update | 1. WSMA representative → confirmed | 1. Martin |
| Washington Agency Update | 1. Kim O’Neal | 1. Greg |
| MQAC Complaints | 1. Melissa Burke-Cain → confirmed | 1. George |
| HIPAA Update | 1. John Christiansen | 1. Greg |
| Scope of Practice (Example: medi-spas) | 1. Danielle Cross 2. Donna Moniz; Rebecca Ringer | 1. Greg 2. Rhonda |
| Health Care Reform - Panel 1. Affordable Care Act 2. Accountable Care Orgs 3. Health Care Exchanges (Example: ERs) | Generally: • Premera & Regence (Len Hagen) representatives • Jonathan Seib (Gregoire) • Jeff Sconyers (Children’s) | 1. John will contact carriers and Seib 2. Joan will contact Sconyers |

- c. Committee members will **contact the above speakers by Friday, 3/16** and will inform the Chairs of speaker availability.
- d. Deadlines: Paris provided the following information from the WSBA guidelines:
 - i. Brochure takes approximately 12 weeks (which would be March 22nd); we can get it done in a shorter period of time, but our goal should be to finalize this ASAP.
 - ii. See the WSBA website for more information about deadlines (<http://www.wsba.org/WSBA-CLE/Section-Sponsored-CLE-Programming>).
 - iii. Speakers should be finalized by the end of March, if not sooner.
 - iv. Flyer: A “save-the-date” flyer for the June CLE could be distributed at the April mini-CLE to generate interest.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday, March 27, 2012
8:30 a.m. – 9:30 a.m.

Where: By Phone

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), Martin Ziontz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer).

Total attending meeting: 6 members

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

DISCUSSION

I. Minutes

- a. John noted an error in the 03/13/12 minutes, where it is states that John and Rhonda have agreed to Co-Chair the June CLE. In fact, it was Greg, not John, who volunteered to Co-Chair the event.
- b. With this correction, the draft minutes from the 03/13/12 meeting were unanimously approved.

II. All-day CLE Update – June 14th

- a. Members discussed to Rhonda's draft agenda, which is summarized in the chart below:

| Topic | Speakers | Liaison |
|---|------------------------------------|----------------|
| Washington Courts Update | 1. Mary Spillane, Williams Kastner | 1. Greg |
| Washington State Legislative Update (Physician's perspective) | 1. Katie Kolan, WSMA | 1. Martin |
| MQAC Complaints | 1. Melissa Burke-Cain, MQAC | 1. George |
| Managing the Difficult Patient | 1. Mark Conforti, Dynan Conforti | 1. Greg |
| Washington Agency Update | 2. Kim O'Neal, DOH | 2. Greg |

| | | |
|---|---|--|
| HIPAA Update | 1. John Christianson, Christianson IT Law | 1. Greg |
| Provider Scope of Practice | 1. Danielle Cross, Miller Nash (Medi-spas) 2. Rebecca Ringer, Floyd Plfueger Ringer (Practice expansion) | 1. Greg 2. Rhonda |
| Health Care Reform – Panel Moderated by John Pierce, Premera 1. Insurer’s Perspective 2. Policy Perspective 3. Hospital Perspective | 1. Leonard Hagen, Cambia Health Solutions (confirm?) 2. Jonathan Seib (Gregoire) 3. TBD | 1. John 2. John 3. Joan will work with Rhonda to identify speakers |

- b. It was determined that the Emergency Department example that was formerly proposed for the panel discussion could be covered during Mary Spillane’s courts update.
- c. John proposed that rather than asking insurance carriers to speak on specific topics (such as the ACA), it would be preferable to organize the speakers according to their perspectives.
- d. John will connect with Jonathan Sieb in the next few days.
- e. Members discussed whether it would be a good idea to ask someone to give an update on the recent Supreme Court cases, given that decisions are likely to issue in June. It was determined that this will probably not work due to the timing, but that the speakers may touch on it during the litigation update.
- f. Greg proposed that we may wish to drop Kim O’Neill’s topic. O’Neill noted that the Governor issued a rule that agencies must suspend rulemaking due to the budget deficit; therefore there may not be much to update. Greg will speak with Kim O’Neill and see what she thinks about the feasibility of an agency update.
- g. One possible replacement topic could be “Managing the Difficult Patient.” Greg and Rhonda suggested that Mark Conforti would be a good speaker on this topic.

III. Mini-CLE Update – April 12th

- a. Member feedback: Joan will modify the standard WSBA survey to include a question prompting members to suggest future topics of interest. Kathy Burrows had suggested to Rhonda that we might offer a 1.5 credit mini-CLE on ethics in the fall, so we should definitely focus on soliciting topics in this area.
- b. Attendance: Paris reported that at her last check, 13 people had registered for the mini-CLE. Several members of the Executive Committee have not yet registered.
 - i. Paris offered to email instructions for completing the online registration.
- c. Advertising: Rhonda volunteered to send an email to the listserv about the mini-CLE, and will attach a flier and blurb regarding the reception.
- d. Speakers: John has already scheduled a lunch with the speakers, and has given them a deadline of April 5th. John will inquire about the need for PowerPoint.
- e. Materials:
 - i. Greg has volunteered to have the copying done.
 - ii. Joan will obtain bottled water, name tags, dry erase markers, speaker placards, feedback surveys, directions to RN74, etc.

IV. Young Lawyers Division (YLD)

- a. Rhonda related a suggestion from Kathy Burrows that we ask members of the YLD to provide volunteers to assist with microphones during the June CLE.
- b. Members agreed that the additional manpower would be useful.
- c. One possibility would be to ask for one volunteer for the morning, and another for the evening; we could offer them tuition-free attendance.
- d. Greg reported that he attended an Open Section Night that was recently organized by YLD, and they seem open to working with us.
- e. It was decided that a member or two from our group should attend an upcoming YLD meeting to encourage interest in our programming. Joan and Rhonda volunteered to attend.
- f. Paris will send contact information to Rhonda and Joan for the YLD liaison.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday, April 10, 2012
8:30 a.m. – 9:30 a.m.

Where: WSBA Offices
1325 4th Ave., 6th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Martin Ziontz (Co-Chair), John Pierce (1st Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer).

Total attending meeting: 4 members

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

DISCUSSION

I. Minutes

- a. One change was requested to the draft minutes from the 3.27.12 meeting. In Section IV, regarding the potential involvement of the Young Lawyers Division in the June CLE, the following should be revised: "One possibility would be to ask for one volunteer for the morning, and another for the afternoon; we could offer them tuition-free attendance."
- b. With this change, the 3.27.12 minutes were unanimously approved.

