

**WASHINGTON STATE**  
**B A R A S S O C I A T I O N**

**Board of Governors Meeting**  
**Meeting Materials**

**August 20-21, 2021**  
**The Riverside Conference Center, Boise, ID**  
**Zoom and Teleconference**



**Board of Governors Meeting  
The Riverside Hotel and Conference Center, Boise, ID  
August 20-21, 2021**

*WSBA Mission: To serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.*

**PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND SUBJECT TO CHANGE  
ALL ITEMS ON THIS AGENDA ARE POTENTIAL ACTION ITEMS**

**To participate remotely: Join via Zoom or Call 1.888.788.0099  
Friday, August 20<sup>th</sup> – Meeting ID: 897 4620 1465 Passcode: 171731  
<https://wsba.zoom.us/j/89746201465?pwd=MytsdnpTMTdHbUIVY2tyME4wbIZYdz09>**

**Saturday, August 21<sup>st</sup> – Meeting ID: 814 9711 4022 Passcode: 408833  
<https://wsba.zoom.us/j/81497114022?pwd=QUJ3SGl3RmptVjdicyzMWlvOEKzUT09>**

**Note: All times are Mountain Time Zone (+1:00 to PST)**

**FRIDAY, AUGUST 20, 2021**

**9:00 AM – CALL TO ORDER & WELCOME**

**CONSENT CALENDAR**

A governor may request that an item be removed from the consent calendar without providing a reason and it will be discussed immediately after the consent calendar. The remaining items will be voted on *en bloc*.

- Approve July 16-17, 2021 Board of Governor Meeting Minutes ..... 7

**MEMBER AND PUBLIC COMMENTS (30 minutes reserved)**

Overall public comment is limited to 30 minutes and each speaker is limited to 3 minutes. The President will provide an opportunity for public comment for those in the room and participating remotely. Public comment will also be permitted at the beginning of each agenda item at the President’s discretion.

**STANDING REPORTS**

**PRESIDENT’S REPORT**

**EXECUTIVE DIRECTOR’S REPORT ..... 15**

**REPORTS OF STANDING OR ONGOING BOG COMMITTEES**

Committees may “pass” if they have nothing to report. Related agenda items will be taken up later on the agenda. Each committee is allocated, on average, 3-4 minutes.

- Executive Committee, Pres. Kyle Sciuchetti, Chair
- APEX Awards Committee, Gov. Russell Knight, Chair

- Personnel Committee, Gov. Jean Kang, Chair
- Legislative Committee, Gov. PJ Grabicki, Chair
- Nominations Review Committee, Gov. Jean Kang & Pres-elect Brian Tollefson, Co-Chairs
- Diversity Committee, Gov. Jean Kang, and Gov. Alec Stephens, Co-Chairs ..... 33
- Long-Range Strategic Planning Council, Pres. Kyle Sciuchetti, Chair
- Member Engagement Workgroup, Gov. Bryn Peterson, Co-Chair
- Budget & Audit Committee, Treas. Dan Clark, Chair ..... LM
- Equity & Disparity Workgroup, Gov. Alec Stephens
- Supreme Court Bar Licensure Task Force, Gov. Williams-Ruth

**TREASURER ELECTION**

- ELECTION OF FY22 WSBA TREASURER** ..... 38
  - Bryn Peterson

**SPECIAL REPORTS**

- WSBA COURT RULES & PROCEDURES COMMITTEE**, Chair Isham Reavis
- PRESENTATION ON THE WASHINGTON LEADERSHIP INSTITUTE**

**12:00 PM – RECESS FOR LUNCH & DIALOGUE WITH MEMBERS OF THE WASHINGTON LEADERSHIP INSTITUTE**

**AGENDA ITEMS & UNFINISHED BUSINESS CONTINUED**

- COUNCIL ON PUBLIC DEFENSE PROPOSED AMENDMENTS TO CrR 3.1 & 7.8**, CPD Vice-Chair, Jason Schwarz ..... 39
- COMMITTEE & BOARD CHAIR APPOINTMENTS**, Pres. Elect Brian Tollefson ..... 43
- PROPOSAL TO ADDRESS POTENTIAL CONFLICTS FOR JUDGES SERVING ON THE BOARD OF GOVERNORS** ..... 52
- PROPOSED AMENDMENTS TO THE LATE FEE WAIVER POLICY**, Chief Regulatory Counsel Renata Garcia ..... 53

**JOINT MEETING WITH THE IDAHO STATE BAR**

- DISCUSSION WITH THE IDAHO STATE BAR BOARD OF COMMISSIONERS** ..... 63

**5:00 PM – RECESS FOR DINNER WITH THE IDAHO STATE BAR BOARD OF COMMISSIONERS**

**SATURDAY, AUGUST 21, 2021**

**9:00 AM – RESUME MEETING**

**AGENDA ITEMS & UNFINISHED BUSINESS CONTINUED**

- PERSONNEL COMMITTEE ITEMS**, Gov. Alec Stephens ..... 68
  - **Discussion & Updates re WSBA’s Climate and Culture Survey**, Jeff Turner, Praxis HR and Human Resources Director and Chief Culture Officer Glynnis Klinefelter Sio
  - **Personnel Committee Recommendations**, Gov. Sunitha Anjilvel and Gov. Brent Williams-Ruth
- BUDGET & AUDIT COMMITTEE ITEMS**, Treas. Dan Clark
  - **Proposal Re Employee and Volunteer Safety at the WSBA Office**, Chief of Staff Ana LaNasa Selvidge ..... LM
  - **Fiscal Year 2022 WSBA Budget Presentation**, Treas. Dan Clark and Chief Financial Officer Jorge Perez ..... LM

**12:00 PM – RECESS FOR LUNCH**

- ANNOUNCE BASIS FOR MOVING INTO EXECUTIVE SESSION PURSUANT TO THE WSBA BYLAWS ARTICLE VII.B.7.a.4**

**EXECUTIVE SESSION**

- CONTINUED DISCUSSION WITH LEGAL COUNSEL RE A REQUEST TO AUTHORIZE COLLECTIVE BARGAINING FOR WSBA STAFF**
- DISCUSSION WITH LEGAL COUNSEL RE LITIGATION AFFECTING INTEGRATED BARS**

**RETURN TO PUBLIC SESSION**

- REPORT AND POTENTIAL ACTION RE MATTERS DISCUSSED IN EXECUTIVE SESSION**

**SPECIAL REPORTS CONTINUED**

- UPDATE ON THE FUTURE OF WORK AT WSBA**, Terra Nevitt, Executive Director
- WSBA CAREER CENTER**, Chief Communications Officer Sara Niegowski ..... 89
- WSBA LEGAL RESEARCH TOOLS**, Director of Advancement Kevin Plachy and Practice Management Assistance Advisor Margeaux Green ..... 91
- REPORT ON THE BOARD’S EQUITY, DIVERSITY, AND INCLUSION ACTIVITIES**, Pres. Sciuchetti

**NEW BUSINESS**

- GOVERNOR ROUNDTABLE** (Governors’ issues of interest)

**5:00 PM – ADJOURN**

**INFORMATION**

- General Information ..... 97
- Updated MCLE Policies ..... 113
- Financial Reports..... 116

## 2020-2021 Board of Governors Meeting Issues

**SEPTEMBER** (Seattle, WA)

Standing Agenda Items:

- Final FY2022 Budget
- 2021 Keller Deduction Schedule
- WSBF Annual Meeting and Trustee Election
- ABA Annual Meeting Report
- Legal Foundation of Washington Annual Report
- Washington Law School Deans
- Chief Hearing Officer Annual Report
- Professionalism Annual Report
- Report on Executive Director Evaluation
- Supreme Court Meeting
- Financials (Information)

# WASHINGTON STATE BAR ASSOCIATION

## BOARD OF GOVERNORS MEETING

### Minutes

Skamania Lodge, Stevenson, WA

July 16-17, 2021

[Call to Order and Welcome \(link\)](#)

The meeting of the Board of Governors of the Washington State Bar Association (WSBA) was called to order by President Kyle Sciuchetti on Friday, July 16, 2021 at 9:10 AM. Governors in attendance were:

Hunter Abell  
Sunitha Anjilvel  
Lauren Boyd  
Treas. Daniel D. Clark  
Matthew Dresden  
P.J. Grabicki  
Carla Higginson  
Bryn Peterson  
Brett Purtzer  
Alec Stephens  
Brent Williams-Ruth

Also in attendance were President-Elect Brian Tollefson, Immediate Past President Rajeev Majumdar, Gov-Elect Serena Sayani, Gov-Elect Francis Adewale, Gov-Elect Jordan Couch, Executive Director Terra Nevitt, General Counsel Julie Shankland, Executive Administrator Shelly Bynum, Chief Disciplinary Counsel Doug Ende, Chief Communications & Outreach Officer Sara Niegowski, Broadcast Services Manager Rex Nolte, Director of Advancement Kevin Plachy, Chief Equity & Justice Officer Diana Singleton, Chief Financial Officer Jorge Perez, Chief Regulatory Counsel Renata Garcia, Director of Human Resources & Chief Culture Officer Glynnis Klinefelter Sio, Volunteer Engagement Advisor Paris Eriksen, Betsylew Miale-Gix (WSAJ), Nancy Hawkins (Family Law Section), James E. MacPherson (WDTL), and Practice of Law Board Chair Michael Cherry.

### Consent Calendar ([link](#))

Pres. Sciuchetti asked if any governors wished to remove an item from the consent calendar; none did. Gov. Grabicki moved to adopt the consent calendar. Motion passed unanimously. Gov. Anjilvel was not present for the vote.

### Executive Session Announcement ([link](#))

Pres. Sciuchetti announced the purpose and basis for moving into Executive Session pursuant to the WSBA Bylaws Article VII (B)(7)(a)(2)(4) to discuss with legal counsel representing the Bar in litigation or potential litigation to which the Bar, the Bar entity, or an employee or officer of the Bar or member of the Bar entity is or is likely to become a party, or to have other privileged or confidential communications with legal counsel representing the Bar. He noted that the Board would be in executive session until 10:15 AM. Pres. Sciuchetti announced extensions of executive session to 11:15 AM.

### Report on Executive Session ([link](#))

Pres. Sciuchetti announced that the Board voted to table the matter discussed in executive session to a future meeting, to be scheduled within 60 days.

### President Elect's Report on the Annual Retreat ([link](#))

Pres. Elect Tollefson reported on the Board of Governors annual retreat, which took place the day before. He noted that the Board heard reports from Hon. Kevin Burke, Michael Cherry, Miguel Willis, and Executive Director Nevitt regarding trends impacting the future of courts, legal practice, access to justice, and integrated bar associations. He reported that Pres. Sciuchetti also updated the Board about the work of the Long Range Strategic Planning Council's work.

### President's Report ([link](#))

Pres. Sciuchetti reported on the ongoing work of the Long Range Strategic Planning Council, which will meet this month and will be bringing proposals to the Board of Governors at a future meeting. He reported that he attended the Practice of Law Board's meeting with the Washington Supreme Court and that the Practice of Law Board is proposing a regulatory sandbox to allow experimentation beyond the limits of our current court rules.

### Washington State Bar Foundation Report on the Moderate Means Program ([link](#))

Vice President Tracy Flood described the mission of the WSBF, which is the fundraising arm of the WSBA. She described the goal of the Moderate Means Program, which is funded in part by WSBF funds and is marking its 10-year anniversary. Clay Wilson, MMP Staff Attorney at Seattle University School of Law, provided an overview of the program, including historical program highlights; how the program works; the benefits to participating students and attorneys; participation data; statistics about the program's impact; and a lack of participating lawyers in some rural areas. Attorney Ajibola Oladapo shared her experience with taking referrals through

the program since its inception. Law student participants Christine Luckasen and J. Kallaway presented on their experience with the program, including a suggestion that we find ways to incentivize attorney recruitment and improve transparency around the sliding scale for fees.

#### Member and Public Comments ([link](#))

The Board took public comment from James E. Macpherson who encouraged the WSBA to support funding for courts.

#### Proposed Amendments to APR 9 ([link](#))

Associate Director of Regulatory Services Bobby Henry presented the proposed amendments, jointly presented by the three Washington law schools and WSBA regulatory staff. He noted that since the proposal was presented in May, it has been amended to clarify that students less than 2/3 of the way through law school cannot be supervised outside of the law schools. Gov. Peterson moved to approve. The Board took public comment from Nancy Hawkins who asked how the goal to increase diversity will be evaluated. Discussion followed about the law schools' efforts to track the retention of students of color. Motion passed unanimously. Gov. Anjilvel was not present for the vote.

#### Law Clerk Board Proposed Amendments to APR 6 and Law Clerk Program ([link](#))

Associate Director Henry presented the request for approval of proposed amendments to APR 6 and the law clerk program regulations for submission to the Washington Supreme Court. Law Clerk Board Member Alexa Ritchie noted that the Law Clerk Board had received little feedback on the amendments. Gov. Clark moved for approval. Motion passed unanimously. Gov. Anjilvel was not present for the vote.

#### Proposed Comment to Proposed GR 40 Re Informal Domestic Relations Trials ([link](#))

Family Law Executive Committee member Nancy Hawkins presented the section's proposed comment raising concerns about proposed GR 40, including the need for a clear right to appeal; for the criminal history to be before the court; for judges to have more family law and domestic violence training; for appropriate access to interpreters; uniformity; and a suggestion that the experiment be studied after two years to determine whether the program is working and/or requires changes. She noted that the Family Law Section has concerns, and that if they can be addressed, the section can support the proposal. Discussion followed about whether the Family Law Section Executive Committee could redline the proposed rule and how to proceed while still meeting the comment deadline. Gov. Grabicki moved to approve the proposed amendments and forward them to the Court and authorize the Family Law Section to produce a redline and forward it the Court directly. Motion failed for lack of second. Gov. Stephens moved to authorize the Family Law Executive Committee to submit its comment directly to the Court. Discussion followed including support for the motion; interest in knowing the position of the Domestic

Relations Attorneys of Washington (DRAW); and a suggestion that the Board ask the Supreme Court to extend the time for comment on the proposed rule. Motion to authorize the Family Law Executive Committee to comment directly passed unanimously.

Gov. Higginson moved to extend the GR 40 comment period by 60 days to allow WSBA time to contact other stakeholders and solicit input, and for the Board to consider taking a position at a future meeting. Discussion followed about the appropriateness of reaching out to DRAW; that the proposed rule requests expedited consideration; and the appropriate level of WSBA stakeholder engagement for a matter before the Court. The Board heard public comment from Tamara Garrison regarding her experience with informal trials and a suggestion to expand stakeholder outreach to *pro se* litigants. The motion was amended and restated to ask the court to extend the GR 40 comment deadline by 90 days to allow the Board to solicit comment from interested stakeholders, including DRAW and county bar associations, and to place this matter on the September agenda to determine if the Board wishes to take a position to submit to the court. The motion passed unanimously.

#### Committee on Professional Ethics Proposed Amendments to RPC 1.6 ([link](#))

Committee on Professional Ethics member Cinda Fernald presented the proposed amendments, which are technical in nature. Gov. Grabicki moved for approval. Motion passed unanimously. Govs. Abell and Clark were not present for the vote.

#### Executive Director's Report ([link](#))

Executive Director Nevitt referenced her written report and highlighted several items, including the July bar exam and future bar exams, which are planned to be held in-person in Lynnwood (February 2022) and Yakima (July 2022); Washington Supreme Court action to approve a change to the Mandatory Continuing Legal Education rules and a change to the Rules of Professional Conduct; and a collaboration with the Joint Minority Mentorship Program to promote serving on WSBA committees. Discussion followed regarding whether there was sufficient parking and hotel rooms at the new venues for the bar exams to be held next year.

#### Report on the Board's Equity, Diversity, and Inclusion Activities ([link](#))

Past President Majumdar reported on the Board's most recent diversity, equity, and inclusion training. Pres. Sciuchetti noted that we are in the process of setting up a meeting with the Minority Bar Associations and his hope for an in-person event. Discussion followed in terms of reaching out to DRAW and other stakeholders to setup similar events.

#### Proposed Revision to Small Town and Rural Committee Charter ([link](#))

Director of Advancement Kevin Plachy presented the proposed charter revision to authorize the chair to be a voting member of the committee. He noted that the chair is likely to be someone

with considerable expertise on the issues and should have a say in the work of the committee. Gov. Peterson moved for approval. Discussion followed regarding WSBA's general practice for voting rights of committee chairs and the benefits already being seen due to the work of this committee, including the re-establishment of the Ferry County Bar. Gov. Abell noted that he would abstain from the vote due to a potential conflict of interest. Motion passed unanimously. Gov. Abell abstained. Gov. Clark was not present for the vote.

#### Second Read: WSBA Bylaw Amendments, Article VI re Governor Elections ([link](#))

Gov. Stephens presented the background and rationale for the proposed Bylaw Amendments. The proposal places the congressional elections first, followed by the at-large election, allowing eligible candidates to run for both seats. Volunteer Engagement Advisor Paris Eriksen noted that the timeline set forth largely mirrors our current process. Gov. Peterson moved for approval. Discussion followed including frustration about not being adequately heard during the process of developing the proposal and dialogue about the role of the Diversity Committee and Young Lawyers Committee as gatekeepers. The Board heard public comment from James E. Macpherson about the purpose of the vetting process for the at-large seats.

