



Executive Summary:

2011-2012 Spring Leadership Meeting for Section Chairs, Chairs-elect & Treasurers

Background

As part of ongoing support to the Section Leaders, the staff of the Washington State Bar Association (WSBA) hosts two leadership meetings per year which are typically scheduled at the beginning ("Fall Meeting") and the mid-point ("Spring Meeting") of the WSBA fiscal year. The Spring Meeting also coincides with the start of the budget development cycle for the sections. The 2011-2012 Spring Leadership Meeting took place on May 30th, 2012 under the theme of *Looking Ahead: Growing Value for All Members*. The information below provides a summary of the meeting content. **Please also see the meeting materials, including the agenda, PowerPoint slides, and other handouts by visiting the Section Leaders Toolbox on the WSBA website (www.wsba.org) or contacting your section liaison.**

Welcome & Summary of Referendum Impacts

Stephen R. Crossland, *WSBA President* & Paula C. Littlewood, *WSBA Executive Director*

Stephen R. Crossland, *WSBA President*, and Paula C. Littlewood, *WSBA Executive Director*, welcomed the attendees, introduced WSBA staff, and provided a summary of the WSBA's challenges and actions since the passing of the License Fee Referendum in April and resulted in a 28 percent reduction in WSBA license fees starting in 2013. Attendees had the opportunity to ask questions. Steve & Paula provided an overview of the BOG's approach to upcoming budget shortfall. More information about the referendum can be found on the WSBA website under "Shaping a New WSBA" (<http://www.wsba.org/About-WSBA/Shaping-a-New-WSBA>).

Year to Date Updates

Paris Seabrook, *Section Leaders Liaison* & Stacy Holmes, *Senior Section Leaders Liaison*

Paris introduced Stacy as the new addition to the Sections Team. Stacy's career has been focused on program management and strategic planning with other membership organizations and she expressed her dedication to working in partnership with the Section Leaders. Stacy also gave public thanks for the work of Melina Lambuth, Sections Administrative Assistant and Rex Nolte, CLE Program Coordinator, in pulling together the logistics of the meeting.

Paris provided an overview of several new policies, procedures, and materials that have been put into place since the Fall Leaders Meeting held in November 2011. These changes included but were not limited to the following:

- Improved bylaw amendment process for sections.
- Updated information explaining how to form a new section.
- New policy making all WSBA-sponsored section list serves "opt-out" vs. "opt-in".
- Updated legislative timeline for sections (the BOG will not be meeting in December 2012)
- New information regarding how to use section membership data.

- Availability of webstreaming technology for non-CLE meetings held at WSBA conference rooms.
- Updates to the Section Leaders Online Toolbox (<http://www.wsba.org/Legal-Community/Sections/Section-Leaders-Toolbox/Section-Tools>).

For any questions about these or other policies and procedures please contact your section Liaison (Paris Seabrook, pariss@wsba.org; Stacy Holmes, stacyh@wsba.org).

Identifying Your Section's Goals and Activities along the Continuum

Paris Seabrook, *Section Leaders Liaison* & Stacy Holmes, *Senior Section Leaders Liaison*

Paris & Stacy took the attendees through an exercise of identifying an attorney's "professional continuum" (eg, When do you start your career as an attorney? When do you end it?). Next, attendees were asked to identify which section activities are currently being conducted, and/or *could* be conducted, to support section members along the whole continuum. Attendees shared a variety of activities and ideas for "touch points" along the continuum.

See graphic toward the end of this document which represents the notes taken on the flip charts during the activity. Also see the WSBA Attorney Professional Continuum graphic which shows how several of the WSBA programs help support attorneys at different stages of their careers.

Finally, attendees were asked to consider what their goals are moving forward in planning for the next fiscal year. Examples included:

- Increasing and retaining section members.
- Developing relevant educational opportunities.
- Increasing awareness and value for new lawyers.
- Providing professional networking and resources.
- Developing strong section leadership and succession planning.