II. Mini-CLE Update – April 12th

- a. Rhonda distributed the menu options for RN74.
- b. Paris reported that as of her most recent check on the registration numbers, approximately 26 people had enrolled. The maximum occupancy for the room is 30 people.
- c. John related that he met with the three speakers last week to discuss the agenda (Jonathan Mark, then Stuart Hirschfeld, followed by Greg Montgomery), introductions, content, etc. The speakers confirmed they will not need PowerPoint. John will make sure to close with an invitation to become involved with the Health Section, a plug for the June CLE, and directions to the reception.

- d. Paris reminded the group that no WSBA staff would be in attendance. WSBA will provide a sign-in sheet with the names of registrants, which must be returned to the WSBA for processing. The sign-in sheet will be emailed to Rhonda.
- e. Rhonda noted that she will be attending a trial and will not be available prior to the CLE for setup. Joan is available for set-up, so the sign-in sheets and other materials will be sent to Joan.
- f. Joan will make copies of the CLE feedback/comment form, the "Save the Date" flyer created by Rhonda, and directions from the conference center to RN74.
- g. Greg has agreed to provide copies of the materials prepared by the speakers.
- h. Martin will bring note cards for questions, notes, etc.
- i. Paris discussed the procedure for walk-in attendees, and the form that should be used to collect their payment information. Joan will bring a few copies of this form.
- j. Our reservation begins at 1pm on 4/12, so we can get everything set up before attendees arrive.

III. All-day CLE Update – June 14th

- a. Rhonda updated the draft agenda with the latest information about speakers and topics. This will be used to create a "Save the Date" flyer for distribution at the April mini-CLE.
- b. Rhonda received an update from Greg about Kim O'Neill. Kim will join the discussion on "Managing the Difficult Patient."
- c. John reported that Leonard Hagen will be replaced by Kitti Cramer of Premera.
- d. Members discussed the length of time that should be allocated to the different topics, considering the need for Q&A and break time. The order of the topics may also change; we might consider moving the HIPAA topic to before lunch, rather than after. 😊
- e. Rhonda reported that she will meet tomorrow with Sue from WSBA regarding additional June CLE planning.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday, April 24, 2012
8:30 a.m. – 9:30 a.m.

Where: By Phone

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary).

Total attending meeting: 4 members

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

Stacey Holmes, WSBA Senior Section Leaders Liaison

DISCUSSION

- I. **Mini-CLE Wrap-Up (April 12th)**
 - a. Members noted the positive response following the CLE. We accomplished the goals of raising awareness of the section, providing a venue for socializing/networking, and giving members an opportunity to obtain low-cost CLE credits.
 - b. Greg was contacted by an attorney from Hagens Berman following the CLE, who offered to speak at a future event on the False Claims Act (Plaintiff's side). This is a huge area of potential exposure, and the topic is likely to generate significant interest. John noted that a related Washington statute passed recently on Medicaid fraud and reporting requirements (SB 5978).
 - i. Members decided that this topic probably cannot be incorporated into the June CLE at this time, but would be ideal for a future Mini-CLE. We will tentatively plan to hold another Mini-CLE in the Fall of 2012 (possibly September).
 - ii. John suggested that we should try to select a topic that will be eligible for ethics credits, because they are difficult to get. Several members agreed with this suggestion. Joint representation was suggested as a possible topic.
 - c. Joan summarized the comments from the seminar evaluation forms, noting that not all attendees who submitted a form filled out all of the sections:
 - i. Suggested topics/speakers of interest for future Health Section events:

1. "Joint representation (in investigations or lawsuits, *i.e.*, employees and entities); technology (electronic records, e-discovery, etc)"
2. "Obama-care"; HIPAA HITECH updates
- ii. Comments on the speakers:
 1. "Stuart: great manner and useful info; Jonathan: thanks for the primer; Greg: thanks for the practical perspective."
 2. "Jonathan was an engaging speaker."
 3. "I really liked Jonathan's introduction to anti-trust law, since I don't have a background in it. All the speakers were great!"
 4. "The presenters complemented each other well; I appreciated the overview at the beginning, because anti-trust is not my area."
 5. "All good; very knowledgeable. Interesting and currently relevant topic. Good breadth of perspective."
 6. "John Pierce did a very good job of moderating and introducing the panel and topic. Each speaker did a very good job of addressing their topics."
 7. "Mark: good speaker; interesting; maybe too basic; good materials. Hirschfeld: good speaker too, interesting (some on ACO was confusing); Montgomery: excellent, engaging, knowledgeable, great material."
 8. "SH: Excellent; JM: Excellent: GM: Excellent"
 9. "Seem very competent and knowledgeable; interesting speakers."
 10. "Great speakers – all were very knowledgeable."
- iii. Factors that influenced their decision to attend:
 1. Location (7)
 2. Date (6)
 3. Cost (6)
 4. Subject (5)
 5. Faculty (4)
 6. Credits (3)
- iv. How did they find out about the event?
 1. Email broadcast (6)
 2. Colleague is on the HLS Board (2)
 3. I am on the HLS Board (2)
 4. Email from client (1)
 5. Program brochure (1)
- v. Attendees were asked to rate the facility. Most did not complete this section, but the available responses were as follows:
 1. Excellent (7)
 2. Good (3)

II. All-day CLE Update – June 14th

- a. Rhonda distributed an updated draft agenda via email prior to the conference call.
- b. We still need to find a speaker to provide the hospital perspective for the Health Care Reform topic. Rhonda and Joan can work on this, and Greg offered to assist if needed.
 - i. John also offered to contact Mark Gary of Multicare (formerly Bennett Bigelow), if needed.
- c. Members decided to go through the draft agenda in more detail at the next meeting, because Rhonda may have updates to discuss.

- d. It was decided that in light of John's success with coordinating the panelists for the mini-CLE, the moderators should take this same approach for the panel discussions during the June CLE. John is definitely signed up to moderate the final topic, but Greg will work with Rhonda to coordinate moderators for the other panels.
- e. Paris will find out whether the speaker packets have been distributed; they should go out soon if they haven't already. Rhonda will be able to provide more information about this.
- f. John raised a question about the timing allotted to the topics. It appears that there is a lengthy break prior to the last panel that can probably be shortened to allow for more Q&A during the last panel. We will discuss this in more detail at the next meeting.
 - i. Paris noted that she has seen some CLEs schedule topics until 4:30pm, but not later than that.

III. Minutes

- a. The draft minutes from the 04/10/12 meeting were unanimously approved.