#### Committee and Board Chair Appointments ([link](#))

Pres. Elect Tollefson presented the proposed appointments to the Board, noting that there are a few additional appointments outstanding. Pres. Sciuchetti explained that under the Bylaws the Board has the authority to accept or reject the appointments. Gov. Grabicki moved for approval. The motion passed unanimously. Gov. Clark was not present for the vote.

#### Personnel Committee Items ([link](#))

Gov. Stephens presented the recommendations of the Personnel Committee to support the Board to take action in response to the employee climate survey. He noted that recommendation number one relating to clarifying the governance structure is not ready. Discussion followed, including whether team building can occur prior to clarifying the governance structure; the need to focus on addressing the results of the climate survey; and thinking of the Board and staff as a team. Gov. Grabicki moved for adoption of recommendation number two. Discussion followed regarding whether the recommendations should be taken piecemeal and the order to take them; the need to build relationships with all staff and the executive leadership team; and the need for these activities to be closed sessions. Motion passed unanimously. Gov. Higginson abstained. Gov. Clark was not present for the vote.

Gov. Stephens presented recommendation three, which includes a quarterly check-in with WSBA staff and a mechanism for staff to bring issues directly to the Board of Governors through a staff liaison. Discussion followed regarding whether this is consistent with the structure of the organization; the role of staff as stakeholders; challenges that arise when the Executive Director

brings forth employee views; and the need to clarify what should be discussed during the quarterly sessions with employees. Gov. Grabicki moved for adoption of recommendation number three with the exception of point C. Discussion followed regarding what feedback from employees is appropriate for the Board to hear and respond to and whether the quarterly meetings can be productive. The Board heard from Gov.-Elect Couch who spoke in favor of the recommendation in full and identified staff as valuable stakeholders. Gov. Stephens moved to sever. Gov. Anjilvel seconded. Following discussion, the motion to sever was withdrawn. The original motion passed 6-3. Gov. Boyd abstained. Gov. Clark was not present for the vote.

Gov. Stephens noted that recommendation four is already underway and there is no need for further action.

#### Washington Young Lawyers Committee Report ([link](#))

Chair Brian Neuharth presented an overview of the structure of, authority for, and work of the Washington Young Lawyers Committee. He highlighted current projects including exploring the feasibility of a loan repayment assistance program; the Financial Focus CLE series; the access to justice recruitment and retention and retirement project; the public service leadership award; contributions to NW Sidebar; mentorship events; and engagement with the American Bar Association. He and Gov-Elect Couch reported on the committee's receipt of an ABA spotlight award for its recent projects. Chair Neuharth continued to present additional projects including a CLE scholarship award fund and outreach. There were no questions.

#### Update on the Future of Work at WSBA ([link](#))

Executive Director Nevitt reported that WSBA employees have had the option to returning to the office since July 1 and the office will be reopening on August 2. Noting that at that point WSBA will resume hosting meetings and events. She noted that adjustments are being made to the 6th floor meeting spaces to better support hybrid meetings, hearings, and events and staff is continuing to explore how to address some health and safety concerns on the public floor, including adding a drop box so people can easily drop off mail and other deliveries; adding Plexiglas to the reception area; contracting with a security company; and adding glass doors. She noted that the glass door project will likely exceed the current budget authority and will be brought to the Budget & Audit Committee to make a recommendation to the Board. Director Nevitt noted that we have not received any subletting offers yet. Discussion followed, including a suggesting to conduct a safety audit.

Reports of Standing or Ongoing Board of Governors Committees ([link](#))

*Executive Committee.* Pres. Sciuchetti reported that at the last Executive Committee meeting the Client Protection Fund Board noted some concerns about the health of the fund and that the issue may come before the Board in the future.

*APEX Awards Committee.* Pres. Sciuchetti noted that we have not yet notified all of the recipients and are working towards that for an event to be held in October or November.

*Personnel Committee.* Gov. Stephens expressed appreciation for the action the Board took today on the committee's recommendations and that it will be taking up the recommendation to clarify the governance structure next.

*Legislative Committee.* Gov. Grabicki noted that he has been working with Pres. Sciuchetti and Chief Communications Officer Sara Niegowski on revisions to the legislative comment policy and he's working to schedule a meeting in the next couple of weeks to consider the proposal.

*Nominations Review Committee.* Pres. Elect Tollefson noted that the next meeting is July 20 and there will be quite a few appointments.

*Diversity Committee.* Deferred to later in the meeting.

*Long-Range Strategic Planning Council.* Nothing to report.

*Member Engagement Workgroup.* Nothing to report.

*Budget and Audit Committee.* Gov. Higginson reported that the Treasurer cancelled the last Budget and Audit Committee and shared that it was because he had concerns about the budget. She highlighted several areas of the budget including the 3% salary pool for staff, the stipend to support remote work for employees, and the addition of three new FTEs. CFO Perez provided a different perspective. Discussion followed.

*Equity and Disparity Workgroup.* Gov. Stephens reported that the group will meet next in August.

*Supreme Court Bar Licensure Task Force.* Gov-Elect Couch reported that the task force is still in the planning stage. He reported that Justice Montoya-Lewis has confirmed that the task force will look at the Character & Fitness process.

Governor Roundtable ([link](#))

Gov. Higginson raised questions relating to whether the Diversity Committee was properly constituted under the bylaws.

Training: Open Meetings Provisions of the WSBA Bylaws ([link](#))

General Counsel Julie Shankland provided an overview of the open meetings provisions of the WSBA Bylaws. Discussion included waiver of notice requirements and when those presiding over a meeting are permitted to vote. The Board took public comment from Nancy Hawkins regarding the interpretation of what constitutes a meeting and is therefore required to be open under the Bylaws. Discussion followed regarding the value of having closed sessions of the Board and interpretation of what constitutes a meeting.

Diversity Committee Report ([link](#))

Co-Chair Andrea Jarmon presented the authority for the WSBA's work in the area of diversity, including GR 12.2. She presented the goals of the WSBA Diversity Plan and the committee's recent projects and initiatives, including work on the at-large BOG election; the recent MCLE rule change to required training in equity, inclusion, and mitigation of bias; creation of free continuing legal education seminars and articles for Bar News and NW Sidebar; and support for minority bar associations. Co-Chair Jarmon noted that the committee will be working on the 10-year membership study and to prepare an updated Diversity Plan. Discussion followed that the work of the Diversity Committee is a group effort; appreciation for the CLEs the committee is creating; and the sufficiency of the work being done to address DEI areas other than race.

**ADJOURNMENT**

There being no further business, Pres. Sciuchetti adjourned the meeting at 11:45 AM on Saturday, July 17, 2021.

Respectfully submitted,

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Terra Nevitt  
WSBA Executive Director & Secretary

**TO:** WSBA Board of Governors  
**FROM:** Executive Director Terra Nevitt  
**DATE:** August 10, 2021  
**RE:** Executive Director's Report

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Licensure Exam Updates

653 applicants sat for the remote bar exam in July, 53 LPO candidates sat for the LPO exam, and 38 LLLT candidates sat for the LLLT exam. Unfortunately, we were notified that some technical issues impacted examinees nationwide. We have been working closely with the remote exam vendor ExamSoft, the National Conference of Bar Examiners, and impacted applicants. The pass lists and exam statistics will be published on the WSBA website on September 11, 2021. The next licensing exams will be held in February 2022. The exams will be administered in-person in Lynnwood.

Comment Period Extended for General Rule 40 Re Informal Family Law Trials

At the July meeting, the Board of Governors heard concerns from the Family Law Section with respect to [proposed GR 40](#), which would set statewide rules for informal domestic relations trials. The Board authorized the Family Law Section to comment directly to the Court and directed that WSBA ask the Court to extend the comment period by 60 days. Attached, please find the Court's order granting the extension to September 28, 2021. You can find comments already submitted on the Court's [website](#), including the comment of the Family Law Section and the Access to Justice Board.

Approved Amendments to APR 11 Re Mandatory Continuing Legal Education

As previously reported, on June 4, 2021, the Washington Supreme Court approved an amendment to APR 11 to require that one of the required six ethics credits per reporting period for lawyers, LPOs, and LLLTs must be in the category of equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law. The Court issued an amended order to clarify that the amendment has an effective date of September 1, 2022. The notice of the adopted rule change was published in the July/August issue of *Bar News*. We also sent an email notification to all WSBA members earlier this month. A separate email was sent to specific stakeholders, including the minority bar associations, various WSBA entities, and accredited CLE Sponsors. The [MCLE Board webpage](#) has also been updated with information about the rule change. We have received several emails regarding the rule change, including, unfortunately, a few that use profanity, reference the Nazi regime, and refer to us as "clowns".

Approved Amendment to RPC 1.4 Re Disclosure of Malpractice Insurance Status

As previously noted, the Court in June approved the Board of Governor's proposed amendment to RPC 1.4-Communication to require disclosure of a lawyer's malpractice insurance status to clients and prospective clients if the lawyer's insurance does not meet minimum levels. The amendment will become effective September 1, 2021.

We now have a [dedicated webpage](#) with resources including highlights of the new RPC, a presentation from WSBA's Professional Responsibility Counsel, and an article from a member of the task force that recommended the rule. The information has been shared in the member-wide Take Note newsletter and on the WSBA homepage; within the next two weeks, we are also sending an official member-wide email with a link to the information, publishing an article in Bar News, and outreaching to county bars and other groups to offer resources.

#### WSBA Office Opening Update

The WSBA office officially opened on August 2<sup>nd</sup>. Since then we have had a handful of visitors onto the 6<sup>th</sup> floor, mainly to drop off forms. We have yet to host any in-person events. We are working to equip all of our conference rooms to more efficiently support hybrid meetings. We are continuing to follow public health guidance, and requiring all guests and employees to wear masks regardless of vaccination status. We are also requiring that anyone experiencing COVID-19 symptoms, awaiting COVID-19 test results, or exposed to someone with COVID-19 stay home and work or participate in meetings remotely. We will continue to monitor and take action in response to public health guidance, including closing the office again if necessary.

#### WSBA Security

I'm sorry to report that our building was broken-into last week. Several floors were breached, including multiple WSBA floors and some equipment was taken. We are working with our landlord to increase the security of our space. We have also filed a police report and reported the incident to our insurance provider. This incident underscores a conversation we have already begun about the need to better secure WSBA's physical space.

Based on the recommendation of President Elect Tollefson at the July Board meeting, last week, Chief of Staff Ana LaNasa-Selvidge met with Cascadia Global Security to conduct a security audit of the 6<sup>th</sup> floor, which is the public floor of the WSBA offices. They provided us with a number of recommendations to improve security, including adding doors in the elevator hallway to control access; adding tint to interior conference room windows and office doors; secreting the service elevator entry door with a keypad; requiring visitors to pass through a metal detector; and retaining a security guard trained in de-escalation techniques to monitor the metal detector and conduct searches of bags. We will be bringing forth a request for a budget amendment to fund the addition of doors in the elevator hallway in August and will evaluate the additional recommendations. We have reached out to two additional security firms as part of this evaluation process.

#### 2021 WSBA Listening Tour

The WSBA Listening Tour is an annual opportunity for the WSBA President and Executive Director, joined by local and At-Large Governors, to travel across the state to listen and engage with WSBA members. In July, Gov. Purtzer, Gov. Anjilvel, Gov. Abell, Past President Majumdar, President-Elect Tollefson, Pres. Sculichetti and I (in various combinations) met with members in Kitsap, Island, Snohomish, and Skagit counties. At each stop we gave updates about the proposed rules for discipline and incapacity, a proposed rule for informal family law hearings, plans to expand the member wellness program, and the new MCLE requirement that one ethics credit per reporting cycle be in the category of equity, inclusion, and the mitigation of bias. We also talked about the value of liaison relationships and volunteerism. We fielded questions about those topics, as well as how we propose to address the access to

justice gap, whatever happened to the concept of long-distance lawyering, and how the random audit program works. Our conversations included some cheers (Legal Lunchbox, Practice Primers, the Practice Management Program Resources, the Insurance Marketplace, and the ability to participate in WSBA meetings remotely) and jeers (how it feels to be subject to a bar complaint, the usefulness of the ethics line for criminal practitioners, Casemaker's recent speed, the cost of advertising a job with WSBA, and the lack of e-filing and access to electronic court records in our state). I took down some constructive suggestions (could there be a group of volunteer attorneys that support members going through the discipline process?) and was able to provide some follow-up information to some participants, including that non-profits, government entities, and solo practitioners and small firms are eligible for a 50% discount when posting a job in the [WSBA Career Center](#). You will also be receiving a report on the Career Center at the August Board meeting.

Next up we will be visiting Pacific and Mason counties on August 18 and more stops are being planned. Stay tuned!

#### Attachments

Washington Supreme Court Amended Order No. 25700-A-1341

Litigation Update

Media Report

WSBA Demographics Report

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE SUGGESTED NEW )  
GENERAL RULE (GR 40) INFORMAL DOMESTIC )  
RELATIONS TRIAL )

**AMENDED**

**ORDER**

NO. 25700-A-1341

Mr. Dennis “D.C.” Cronin, having recommended the suggested new General Rule (GR 40) Informal Domestic Relations Trial, and the Court having approved the suggested new rule for publication;

Now, therefore, it is hereby

ORDERED:

(a) That pursuant to the provisions of GR 9(g), the suggested new rule as attached hereto is to be published for comment in the Washington Reports, Washington Register, Washington State Bar Association and Administrative Office of the Court's websites on May 1, 2021.

(b) The purpose statement as required by GR 9(e), is published solely for the information of the Bench, Bar and other interested parties.

(c) Comments are to be submitted to the Clerk of the Supreme Court by either U.S. Mail or Internet E-Mail by no later than September 28, 2021. Comments may be sent to the following addresses: P.O. Box 40929, Olympia, Washington 98504-0929, or [supreme@courts.wa.gov](mailto:supreme@courts.wa.gov). Comments submitted by e-mail message must be limited to 1500 words.

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AMENDED ORDER

IN THE MATTER OF THE SUGGESTED NEW GENERAL RULE (GR 40) INFORMAL  
DOMESTIC RELATIONS TRIAL

DATED at Olympia, Washington this 3rd day of August, 2021.

For the Court

  
González, C.J.

1  
2  
3  
4  
5  
6 SUGGESTED RULE COVER SHEET  
7 GENERAL STATEWIDE INFORMAL DOMESTIC RELATIONS TRIAL (IDRT)

8 **GR9 (e)(2)(A) Name of Proponent:** Dennis “D.C.” Cronin, WSBA No. 16018, 724 N. Monroe  
9 Street, Spokane, WA. 99201.

10 **GR9 (e)(2)(B) Spokesperson:** D.C. Cronin, WSBA No. 16018, 724 N. Monroe Street, Spokane,  
11 WA 99201.

12 **GR9 (e)(2)(C) Purpose--the reason or necessity for the suggested rule, including whether it  
13 creates or resolves any conflicts with statutes, case law, or other court rules**

14 The challenges of 2020 have afforded unprecedented opportunities. Advancing equitable access  
15 to justice commitments of statewide agencies, organizations, and individuals seeking to collaborate  
16 and coordinate efforts, a statewide Informal Domestic Relations Trial Rule affords families the  
17 opportunity for equitable accessible substantive and procedural justice regardless of geographical  
18 circumstance.

19 To equitably access substantive and procedural justice in all Superior Court Domestic Relations  
20 systems, the people of Washington State imminently require innovative, timely, cost effective, and  
21 efficient transformative options statewide.

22 A general statewide Informal Domestic Relations Trial Rules promotes a less adversarial process  
23 for families and provides consistency in procedural process, thereby reducing associated risks of  
24 trauma compounded within the system itself and helps address access barriers for many  
25 experiencing the legal system in domestic relations cases; overwhelmingly those most disparately  
impacted by the justice system as a whole, including people of color, victims of domestic and  
sexual violence, self-represented and low income persons, as they maneuver through an  
overburdened legal system.<sup>1</sup>

In 2008, Barbara Babb, author of *Reevaluating Where We Stand: A Comprehensive Survey of  
America’s Family Justice Systems* wrote, “Court reform relative to family law matters has risen  
steadily over the past decade. States have restructured their justice systems to handle increasingly  
complex family law cases and burgeoning family law caseloads.”<sup>2</sup>

<sup>1</sup> [Civil Legal Needs Study October2015 V21 Final10\\_14\\_15.pdf](#)

<sup>2</sup> [Where We Stand: A Comprehensive Survey of America’s Family Justice Systems, 46 FAM. CT. REV. 230, 230 \(2008\)](#),  
December 16, 2020

1 And, as Rebecca Aviel noted in [2018 Fordham Law Review article Family Law and the New](#)  
2 [Access to Justice](#),<sup>3</sup> “...family court...reformers are implementing transformative changes that are  
3 consistent with access-to-justice values: these reforms are delivering dispute-resolution  
4 mechanisms that are faster, cheaper, and easier to maneuver, particularly for self-represented  
5 litigants.”