New Lawyer Education: Outreach, Partnerships & Best Practices

Mikaron Fortier, *New Lawyer Education Program, Development Specialist*

Mikaron opened her presentation by asking attendees to think about the professional continuum that had just been discussed and identify differences between their experiences with traditional CLE's and WSBA NLE programs. She also asked attendees to think about ways in which the needs of a new lawyer might differ than those of an experienced practitioner.

Attendees asked for clarification between the 4-hour mandatory requirement (non-credit) vs. the WSBA NLE program (seminars which have CLE credits). Mikaron explained that the 4-hour mandatory requirement is free and not accredited prior to admission to the Bar, while NLE are affordable, accredited (post-admission) programs that are designed, developed and delivered by program development teams, which include new lawyers, subject matter experts, and a program development specialist (Mikaron). NLE programs are focused on the skills needed by lawyers in their first two years of practice, and primarily those who may have never served a client in that area before.

Attendees shared ideas about what they think new lawyers might need in specific practice areas. For example, new lawyers entering into the litigation area need information on conducting a settlement process since that's more common than taking a case all the way to trial and yet CLE's seem to be focused on trial procedures.

Nuts and Bolts: 2013 Budgets and Work Plan

Tiffany Lynch, *Finance Manager*

Tiffany provided an overview of the 2013 planning budget process and deadlines for sections. The budgets are due to the WSBA no later than Friday, July 13th 2012. More information can be found in the PowerPoint presentation. Additionally, Tiffany provided an in-depth explanation of the “per member charge” (PMC) which is the means through which the WSBA allocates the administrative costs of supporting sections. The PMC will be increasing starting in the beginning of fiscal year 2013 (October 1, 2012) per the BOG decision to allocate 100% of direct staffing and overhead required to support the 27 sections (currently the policy allocates 75% to Sections and 25% subsidized by the WSBA).

Attendees received two handouts which provided detailed information about the support that sections receive from the WSBA and the calculations that create the PMC. For a copy of these handouts (*Sections Support Overview & PMC Calculation Info*), please visit the Section Leaders Toolbox at: <http://www.wsba.org/Legal-Community/Sections/Section-Leaders-Toolbox/Section-Tools>.

While some attendees expressed appreciation for the transparency in how WSBA calculates the PMC, others expressed frustration in the lack of control that sections have in deciding the types and amount of support their section is being charged for since all sections vary on what they need at different times. Other attendees had questions about specific overhead expenditures such as employee benefits and infrastructure costs (e.g., telephone bills). Tiffany and Julie Mass, Deputy Director for Administration and Professional Development, provided more details and provided additional history regarding how sections have been supported and charged in the past.

Questions or comments regarding the BOG’s policy and WSBA’s cost calculations should be sent to Tiffany Lynch, Finance Manager (tiffanyl@wsba.org) or Julie Mass, Deputy Director for Administration and Professional Development, (juliem@wsba.org).

Planning for Next Year & Closing Remarks

Sections Leaders & WSBA Staff

As the final part of the leaders meeting, attendees were given time to discuss their plans for next year with their colleagues. In support of the planning process, WSBA staff provided the most recent annual report for each section, the current year’s budget, and workplan examples & templates. Attendees were asked to consider the following:

- What’s your section’s mission?
- Which of your activities & offerings do your members value most?
- Does your budget align with specific goals and with what your members value?
- What are reasonable goals for FY13?

At the end of the meeting, Stacy invited any final comments or questions, asked for meeting evaluation feedback on the provided index cards, and thanked the leaders for their dedication to their members. One attendee encouraged the other section leaders to attend BOG meetings to make their opinions known to the BOG. Another attendee encouraged WSBA staff to consider webstreaming these Leader Meetings in order to gain more participation from leaders in other parts of the state.