IV. Updates from Paris

- a. Paris informed the members that the licensing fee referendum has passed.
 - i. There will be a Board of Governor's meeting at the end of the week to discuss proposals for the new budget and audit committee. One topic for discussion that will be directly relevant to our group is that many sections will need to raise the amount of dues paid by individual members.
 - ii. Paris noted that dues of the various sections range from \$15 to \$40. Our section currently charges \$15, so we will want to consider increasing that amount.
 - iii. Paris will distribute more information about these issues via the Section Leader's Listserve. All members of the Executive Committee should join this email list if they have not already done so.
- b. Paris advised sending a follow-up email to the Health Law Section email list thanking the members for their attendance, noting that the reception was very well-attended, and encouraging them to attend the full-day CLE in June. Greg volunteered to send this email, with some technical help from Paris.
- c. There will be a **Section Leader's Meeting on May 30, 2012** from 9am-12pm. Topics include building a work plan, creating a budget, and new lawyer education (NLE). In general, this meeting is attended by the Chair, Chair-elect, and Treasurer, but it is open to all members of the Executive Committee who wish to attend. Paris will provide more details as 5/30 approaches.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday May 8, 2012
8:30 a.m. – 9:30 a.m.

Where: WSBA Offices
1325 4th Ave., 6th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Greg Montgomery (President), Martin Ziontz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Judy Massong (Section BOG Liaison).

Total attending meeting: 7 members (Joan joined at 8:40am; Rhonda joined at 8:50am).

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

Documents:

John distributed (via email) a draft syllabus for review and comment. The document will be provided to the speakers who agreed to participate in the 6/14 panel on health care reform.

DISCUSSION

I. Minutes

- a. Draft minutes for the 4.24.12 meeting were unanimously approved by 5 members.

II. All-day CLE– June 14th

- a. John summarized his plan to coordinate the panel of speakers on health care reform.
- b. The members noted that we have not yet confirmed a speaker for the health reform panel who can provide the hospital perspective.
 - i. Rhonda had approached Erik Rasmussen from Multicare, but has not received a response.
 - ii. John agreed to contact Mark Gary of Multicare to see if he would be available. Mark replied that he would be out of town on 6/14 and recommended Erik Rasmussen.
 - iii. Greg suggested that we might replace the hospital perspective with an MD perspective. Greg has a speaker in mind and should be able to get a response within the next 2 days.

1. Post-meeting UPDATE: in an email dated 5/16 **Greg confirmed** that **Rick MacCornack**, Chief Systems Integration Officer for Northwest Physicians Network, has agreed to participate in the health care reform panel.
- c. Paris notified the group that Melissa Burke-Cain recently sent an email to WSBA notifying them that she will no longer be able to represent the MQAC perspective at the CLE.
 - i. Members discussed whether to expand the time allotted to the health care reform panel and remove the MQAC Complaints topic, or to find a replacement for Burke-Cain.
 - ii. It was decided that adding more speakers/time to the health reform panel could make it unwieldy, and that retaining the MQAC topic would be the preferred approach.
 - iii. **Martin volunteered** to contact MQAC to see if a replacement is available.
 - iv. Paris noted that Burke-Cain had copied a number of her colleagues on the email to WSBA, so we might start by following up with them.
 - v. Paris noted that Sue, who is helping to organize the conference, suggested to that Kim O'Neal may be able to do double-duty and speak for two of the topics.
- d. Panel discussions: Due to the success of John's panel discussion at the mini CLE, it was decided that members of the committee should coordinate the other panelists in advance of the CLE. Rhonda volunteered to moderate the panel discussion of the topic "Managing the Difficult Patient," and Greg will moderate the panel on "Provider Scope of Practice Issues."
- e. Registration:
 - i. Paris reported that as of the last check, we had 18 registrants for the June CLE.
 - ii. Paris reported that in addition to the Health Law Section, WSBA will advertise the CLE to other sections that are likely to be interested (administrative law, corporate counsel, etc).

III. Board of Governors Update – Judy

- a. At the most recent BOG meeting (4/27-4/28), members discussed proposals for a new budget and audit committee.
 - i. One possible change relevant to our group is that many sections will need to raise the amount of dues paid by individual members. The change is estimated to add \$5-20 per member to membership dues.
 - ii. Other proposed changes included cutting \$200K worth of WSBA staffing costs, instituting hiring freezes, and reducing the costs of BOG meetings.
 - iii. The currently proposed budget would mean a 1.3 million reduction in operating costs, and taking 1 million in reserves.
 - iv. There will be another budget and audit meeting on 5/16/12 to discuss additional cuts.
 - v. As a reminder, there will be a WSBA Town Hall event on 5/10, at approximately 5:30pm.

IV. Health Law Succession Planning – Paris

- a. Paris encouraged the members to start thinking about measures that can be taken to ensure that our current momentum continues after current Interim Executive Committee terms ends (end of September 2012).

- b. As a reminder, the **Section Leader's Meeting is scheduled for May 30, 2012** from 9am-12pm. Topics include building a work plan, creating a budget, and new lawyer education (NLE). In general, this meeting is attended by the Chair, Chair-elect, and Treasurer, but it is open to all members of the Executive Committee who wish to attend. Paris will send the link to the group.
- c. Members should begin leadership talks now, and keep the conversation going at the CLE and afterward.
- d. We may wish to reevaluate the frequency and format of our current meeting schedule.
- e. Elections will be held in the Fall of 2012.

V. Mini-CLE – Fall 2012

- a. Greg noted that an attorney from Hagens Berman has volunteered to speak about the False Claims Act.
- b. The members expressed interest in this topic. It was determined that there is no space/time available to add this topic to the June CLE, but it would be an excellent topic for a future mini-CLE.
- c. Greg volunteered to follow-up with the attorney about his willingness to participate in a mini-CLE this Fall.
- d. Members also discussed the value of selecting a topic relevant to health law that could provide ethics credits, because these credits are difficult to obtain.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday, May 22, 2012
8:30 a.m. – 9:30 a.m.

Where: By Phone

PRESENT

Committee Members:

Martin Ziontz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer).

Total attending meeting: 5 members

Meeting quorum: 4 members

Staff: None.

DISCUSSION

I. Minutes

- a. Draft minutes for the 5.8.12 meeting were reviewed.
 - i. Joan requested the addition of any missing content from the beginning of the meeting. It was determined that all of the substantive content from the beginning of the meeting was adequately captured.
 - ii. It was determined at the 5.8.12 meeting that Rhonda will moderate the panel discussion of the topic "Managing the Difficult Patient," and that Greg will moderate the panel on "Provider Scope of Practice Issues." The 5.8.12 minutes will be amended to include this information.
- b. With the addition of the moderator assignments, Martin motioned for approval of the 5.8.12 minutes, and the motion was unanimously approved.

II. FY 2013 Section Budget Information

- a. Martin informed the group that he received an email with copious amounts of information about creating a budget for the Health Law Section.
- b. Not all of the members received this information, so Martin agreed to forward it to the group after the meeting.
- c. Rhonda volunteered to review the information and report back to the group at the next meeting, since most of the members have not reviewed the materials.