6 The suggested Rule is not in conflict with existing statutes, case law or other court rules and is  
7 similar to [Thurston County LSPR 94.03F Informal Family Law Trials](#) [Updated Rule, January  
8 13, 2020] and [King County Emergency Local Rule Amendment LFLR 23. Informal Family Law](#)  
9 [Trials effective September 2020](#). Uniform, comprehensive Washington State domestic relations  
10 reform has intersectional systemic impacts, and an IDRT rule may provide a beneficial resource to  
11 Superior Courts and others committed to the equitable access to justice. The suggested rule  
12 recognizes the inherent authority and duty of all courts to manage their own affairs, so as to  
13 achieve the orderly and expeditious disposition of cases, prevent undue congestion in the court  
14 system, conserve scarce judicial resources, and manage caseloads fairly and expeditiously for *all*  
15 *justice involved persons in Washington state*.

16 As the 2015 report [Escalating Costs of Civil Litigation in Washington](#) recommended, there is a  
17 basis for a two-tier litigation model in the Washington Superior Courts. The Informal Domestic  
18 Relations Trial, or IDRT, is complimentary to such a two-tier system recommended by the task  
19 force. While not specifically recommended in the [July 2016 WSBA BOG Report](#), the BOG Task  
20 Force acknowledged family law has a “unique constellation of concerns” and reserved further  
21 consideration of recommendations within the ECCL “...to future efforts except to the extent its  
22 recommendations also address this area of the law.”

23 Similarly, the [October 2015 Washington State Supreme Court Civil Legal Needs Study Update](#)  
24 [Committee](#) chaired by Justice Wiggins identified “Family Related Problems” as a “Substantive  
25 Problem Area”. The [2017 Legal Services Corporation Report: The Justice Gap: Measuring the](#)  
26 [Unmet Civil Legal Needs of Low Income Americans](#) indicates “Twenty-seven percent of  
27 households with parents or guardians of children under the age of 18 have experienced a civil  
28 legal problem related to children or custody” between 2016 and 2017. In addition, the report  
29 identified civil legal problems related to family affect 17% of all low-income households... including  
30 domestic violence or sexual assault and filing for divorce or legal separation.

31 The suggested *statewide rule* for an Informal Domestic Relations Trial option is an effort to provide  
32 access to justice in family law matters for unrepresented families in *all* Washington State Superior  
33 Courts. The IDRT also provides access to those individuals across Washington who can afford the  
34 Traditional Domestic Relations Trial, but elect not to do so, seeking a less adversarial resolution to  
35 their domestic legal matters.

36 Despite the investments of talent and resources of many during the past two decades, including  
37 the Washington State Supreme Court and the Office of Civil Legal Aid, BJA, and other qualified  
38 entities, Washington courts and domestic relations practice continue to lag “behind the times” in  
39 transformative reform. Adoption of an Informal Domestic Relations Trial Rule is where Washington

40 <sup>3</sup> [Family Law and the New Access to Justice](#), 86 Fordham L. Rev. 2279 (2018)

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42 Suggested Rule Coversheet

43 Informal Domestic Relations Trial (IRDT)

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1 State can begin, truly, as the Civil Legal Needs Study opined, “Meeting the Challenge” by “Turning  
2 Findings to Action”.<sup>4</sup>

3 While family law practitioners and the public may experience “silo effects” as local jurisdictions  
4 attempt to formulate local rules in response to domestic relations administrative issues, Washington State has a wealth of existing research and resources available for collaboration  
5 including, but not limited to, the ATJ, BJA, WSBA, SCJA, AOC, WSACC, ATJB, OCLA, ECCL, Juvenile and Family Court Improvement Program, Unified Family Court Program, Supreme Court  
6 MJC and GJC Commissions, our law schools, as well as professional associations such as AFCC. In light of the urgency due to COVID related impacts, implementation of a *statewide* IDRT rule  
7 provides an opportunity for comprehensive *statewide* uniform domestic relations reform, providing best practice guidance as multiple local and statewide court recovery and unrepresented litigant  
8 groups discuss how to best move forward.

9 Our surrounding geographical neighbors in Oregon, Idaho and Alaska, implemented IDRT  
10 standards as early as 2015. A similar rule is in effect in Utah, and in 2017, a pilot program was  
11 launched in the Seventh Judicial District in Iowa resulting in the Iowa Judicial Branch Informal  
12 Family Law Trial, implemented statewide by [order of the Iowa State Supreme Court](#) on December  
13 1, 2020. Similarly, the [2018-2021 long range plan from the Florida Commission on Access to Civil  
14 Justice](#) includes study and research of Informal Domestic Relations Trial.

15 In **Alaska**, the Rule, as amended through July 25, 2019, governing the Informal Domestic  
16 Relations Trial is found at [Alaska R. Civ P. 16.2](#). In **Idaho** the Informal Domestic Relations trial rule  
17 is found at [Idaho Rule of Family Procedure 713](#). In **Oregon** the Informal Domestic Relations Trial  
18 is found at [R 8.120. under Chapter 8: Domestic Relations Proceedings](#). In **Utah** the rule is found at  
19 [Utah District Court Rule 4-904](#). Information concerning the Informal [Family Law Trial Pilot Program](#)  
20 can be accessed through the District Court Administration for the [Seventh Judicial District of Iowa](#).

21 Further information from **Alaska** explaining and supporting an Informal Domestic Relations Trial  
22 rule can be found at: [Alaska Court System Self Help Center: Family Law](#)

23 Further information from **Oregon**, explaining the differences between Informal and Traditional  
24 Domestic Relations Trials can be found at: [Oregon Judicial Branch: Informal Family Law Trials](#)

25 Further Information from **Idaho** can be found at: [Idaho Rules of Family Law Procedure Rule 713.  
Informal Trial.](#)

Further Information from **Iowa** can be found at: [Iowa State Supreme Court December 1, 2020  
Order](#) and [Iowa Judicial Branch Informal Family Law Trial Program](#)

Further Information from **Utah** can be found at: [Utah Courts Informal Trial of Support, Custody and  
Parent-Time.](#)

See also., [Oregon’s Informal Domestic Relations Trial: A New Tool To Efficiently And Fairly  
Manage Family Court Trials](#), Family Court Review, Vol 55 No. 1 (January 2017).

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<sup>4</sup> [2015 Civil Legal Needs Study Update](#)

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Informal Domestic Relations Trial (IRDT)

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1 **GR9 (e)(2)(D) Hearing:** Due to the implementation of Thurston County, LSPR 94.03F Informal  
2 Family Law Trials [Updated Rule, January 13, 2020] and in King County by Emergency Local  
3 Rule Amendment LFLR 23 Informal Family Law Trials effective September 2020 as well as the  
4 number of longstanding published Washington State Committee and Task Force reports, data,  
5 research, and studies containing recommendations to overcome barriers to equal access to  
6 justice, it is not believed a public hearing regarding a general statewide Informal Domestic  
7 Relations Trial suggested rule is necessary.

8 In addition, information from the currently implemented Informal Domestic Relations Trials in  
9 Alaska, Idaho, Iowa, Oregon and Utah Courts is readily accessible.

10 **GR9 (e)(2)(E) Expedited Consideration:** 2020 has presented unprecedented challenges and  
11 unprecedented opportunities, as evidenced by the dedication of countless individuals in local  
12 jurisdictions as well as through statewide task forces and workgroups addressing best practices  
13 during court recovery. The opportunity to uniformly impact barriers impacting equitable access to  
14 justice is now.

15 The Board for Judicial Administration recommends domestic case standards of “90 percent of all  
16 domestic relations cases should be adjudicated within 10 months of the date of filing of the  
17 information, 98 percent within 14 months of filing, and 100 percent within 18 months”. Yet in 2019,  
18 11,125 families<sup>5</sup>, up from 9,162 families in 2018, had domestic relations cases pending resolution  
19 over 18 months in Washington State Superior Courts<sup>6</sup>, as opposed to 2,371 families with domestic  
20 relations cases pending resolution over 18 months in 2000.<sup>7</sup>

21 While the case management percentages may appear to have remained fairly consistent on paper,  
22 we have yet to see the 2020 impact COVID will have on these statistics. Yet, the number of cases  
23 reported do not reflect the financial and psychological impact of backlogged, delayed, and  
24 adversarial legal proceedings experienced by children, youth, parents, relatives and employers  
25 throughout our state, most often the most vulnerable, marginalized, and impoverished members of  
26 our communities. COVID has only made matters more traumatic and as such, expedited  
27 consideration of a statewide rule is warranted for families, courts, and communities.

28 Even before COVID brought attention to the imminent need for civil legal equity throughout our  
29 state, one participant in the [October 2015 Washington State Supreme Court Civil Legal Needs  
30 Study Update](#) was quoted in the report as asking ‘ “Will people in my position, or worse off than I,  
31 get any sort of meaningful help?” ’. The reply, ‘ “The answer to these questions, and so many  
32 others, is up to all of us.” ’ Despite the Campaign for Equal Justice funding legal aid for 31,000  
33 families in poverty in 2018, two years pre-COVID, at least 3 out of 4 low income individuals are not  
34 able to access legal assistance when it is needed.<sup>8</sup> Private practice attorneys provide valuable  
35 pro bono service. Yet, valuable hours of research and committee time have yielded no discernable  
36 implementation of recommendations designed specifically to address access to justice for *all*.

37 <sup>5</sup> [Superior Court 2019 Domestic Relations Case Management Statistics](#)

38 <sup>6</sup> [Superior Court 2018 Annual Caseload Report](#)

39 <sup>7</sup> [Superior Court 2000 Annual Caseload Report](#)

40 <sup>8</sup> <https://legalfoundation.org/the-campaign-for-equal-justice/>

41 December 16, 2020

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43 Informal Domestic Relations Trial (IRDT)

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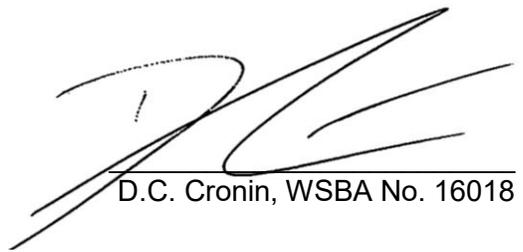
There is a critical need for the Court to address the domestic relations judicial process for low income and other marginalized families by implementation of a statewide rule, which regardless of geographical location and local court resources, can promote equity and consistency.

As noted by [Jane C. Murphy & Jana B. Singer, Moving Family Dispute Resolution from the Court System to the Community, 75 MD.L. REV. ENDNOTES 9 \(2016\)](#), “Everyone who works in family law . . . agrees on two things: family court is not good for families, and litigation is not good for children.” Respectfully, it would appear that upon which we are not able to agree continues to cause barriers for implementing best practices for the families of Washington State.

Based upon nearly 20 years of research, studies, committees and task forces, respectfully, I request expeditious review and consideration of a statewide general IDRT system for domestic relations cases; a recommendation within the prevue and authority of the Washington State Supreme Court.

For disparately affected persons seeking timely and less traumatic adjudication of their domestic relations matters, as well as for the fiscal impact on counties and Superior Courts now exacerbated by the unprecedented COVID challenges of 2020 and beyond, expedited consideration is respectfully requested.

Respectfully Submitted this 16<sup>th</sup> day of December, 2020,



D.C. Cronin, WSBA No. 16018

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2  
3  
4 **GR 9 SUGGESTED NEW GENERAL RULE TEXT**  
5 **INFORMAL DOMESTIC RELATIONS TRIAL (IDRT)**

6 (1) Upon the consent of both parties, Informal Domestic Relations Trials may be held to resolve  
7 any or all issues in original actions or modification for dissolution of marriage, separate  
8 maintenance, invalidity, child support, parenting plans, residential schedules, and child custody  
9 filed under RCW chapters 26.09; 26.19; 26.26A; 26.26B; and 26.27.

10 (2) The parties may select an Informal Domestic Relations Trial within 14 days of a case subject  
11 to this rule being at issue. The parties must file a Trial Process Selection and Waiver for  
12 Informal Domestic Relations Trial in substantially the form specified at \_\_\_\_\_. This form  
13 must be accepted by all Superior Courts.

14 (3) The Informal Domestic Relations Trial will be conducted as follows:

15 (a) At the beginning of an Informal Domestic Relations Trial the parties will be asked to  
16 affirm that they understand the rules and procedures of the Informal Domestic Relations  
17 Trial process, they are consenting to this process freely and voluntarily, and they have not  
18 been threatened or promised anything for agreeing to the Informal Domestic Relations Trial  
19 process.

20 (b) The Court may ask the parties or their lawyers for a brief summary of the issues to be  
21 decided.

22 (c) The moving party will be allowed to speak to the Court under oath concerning all issues  
23 in dispute. The party is not questioned by counsel, but may be questioned by the Court to  
24 develop evidence required by any statute or rule, for example, the applicable requirements  
25 of the Washington Child Support Guidelines if child support is at issue.

1 (d) The parties will not be subject to cross examination. However, the Court will ask the non-  
2 moving party or their counsel whether there are any other areas the party wishes the Court  
3 to inquire about. The Court will inquire into these areas if requested and if relevant to an  
4 issue to be decided by the Court.

5 (e) The process in subsections (3)(c) and (3)(d) is then repeated for the other party.

6 (f) Expert reports will be received as exhibits. Upon request of either party, the expert will be  
7 sworn and subjected to questioning by counsel, the parties, or the Court.

8 (g) The Court will receive any exhibits offered by the parties. The Court will determine what  
9 weight, if any, to give each exhibit. The Court may order the record to be supplemented.

10 (h) The parties or their counsel will then be offered the opportunity to respond briefly to the  
11 statements of the other party.

12 (i) The parties or their counsel will be offered the opportunity to make a brief legal argument.

13 (j) At the conclusion of the case, the Court shall render judgment. The Court may take the  
14 matter under advisement, but best efforts will be made to issues prompt judgements.

15 (k) The Court may modify these procedures as justice and fundamental fairness requires.

16 (4) The Court may refuse to allow the parties to utilize the Informal Domestic Relations Trial  
17 procedure at any time and may also direct that a case proceed in the traditional manner of trial  
18 even after an Informal Domestic Relations Trial has been commenced but before judgment has  
19 been entered.

20 (5) A party who has previously agreed to proceed with an Informal Domestic Relations Trial may  
21 file a motion to opt out of the Informal Domestic Relations Trial provided that this motion is filed  
22 not less than ten calendar days before trial. This time period may be modified or waived by the  
23 Court upon a showing of good cause. A change in the type of trial to be held may result in a  
24 change in the trial date.