THANK YOU to all who participated in this Spring Leaders Meeting! **The Fall Leaders Meeting is scheduled for November 7th, 2012.**

For questions or comments about this meeting or other section business, please contact the WSBA Section Team:

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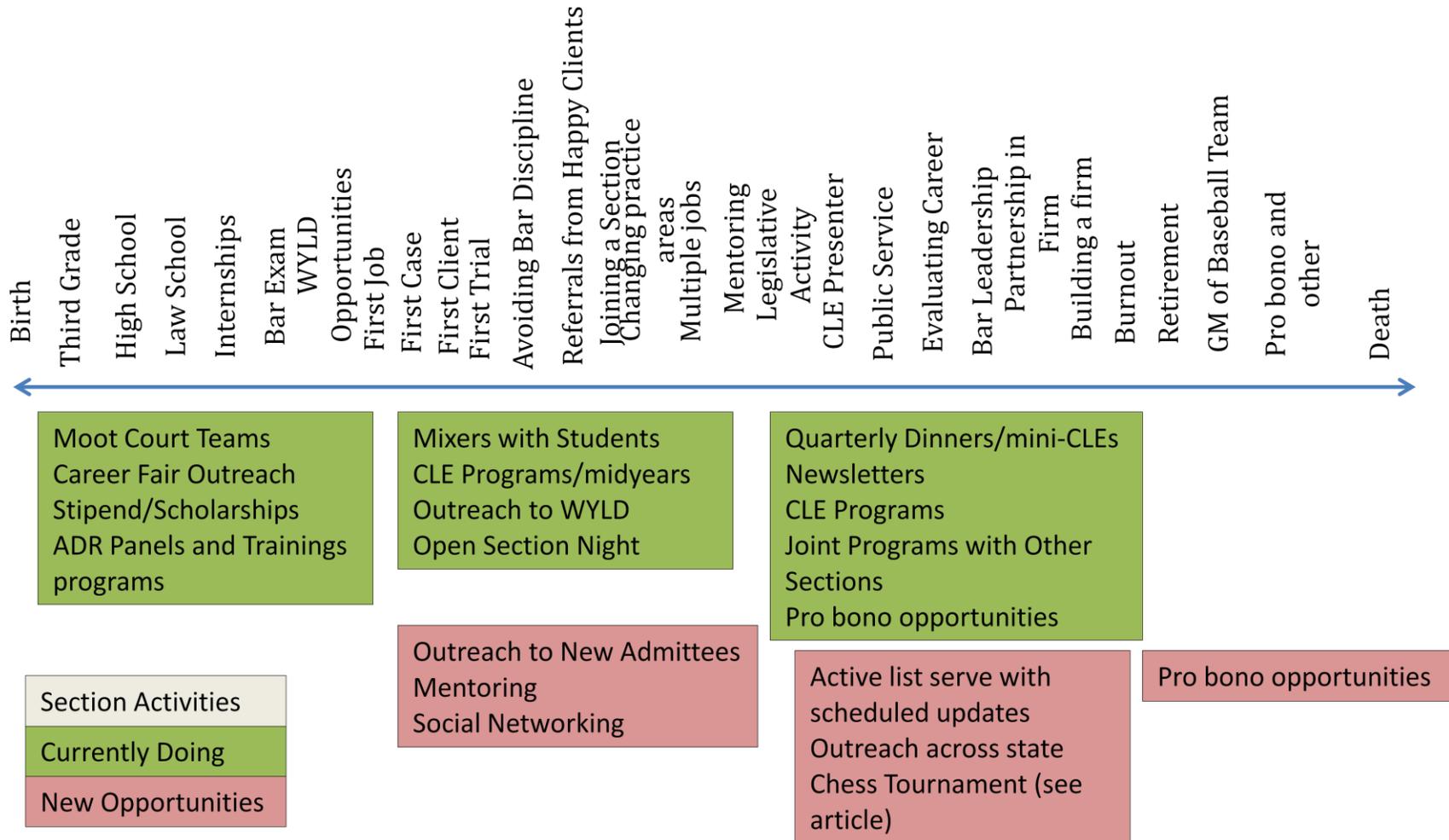