- d. Rhonda reminded the group about a planning meeting organized by WSBA for the section leaders, currently scheduled for 5/30. We will ask Paris to send more information about this meeting to the Executive Committee via email.
 - i. Martin offered that either he or Greg will attend with Rhonda.

III. All-day CLE Update – June 14th

- a. We still need a speaker to provide the hospital perspective for the Health Care Reform panel. John sent a draft topic outline to the panelists, but is waiting for the last speaker to be confirmed before scheduling a preliminary meeting.
 - i. Rhonda reported that Erik Rasmussen currently has a conflict for June 14th, but will find out if it can be resolved and will notify Rhonda within the next day. If Erik is not available, his boss may be able to provide backup.
- b. Martin is in the process of finding a replacement speaker for Melissa Burke-Cain. He received a call from Heather Carter, another AG who may be available to speak. Martin will send an email to the members once the speaker confirms.
- c. The deadline for speakers to provide their materials was supposed to be today, but this deadline should be extended for speakers who are being added late (Rick MacCornack, etc). Rhonda will check with Sue about extending these deadlines.
- d. Rhonda also volunteered to make sure that all speakers receive their packets.

IV. Board of Governors (BOG)

- a. No update is available, because Judy and Paris are attending a special BOG meeting this morning.

V. Mini-CLE – Fall 2012

- a. Greg will be asked for any updates about the potential Hagens Berman speaker at the next Section meeting.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday June 12, 2012
8:30 a.m. – 9:30 a.m.

Where: WSBA Offices
1325 4th Ave., 6th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Martin Ziontz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer).

Total attending meeting: 5 members

Meeting quorum: 4 members

Staff: Not present

DISCUSSION

I. All-day CLE– June 14th

- a. Martin confirmed that Melissa Burke-Cain has been replaced.
- b. John reported that he held a conference call last week with the speakers for the “Health Care Reform” panel, and that the panelists have coordinated a PowerPoint presentation.
- c. Members discussed coverage for the “Provider Scope of Practice” panel coordinated by Greg.
 - i. Martin and Rhonda are both willing to serve as moderator.
 - ii. It was decided that Martin will connect with Greg via email to find out background information on the panelists.
- d. Moderators will introduce the topic, provide brief bios on the speakers, and will field questions from attendees.
- e. Martin volunteered to handle the opening and closing remarks.
 - i. Rhonda suggested acknowledging at the outset that some participants will be attending via webcast, and giving a brief explanation of how these participants can submit questions/comments.
 - ii. Martin will ask attendees to consider becoming involved with the Executive Committee, and notifying them of the upcoming nominations/elections process.
- f. Members discussed ways to obtain feedback from attendees about areas of interest and to encourage members to become involved with Section activities.

- i. Joan will create a sign-up sheet that will ask attendees to indicate their *interests*, rather than asking them to *volunteer* for a particular project.
 - ii. The information can be used to follow-up with members and encourage them to get involved.
 - iii. Joan will ask Kathy Burrows to post the form online so that webcast participants can provide their feedback.
- g. Email blast: Rhonda noted that WSBA staff will send an email reminder today to Health Section members, as well as the members of related sections (Corporate Counsel, Administrative Law).
- h. Forms: Joan will check with Kathy Burrows about whether WSBA staff will create evaluation forms specific to the event, and whether they will have forms available for walk-in registrants.
- i. Registration: WSBA staff were not available to provide an update about current enrollment, but based on the latest information available to Rhonda, between 20 and 30 members had registered to attend via webcast, and approximately 40 had enrolled to attend in-person. The room can hold up to 120 attendees, so we should continue to encourage colleagues to attend.

II. Mini-CLE – Fall 2012

- a. Rhonda believes that Greg has confirmed a speaker for the ethics mini-CLE, but does not have details.
- b. Greg will be asked for updates about the potential speaker at the next meeting.

III. Health Law Succession Planning

- a. John proposed that we change our meeting schedule now that the planning for the all-day CLE is nearly complete.
 - i. Timing: it was suggested that we hold the meetings earlier. George consulted WSBA staff and learned that the elevators are unlocked at 8:00am. It was agreed that the timing of the **meetings will be moved to 8:00am**.
 - ii. Frequency: Members decided that **monthly** meetings (rather than bi-monthly) will be sufficient.
 - iii. Forum: After some discussion it was decided that our monthly meetings should be **held in-person**, with the option to attend by phone if necessary.
 - iv. **We will ask Paris** to cancel the meetings currently schedule to occur by phone, and to move the time of the in-person meetings to 8:00am.
- b. Members are asked to come to the next meeting with ideas about the following:
 - i. What should be the purposes/functions of the section (feedback from the CLE will also be considered)? Currently the Executive Committee has an event-planning function, but we may wish to add a legislative/policy group, additional communications (blogs, list serve, newsletter), updates on case law/legislation, etc.
 - ii. Recruitment: Please think about and bring names of attorneys who would add valuable perspective to the section.

IV. Minutes

- a. Draft minutes for the 5.22.12 meeting were unanimously approved by 5 members (Martin moved to approve, John seconded).



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday July 10, 2012
8:00 a.m. – 9:00 a.m.

Where: WSBA Offices
1325 4th Ave., 6th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), Martin Ziontz (Co-Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer).

Total attending meeting: 5 members

Meeting quorum: 4 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

DISCUSSION

I. All-day CLE Recap

- a. Committee members discussed the highlights of the recent CLE on 6/14/12.
- b. Member feedback: Joan reported that few attendees signed up to get more involved with the section, but we obtained the following feedback:
 - i. Krysta Liveris of McKay Chadwell indicated that she is interested in CLE/event planning, case law updates, and legislative updates. Email provided: kliveris@gmail.com
 - ii. Kathryn (Katie) Kolan of WSMA indicated an interest in legislative updates. Email provided: kak@wsma.org.
 - iii. Anonymous feedback:
 1. Request for monthly educational series during the lunch hour.
 2. Request for a newsletter or blog, with a recommendation to see the Admin Law Section's newsletter for an example. This attendee specified: "I don't want to volunteer, tho!" and "What benefit do I get as a member? None that I can tell – this would be a benefit."

II. Minutes

- a. Draft minutes for the 6.12.12 meeting were unanimously approved by 5 members (Martin moved to approve, Greg seconded).

III. Section Website

- a. George noted that the Health Section website currently includes outdated information.
- b. Paris requested that we send her a list of content updates.