# WASHINGTON STATE BAR ASSOCIATION

Office of General Counsel

To: The President, President-elect, Immediate Past-President, and Board of Governors  
 From: Julie Shankland, General Counsel  
 Lisa Amatangel, Associate Director, OGC  
 Date: June 29, 2021  
 Re: Litigation Update

No.	Name	Brief Description	Status
1.	<i>Pines v. Washington State Bar Association et al</i> , No. 99769-1 (Wash.)	Petitioner seeks intervention in an eviction and discipline of several lawyers and judges.	Petition for writ of mandamus filed 05/10/21. Matter dismissed 5/18/21.
2.	<i>Block v. Scott et al</i> , No. 21-2-01394-31 (Snohomish Sup. Ct.) (" <i>Block IV</i> ").	Alleges civil rights and public records violations.	Complaint filed 03/26/21.
3.	<i>Block v. Scott et al</i> , No. 20-2-07931-1 (Pierce Sup. Ct.) (" <i>Block III</i> ")	Alleges civil rights and public records violations.	Complaint filed 10/07/20. On 05/31/21 Block filed a motion for voluntary dismissal.
4.	<i>Block v. WSBA et al.</i> , No. 18-cv-00907 (W.D. Wash.) (" <i>Block II</i> ")	See <i>Block I</i> (below).	<p>On 03/21/19, the Ninth Circuit stayed <i>Block II</i> pending further action by the district court in <i>Block I</i>. On 12/17/19, Block filed a status report with the Ninth Circuit informing the Court of the <i>Block I</i> Court's reimposition of the vexatious litigant pre-filing order against Block. On 06/18/20, the Ninth Circuit lifted the stay order and ordered the appellees who have not yet filed their answering briefs to do so by 08/17/20 (WSBA filed its answer brief before the stay order was entered). Block's reply was due 10/09/20, then extended to 12/28/20.</p> <p>Block filed a reply brief four months late along with a motion for extension of time. The Ninth Circuit Court denied Block's motion for an extension and declined to accept the reply brief. Block has filed a Motion for Reconsideration of the Order denying her motion for an extension. The Ninth Circuit set this matter for consideration without oral argument on 06/08/21.</p>



			<p>Block filed in the district court a Motion to Issue Indicative ruling and an amended version of the same motion, which was denied. Block filed a second notice of appeal in this matter. Block's opening brief and excerpts of record were due 06/07/21.</p> <p>On 05/05/21, Block filed a motion to consolidate her total of three appeals in <i>Block I</i> and <i>Block II</i>; WSBA filed an opposition to this motion on 05/17/21.</p>
5.	<i>Eugster v. WSBA, et al.</i> , No. 18201561-2, (Spokane Sup. Ct.)	Challenges dismissal of <i>Spokane County 1</i> (case no. 15-2-04614-9).	Dismissal order signed 01/06/20. On 01/16/20, WSBA filed a supplemental brief on fees under CR 11 and RCW 4.84.185. Fee award of \$28,586 granted on 02/14/20; Eugster filed a notice of appeal on 03/02/20. WSBA filed its response brief on 12/14/20. Appeals briefing is complete; fees on appeal requested. On 06/07/21 the Court of Appeals affirmed and awarded fees on appeal for frivolity.
6.	<i>Block v. WSBA, et al.</i> , No. 15-cv-02018-RSM (W.D. Wash.) (" <i>Block I</i> ")	Alleges conspiracy among WSBA and others to deprive plaintiff of law license and retaliate for exercising 1st Amendment rights.	<p>On 02/11/19, 9th Cir. affirmed dismissal of claims against WSBA and individual WSBA defendants; the Court also vacated the pre-filing order and remanded this issue to the District Court. On 12/09/19, the United States Supreme Court denied plaintiff's Petition of Writ of Certiorari.</p> <p>On 12/13/19, the District Court reimposed the vexatious litigant pre-filing order against Block; Block filed a notice of appeal regarding this order on 01/14/20. Block filed an opening brief on 11/06/20; WSBA filed its answering brief on 01/07/21. Block's optional Reply Brief was due on 01/28/21. Block filed a reply brief on 04/26/21 along with a motion for extension. The Ninth</p>

			<p>Circuit set this matter for consideration without oral argument on 06/08/21.</p> <p>On 09/10/20, Block moved to vacate the vexatious litigant order; WSBA opposed the motion and it was denied. In response to the district court's denial of Block's motion to vacate, on 10/01/20, Block filed a motion for an indicative ruling on whether the district court would vacate the vexatious litigant order if the appellate court remanded the case for that purpose. WSBA opposed the motion. Block filed a reply on 10/16/20. This motion is pending.</p> <p>As noted above in <i>Block I</i>, on 05/05/21, Block filed a motion to consolidate her total of three appeals in <i>Block I</i> and <i>Block II</i>; WSBA filed an opposition to this motion on 05/17/21.</p>
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# WASHINGTON STATE BAR ASSOCIATION

## MEMO

To: WSBA Board of Governors

From: Jennifer Olegario, Communication Strategies Manager

CC: Sara Niegowski, Chief Communications and Outreach Officer

Date: Aug. 6, 2021

RE: **Summary of Media Contacts, May 6 – Aug. 6, 2021**

Date	Journalist and Media Outlet	Inquiry
May 6	Lewis Kamb, <i>Seattle Times</i>	Inquired whether there are bar grievances filed for Mayor Jenny Durkan and her GC Michelle Chen re: mishandling of public records. Sent standard media response for inquiries regarding grievances/discipline.
May 27	Paul Kiefer, Publicola	Inquired about Patrick Kuhlmeier. Sent standard media response for inquiries regarding grievances/discipline.
June 1	Tim Gruver, The Center Square	Sought comment for State Supreme Court's ruling on Samuel Slater case and wider implications of ruling. Declined to comment and referred to Supreme Court.
Aug. 4	Tim Gruver, The Center Square	Inquired about potential case backlog attorneys in Washington are facing due to the pandemic, namely when it comes to housing. Referred to Michelle Lucas, managing director of Tenant Law Center and on Access to Justice Board.

### News Releases

- [Jill Sasser Receives Washington State Bar Association Local Hero Award](#)
- [Robert Lewis Receives Washington State Bar Association Local Hero Award](#)
- [Daniel D. Clark Elected as WSBA President-Elect](#)

## WSBA Member\* Licensing Counts 8/2/21 12:07:08 PM GMT-07:00

Member Type	In WA State	All
Attorney - Active	26,542	33,581
Attorney - Emeritus	113	121
Attorney - Honorary	324	371
Attorney - Inactive	2,531	5,597
Judicial	633	663
LLLT - Active	51	51
LLLT - Inactive	3	3
LPO - Active	784	797
LPO - Inactive	145	162
	31,126	41,346

By District		
	All	Active
0	5,594	4,581
1	2,819	2,335
2	2,082	1,667
3	2,054	1,711
4	1,342	1,141
5	3,163	2,571
6	3,282	2,748
7N	4,902	4,190
7S	6,309	5,209
8	2,196	1,867
9	4,760	4,030
10	2,843	2,379
	41,346	34,429

By State and Province	
Alabama	27
Alaska	205
Alberta	11
Arizona	360
Arkansas	18
Armed Forces Americas	2
Armed Forces Europe, Middle East	24
Armed Forces Pacific	14
British Columbia	98
California	1,903
Colorado	263
Connecticut	49
Delaware	7
District of Columbia	337
Florida	275
Georgia	90
Guam	14
Hawaii	134
Idaho	477
Illinois	166
Indiana	43
Iowa	29
Kansas	30
Kentucky	34
Louisiana	47
Maine	13
Maryland	116
Massachusetts	86
Michigan	74
Minnesota	106
Mississippi	5
Missouri	66
Montana	170
Nebraska	18
Nevada	152
New Hampshire	13
New Jersey	66
New Mexico	77
New York	246
North Carolina	82
North Dakota	11
Northern Mariana Islands	6
Nova Scotia	1
Ohio	78
Oklahoma	31
Ontario	16
Oregon	2,749
Pennsylvania	81
Puerto Rico	6
Quebec	2
Rhode Island	13
South Carolina	27
South Dakota	10
Tennessee	59
Texas	385
Utah	183
Vermont	15
Virginia	279
Virgin Islands	2
Washington	31,126
Washington Limited License	1
West Virginia	6
Wisconsin	45
Wyoming	20

By WA County	
Adams	15
Asotin	26
Benton	412
Chelan	257
Clallam	162
Clark	964
Columbia	8
Cowlitz	152
Douglas	43
Ferry	10
Franklin	61
Garfield	3
Grant	137
Grays Harbor	117
Island	166
Jefferson	116
King	17,462
Kitsap	842
Kittitas	96
Klickitat	28
Lewis	118
Lincoln	15
Mason	108
Okanogan	95
Pacific	30
Pend Oreille	15
Pierce	2,430
San Juan	92
Skagit	290
Skamania	20
Snohomish	1,700
Spokane	2,037
Stevens	57
Thurston	1,697
Wahkiakum	12
Walla Walla	118
Whatcom	612
Whitman	79
Yakima	449

By Admit Yr	
1946	1
1947	2
1948	2
1949	1
1950	5
1951	13
1952	18
1953	16
1954	21
1955	9
1956	32
1957	21
1958	26
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1961	23
1962	29
1963	29
1964	33
1965	46
1966	57
1967	54
1968	79
1969	88
1970	90
1971	96
1972	151
1973	236
1974	223
1975	286
1976	340
1977	346
1978	384
1979	410
1980	438
1981	470
1982	453
1983	494
1984	1,092
1985	555
1986	755
1987	725
1988	632
1989	693
1990	869
1991	841
1992	817
1993	914
1994	871
1995	818
1996	798
1997	908
1998	888
1999	903
2000	903
2001	909
2002	993
2003	1,054
2004	1,084
2005	1,116
2006	1,188
2007	1,263
2008	1,096
2009	976
2010	1,072
2011	1,058
2012	1,086
2013	1,220
2014	1,360
2015	1,593
2016	1,312
2017	1,393
2018	1,315
2019	1,369
2020	1,563
2021	639

Misc Counts	
All License Types **	41,713
All WSBA Members	41,346
Members in Washington	31,126
Members in western Washington	27,090
Members in King County	17,462
Members in eastern Washington	3,961
Active Attorneys in western Washington	23,172
Active Attorneys in King County	15,355
Active Attorneys in eastern Washington	3,319
New/Young Lawyers	6,819
MCLE Reporting Group 1	10,913
MCLE Reporting Group 2	11,620
MCLE Reporting Group 3	11,529
Foreign Law Consultant	18
House Counsel	339
Indigent Representative	10

By Section ***	All	Previous Year
Administrative Law Section	235	232
Alternative Dispute Resolution Section	318	314
Animal Law Section	81	88
Antitrust, Consumer Protection and Unfair Business Practice	197	199
Business Law Section	1,238	1,236
Cannabis Law Section	93	108
Civil Rights Law Section	179	165
Construction Law Section	520	509
Corporate Counsel Section	1,085	1,093
Creditor Debtor Rights Section	460	450
Criminal Law Section	381	370
Elder Law Section	617	644
Environmental and Land Use Law Section	796	768
Family Law Section	982	959
Health Law Section	392	392
Indian Law Section	329	322
Intellectual Property Section	860	867
International Practice Section	222	243
Juvenile Law Section	144	138
Labor and Employment Law Section	983	982
Legal Assistance to Military Personnel Section	68	66
Lesbian, Gay, Bisexual, Transgender (LGBT) Law Section	107	115
Litigation Section	1,031	1,004
Low Bono Section	83	120
Real Property Probate and Trust Section	2,307	2,267
Senior Lawyers Section	242	237
Solo and Small Practice Section	890	894
Taxation Section	622	615
World Peace Through Law Section	145	128

\* Per WSBA Bylaws 'Members' include active attorney, emeritus pro-bono, honorary, inactive attorney, judicial, limited license legal technician (LLLT), and limited practice officer (LPO) license types.

\*\* All license types include active attorney, emeritus pro-bono, foreign law consultant, honorary, house counsel, inactive attorney, indigent representative, judicial, LPO, and LLLT.

\*\*\* The values in the All column are reset to zero at the beginning of the year (Jan 1). The Previous Year column is the total from the last day of the prior year (Dec 31). WSBA staff with complimentary membership are not included in the counts.

By Years Licensed	
Under 6	8,345
6 to 10	6,074
11 to 15	5,510
16 to 20	4,859
21 to 25	4,069
26 to 30	3,734
31 to 35	2,904
36 to 40	2,472
41 and Over	3,379
<b>Total:</b>	<b>41,346</b>

By Age	All	Active
21 to 30	1,744	1,687
31 to 40	9,136	8,278
41 to 50	10,159	8,531
51 to 60	9,022	7,162
61 to 70	7,544	5,645
71 to 80	3,155	2,111
Over 80	586	167
<b>Total:</b>	<b>41,346</b>	<b>33,581</b>

By Gender	
Female	12,251
Male	16,385
Non-Binary	21
Not Listed	25
Selected Mult Gender	26
Transgender	1
Two-spirit	4
<b>Respondents</b>	<b>28,713</b>
<b>No Response</b>	<b>12,633</b>
<b>All Member Types</b>	<b>41,346</b>

By Disability	
Yes	1,227
No	19,867
<b>Respondents</b>	<b>21,094</b>
<b>No Response</b>	<b>20,252</b>
<b>All Member Types</b>	<b>41,346</b>

By Sexual Orientation	
Asexual	22
Gay, Lesbian, Bisexual, Pansexual, or Queer	525
Heterosexual	4,832
Not Listed	110
Selected multiple orientations	20
Two-spirit	5
<b>Respondents</b>	<b>5,514</b>
<b>No Response</b>	<b>35,832</b>
<b>All Member Types</b>	<b>41,346</b>

By Ethnicity	
American Indian / Native American / Alaskan Native	230
Asian-Central Asian	26
Asian-East Asian	256
Asian-South Asian	67
Asian-Southeast Asian	74
Asian—unspecified	1,064
Black / African American / African Descent	658
Hispanic / Latinx	702
Middle Eastern Descent	21
Multi Racial / Bi Racial	1,038
Not Listed	214
Pacific Islander / Native Hawaiian	63
White / European Descent	23,050
<b>Respondents</b>	<b>27,463</b>
<b>No Response</b>	<b>13,883</b>
<b>All Member Types</b>	<b>41,346</b>

Members in Firm Type	
Bank	35
Escrow Company	57
Government/ Public Sector	5,097
House Counsel	3,112
Non-profit	451
Title Company	113
Solo	5,066
Solo In Shared Office Or	1,256
2-5 Members in Firm	4,208
6-10 Members in Firm	1,654
11-20 Members in Firm	1,260
21-35 Members in Firm	759
36-50 Members In Firm	550
51-100 Members in Firm	615
100+ Members in Firm	1,851
Not Actively Practicing	1,838
<b>Respondents</b>	<b>27,922</b>
<b>No Response</b>	<b>13,424</b>
<b>All Member Types</b>	<b>41,346</b>

By Practice Area	
Administrative-regulator	2,239
Agricultural	242
Animal Law	112
Antitrust	313
Appellate	1,635
Aviation	177
Banking	431
Bankruptcy	862
Business-commercial	5,209
Cannabis	127
Civil Litigation	507
Civil Rights	1,076
Collections	496
Communications	210
Constitutional	658
Construction	1,354
Consumer	744
Contracts	4,243
Corporate	3,556
Criminal	3,697
Debtor-creditor	905
Disability	584
Dispute Resolution	1,246
Education	469
Elder	846
Employment	2,781
Entertainment	306
Environmental	1,247
Estate Planning-probate	3,303
Family	2,583
Foreclosure	455
Forfeiture	100
General	2,543
Government	2,835
Guardianships	793
Health	938
Housing	316
Human Rights	308
Immigration-naturaliza	1,004
Indian	574
Insurance	1,637
Intellectual Property	2,281
International	890
Judicial Officer	422
Juvenile	808
Labor	1,115
Landlord-tenant	1,234
Land Use	858
Legal Ethics	286
Legal Research-writing	831
Legislation	430
Lgbtq	89
Litigation	4,718
Lobbying	172
Malpractice	730
Maritime	310
Military	381
Municipal	895
Non-profit-tax Exempt	629
Not Actively Practicing	2,041
Oil-gas-energy	238
Patent-trademark-copyr	1,326
Personal Injury	3,205
Privacy And Data Securit	350
Real Property	2,633
Real Property-land Use	2,101
Securities	763
Sports	173
Subrogation	126
Tax	1,283
Torts	2,056
Traffic Offenses	583
Workers Compensation	697

By Languages Spoken	
Afrikaans	5
Akan /twi	5
Albanian	2
American Sign Language	18
Amharic	22
Arabic	51
Armenian	8
Bengali	12
Bosnian	14
Bulgarian	12
Burmese	2
Cambodian	5
Cantonese	107
Cebuano	7
Chamorro	5
Chaozhou/chiu Chow	1
Chin	1
Croatian	20
Czech	7
Danish	19
Dari	4
Dutch	23
Egyptian	3
Farsi/persian	66
Finnish	8
French	694
French Creole	1
Fukienese	3
Ga/kwa	2
German	410
Gikuyu/kikuyu	1
Greek	30
Gujarati	15
Haitian Creole	3
Hebrew	41
Hindi	102
Hmong	1
Hungarian	17
Ibo	4
Icelandic	2
Ilocano	9
Indonesian	12
Italian	166
Japanese	206
Javanese	1
Kannada/canares	4
Kapampangan	2
Khmer	2
Korean	236
Lao	5
Latvian	6
Lithuanian	3
Malay	4
Malayalam	8
Mandarin	386
Marathi	6
Mien	1
Mongolian	2
Navajo	1
Nepali	5
Norwegian	35
Not_listed	44
Oromo	4
Persian	20
Polish	33
Portuguese	127
Portuguese Creole	1
Punjabi	68
Romanian	22
Russian	234
Samoan	7
Serbian	17
Serbo-croatian	13
Sign Language	20
Singhalese	2
Slovak	3
Spanish	1,824
Spanish Creole	4
Swahili	8
Swedish	51
Tagalog	71
Taishanese	4
Taiwanese	21
Tamil	11
Telugu	4
Thai	10
Tigrinya	4
Tongan	1
Turkish	15
Ukrainian	46
Urdu	46
Vietnamese	90
Yoruba	10
Yugoslavian	4

\* Includes active attorneys, emeritus pro-bono, honorary, inactive attorneys, judicial, limited license legal technician (LLLT), and limited practice officer (LPO).

**MEMO**

**To:** Board of Governors

**From:** Andrea Jarmon, Co-Chair, Diversity Committee  
Governor Sunitha Anjilvel, Co-Chair, Diversity Committee

**Date:** August 5, 2021

**Re:** Supplemental Report to July 17, 2021 Update

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The Diversity Committee is excited about the continued opportunity to support the Board of Governors as we, in partnership, further hone and expand the important work of diversity, equity, and inclusion (DEI). Thank you for the opportunity and time afforded to the Diversity Committee to come before the Board of Governors and report on this work and the goals of the Diversity Committee during this past year. We are writing to supplement the update we shared with you at your meeting on July 17, 2021.

At the July 17, 2021 meeting, we shared some background on the Diversity Committee. The work of the Diversity Committee is centered on programs and resources that promote the presence and retention of historically underrepresented groups in the legal profession. The Diversity Committee does this through collaborative partnerships and community building activities, the support of pipeline and mentorship programs, advocating for and sponsoring diversity training and CLEs, and making recommendations to the Board of Governors on issues and policies of impact to minority members in the profession, which highlight the numerous societal benefits of a diverse legal profession.