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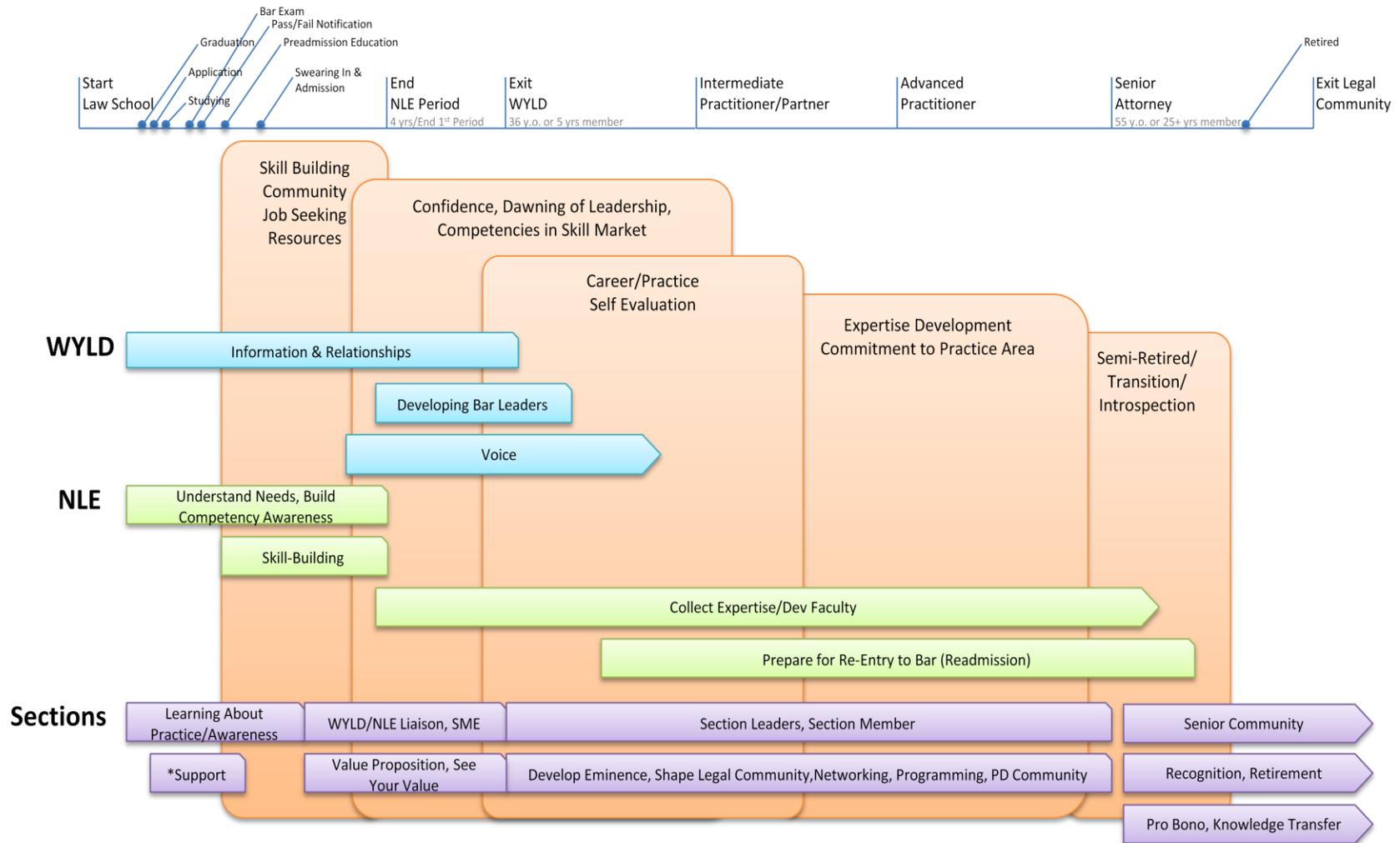
Activity: WSBA Sections Professional Continuum

Created during Sections Spring Meeting on May 30, 2012

Based on contributions from section leader attendees



WSBA Attorney Professional Development



Slide #7

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