IV. Health Law Succession Planning

- a. Elections
 - i. Paris advised that members should review the Section bylaws for the position descriptions and election process. She volunteered to email the latest version for review.
 - ii. Paris highlighted a few important points from the current bylaws:
 1. Nominating Committee: This committee will be comprised of the Co-Chairs, Greg and Martin. In general, they are responsible for nominating Section members for the positions of Secretary and Treasurer, but it may be necessary to nominate additional candidates if the current members are not able to continue on the Executive Committee.
 2. Succession: According to Section 3.3 of the bylaws, "In order to promote continuity in the operation of the Section, the previous year's 1st Vice Chair shall become the Chair for the next year of the Section, the 2nd Vice Chair shall become the 1st Vice Chair, and the Secretary shall become the 2nd Vice Chair."
 3. Dates: The preferred timeline for elections would be August/September, because the bylaws specify that elections should take place in the month prior to the end of the fiscal term. We also need to allow time for the current Chair to notify the membership about the candidates for the Executive Committee.
 - a. Paris will assist with scheduling elections.
 - iii. Additional positions:
 1. Members noted that the succession plan could make potential candidates reluctant to volunteer for one of the Executive Committee positions.
 2. Paris pointed out that according to Section 4.3.1 of the bylaws, the "Chair shall be entitled to invite at large members to serve on the Executive Committee, subject to confirmation by the Executive Committee. Such invitees shall be limited to a maximum of three."
 3. Members discussed the possibility of encouraging the at-large members to focus on specific aims, such as legislative/policy issues, CLE planning, listserv, blog, website, etc. Greg noted that Madeline Engel of his firm may be willing to do case updates.
 - iv. Nominations:
 1. Current members who wish to continue their involvement should notify Greg and Martin of their preferred roles/positions for the upcoming year.
 2. Members who wish to nominate a candidate are encouraged to call, rather than email, the potential candidate to encourage them to join.
 - a. Martin volunteered to contact Katie Kolan
 - b. Greg has a few potential candidates lined up, and will also contact John Pierce about his interest in continuing.

- c. George will contact John Christiansen.
- b. Section Dues:
 - i. Budgets are due this Friday (7/13), but we can request an extension if needed. Rhonda is working with Paris on this.
 - ii. Paris suggested that we consider increasing our dues by \$5/person from the current rate of \$15/year to \$20/year.
 - 1. Martin moved to approve the \$5 increase in annual dues, and Joan seconded the motion. The motion was approved by 5 members.

V. Mini-CLE – Fall 2012

- a. Members discussed that although ethics credits are highly desirable, it is difficult to find a topic that is both relevant/interesting and fulfills the strict WSBA criteria for ethics credit. For example, the topic of “Who is the client?” has been covered many times previously, and may not generate much interest among the members.
- b. Greg noted that one of the topics at a recent AHLA conference about Stark/anti-kickback might work, and is of interest because it’s one of the areas where the regulators impose fines. Other regulations that involve self-reporting, such as the new breach notification provisions of the HITECH Act, may also be of interest.
- c. The following names were suggested as possible speakers: Carol Sue Janes; Tom Fain; Chris Marsh; David Schoolcraft. Greg and Rhonda volunteered to contact potential speakers to gauge interest.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday August 14, 2012
8:00 a.m. – 9:00 a.m.

Where: By Phone

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Judy Massong (Section BOG Liaison), Kathryn Kolan (At-large), John Christiansen (At-Large). Martin Ziontz (Co-Chair) joined at 8:33am.

Total attending meeting: 7 members (8 members as of 8:33am)

Meeting quorum: 6 members (based on new total of 10 Executive Committee members)

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

DISCUSSION

I. Approval of At-Large Members

- a. Since the last Executive Committee meeting on 7/10/12, the members nominated candidates for three at-large positions, all of whom were confirmed by a majority of Executive Committee members via email: Kathryn Kolan, John Christiansen, and Madeline Engel.

II. Minutes

- a. Greg moved to approve the draft minutes for the 7/10/12. The motion was seconded by Rhonda, and was approved by 5 members. At-large members Kolan and Christiansen abstained, as they did not attend the previous meeting.

III. Section Budget

- a. Rhonda distributed a draft FY13 budget to Executive Committee members via email on 8/13 for review.
- b. Rhonda explained the significant changes as follows:
 - i. In response to recent cuts to the WSBA budget, our section was encouraged to increase membership dues. Paris explained at a previous meeting that the Health Section's current rate of \$15/member was the lowest of all the sections. In light of this information, the Committee voted on 7/10/12 to increase the membership dues to \$20/person for FY13. The increase in membership dues was incorporated

into the budget, and Rhonda used a conservative estimate of 300 members (we have 326 members currently) to estimate the membership revenue.

- ii. The estimated expenses for the annual CLE were based on a conservative estimate from Paris of \$2,500.
- iii. We held one mini-CLE in the past year, but since we are hoping to coordinate another one for Fall of 2012, Rhonda budgeted for two mini-CLEs in the next year (likely November and March). Mini-CLEs are not expensive because WSBA covers a portion of the costs. The estimate for copying costs is \$50.
- iv. Estimated expenditures include a planned increase in the recruitment costs, which can be used to cover future social events (such as the reception at RN74 this year).
- v. Expenses also include the cost of using the teleconferencing services through WSBA (\$17.75 is the amount of the expense to WSBA).
- vi. New expenses of “travel/lodging” and “meeting facilities/food” were added, as some members expressed an interest in organizing breakfast/lunch CLEs.

IV. Elections for 2012-2013 Term

- a. Timing: Greg asked Paris for clarification of whether we are required to hold the elections by the end of August (which would be difficult), or if we can hold them in September. Paris confirmed that either August or September is fine, per our section bylaws.
- b. Officers: Members discussed their preferences for the next term:
 - i. Rhonda volunteered to be 1st Vice Chair, but would prefer not to be the Chair if possible.
 - ii. Members discussed whether John Pierce might be willing to take on the role of Chair. Greg volunteered to approach John about the position. Martin and Rhonda will consider taking on the role if John is not available.
 - iii. George volunteered to continue as 2nd Vice Chair.
 - iv. Joanie would prefer to take on the role of Treasurer.
 - v. Greg asked whether Kathryn or John Christiansen may be interested in taking on the role of Secretary. Kathryn is probably not able to perform this role due to her remote location; John C. may be willing to do it if needed. It was determined that we should advertise the position of Secretary as open, but that John may be asked to fill this role if we are unable to recruit a candidate.
 - vi. Greg is willing to continue his involvement as an ex-officio member of the Executive Committee.
 - 1. Rhonda requested that if Martin is not called upon to serve as Chair next year, that he remain involved with the Committee as an ex-officio member. Martin agreed.
- c. Other roles: Rhonda suggested that the at-large members might spearhead specific projects, such as updating the website, creating a blog, reviving the listserve, etc. The at-large members would not need to shoulder all of the work, but could coordinate the effort and keep things moving.
 - i. At-large members John C. and Kathryn expressed interest in this suggestion; Kathryn is particularly interested in legislative updates.
 - ii. Rhonda suggested that we might schedule a planning session for sometime in September 2012, and then perhaps continue them on a quarterly basis.
 - iii. Paris suggested that we might review the websites of other Sections (particularly Administrative Law, Taxation, and Solo/Small Practice).
 - 1. Rhonda noted that some of these sites are password-protected.