We also provided some highlights of what we have been working on over this past year. We shared about our work on the At-Large Governor Elections, our partnership with the Minority Bar Associations, our support of the MCLE Rule requiring equity, inclusion and the mitigation of bias as an ethics credit, our comments on the bar exam resolution, our work with law students, highlights of the most recent DEI CLEs and our work to promote DEI in WSBA communications.

The Diversity Committee welcomes the continued engagement of each of the BOG members and the executive team. We believe that this work is and must be collaborative. We are appreciative of the questions and discussion that unfolded. As promised, we are following up to supplement our report with more information about the makeup of our committee, as well as, additional information about our committee work that demonstrates our understanding of and responsiveness to the diversity and intersectionality of both of our committee and the public and membership we serve.

### **Diversity Committee Members**

The Diversity Committee continues to prioritize diversity among its committee membership as we value a diversity of perspectives especially from those who are part of underrepresented communities. Reflective of this, our current membership of 18 people reported the following demographics:

- 10 women and 6 men (2 unreported)
- 4 people from the LGBTQ community (2 unreported)
- 14 people who are Black, Indigenous, People of Color and 2 who are White (2 unreported)
- 2 people with a disability (2 unreported)

During past recruiting season for new members in FY 22, we made a special effort to reach out to the Minority Bar Associations, making individualized phone calls, as well as sending out multiple email blasts to the MBA Leaders listserv, Diversity Stakeholders listserv and the Access to Justice Community listserv.

We work to create an inclusive space for our meetings and ensure each committee member can voice their ideas and concerns. We spend time getting to know each other, learning about our lived experiences and what motivates to engage in diversity, equity and inclusion.

### **Member Demographic Survey and Diversity and Inclusion Plan**

Informed by the 2012 Member Demographic Survey and guided by the 2013 Diversity and Inclusion Plan, the Diversity Committee has been working to address the disparities and impacts experienced by WSBA members from underrepresented communities. Some examples of 2012 data points include:

- Members of color represented 12% of the membership and reported experiencing the highest frequency of professional barriers among underrepresented groups.
- Members with disabilities represented 21% of members and experienced the highest intensity of professional barriers.
- Members from the LGBTQ community represented 12% of the WSBA membership and reported the lowest income among underrepresented groups.

Following the WSBA's commitment to engage in a comprehensive membership study every ten years as outlined in the Diversity and Inclusion Plan, we are planning for a new membership study to take place in 2022. We are developing a plan so the process will be inclusive and provide the Bar with an updated picture of our membership and their experiences. Our hope is that the data will then inform our work to update the 2013 Diversity and Inclusion Plan.

### **Minority Bar Associations**

We shared highlights of our work with Minority Bar Associations (MBAs) during our July 17<sup>th</sup>

presentation. There were some questions about who MBAs included. Below is a list of the MBAs we have reached out to and worked with:

[Asian Bar Association of Washington](#)

[The Cardozo Society](#)

[Filipino Lawyers of Washington](#)

[QLaw – The LGBT Bar Association](#)

[Korean American Bar Association](#)

[Latina/Latino Bar Association of Washington](#)

[Loren Miller Bar Association](#)

[Middle Eastern Legal Association of Washington](#)

[Mother Attorneys Mentoring Association of Seattle](#)

[Northwest Indian Bar Association](#)

[Pierce County Minority Bar Association](#)

[Slavic Bar Association of Washington](#)

[South Asian Bar Association of Washington](#)

[Spokane County Bar Association Diversity Section](#)

[Vietnamese American Bar Association of Washington](#)

[Washington Attorneys with Disabilities Association](#)

[Washington State Veterans Bar Association](#)

[Washington Women Lawyers](#)

Many of the MBAs have come together to launch the Joint Minority Mentorship Program (JMM) under the leadership of the South Asian Bar Association of Washington. JMM matches Bar members with law students from underrepresented communities and offers virtual learning opportunities for law students. The MBAs involved with JMM include the South Asian Bar Association of Washington WA Women Lawyers, Washington Attorneys with Disabilities Association, Korean American Bar Association, Latina/Latino Bar Association of Washington, NW Indian Bar Association, and the Middle Eastern Legal Association of WA. As you know, WSBA signed on as a sponsor of JMM in April 2021 and most recently hosted a webinar to learn about volunteer opportunities with the Bar.

Guided by the Diversity and Inclusion Plan to increase outreach to the MBAs, the Diversity Committee has prioritized its partnership with the MBAs. Part of this partnership has been to ensure that MBAs are given ample opportunities to share their input on WSBA matters. Just over

this past year, many MBAs have taken the time to give their collective and individual input on a proposal for a new mission statement, the bar exam resolution and the proposed MCLE rule on diversity, inclusion and the mitigation of bias. We hope that the Board of Governors will continue to be open to getting input from the MBAs especially since they offer perspectives from underrepresented groups.

### **CLE Programs**

In partnership with the WSBA Equity and Justice Department, we have been involved with, promoted or supported the following CLE programs (in chronological order starting with the most recent):

- **Creating a More Equity-Minded Justice System: Strategies and Best Practices** (Legal Lunchbox™ Series June 29, 2021)
- **Understanding Systemic Racism in the Law** (Legal Lunchbox™ Series March 30, 2021)
- **Disability Discrimination During the Pandemic** (collaboration with WA Attorneys with Disabilities Association - November 10, 2020)
- **Beyond the Dialogue From Transphobia to Gender Inclusion in the Practice Law** (Sept. 15, 2020)
- **Legal Responses to Hate Crimes in the Pacific Northwest** (Legal Lunchbox™ Series March 2020)
- **Washington's General Rule 37: Eliminating Racial and Ethnic Bias in Jury Selection** (Legal Lunchbox™ Series July 2019)
- **Transgender Competency in Legal Services** (June 15, 2019)
- **Trauma Informed Approaches and Secondary Trauma** (June 15, 2019)
- **Formerly Incarcerated Community Panel Discussion** (June 14, 2019)
- **Past Lessons for Future Planning Housing Discrimination in Spokane and Structural Racism** (June 15, 2019)
- **Identifying and Responding to Bias and Microaggressions in the Practice of Law** (April 23, 2019)
- **Women and the Law Past, Present and Future - 2nd Annual Women's History Month** (March 13, 2019)
- **Seeing the Unseen: Implicit Bias and the Courtroom** (March 13, 2019)
- **The Law and Strategy of Accommodating Mental Health and Cognitive Disability in the Workplace** (Nov. 30, 2018)
- **Working with Survivors of Domestic Violence** (Sept. 19, 2018)

- **Disability Law & Digital Accessibility** (Legal Lunchbox™ Series September 2018)
- **Hiring, Retention and Advancement of Underrepresented Groups** (Legal Lunchbox™ Series May 2018)
- **Diversity and Inclusion Webinar Series: Best Practices for Working with Unaccompanied Minors**
- **Diversity and Inclusion Webinar Series: Mentoring for Diversity and Inclusion: The Role of Allies**

We are happy to answer any questions and/or provide ongoing updates. We are grateful for your commitment to diversity, equity and inclusion and look forward to our continued partnership with you.

**TO:** Board of Governors  
**FROM:** Kyle D. Sciuchetti, President  
Paris Eriksen, Volunteer Engagement Advisor  
**DATE:** August 10, 2021  
**RE:** WSBA Treasurer Nomination & Voting Process

**ACTION:** Elect a current member of the WSBA Board of Governors to serve as the 2021-2022 Treasurer, for a one-year term starting at the conclusion of the Board meeting on September 23-24, 2021.

**Nomination Process:**

As approved by the Executive Committee, current members of the Board of Governors were informed of two options to indicate interest in being nominated for Treasurer, 1) submit a cover letter and resume in advance of the August meeting or 2) welcome nominations from the floor of the August meeting. Governor Peterson has indicated an intent to self-nominate from the floor of the August meeting. No Board member has opted to provide materials for consideration. At the August meeting, all current Governors will have the opportunity to self-nominate or nominate another member to serve as the 2021-2022 Treasurer. After nominees have been identified, the Board will have the opportunity for questions and discussion.

**Voting Process:**

Due to the pandemic, implementing the vote in complete accordance with the WSBA Bylaws is not feasible. Therefore, for this election Board members will be conducted through an electronic ballot. After discussion, Board members will be asked to indicate their choice through the e-ballot. All votes will be secret and made available only to the President, Executive Director, and General Counsel. I will announce the results of the election. The voting process will continue if needed until a winner is identified. If there is only one nominee for the position of Treasurer, no vote will take place and the single nominee will be declared Treasurer for 2021-2022.

**Relevant WSBA Bylaw:**

*D. ELECTIONS BY BOARD OF GOVERNORS*

*2. Treasurer*

*The Treasurer must be a current lawyer Governor and will be nominated and elected by the BOG at the second to the last regularly scheduled BOG meeting of the fiscal year. The Treasurer will be elected by simple majority of Governors voting. In the event there is more than one more nomination, the vote will be by secret written ballot.*

**MEMO**

**To:** Board of Governors

**From:** Travis Stearns, Chair, Council on Public Defense  
Jason Schwarz, Vice-Chair, Council on Public Defense

**Date:** August 4, 2021

**Re:** Council on Public Defense Comments to the Proposed Amendments to CrR 3.1 and CrR 7.8

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**ACTION:** Approve the Council on Public Defense submitting a comment regarding the proposed amendments in CrR 3.1 and CrR 7.8.

The WSBA Council on Public Defense (Council) supports the proposed amendments to CrR 3.1 and CrR 7.8. The proposed rule will result in greater access to justice to those with a legal right to relief and assist in the proportionate administration of the public defense function throughout the State. Additional information can be found in the attached comment, which elaborates on the Council's support for these amendments.

On July 9, 2021, a super majority of the Council on Public Defense voted that commenting on the proposed rule changes fell within the parameters of GR 12. A super majority of the Council then voted to approve submitting comments on the proposed amendments.

Jason Schwarz, Vice Chair of the Council, will attend the Board of Governors August 20 meeting by Zoom and present information about the Council's proposed comment. The deadline to submit the comment to the Court is September 30, 2021.

August XX, 2021

Justice Charles Johnson

Justice Mary Yu

Co-Chairs, Supreme Court Rules Committee

Washington Supreme Court

415 12<sup>th</sup> Ave SW

Olympia, WA 98501-2314

RE: PROPOSED AMENDMENTS TO CrR 3.1 and CrR 7.8

Dear Justices Johnson and Yu,

We are writing to share the Washington State Bar Association, Council on Public Defense's comments and support for the proposed amendments to CrR 3.1 and CrR 7.8. The Council's full comment on the amendment is attached. This position has been approved through the WSBA's legislative and Court rule comment policy and is the position solely of the Council on Public Defense.

The Council on Public Defense unites members of the public and private defense bar, impacted persons from the criminal and family law courts, the bench, elected and appointed officials, prosecutors, and the public to address new and recurring issues impacting the public defense system.

The Council appreciates the Court's consideration of this comment.

Sincerely,

The Washington State Bar Association Council on Public Defense supports the proposed amendments to CrR 3.1 and CrR 7.8. The proposed rule will result in greater access to justice to those with a legal right to relief and assist in the proportionate administration of the public defense function throughout the State. Despite commendable efforts by clerks, courts, prosecutors, public defenders, their respective professional organizations, and the Washington State Department of Corrections, many persons remain incarcerated who are entitled to release and resentencing under *State v. Blake*. We must not lose sight that those entitled to relief are disproportionately Black, Indigenous, and other Persons of Color. Many are also indigent, persons with disabilities, and unable to read or write English.

CrR 3.1 requires the appointment of counsel for post-conviction review, including a motion under CrR 7.8. *State v. Robinson* includes the additional requirement that the trial court determine whether the motion has merit before counsel is appointed. 153 Wn.2d 689, 107 P.3d 90 (2005). As a practical matter, pro se incarcerated people are disadvantaged from this process. Incarcerated persons have limited access to proper forms, little knowledge of local court rules for filing and calendaring, and limited access to the court file needed to prepare such a motion. Even if an unconstitutionally convicted petitioner were able to successfully navigate the processes necessary to file a CrR 7.8 motion properly, they must still correspond with the Court or State to arrange their presence in Court and final orders, all of which can take months to determine whether the motion is meritorious and the defendant entitled to counsel for a resentencing.

For those serving an unconstitutional sentence for possession of a controlled substance, their judgment is void. They are entitled to relief under CrR 7.8(b)(4). Any person serving a sentence for an offense other than possession but includes a conviction for possession of controlled substance as part of an offender score is also entitled to relief under CrR 7.8(b)(5). There is no dispute among judges and jurists that these individuals are entitled to relief and that a petition brought under CrR 7.8 is meritorious and not frivolous. Amending CrR 3.1 and CrR 7.8 would not extend a right or privilege to any person who is not already entitled to it; rather, it would expedite the administration of justice. There can also be no doubt that Court Clerks and Judges statewide would prefer correctly noted and cited petitions for relief from appointed counsel rather than hand-written pro se petitions. Public defenders statewide have created and implemented processes to prioritize those the *Blake* decision will most immediately impact. Thousands of persons are entitled to relief; it would be an administrative challenge to force pro se petitioners to dictate the administration of justice in courts statewide simply because they could navigate the hurdles of CrR 7.8 better than another inmate.

The amended changes to CrR 3.1 and CrR 7.8 allow for the efficient administration of the public defense function. Under the proposed rule, any

court stakeholder could initiate the appointment of counsel for a person entitled to relief under *Blake*. A prosecutor, judge, pro se litigant, or the public defender could petition the appointing authority for appointment upon notice of a meritorious petition. This is an important evolution in the dissemination of the public defense function. Washington's public defense system is decentralized and unique from county to county. Many larger counties utilize public defense agencies within county government; some employ an attorney administrator employed by the executive branch or Court to contract public defense services with a larger non-profit firm. In these counties, the decision to appoint counsel is delegated to a lawyer administrator through county code. In these counties, public defense administrators, and not judges, are responsible for the lawful appointment of counsel. The current rule prevents these administrators from appointing counsel without a court order, adding an additional hurdle to the efficient administration of justice and the public defense function. The proposed change would provide guidance to those administrators to appoint counsel upon notice of a meritorious petition without waiting for the parties to brief and the judge to rule on a motion to appoint counsel.

Unlike the systems in larger Washington counties, public defense is administered by a non-lawyer county employee who contracts with individual lawyers to provide constitutionally required services in most counties. In the face of ambiguity about whether counsel is constitutionally required and without a court order, non-lawyer county administrators opt not to appoint counsel. The proposed rule would provide clear guidance to these administrators about when the appointment of counsel is appropriate.

In short, the proposed amendment would provide for an efficient system to appoint counsel for those who clearly have a right to counsel for a hearing for vacation or release. The amendment relieves unconstitutionally convicted and incarcerated defendants from the burden of filing pro se motions and creates a mechanism for swift and fair access to relief that will result in a greater administration of relief in the courts and in the administration of public defense statewide.

Thank you for your consideration of these amendments. They are important to the constitutional administration of public defense and essential to amend an injustice that has disproportionately impacted indigent persons.

# WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors  
FROM: Brian Tollefson, WSBA President-elect  
RE: 2021 - 2022 Committee & Board Chair Appointments  
DATE: August 11, 2021

**Action:** Please appoint the 2021-2022 WSBA committee and board chairs listed below.

The WSBA has a number of standing committees that are created and authorized by the BOG to study matters relating to the general purposes and business of the Bar which are of a continuous and recurring character. Pursuant to the WSBA Bylaws, IX(B)(1)(c), the President-elect annually selects the Chair or Vice Chair of each committee, with the BOG having the authority to accept or reject that selection. Below is my proposed slate of WSBA committee chairs for the 2021-2022 year. The candidates' resumes are attached. All eligible members of the committees listed below were encouraged to apply for the Chair position. Additional Chair appointments forthcoming.

Committee/Board	Recommended for Appointment
Continuing Legal Education Committee	Chair: Sharon Glenn*
Judicial Recommendation Committee	Vice-Chair: Susan Brye
Small Town and Rural Committee	Chair: Hunter Abell

\*Reappointment

Attachments

# SHARON M. GLENN

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## CURRENT POSITION

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**2011 – Present**     **Moss Adams LLP**     **Seattle, WA**  
**Assistant General Counsel**

Responsible for a wide range of legal issues impacting the organization, one of the 12 largest public accounting firms in the United States. Responsibilities include:

- Drafting and negotiating engagement agreements with clients, services agreements and licensing agreements with vendors and software providers, independent contractor agreements with subcontractors, non-disclosure agreements, business associate agreements, information security agreements, and marketing related agreements;
- Management of litigation and potential claims involving the firm, including oversight of outside counsel, internal engagement with partners and employees regarding underlying facts and corrective actions, strategic direction on defense, and interfacing with leadership regarding risk management and exposure;
- Spearhead review of potential conflicts of interest to ensure compliance with professional accounting standards, including drafting of all waiver agreements;
- Conduct presentations regarding risk, professional liability, and firm safety; and
- Consultation with partners and employees in the 30+ practice offices located throughout the United States regarding issues of potential risk to the firm, advise the Marketing department regarding advertising and intellectual property issues, consult with the Human Resources department regarding employment issues, and support any other legal needs of the Administrative office in Seattle.