2. Paris volunteered to connect with someone from the Solo/Small Practice section to request temporary access for Rhonda.
 3. Rhonda will review this website and report back.
 4. George also expressed interest in working on our web updates.
- iv. A member asked whether the costs of web updates are charged to the individual Sections, or if WSBA covers these costs. Paris explained that web maintenance and administration are covered by pre-paid member costs.
1. For more information about web updates, Paris suggests emailing Melina at melinal@wsba.org.
- d. E-blast: Greg suggested sending out a message to the section members to request candidates for the Secretary position, and to notify members of the opportunity to nominate candidates for any of the offices.
- i. Paris volunteered to assist with sending out this message; she estimated that they can usually be sent out within 3-5 days of receipt.
 - ii. Paris also suggested that the e-blast presents a good opportunity to highlight the section's accomplishments during the previous term. Rhonda agreed that even if we do not get much of a response to the request for nominees, it is a good idea to get the updates out to the membership.
 - iii. Greg volunteered to take a stab at the content, but will send it to the Executive Committee for comments prior to distribution.
- e. Ballots: Paris recommended using paper ballots, as opposed to electronic voting, because it is more engaging for the members.
- i. Greg noted that he favors electronic ballots due to their convenience.
 - ii. Paris suggested that we might aim for a ballot deadline of 9/14.
 - iii. WSBA staff will count ballots, and will send the results of the election to the nominating committee.
- f. Candidate statements: Paris suggested that we should also solicit candidate statements as part of the e-blast. She volunteered to format the submissions.
- i. Paris will send out a sample statement for reference.
 - ii. Joan volunteered to review the draft statements prior to distribution.

V. Fall mini-CLE

- a. Rhonda noted that the paperwork must be submitted to WSBA 8 weeks prior to a mini-CLE, so we need to start planning.
- b. John C. volunteered that he could easily put something together on the topic of "Lawyers as Business Associates."
- c. Rhonda suggested that we might use a panel format again, as this tends to reduce the burden on speakers, which helps with recruitment.
- d. This discussion will be continued at the next meeting.

VI. Next meeting: Tuesday, 9/11 at 8:00am in the WSBA offices (1325 4th Ave., 6th Floor)



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday September 11, 2012
8:00 a.m. – 9:00 a.m.

Where: WSBA Offices
1325 4th Ave., 6th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), Martin Zientz (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Kathryn Kolan (At-Large), John Christiansen (At-Large).

Total attending meeting: 8 members (George departed at 8:20 am)

Meeting quorum: 6 members

Staff:

Stacy Holmes, WSBA Senior Section Leaders Liaison

DISCUSSION

I. Minutes

- a. Draft minutes for the 8.14.12 meeting were unanimously approved by 6 members (Joan and Rhonda arrived after the vote was taken).

II. Elections

- a. Stacy summarized the current status of the elections, based on information she received from Paris.
- b. Candidate statements: only 3 candidates have submitted statements to date; no nominations/statements have been received for the Secretary position.
 - i. Members discussed whether the At-Large members of the Executive Committee must submit candidate statements. After reviewing the Section bylaws, it was determined that the At-Large positions are appointed by the Chair (or Co-Chairs in this case), therefore statements are not required.
 - ii. Secretary position: Due to the lack of response to the request for nominations, John Christiansen agreed to submit a candidate statement for the position of Secretary.
 - iii. Stacy advised that candidate statements should be submitted to her (Stacy Holmes) or Melina Lambuth via email.

- iv. Greg volunteered to review the statements before they are distributed, as Joan will be out of town.
- c. Ballot format: The merits of paper ballots (potentially broader access/representation) and electronic ballots (convenience, reduced cost/effort) were discussed.
 - i. Martin made a motion to use electronic ballots; Greg seconded; the motion passed by a majority of members present. Therefore, electronic ballots will be used.
- d. George pointed out that the e-blast that will issue from WSBA for the elections will reach the entire WSBA membership, and not just members of the Health Section, so it is likely that we will get adequate representation/access.

[George out at 8:20am]

III. Program Planning

- a. Martin highlighted a statement from the 8/14 meeting minutes where Rhonda had suggested a planning session in September to discuss upcoming projects/events. The members expressed interest in scheduling a meeting.
- b. Blog: Kathryn suggested that we might launch a blog with a focus on legislative updates; possible timeline might be January 2013.
 - i. Martin agreed that this would be a very useful, as we do not currently provide this type of information to the Section members.
 - ii. John C. suggested that we might also cover regulatory updates. For example, information about the imminent HITECH Act updates would be very helpful. We would need to provide updates to the blog frequently enough to stay relevant to readers.
 - iii. Katie noted that we would not be able to provide much analysis when legislation is initially introduced, so there may be gaps in content.
 - iv. Rhonda suggested that we might rotate different areas of focus; so that regulatory or case law updates might fill the legislative void, etc.
 - v. Greg tentatively nominated Madeline Engel (At-Large) as a member who might provide content for case law updates.
- c. Scheduling: Rhonda suggested that it may be preferable to schedule a planning session separate from the next Executive Committee meeting, so that we can devote more time to the effort.
 - i. Martin raised the concern about the time burden, and the need to minimize the number of meetings. Greg suggested that setting deadlines will help us to make more progress.
 - ii. After some discussion, it was agreed that a separate meeting should be scheduled that would last approximately 2 hours, and that lunch will be provided to encourage attendance.
 - iii. Rhonda suggested that we might use meeting space at WSBA, and order food in. Stacy noted that they have had success using Specialty's.
 - 1. Stacy will work on reserving a room.
 - 2. Rhonda will compile requests and will place the order.
 - iv. Kathryn requested a relatively early meeting time (11:30am), due to traffic considerations for the commute from Olympia.
 - v. After comparing dates, it was determined that October 2nd during the lunch hour would work for most members.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday October 2, 2012
11:30 a.m. – 1:30 p.m.

Where: WSBA Offices
1325 4th Ave., 6th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Kathryn Kolan (At-Large), John Christiansen (At-Large).

Total attending meeting: 6 members

Meeting quorum: 6 members

Staff:

Paris Seabrook, WSBA Sections Leaders Liaison

DISCUSSION

I. Format of Health Law Blog

- a. Katie met with Julia Nardelli Gross, WSBA Communications Specialist, to discuss the WSBA standards for different types of section publications:
 - i. Section blog on WSBA website: this is likely to be too involved, because the expectation of WSBA would be very high-quality/substantive posts, 1-2 times per week. Julia noted that other, larger sections have struggled to meet their social media goals.
 - ii. Link to separate blog page from the health section webpage: Could be a more reasonable option if we really want to use the blog format, without the burden of meeting WSBA's social media standards. One member pointed out that in order to keep an audience, we would probably need to update the site frequently anyway, and this may not be realistic for our small group.
 - iii. Newsletter: Julia noted the sections that publish newsletters tend to publish 3-4 issues per year. The content is usually more in-depth than a blog post.
 - ➔ At the meeting, Paris provided sample past issues from a number of sections. The length ranged from 40+ pages (Environmental and Land Use Law Section) to a one-page issue that publishes on a monthly basis (Business Law).
 - ➔ Costs for hardcopy publications range from \$4,500 (small newsletters) to \$12,000 (lengthy) per year. Most sections also outsource their

desktop publishing to a WSBA contractor (Ken Yu?), who charges approximately \$75/hr, plus initial start-up costs.

- Several sections that formerly published hardcopy newsletters have now transitioned to an electronic format, which substantially reduces costs.
 - Most sections establish an editorial board to coordinate deadlines, solicit content, and edit the submissions.
 - All newsletters must also be reviewed by WSBA staff editors prior to publication (usually 3 rounds of edits).
- iv. **WSBA blog:** This is a new project that is being launched in mid-late October 2012. Julia is encouraging sections to contribute content.
- Benefits: more reasonable timeline and workload (word limit will probably be about 250 words/post); increases the section's visibility (recruit members, promote events, etc); minimal cost.
 - Readers of the general blog will be able to sort according to health law content.
 - Like the newsletter, submissions will need to be reviewed by WSBA staff before they will be posted. The turnaround time is not yet established, but Paris anticipates that it should be shorter for the blog than for the newsletters.
- b. **VOTE:** The group decided to pursue the option of posting section information on the **WSBA blog** at this time. If we wish to create longer/more substantive articles, we can post them on our **website** and link to them through the blog. We do not currently have sufficient membership to edit and publish a newsletter at this time, but if we succeed in generating a following through the blog, a newsletter may be pursued in the future.

II. Defining Content

- a. Members expressed a desire to provide Washington-centric content not available in other forums. One possibility: Washington State legislative updates.
 - i. Members discussed whether the content should be freely available, which will help to generate interest in the section, or if we should limit access to our content to members. This issue may be discussed further at the next meeting.
- b. One member pointed out that it is not feasible for us to provide breaking news, and it is unlikely that people would seek that type of information on our site.
 - i. Paris noted that we don't have any information yet about how long it will take to post submissions to the WSBA blog, but a reasonable estimate would be 24-48 hours.
- c. John C. can provide a sample web platform used by the ABA's Health eSource.
- d. Interactive feature? Paris believes that the WSBA blog will have a comment feature, but WSBA will likely retain the right to remove inappropriate comments.
- e. If we plan to use the WSBA blog as a way to highlight content on our website, we need to review and update the structure of our current page. The following web content was suggested: post CLE materials; meeting minutes; pictures from events; list of basic health law resources; Chair's report.
 - i. Paris noted that WSBA can provide us with analytics about our website usage.

III. Next Steps

- a. Review the options for our website with Paris at our next meeting; this generally takes about 30 minutes.
- b. Decide whether to make the section website open or password-protected.
- c. Update the section description on our current website, particularly to remove outdated information
 - ➔ Rhonda volunteered to bring a draft to our next meeting, and will consult with Julia if needed.
- d. Create a teaser article to post on the WSBA blog when it goes live. We could start with a short post that is subject-specific but of general interest.
 - ➔ Katie suggested the topic of Health Care Reform; Greg volunteered to work with Katie to create the content. Goal is to have a draft by our next meeting.
 - ➔ Future article: HITECH Act
- e. Joan will review the meeting minutes and will highlight any items that we may not wish to post on our site. This can be discussed at the next meeting.
- f. Paris suggested that we might also ask the Chair to create a brief summary of our accomplishments that can be posted on our page.
- g. Reminder to members: we should all make sure to sign up for the section email listserve.
 - i. Paris suggested that we might also send out an eBlast to encourage members to sign up.
- h. Annual report: Paris noted that every section is obligated to submit a report each year; Melina will contact us if we have not submitted one.
- i. Section Leader's Orientation: Paris announced that November 7th will be the orientation meeting. Chairs and Vice Chairs are strongly encouraged to attend, but all Executive Committee members are welcome. It will be held at the WSBA offices from 9am – 12pm.



Meeting Minutes

Health Law Section Interim Executive Committee

When: Tuesday October 9, 2012
8:00 a.m. – 9:00 a.m.

Where: WSBA Offices
1325 4th Ave., 6th Floor
Seattle, WA 98109

PRESENT

Committee Members:

Greg Montgomery (Co-Chair), John Pierce (1st Vice Chair), George Taylor (2nd Vice Chair), Joan Doherty (Secretary), Rhonda Perna (Treasurer), Kathryn Kolan (At-Large), John Christiansen (At-Large).

Total attending meeting: 7 members (Katie attended by phone until arriving in-person at 8:25am)

Meeting quorum: 6 members

Staff:

Paris Seabrook, WSBA Section Leaders Liaison

Julia Nardelli Gross, WSBA Online Communications Specialist

DISCUSSION

I. Call to Order Welcome, Establishment of Quorum

- a. John Pierce welcomed the new members, as well as Julia Nardelli Gross, and the members introduced themselves.

II. Minutes

- a. The draft minutes for the 9/11/12 regular meeting were reviewed, and it was suggested that a typo on page 3 be revised: "...increasing these efforts in ~~during~~ the next year..." With this change, the 9/11 minutes were unanimously approved by 7 members.
- b. The draft minutes for the special planning meeting on 10/02/12 were reviewed, and it was suggested that the following language (holdover from the 9/11 minutes) should be removed: "(George departed at 8:20am)". With this change, the 10/2 minutes were unanimously approved by 7 members.

III. Health Law Section Election Results

- a. Paris shared the results of the 2012-2013 elections, which closed on 10/5. The officers for the next term (effective as of the 10/9 meeting) are as follows:
 - i. Chair: John Pierce
 - ii. 1st Vice Chair: Rhonda Perna
 - iii. 2nd Vice Chair: George Taylor

- iv. Secretary: John Christiansen
 - v. Treasurer: Joan Doherty
 - vi. At-Large Members: Kathryn Kolan, Madeline Engel (Question: Should John C. also be listed here?)
 - vii. Ex-Officio Members: Greg Montgomery, Martin Ziontz
- b. Joan will complete the minutes for the 10/9 meeting, and then it will transition to John C.
 - c. John P. thanked Greg, Martin, and Paris for their work during the past year to revive the Health Section.