**2014 – Present**     **Seattle University School of Law**     **Seattle, WA**  
**Adjunct Professor, Advertising Law**

## PRIOR PROFESSIONAL EXPERIENCE

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**2009 - 2011**     **T-Mobile USA, Inc.**     **Seattle, WA**  
**Principal Corporate Counsel**

Provide business and transactional support to Marketing Department, Corporate Communications, and Product Management. Day-to-day responsibilities include:

- Drafting and negotiating master services agreements, licensing agreements, sponsorship agreements, co-marketing agreements, contracts with creative agencies and PR agencies, vendor contracts, and market research and subscription license agreements;
- Legal lead on multiple enterprise-wide projects, working with representatives from each major department, including the design and launch of new products and services;
- Legal review of T-Mobile advertising and marketing collateral, press releases and other PR communications, product packaging, in-store retail merchandising, web pages, scripts, and public-facing sales communications, and work with internal clients regarding substantiation for and approval of advertising claims;
- Review and legal guidance regarding upcoming promotions and product launches, including pricing and special offers; and
- Counseling regarding advertising laws, use of social media, design and implementation of sweepstakes and contests, regulatory compliance, and intellectual property issues, including conducting internal client presentations on a regular basis.

**2005 - 2009**      **JPMorgan Chase Bank, N.A.**      **Seattle, WA**  
**(Formerly Washington Mutual Bank)**  
**First Vice President & Senior Counsel**

Responsible for management of all aspects of litigation facing the Company. Matters include large class action litigation, intellectual property claims, commercial contract disputes, individual customer claims, and issues arising from relationships with other financial institutions. Investigate claims resulting in exposure to the company, consult with the respective business units regarding causation of disputes and identification of institutional problems, negotiate resolutions with claimants, and participate in alternative dispute resolution proceedings on behalf of the company. Manage outside counsel, including substantive case management and effective management of outside counsel fees. Directly handle lawsuits pending in Washington as counsel of record for the company. Ensure compliance with terms of settlements and court orders, and advise the appropriate business units regarding risk management and exposure. Report regularly to appropriate business units and senior management on case strategy and status. Provide strategic consultative advice to business units regarding risk assessment and legal/regulatory requirements in a variety of matters to help the business units achieve their goals.

**2002-2005**      **Byrnes Keller Cromwell LLP**      **Seattle, WA**  
**Litigation Associate**

Involvement in and exposure to pre-trial, trial and appellate stages of litigation and alternative dispute resolution in multiple areas of complex commercial litigation, including class actions: Professional Liability, Intellectual Property, Breach of Contract, Breach of Fiduciary Duties, and other Business Torts.

**1994-1999**      **Long Aldridge & Norman LLP**      **Atlanta, GA**  
**(Now part of Dentons US LLP)**  
**Associate: Litigation Department**

Involvement in and exposure to pre-trial, trial and appellate stages of litigation and alternative dispute resolution in multiple areas of complex civil litigation, including: Securities Fraud, Intellectual Property, Business Torts, Insurance Coverage Issues (on behalf of insured), and Antitrust.

**CLERKSHIP EXPERIENCE**

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**2001-2002**      **Law Clerk to the Honorable Susan H. Black**      **Jacksonville, FL**  
**United States Court of Appeals for the Eleventh Circuit**

**1999-2001**      **Law Clerk to the Honorable Robert L. Hinkle**      **Tallahassee, FL**  
**United States District Court for the Northern District of Florida**

**PROFESSIONAL HONORS & ASSOCIATIONS**

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**Super Lawyer**, *Washington Law & Politics*, 2008  
**Rising Star**, *Washington Law & Politics*, 2005, 2006, 2007  
**Washington State Bar Association**, Continuing Legal Education Committee, 2018-present; Judicial Recommendation Committee, 2012-2018 (Vice-Chair 2016-17, Chair 2017-18); Amicus Brief Committee, 2007-2009  
**Housing Justice Project**, Volunteer, 2007-2009, 2008 Volunteers of the Year  
**Bar Admissions**: Georgia, 1994; Washington, 2002

## EDUCATION

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**1991 - 1994**      **Wake Forest University School of Law**      **Winston-Salem, NC**  
**Class Rank: 4th**

Honors:

- A.J. Fletcher Scholarship (full scholarship)
- Inns of Court, North Carolina
- American Jurisprudence Awards for: Civil Procedure; Secured Transactions; Decedents, Estates & Trusts; and Legal Research and Writing
- West Publishing Company Award for Outstanding Scholastic Achievement

Work Experience:

- Intern, U.S. Attorney's Office for the Middle District of North Carolina (Spring 1994)
- Teaching Assistant to Prof. Luellen Curry, Legal Research & Writing (1992-1993)
- Research Assistant to Prof. Ralph Peeples (Summer 1992)

Achievements/Organizations:

- Wake Forest Law Review
- Vice-President, Trial Bar Association
- Semi-Finalist, Zeliff Trial Competition
- Quarterfinalist, First Year Trial Bar Competition

**1987 - 1991**      **University of Virginia**      **Charlottesville, VA**  
**McIntire School of Commerce**

**Bachelor of Science in Business**

**Concentration: Accounting**

- Research Assistant to Professor Brad Brown (1990-1991)
  - Program Director, Madison House HELP Line (1990-1991)
  - Volunteer, Madison House HELP Line (1988-1991)
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Susan A. Brye

[REDACTED] | (425) 383-5865  
[REDACTED]

Senior legal and business executive with extensive experience implementing risk management programs and developing high-impact teams. Corporate generalist attorney with commercial litigation and transactional experience who places a premium on strategic support, operational efficiency, and practical problem solving. Subject matter expertise on issues including data security and incident response; privacy protections; regulatory compliance; supply chain risk; technology transactions; contracts and remedies; government investigations, and **creditors' remedies**.

CORE COMPETENCIES: Executive Leadership, Business Process Improvement, Risk Strategy, Operational Performance, Cost Control, Vendor Risk Management, Legal Services Operations, and Technology Transformation.

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## PROFESSIONAL EXPERIENCE

Senior Director, Third-Party Risk  
*T-Mobile U.S., Inc., Bellevue, WA*

February 2017-Present

Leading a centralized, operational risk management program to assess and monitor regulatory, legal, and operational risks from doing business with third parties, including cyber security, privacy, national security, supply chain, financial, business continuity, geopolitical, and other areas of potential concern. Managing a 22-person team.

- Responsible for implementation and governance of a unified risk strategy for engaged and prospective third parties across the enterprise. Collaboration with business and support teams on risk strategies and tolerances, establishment of processes to monitor and measure third party risks, and development of defensive compliance practices.
- Leveraging technology tools, AI capabilities, and data analytics to support operational practices and reporting across the enterprise to identify gaps, solve for disparate compliance needs, and facilitate risk-based decisioning.
- Key decision maker in contract negotiations and support of in-house and external transactional counsel on critical risk terms and conditions, in particular security and compliance requirements and indemnities and limitations of liability. Engagement with vendor professionals and legal teams to clear deal roadblocks and align on enterprise requirements.
- Accountable to the Chief Auditor, EVP Leadership, Board of Directors, and Compliance Committees.

Director, Corporate Counsel  
*Starbucks Coffee Company, Seattle, WA*

May 2010-February 2017

Managed litigation and transactional support in the areas of intellectual property, data security and privacy, government investigations, complex commercial disputes, commercial real estate, and fraud issues.

- Managed infringement claims, consumer class actions, multi-district and securities litigation, and vendor disputes
- Managed cyber incident and breach response activities, including engagement with regulators and government
- Led response to gift card, payments, and ecommerce fraud
- Defended and responded to government inquiries and demands
- Enhanced processes to support legal technology needs, including regarding litigation holds, eDiscovery, internal data collection and outsourced vendor management
- Retained and managed outside counsel and budgets
- Managed a team of direct reports

First Vice President & Senior Counsel/Assistant General Counsel  
*Washington Mutual Bank/J.P. Morgan Chase Bank, Seattle, WA*

Sept 2008-May 2010

Managed complex and multi-district litigation in the areas of mortgage securitizations, consumer and business banking regulations, intellectual property, government investigations, and corporate governance.

- Managed class actions and multi-district litigation in the areas of 10b-5 securities claims, asset-backed securities litigation, lender liability defense, mortgage regulations, account disclosures, and syndicated lending disputes
- Managed intellectual property litigation and licensing disputes
- Defense of regulations, including under RESPA, TILA, and predatory lending laws
- Managed a broad range of responses to the OCC, OTC, FDIC, OIG and SEC
- Oversaw paralegals on document review and eDiscovery matters
- Managed outside counsel and budgets

#### JPMorgan's asset acquisition of Washington Mutual Bank (WaMu):

- Managed the transition of litigation-related liabilities from WaMu to JPMorgan, including negotiations with the FDIC
- Oversaw witness preparation and strategy regarding Congressional and other regulatory investigations into **WaMu's** dissolution and related corporate governance issues
- Support of **bankruptcy matters concerning WaMu's holding company**, Washington Mutual, Inc.
- Developed integration programs to transition and upload WaMu data to JPMorgan's platforms

Member/Partner Oct 1996-Sept 2007  
*Lane Powell, P.C., Seattle, WA*

Business bankruptcies and reorganizations, negotiated workouts, commercial litigation, intellectual property, aviation leasing, and commercial real estate transactions.

Judicial Law Clerk, Pro Tempore May 1996-Oct 1996  
 U.S. Bankruptcy Court (W.D. WA), Hon. Thomas T. Glover

Judicial Law Clerk Extern Sept 1994-Dec 1994  
*Ninth Circuit Court of Appeals (BAP), Hon. Sidney C. Volinn*

#### EDUCATION

Seattle University School of Law, Seattle, WA  
*J.D., cum laude, 1995*

Washington State University, Pullman, WA  
*B.A., Finance & Marketing, Carson College of Business, 1989*

#### ACTIVITIES AND HONORS

- Board Member, Eastside Legal Assistance Program, 2017-Present
- Washington State Bar Association, Judicial Recommendation Committee, 2016-Present (Incoming Vice Chair 2021)
- Association of Corporate Counsel, NW Chapter *Pro Bono* Committee, 2016-Present
- Volunteer, First **Responder's** Wills Clinic, 2010-2016
- Volunteer and Former Chair, Street Law, Chief Sealth High School, 2014-2020
- **2013 "Boss of the Year" Award, National Association of Legal Professionals, Seattle, WA**
- *Pro Bono* Counsel for Delridge Neighborhood Development Association, 2012-Present

#### BAR ADMISSIONS

Washington State Bar, Admitted 1995  
 Ninth Circuit Court of Appeals, Admitted 2000  
 United States Court of Appeals, Federal Circuit, Admitted 2014  
 United States District Court, Eastern and Western Districts of Washington

August 4, 2021

SENT VIA ELECTRONIC MAIL

Brian Tollefson, WSBA President Elect  
c/o Paris Eriksen  
Washington State Bar Association  
1325 Fourth Avenue, Suite 600  
Seattle, Washington 98101-2539  
[parise@wsba.org](mailto:parise@wsba.org)

Re: Chair of the STAR Committee

Dear Brian:

I respectfully submit my name for consideration for appointment as Chair of the newly-established Small Town And Rural ("STAR") Committee. As you know, the Washington State Bar Association ("WSBA") Board of Governors recently established the STAR Committee to address the dire situation facing "legal deserts" in our state. This is an issue that impacts our members and the public in small towns and rural areas throughout Washington.

I was privileged to serve on the STAR Committee's predecessor entity, the Rural Practice Project. In the course of doing so, I was impressed with the dedication and passion of rural and small town practitioners throughout Washington. If appointed as Chair, it is my hope that we can harness that energy and formulate truly innovative solutions to the challenging issues surrounding legal deserts. Additionally, it is my hope that the STAR Committee will build bridges for the WSBA to areas that have traditionally viewed themselves as "out of sight and out of mind" for our organization and profession.

Enclosed is a resume for your review. Please do not hesitate to let me know if you have any questions or concerns. Finally, as always, thank you for your leadership for our organization.

Very truly yours,



Hunter M. Abell  
Attorney at Law

[hbell@williamskastner.com](mailto:hbell@williamskastner.com)

Enclosure

**HUNTER MAGNUSON ABELL**



**EMPLOYMENT:**

**Williams, Kastner & Gibbs, PLLC**

**Member**, Seattle, WA, November 2010 – Present. Represent hundreds of clients before state, federal, and tribal courts or administrative tribunals. Advise clients in complex, high-stakes litigation. Emphasis on business litigation and tribal matters.

Firm Counsel and Professional Quality Assurance Committee Chair.

**United States Navy Judge Advocate General's (JAG) Corps**

**U.S. Navy/U.S. Navy Reserve**, April 2003 – Present. Commander (O-5) in USNR. Deployed to Baghdad, Iraq in 2007-2008, Guantanamo Bay, Cuba, in 2014 –2015. Executive Officer for NR Preliminary Hearing Unit from 2019-2021.

**Ferry County District Court – Judge Pro Tem**, September 2017 – Present.

**Quinault Indian Nation – Court of Appeals Chief Justice**, March 2011 – Present.

**Hoh Indian Tribe – Court of Appeals Associate Justice**, January 2015 – Present.

**Round Valley Indian Tribe – Court of Appeals Associate Justice**, January 2015 – Present.

**EDUCATION:**

**Georgetown University Law Center, Washington, DC**

Masters of Law (LLM) *With Distinction* May 2006; GPA: 3.67

Individual Study - Constitutional Law with National Security Certificate

**Gonzaga University School of Law, Spokane, WA**

Juris Doctorate (JD) *Cum Laude*, May 2005; GPA: 3.34, top 15% of class

Student Government, S.B.A. President

*Gonzaga Law Review*, Associate Editor

**The College of William & Mary, Williamsburg, VA**

Bachelor of Arts (BA) in Government, May 2002; GPA: 3.2

Student Government, Vice President for Liaison Affairs

Honor Council, Justice

## **AWARDS AND RECOGNITION:**

**2017 Puget Sound Business Journal “40 Under 40” Award** – Award presented by the *Puget Sound Business Journal* to recognize rising business leaders under the age of 40.

**2016 Rising Star Award** – Award presented by *Super Lawyers* magazine to top 2.5% of Washington attorneys younger than the age of 40.

**2015 WSBA Courageous Award** – Award presented for “exceptional courage in the face of adversity, thus bringing credit to the legal profession.”

**Defense Meritorious Service Medal** – July 2015. Medal presented upon successful completion of service as Chief of Military Justice at Joint Task Force Guantanamo, Guantanamo Bay, Cuba.

**Joint Service Commendation Medal** – May 2008. Medal presented upon successful completion of service as Liaison Officer to Central Criminal Court of Iraq, Baghdad, Iraq.

**Gonzaga University School of Law Commencement Speech** – May 2005. Selected to deliver commencement address on theme of “Attorneys of Honor, Faith, and Courage.”

## **PRESENTATIONS AND PUBLICATIONS:**

**WSBA Indian Law Section CLE**, Chair, 2014. Coordinate speakers on developments in federal Indian law, sovereign immunity, and gaming matters.

## **PROFESSIONAL ACTIVITIES:**

**WSBA Board of Governors** – At-Large Governor, 2019-Present.

**WSBA Indian Law Section** – Chair, 2013-2014.

**WSBA Professionalism Committee** – Chair, 2012-2013.

**Gonzaga University School of Law Board of Advisors** – Member, 2012-2019.

## **CIVIC PARTICIPATION:**

**Canyon Hills Community Church** – Member, 2010-Present.

**Seattle Navy League** – Board Member, 2016-2019.

## **PERSONAL:**

Two daughters (Libby and Wynie). Avid hiker, water-skier, and history buff.

# WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors  
FROM: Terra Nevitt, Executive Director  
RE: Judges Serving on the WSBA Board of Governors  
DATE: August 12, 2021

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**Discussion:** Should the Board adopt a policy to require the disclosure of *pro tempore* judicial service as a potential conflict of interest?

A WSBA member has expressed the concern that serving on the Board of Governors while serving as a judge *pro tempore* can create a conflict of interest. The Executive Committee does not have a specific recommendation but suggests that the question be advanced to the full Board for discussion and consideration.

The member has proposed the following policy language:

*A state, municipal, or tribal court judge pro tempore who is a practicing attorney shall be eligible to serve on the Board of Governors; provided, (a) any applicant for the Board shall disclose his or her pre-existing judge pro tempore service and any sitting Governor shall disclose his or her potential judge pro tempore service, and (b) the WSBA shall vet any potential conflicts of interest or appearance of fairness issues before any Board applicant becomes a Governor or any sitting Governor accepts a judge pro tempore position.*

For additional information on the legal issues involved, please see the memo drafted by General Counsel Julie Shankland, dated October 12, 2020, which has been provided as confidential materials.

**TO:** WSBA Board of Governors  
**FROM:** Renata de Carvalho Garcia, Chief Regulatory Counsel  
**DATE:** August 4, 2021  
**RE:** Suggested Amendments to Guidelines for Waiver and Appeals of Late Fees and Reinstatement Fees

**FIRST READING:** The Regulatory Services Department presents suggested amendments to the Guidelines for Waiver and Appeals of Late Fees and Reinstatement Fees for first reading to gather comments and feedback from the Board of Governors, the membership, and the public.

**BACKGROUND & PURPOSE:**

Adopted by the Board of Governors in 2010, the Guidelines for Waiver and Appeals of Late Fees and Reinstatement Fees (“Fee Waiver Policy”) describes circumstances, if any, when WSBA employees are permitted to waive or reduce the annual license fees, the late payment fees, and the reinstatement fees (only in the case of reinstatement from administrative suspension for failure to pay license fees). This official Board of Governors policy has not been revised or amended since it was adopted eleven years ago.

The Regulatory Services Department (RSD) is suggesting amendments now to bring the Fee Waiver Policy up to date with changes in financial administration and technology, as well as changes to methods of communication that the WSBA has with its members. In addition, the amendments attempt to define clear, objective criteria for determining when extraordinary personal circumstances apply. Importantly, the policy was evaluated under an equity lens to identify and attempt to mitigate or eliminate any implicit or explicit bias and inequity. Finally, the structure of the policy was evaluated and edited in parts to make it easier to understand and to remove repetitive language.

**EXPLANATION OF KEY AMENDMENTS**

**Extraordinary Personal Circumstances.** There are two significant amendments to the definition of extraordinary personal circumstances. First is a change from “death in the immediate family” to “death of a close family member or close friend”. This change recognizes that people may have close relationships with people other than those traditionally included in the immediate family. In fact, some people have no immediate family but have close friends who they consider to be their “family”. Second is the addition of “extreme financial hardship” as a possible extraordinary circumstance for the waiver or reduction of late fees or reinstatement fees. The standard to assert an extreme financial hardship is the same as that used for the financial hardship exemption for the active license fee under the WSBA Bylaws—less than 200% of the federal poverty level. Not that there weren’t people in this situation before, but these past 16 months or so during the pandemic have really highlighted the need for relief to people who are trying to keep or reinstate their license under difficult financial situations.

**To-Active Investigation/Application Fee.** When a member wants to return to active status from any other status, the member must pay an investigation/application fee to cover the administrative costs of processing the application. This fee, which is currently \$100, was implemented after the adoption of the Fee Waiver Policy. These amendments include this fee and make clear that it cannot be waived or reduced under any circumstances.

**Appeals of Staff Decisions.** The current guidelines have several appeal sections with more or less the same language. The suggested amendments will combine all appeal procedures into one section at the end of the policy. Substantive changes to the appeal section include clarifying that, although the appeal before the Board of Governors is on the written record only, Bar staff may attend the executive session in which the appeal is going to be discussed in order to answer procedural questions from the governors. Bar staff is not to advocate its position in person before the Board of Governors. In addition, the amendments clarify that the issue on appeal is whether the member qualifies for a waiver or reduction under that member's circumstances as the policy and Bylaws exist at that time.

**CONCLUSION**

The RSD would like to hear from the Board of Governors, members and the public, about their concerns, questions, or suggestions regarding amendments to this policy. RSD will then incorporate the feedback and return at the September meeting and potentially seek approval at that time.

**Attachments:**

1. Suggested Amendments to Guidelines for Waiver and Appeals of Late Fees and Reinstatement Fees (blackline copy)
2. Suggested Amendments to Guidelines for Waiver and Appeals of Late Fees and Reinstatement Fees (clean copy)



# WSBA

WASHINGTON STATE BAR ASSOCIATION

## Guidelines Policy for Waiver or Reduction of, or Extension of Payment for ~~and Appeals of~~ Annual License ~~Late Fees~~ and Reinstatement Fees

Approved by the Board of Governors on July 23, 2010 and amended on \*\*\*. ~~October 2010~~

### **Annual License Fees**

#### **Requests to Waive, Reduce or Extend Payment of License Fees**

WSBA members must pay license fees in order to maintain a license to practice law in Washington. In general, license fees cannot be waived or reduced, nor can the time to pay be extended. Other than the Executive Director's ability to grant a hardship exemption as set forth in the WSBA Bylaws, WSBA employees are not authorized to waive, reduce or extend the time to pay the license fee.

~~The Bylaws do provide, however, for a one-time exemption from payment of the annual license fees and assessments by any Active member. The member must meet the conditions set forth in the WSBA Bylaws.~~

### **Late Fees re Annual License Fees**

#### **Requests to Waive, Reduce or Extend Payment of the Late Payment Fee**

WSBA employees are not authorized to extend the time to pay the late payment fee. Staff has WSBA employees have limited discretion in waiving late payment fees. Late payment fees are not waived in the following circumstances:

1. If members claim they did not receive their license packets or email notifications, without evidence that this actually occurred and was due to WSBA error (see below).
2. If a members pays by a check that is returned by the bank for non-sufficient funds (NSF) and ~~the member does~~ subsequently do not pay by the deadline.
3. If members ~~claim financial hardship~~ submit a timely request through their bank to send a check and the bank does not send the check by the deadline.

~~Staff~~ WSBA employees will waive the late payment fee for the following reasons:

1. If WSBA error was the cause, such as failure to correctly process a member's change of address-contact information.
2. If members ~~are able to~~ provide reasonable proof that they made their payments in time even though WSBA has no record of receiving it.
3. If members ~~have had~~ notify the WSBA of extraordinary personal circumstances which that prevented them from handling their mail and financial matters and the timing of these circumstances supported the inability of the members to make making their payments by the due date. Extraordinary personal circumstances ~~would~~ include

a serious medical emergency, a death ~~in the immediate~~ of a close family member or close friend, or a significant health problem, and extreme financial hardship. Extreme financial hardship is defined as annual household income equal to or less than 200% of the federal poverty level as determined based on the member's household income for the calendar year immediately preceding the calendar year for which the member is seeking the request. The WSBA may require reasonable documented proof of the extraordinary personal circumstances.

4. ~~If the member pays by credit card and the member can show that the bank declined the card in error after a second submission, which resulted in the member owing a late fee.~~
5. ~~In rare instances, if members claim they did not receive their license packets and can demonstrate compelling reasons for not being aware of the license fee deadline.~~

### **Appeals of License Fees**

~~License fees must be paid in order to maintain WSBA membership. There are no provisions in the Bylaws for appeals. Staff is not authorized to waive, reduce or extend the time to pay the license fee. Only the Executive Director can grant the one time hardship exemption if the member meets the criteria. There is no appeal of denial of the hardship exemption.~~

### **Appeals of Late Payment Fees**

~~If the member's request to waive late payment fees is denied by staff, the member's last resort is to appeal the decision to the Board of Governors. Written appeals should be submitted to Regulatory Services for inclusion in the Board of Governors meeting materials and must include full documentation and assertion of claims.~~

~~The Board of Governors will only accept documented appeals of staff decisions. The standard for granting the appeal is "documented, exigent circumstances." The Board of Governors will review the petition using the criteria listed below for consideration of waivers of late payment fees:~~

1. ~~Is there a compelling circumstance for the member to not have been aware of the license payment deadline and/or not been able to meet the deadline;~~
2. ~~Is there a reasonable connection between the compelling circumstance and the missed deadline; and,~~
3. ~~Is the documentation adequate to the cause?~~

~~The decision of the Board of Governors is final.~~

## **Reinstatement Fees after Suspension for Non-payment of License Fees**

### **Reinstatement Class and Calculation of Reinstatement Fees**

A member's license can be reinstated from suspension to any membership class status after meeting the requirements for that membership class class changing status after suspension as set forth in the WSBA Bylaws Art. III Sec. K, which includes paying the current license fee and

assessments. Reinstatement after suspension for non-payment of license fees has additional reinstatement fees.

### **Waiver or Reduction of Investigation/Application Fee**

Members must pay an investigation/application fee to apply to return to active status. Investigation fees cannot be waived or reduced.

### **Calculation of Reinstatement Fees after Suspension for Non-payment of License Fees**

The In accordance with the WSBA Bylaws, the reinstatement fee assessed to a member depends on when the member is reinstated.

1. Reinstatement to the same class status prior to suspension:
  - a. If the member requests to be reinstated in the same calendar year that ~~he~~ the license is suspended, the member will need to pay two times the sum of the annual license fee and the late payment fee (~~as well as~~ and the LFCP Client Protection Fund (CPF) Assessment fee for assessment if returning to Active members status).
  - b. If the member requests to be reinstated in a calendar year subsequent to the year in which ~~he~~ the license was suspended, the member will need to pay:
    - i. Two times the sum of the annual license fee and the late payment fee for the year of the suspension (~~Active members also need to pay the annual LFCP Assessment fee and the CPF assessment for the year of suspension if Active at time of suspension-~~); and
    - ii. The license fee for the current year (~~as well as the LFCP Assessment fee for active members and the CPF assessment if returning to Active status~~).
2. Reinstatement to a class status other than Active when the member's license was Active prior to suspension:
  - a. If the member requests to be reinstated in the same calendar year that ~~he~~ the license is suspended, the member will need to pay two times the sum of the Active license fee and the late payment fee, and the ~~LFCP CPF~~ assessment. The member will not have to pay an additional license fee for the new ~~membership~~ class status, because that fee will be covered by the amount of the Active license fee.
  - b. If the member requests to be reinstated in a calendar year subsequent to the year in which ~~he~~ the license was suspended, the member will need to pay:
    - i. two times the sum of the Active license fee and late payment fee for the year of suspension;
    - ii. the ~~LFCP Assessment fee~~ CPF assessment for the year of suspension; and,
    - iii. the license fee for the current year.

### **Circumstances for Reducing Reinstatement Fees**

~~Staff has~~ WSBA employees have limited discretion in waiving reinstatement fees. Reinstatement fees are not waived in the following circumstances:

1. If a member did not understand, at the time of suspension, that the fees would be high.
2. If a member was unaware that the member's license had been suspended for non-payment.

Staff WSBA employees will reduce the reinstatement fee for the following reasons:

1. If WSBA error was the cause, such as failure to correctly process a member's change of address-contact information.
2. If members ~~have documented~~ notify the WSBA of extraordinary personal circumstances ~~which that prevented them from handling their mail and financial matters and the timing of these circumstances supported the inability of the members to paying~~ license fees and/or applying for reinstatement in a timely manner. Extraordinary personal circumstances ~~would~~ include a serious medical emergency, a death ~~in the immediate~~ of a close family member or close friend, or a significant health problem, and extreme financial hardship. Extreme financial hardship is defined as annual household income equal to or less than 200% of the federal poverty level as determined based on the member's household income for the last 12 months or the immediately preceding calendar year. The WSBA may require reasonable documented proof of the extraordinary personal circumstances.

The amount of the reduction in the reinstatement fee will be considered on a case by case basis, based on ~~the number of years~~ length of time in suspended status, the duration of the extraordinary personal circumstances, ~~the length of the emergency~~, and other pertinent factors.

### **Appeals of Reinstatement Fees**

~~If the member's request is denied by staff, the member's last resort is to appeal the decision to the Board of Governors. Written appeals should be submitted to Regulatory Services for inclusion in the Board of Governors meeting materials and must include full documentation and assertion of claims.~~

~~The Board of Governors will only accept documented appeals of staff decisions. The standard for granting the appeal is "documented, exigent circumstances." The Board of Governors will review the petition using the criteria listed below for consideration of waivers of reinstatement fees.~~

1. ~~Is there a compelling circumstance for the member to not have been aware of the member's impending suspension for non-payment of fees and/or not able to pay license fees within 60 days of the mailing of the Pre-suspension Notice;~~
2. ~~Is there a reasonable connection between the compelling circumstance and the missed deadline; and~~
3. ~~Is the documentation adequate to the cause?~~

### **Appeals of Staff Decisions**

If a member's request for a waiver, reduction or extension is denied by staff, the member may appeal the decision to the Board of Governors.

**Appeals must be submitted in writing.** Appeals must be submitted in writing to the Regulatory Services Department for inclusion in the Board of Governors meeting materials. The standard for granting the appeal is documented, exigent circumstances.

**Appeals should be reviewed and decided on the written record.** The Board must review the appeal on the written record in executive session. Staff from the Regulatory Services Department may be present to respond to procedural questions from the Board of Governors but not to advocate its position.

**Issue on appeal.** The issue on appeal before the Board is whether the appellant qualifies for a waiver or reduction under this policy and WSBA Bylaws at the time of the request.

**Criteria for review.** The criteria for reviewing the request are:

1. Is there a compelling circumstance for the member to not have been aware of the license fee payment deadline, to not have been able to meet the license fee deadline, to not have been aware of the member's impending suspension for non-payment of fees, or to not be able to pay license fees within 60 days of the mailing of the Pre-suspension Notice;
2. Is there a reasonable connection between the compelling circumstance and the missed deadline; and
3. Is the documentation adequate to the cause?

The decision of the Board of Governors is final.

*Approved by the Board of Governors on July 23, 2010.*

## **Policy for Waiver or Reduction of, or Extension of Payment for, Annual License and Reinstatement Fees**

*Approved by the Board of Governors on July 23, 2010 and amended on \*\*\*DRAFT 8-4-2021\*\*\*.*

### **Annual License Fees**

#### **Requests to Waive, Reduce or Extend Payment of License Fees**

WSBA members must pay license fees in order to maintain a license to practice law in Washington. In general, license fees cannot be waived or reduced, nor can the time to pay be extended. Other than the Executive Director's ability to grant a hardship exemption as set forth in the WSBA Bylaws, WSBA employees are not authorized to waive, reduce or extend the time to pay the license fee.

### **Late Fees re Annual License Fee**

#### **Requests to Waive, Reduce or Extend Payment of the Late Payment Fee**

WSBA employees are not authorized to extend the time to pay the late payment fee. WSBA employees have limited discretion in waiving late payment fees. Late payment fees are not waived in the following circumstances:

1. If members claim they did not receive their license packets or email notifications, without evidence that this actually occurred and was due to WSBA error (see below).
2. If members pay by check or electronic funds transfer that is returned by the bank for non-sufficient funds (NSF) and subsequently do not pay by the deadline.
3. If members submit a timely request through their bank to send a check and the bank does not send the check by the deadline.

WSBA employees will waive the late payment fee for the following reasons:

1. If WSBA error was the cause, such as failure to correctly process a member's change of contact information.
2. If members provide reasonable proof that they made their payments in time even though WSBA has no record of receiving it.
3. If members notify the WSBA of extraordinary personal circumstances that prevent them from making their payments by the due date. Extraordinary personal circumstances include a serious medical emergency, a death of a close family member or close friend, a significant health problem, and extreme financial hardship. Extreme financial hardship is defined as annual household income equal to or less than 200% of the federal poverty level as determined based on the member's household income for the calendar year immediately preceding the calendar year for which the member is seeking the request. The WSBA may require reasonable documented proof of the extraordinary personal circumstances.

### **Reinstatement after Suspension**

A member's license can be reinstated from suspension to any membership status after meeting the requirements for changing status after suspension as set forth in the WSBA Bylaws Art. III Sec. K, which includes paying the current license fee and assessments. Reinstatement after suspension for non-payment of license fees has additional reinstatement fees.

### **Waiver or Reduction of Investigation/Application Fee**

Members must pay an investigation/application fee to apply to return to active status. Investigation fees cannot be waived or reduced.

### **Calculation of Reinstatement Fees after Suspension for Non-payment of License Fees**

In accordance with the WSBA Bylaws, the reinstatement fee assessed to a member depends on when the member is reinstated.

1. Reinstatement to the same status prior to suspension:
  - a. If the member requests to be reinstated in the same calendar year that the license is suspended, the member will need to pay two times the sum of the annual license fee and the late payment fee (and the Client Protection Fund (CPF) assessment if returning to Active status).
  - b. If the member requests to be reinstated in a calendar year subsequent to the year in which the license was suspended, the member will need to pay:
    - i. Two times the sum of the annual license fee and the late payment fee for the year of the suspension (and the CPF assessment for the year of suspension if Active at time of suspension); and
    - ii. The license fee for the current year (and the CPF assessment if returning to Active status).
2. Reinstatement to a status other than Active when the member's license was Active prior to suspension:
  - a. If the member requests to be reinstated in the same calendar year that the license is suspended, the member will need to pay two times the sum of the Active license fee and the late payment fee, and the CPF assessment. The member will not have to pay an additional license fee for the new status, because that fee will be covered by the amount of the Active license fee.
  - b. If the member requests to be reinstated in a calendar year subsequent to the year in which the license was suspended, the member will need to pay:
    - i. two times the sum of the Active license fee and late payment fee for the year of suspension;
    - ii. the CPF assessment for the year of suspension; and,
    - iii. the license fee for the current year.

### **Circumstances for Reducing Reinstatement Fees**

WSBA employees have limited discretion in waiving reinstatement fees. Reinstatement fees are not waived in the following circumstances:

1. If a member did not understand, at the time of suspension, that the fees would be high.
2. If a member was unaware that the member's license had been suspended for non-payment.