IV. Section Vision/Mission

- a. Paris projected on a screen the current Health Section website for review by the members.
- b. Rhonda suggested that our website should be revised to include more of a mission statement, as the current text is very descriptive and tactical in nature. She also noted that the second paragraph on the main page should be removed, because we do not currently offer monthly CLEs or publish a newsletter.
 - i. Paris will remove the second paragraph from the website.
- c. John P. noted that the Health Section has been relatively reactive in the past year, and that we might change our approach in the next term.
- d. Rhonda suggested that we incorporate some of the elements from the websites of other Sections, such as Anti-Trust, Tax Law, etc. One feature we might adopt could be a Chair's column that would describe our recent activities. If we update the page more often, people will likely check it more frequently.

V. Update from Work Planning Meeting re: Website/WSBA Blog

- a. Rhonda provided an overview of the discussions at the planning meeting; additional detail can be found in the 10/2 minutes.
 - i. The current plan is to focus on updating the content on our section page, and then direct traffic to it by posting updates to the WSBA blog.
 - 1. A few items could be posted relatively quickly on the website, such as the minutes from the past year, and CLE materials (this area might be password-protected).
 - ii. There was a consensus among the members that our section is becoming more active, but we still do not have the horsepower to publish a quarterly newsletter or maintain a section-specific blog.
- b. Julia provided an overview of the new WSBA blog, *NW SideBar*, and led the members through the features on the site. A handout titled "The WSBA Blog" was distributed.
 - i. A health law category has been established on the site. This can be used to drive traffic to our section website, and it will allow readers to sort for the health law posts.
 - ii. Details about becoming a *NW SideBar* contributor can be found in the handout.
 - 1. The hope is that a contributor will review comments and respond.
 - 2. WSBA staff will monitor the site and will remove spam, etc.
 - iii. Julia estimates that *NW SideBar* will be rolled-out on approximately 10/15.
 - iv. Content should be submitted to Blog@WSBA.org, which is checked by several WSBA personnel.

- v. Julia encourages contributors to submit images and use links to make the posts more engaging.
 - vi. John P. asked whether WSBA will track traffic on the site, and Julia affirmed that they will run analytics on everything.
 - vii. Julia noted that the nature of the posts is intended to be relatively casual, and the length is relatively short, but that can also pose challenges.
- c. John P. asked what our organization should be posting to *NW SideBar*.
- i. Katie noted that it was suggested at the planning meeting that we have approximately 2 members of the Executive Committee serve as the “cat-herders” for the blog posts.
 - ii. Katie, George, and Rhonda all expressed interest in working to coordinate the blog posts.
 - iii. Members discussed what the process might look like:
 1. All potential posts should be submitted to all 3 coordinators for review.
 2. The coordinators will keep track of topic ideas and content.
 - a. Julia suggested creating an editorial calendar to track posts, topics, etc.
 3. The blog can be a standing agenda item, and the coordinators can give updates at the meetings.
 - iv. John suggested that the 3 coordinators might discuss their goals and bring the information to the next meeting.
 1. Katie will email George and Rhonda to coordinate.
- d. Possible topics were discussed: cloud computing; peer review; WA wire. We might set up a process for the health section members to submit topic ideas.
- i. Both Greg and John C. offered to re-post information they previously presented or posted.

VI. CLE 2013 Planning

- a. Fall mini-CLE: members had previously discussed organizing a mini-CLE in the Fall of 2012. Upon reviewing the timeline for organizing and publicizing a mini-CLE, the group reached a consensus that it would not be possible to schedule an event before the end of the year.
- b. All-day CLE:
- i. Paris noted that the WSBA tentatively reserved the WSBA convention facilities for our section in June.
 - ii. The members agreed that since there is a history of scheduling the all-day CLE in June, we should continue to schedule it sometime mid-June.
- c. Other mini-CLEs:
- i. John C. noted that holding a mini-CLE every month may be too ambitious, but we might set a goal of doing 3-4 per year.
 - ii. Rhonda favors connecting the mini-CLE to a social/networking event.
 - iii. Joan favors the panel approach because it reduces the time burden on each panelist and promotes discussion and Q&A.
 - iv. Paris noted that some of the sections favor the mini-CLEs, preferring to offer several smaller events rather than an all-day conference.
 - v. Rhonda noted that there is a fair amount of paperwork to complete for WSBA, so we should familiarize ourselves with the process and timelines.

- vi. Timing: Assuming that we hold the all-day CLE in June, it was suggested that we might schedule mini-CLEs for approximately **February, April, and November** (prior to the MCLE reporting deadline in December).

- 1. Greg advised that we should make an effort to avoid conflicts with WSSHA conferences.

d. Coordinators:

- i. John C., Joan, and Katie volunteered to work on planning the mini-CLEs. They will caucus about topics and speakers before the next group meeting.
- ii. Greg offered to help recruit speakers.

VII. Outreach to Other WSBA Programs

- a. Rhonda suggested that it would be valuable for our section to provide legislative updates to the membership.
 - i. Paris suggested that we invite Kathryn Leathers (WSBA legislative liaison) to the next section meeting.
- b. Paris reported that a member of the Young Lawyers Division is interested in being a liaison to our group. All members expressed a desire to encourage this contact.
 - i. John P. proposed to invite the YLD liaison to the next in-person section meeting.

VIII. Meeting Schedule

- a. John P. proposed that we continue to meet every month on the second Tuesday, but that we might alternate in-person and teleconference meetings.
- b. All members were in favor of maintaining the same schedule of monthly meetings, but alternating in-person and phone meetings.
- c. Paris volunteered to update the Outlook meeting invitations.

IX. Other Business

- a. Annual Report: Paris informed the group that we are required to submit an Annual Report. She distributed a template report form for reference. Paris will also distribute our current by-laws.
- b. Posting Minutes: Joan has compiled content from the past year's minutes that some members may not want to make public (such as our votes on the licensing fee referendum). This list will be provided to John P. for distribution with the next meeting agenda.
- c. Section Leaders' Meeting: Paris encouraged members of the Executive Committee to attend the November 7th meeting, which will last from 9am-12pm at WSBA. Email Paris if you are interested in attending.
- d. Agendas: John P. will compile and distribute the meeting agendas, so if you would like to have a topic included, please email it to him and provide a time estimate. Please also email John P. with any feedback about the meetings.
- e. Group list: Katie suggested that we create an updated group email list. Paris volunteered to assist.

X. Adjourn