WSBA employees will reduce the reinstatement fee for the following reasons:

1. If WSBA error was the cause, such as failure to correctly process a member's change of contact information.
2. If members notify the WSBA of extraordinary personal circumstances that prevented them from paying license fees or applying for reinstatement in a timely manner. Extraordinary

personal circumstances include a serious medical emergency, a death of a close family member or close friend, a significant health problem, and extreme financial hardship. Extreme financial hardship is defined as annual household income equal to or less than 200% of the federal poverty level as determined based on the member's household income for the last 12 months or the immediately preceding calendar year. The WSBA may require reasonable documented proof of the extraordinary personal circumstances.

The amount of the reduction in the reinstatement fee will be considered on a case by case basis, based on length of time in suspended status, the duration of the extraordinary personal circumstances, and other pertinent factors.

### **Appeals of Staff Decisions**

If a member's request for a waiver, reduction or extension is denied by staff, the member may appeal the decision to the Board of Governors.

**Appeals must be submitted in writing.** Appeals must be submitted in writing to the Regulatory Services Department for inclusion in the Board of Governors meeting materials. The standard for granting the appeal is documented, exigent circumstances.

**Appeals should be reviewed and decided on the written record.** The Board must review the appeal on the written record in executive session. Staff from the Regulatory Services Department may be present to respond to procedural questions from the Board of Governors but not to advocate its position.

**Issue on appeal.** The issue on appeal before the Board is whether the appellant qualifies for a waiver or reduction under this policy and WSBA Bylaws at the time of the request.

**Criteria for review.** The criteria for reviewing the request are:

1. Is there a compelling circumstance for the member to not have been aware of the license fee payment deadline, to not have been able to meet the license fee deadline, to not have been aware of the member's impending suspension for non-payment of fees, or to not be able to pay license fees within 60 days of the mailing of the Pre-suspension Notice;
2. Is there a reasonable connection between the compelling circumstance and the missed deadline; and
3. Is the documentation adequate to the cause?

The decision of the Board of Governors is final.

**WASHINGTON STATE**  
**BAR ASSOCIATION**

**TO:** WSBA Board of Governors  
**FROM:** Executive Director Terra Nevitt  
**DATE:** August 13, 2021  
**RE:** Joint meeting with the Idaho State Bar Board of Commissioners

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Attached, please find information about the Idaho State Bar and its Board of Commissioners for our joint discussion.



***Board of Commissioners***  
(July 2022 - July 2023)

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## Idaho State Bar Overview

The Idaho State Bar (ISB) is a self-governing state agency of Idaho. Portions of the Idaho Code pertaining to the practice of law in Idaho date back to 1881, however, the present “integrated” Bar was established by the Legislature in 1923 and 1925. As an integrated Bar, all attorneys practicing law in Idaho must be licensed by the Idaho State Bar.

The ISB operates under power and authority delegated by the Idaho Supreme Court through its rule-making power and under statutory authority of the Legislature. The Bar is governed by five commissioners, elected from Idaho’s seven judicial districts. Two commissioners are elected from the Fourth District; one represents the First and Second Districts; one the Third and Fifth Districts; and one, the Sixth and Seventh Districts. Commissioners serve staggered three-year terms.

The ISB is financed by license fees paid by each Idaho attorney together with miscellaneous fees and revenues. It is totally self-sufficient and requires no tax dollars. Most of the activities carried out by the ISB are accomplished by the volunteer efforts of individual attorneys working with staff support.

Pursuant to the Idaho Bar Commission Rules, the ISB is responsible for administering the following functions: Admissions, Right to Practice after Admission, Mandatory Continuing Legal Education, Professional Conduct, Client’s Assistance Fund, Fee Arbitration, UPOL, Governance, Specialization and Practice Sections. The ISB also publishes *The Advocate*, a monthly magazine for attorneys and judges across the state, holds an annual meeting, and serves as a statewide referral service for lawyers’ services.

### **REGULATORY FUNCTIONS**

#### **Admissions**

The admissions function includes the application process, character and fitness screening, administration of the Bar exam and the grading process and organizing the admissions ceremonies. Committees: Character and Fitness, licensing legal interns, Reasonable Accommodations and Bar Exam Preparation.

#### **Licensing/Membership**

This function includes the annual licensing process, administering the mandatory CLE, specialization and malpractice insurance requirements, licensing legal interns, tracking pro hac vice petitions and keeping all membership records.

#### **Discipline**

Bar Counsel’s office handles the public’s complaints, concerns or problems with lawyers. This includes dealing with telephone inquiries, investigation, and prosecution of all complaints. Also, this department administers the client assistance fund, fee arbitration cases, and the unauthorized practice of law. The lawyers also answer ethics questions from lawyers and prepare and present ethics CLE programs. Committees: Client Assistance Fund, UPOL, Professional Conduct Board, and Fee Arbitration panels.

## **Governance**

The Board of Commissioners is the governing body of the Bar. The Commissioners meet regularly to oversee the various functions of the Bar. Member input and recommendations are generated through the fall resolution process. This process allows members of the Bar to have the opportunity to recommend changes in rules of the court statutes, policies or rules of the Bar, and to discuss issues of interest or concern. The Idaho State Bar cannot take a position on legislation unless the members have approved the issue during the resolution process.

## **MEMBER SERVICES**

### **Sections**

Sections are created to enhance the skills of the members and serve the interests of the public. Section activities include CLE programs, educational programs for the public, publications and articles, committees to study rule changes, and technical assistance to the Legislature. As of August 2021, the total for ISB section membership is 4,295. Currently, there are 23 sections:

Animal Law	Health Law
Agricultural Law	Idaho Legal History
Appellate Practice	Indian Law
Business & Corporate Law	Intellectual Property Law
Child Protection	Litigation
Commercial Law & Bankruptcy	Professionalism & Ethics
Dispute Resolution	Real Property
Diversity	Taxation, Probate, & Trust Law
Employment & Labor Law	Water Law
Environment & Natural Resources Law	Workers Compensation
Family Law	Young Lawyers
Government & Public Sector Lawyers	

### **District Bar Associations**

There are seven district bar associations. Each year, 7.5% of the license fees collected from each district is returned to the district bar associations. The DBA's generally plan their own activities with limited help from the bar. An orientation is held each spring for new DBA Presidents. The DBA's are an integral part of Bar governance through their involvement in the resolution process.

### **Annual Meeting**

By rule, the ISB must hold an annual meeting each year. The type and length of the meeting is not specified in the rules. The annual meeting is held each year in different locations throughout the state. The meeting generally includes 8-10 CLE programs, 3 or 4 organized meals, a keynote speaker, entertainment, hosted receptions, and award presentations.

### **Communications**

This function includes publishing *The Advocate* and generating information about the various activities, appointments, awards and programs of the bar and foundation. It also involves updating the website and social media, creating brochures, articles, informational pamphlets, and publishing the annual ISB Desk Book, and *The Advocate* Editorial Advisory Board.

## **Lawyer Referral Service**

“The Idaho State Bar’s Lawyer Referral Service connects the public with qualified Idaho attorneys.”

- Helping determine if referral to an attorney is appropriate
- Providing legal information and suggestions of information services
- Introducing public to attorneys charging a reasonable fee, with the initial half hour at a reduced price
- Directing callers of limited means to other sources of assistance
- Notifying attorneys of referrals made to them

To join the service, lawyers pay \$50 for first time participants OR first year attorneys, \$100 for second through fifth years of practice, and \$125 for six years or more in practice. Attorneys complete a registration form indicating the areas they will accept referrals. The attorneys agree to charge only \$35.00 for the first 30-minute consultation. The \$35 fee for administering the service is remitted to the ISB. The LRS is available by phone or online. Callers are screened and many are given information about other agencies/services that may be of assistance. Committee: Lawyer Referral Service. In 2020, the Modest Means program was established, which is intended to connect clients who do not qualify for legal aid services with attorneys who are willing to help clients at a lower rate.

## **Other/Special Programs**

**Awards** - Each year the Bar Commissioners select award recipients in the following areas: Distinguished Lawyer, Distinguished Jurist, Pro Bono, Service, Professionalism, Outstanding Young Lawyer and Section of the Year.

**Casemaker** - A web-based, legal research library available free of charge to all Idaho attorneys. It is an easily searchable, continually updated database of case law, statutes, and regulations.

**Member Benefits** – Numerous discounts and benefits are available to assist you in your practice, enhance your career, expand your professional network, ensure your commitment to the public, provide leadership opportunities and support your everyday lifestyle.

**Mentor Program** - New lawyers can request a mentor to help with the transition from law school to the practice of law. New lawyers are paired with an experienced lawyer for a period of about one year.

**Website** - The Bar website address is [www.isb.idaho.gov](http://www.isb.idaho.gov). The site provides information about the bar, foundation, sections, as well as information for the public.

**Lawyer Assistance Program** - The Bar offers confidential assistance to lawyers suffering from mental health problems, or alcohol or drug dependency.

**Special Task Forces** - Periodically, the Bar Commissioners appoint special task forces to deal with current concerns and issues.

**IALL** - The mission of the Idaho Academy of Leadership for Lawyers (IALL) is to promote diversity and inspire the development of leadership within the legal profession. IALL brings together lawyers from different practice areas with a variety of backgrounds from all across Idaho. IALL builds upon the participant’s leadership skills and promote leadership experiences by:

- Teaching accepted and recognized leadership skills and philosophies;
- Fostering professional relationships within the Idaho legal community and the greater community;
- Promoting professional obligations and community service; and
- Raising awareness among lawyers of the broad range of issues and challenges facing leaders today.

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Governor Alec Stephens, Co-Chair of the Personnel Committee  
**DATE:** August 11, 2021  
**RE:** Climate and Culture Survey Recommendation # 1

**DISCUSSION & ACTION:** Have a presentation and general discussion about the climate and culture survey; a review and possible action on recommendation # 1: The BOG commits to clarify its governance operating model.

In response to the climate survey recommendations, a sub-group of the Personnel Committee (comprised of Governor Brent Williams-Ruth and Governor Sunitha Anjilvel) drafted a response to recommendation # 1. In addition, Governor Higginson provided an article on “The Typical Non-Profit Organizational Structure”. These items are attached.

*Summarize the problem and the proposed solution:*

***The subcommittee seeks to develop a practical document as a kind of restatement that delineates and defines the roles and responsibilities of the BOG, the President of the BOG, WSBA staff, the WSBA executive leadership team, and the Executive Director. This document will be brought by the Personnel Committee to the BOG for revision/approval. Once approved by the BOG the document will be circulated to staff.***

*What is the problem we are trying to solve?*

***WSBA is a unique organization, created by both legislative fiat and court rule and subject to a multiplicity of bylaws rules policies and guidelines a well as a revolving Board of Governors. WSBA also is an organization that relies heavily on staff to fulfill its complex duties towards lawyers across the state of Washington. The work of Staff is the lifeblood of the organization. One clear result of the climate survey was that staff feels that there is a lack of clarity around staff roles as well as the respective roles of the Executive Director, and the Board of Governors including the President and individual governors. Furthermore, it can be said that this issue goes beyond “perception;” lack of clarity on the issue of WSBA’s complex operational structure is to be expected given its unique structure. It is critical for our BOG to be responsive to staff on the issue of role clarification; it will make the organization function in a more positive and productive fashion. When roles and responsibilities are murky, it invites uncertainty and unease within the organization. Staff deserve clearly articulated descriptions of their functions, roles and responsibilities in relation to the BOG. The BOG should commit to provide this for the benefit of the entire organization.***

*What does success look like and how will we measure it?*

***The document that was created is in its formative stages; it is expected that the draft submitted to the Board will be subject to debate, dialogue and revisions by the Board. Success would be a final product approved by the Board and presented to all staff.***

*What are the suggested next steps?*

**It is recommended that the document continue to be developed with a view to it being considered “living and breathing”. The project of generating the document is a hefty task and it is to be hoped that the Personnel Committee will continue its commitment to not just this document but to being responsive to the climate survey as a whole.**

#### Background

The BOG received four recommendations. Action was taken on two of the recommendations at the July 2021 BOG meeting, and action on the other two recommendations are currently underway.

Recommendation # 1: BOG commits to clarify its governance operating model.

- The attached materials were developed in response to this recommendation and is the topic of discussion today.

Recommendation # 2: BOG engages in team development.

- A motion was passed at the July 2021 BOG meeting to adopt the recommendation to engage in team building with one another and with the WSBA Executive Team.

Recommendation # 3: BOG commits to engage in facilitated dialogue with staff about strategic and policy matters.

- A motion was passed at the July 2021 BOG meeting to adopt the recommendation to engage with WSBA staff in quarterly meetings.

Recommendation # 4: BOG engages in strategic planning.

- This work is already underway and being done by the BOG Strategic Planning Council.

#### Stakeholder Input

Following a presentation on the Climate Survey, Stakeholders (WSBA members, WSBA Leadership Team, Staff, and other interested parties) will be invited to provide comments to the Board of Governors. The input may include general observations regarding the Climate Survey, the draft delineation of duties and philosophy of governance, or other questions and comments.

#### Attachments

Attachment 1 – Philosophy of governance

Attachment 2 – Delineation of duties

Attachment 3 – Article

## ATTACHMENT 1

### Board and Officer Roles and Responsibilities

The roles of the WSBA Board of Governors and Officers are set forth in the WSBA Bylaws, Art. IV Governance. (Details about their) Descriptions of specific roles and responsibilities are also (captured) elucidated in various other written WSBA policies and documents, including the Fiscal Policies & Procedures.

The intent of this document is to clarify and delineate the duties of the Board and its Officers.

#### Board of Governors

The Board of Governors is the governing body of the WSBA. Its primary function is to set the policies of the WSBA and to evaluate how well the Executive Director carries them out and accomplishes the mission. WSBA is subject to the plenary authority of the Washington Supreme Court and the Board of Governors authority over WSBA is restricted in some regulatory matters by court rule, order, case law, or statute. The Board exercises its authority through majority vote, except in some cases where a two-thirds majority is required per applicable bylaw. Specific responsibilities include:

- Electing the President-Elect and Treasurer.
- Selecting, supporting, setting the compensation for, and evaluating the performance of the Executive Director.
- Approving the annual budget, monitoring WSBA's financial health, establishing reserves, and ensuring that the WSBA has adequate resources to achieve its strategic goals and fulfill its mission.
- Recommending license fees to the Supreme Court and approving other significant fees such as the Keller Deduction and MCLE fees.
- Approving unbudgeted expenditures and reallocation of budgeted expenditures that are outside of the Executive Director's authority.
- Approving the expenditure of reserve funds, consistent with reserve policies.
- Approving gifts from the Client Protection Fund.
- Selecting an independent auditor and reviewing of the annual audit report.
- Approving a facilities strategy, including approval of decisions to lease or purchase real estate.
- Developing strategic goals. Establishing, supporting, and evaluating progress toward strategic goals.
- Establishing and supporting significant organizational policies, including but not limited to the WSBA Bylaws, Fiscal Policies, and Compensation Plan.
- Establishing ,supporting, and evaluating the work of WSBA entities that are not directly supervised by the Supreme Court or otherwise excluded by court rule or order. Does the Board do this ?
- Establishing, supporting, and supervising WSBA volunteers not appointed by the Supreme Court. Does the Board do this?
- Filling certain vacancies on the Board of Governors. define when this happens
- Ensuring WSBA entities, volunteers, and members of the Board of Governors comply with WSBA policy, applicable laws, regulations, court rules, orders, and case law in the course of their work with WSBA.
- Approving litigation decisions that involve a significant issue of policy.

- Hearing appeals of certain regulatory matters as provided by court rule or order.

### Members of the Board of Governors, Individually

Members of the Board individually carry out the work of the Board of Governors by attending Board meetings, serving on Board committees, panels, or councils, by liaising to other WSBA and external entities, and by engaging with WSBA members. Although members are elected by specific constituencies, as governors they have a duty to act in the best interests of all members of the Bar and the public. Individually, specific responsibilities of each Governor include:

- Attending all meetings of the Board of Governors and staying informed about Board matters by reading relevant materials, seeking additional information as needed, and preparing for discussion.
- Attending all Board committee meetings to which the member is appointed to and staying informed about committee matters by reading relevant materials, seeking additional information as needed, and preparing for discussion.
- Engaging with WSBA members and the communities they serve as well as the public as an ambassador of WSBA and providing information about issues that are or will come before the Board and conveying member viewpoints to the Board.
- Actively serving as a liaison and acting as a resource to WSBA and external entities as appointed by the President and conveying viewpoints and information to the Board.
- Avoid speaking publicly in opposition to positions taken by the Board.
- Avoiding seeking to individually direct the implementation of policies or activities of the WSBA staff including the work of the Executive Director.

### President

The President is the chief spokesperson of WSBA and presides over meetings of the Board of Governors. The President leads the Board in effectively carrying out its roles and responsibilities by establishing a healthy Board culture and working closely with each Board member to make the best use of their strengths and interests. Specific responsibilities include:

- Setting the agenda for Board meetings and presiding over meetings (them) to ensure constructive, high-quality debate.
- Chairing the BOG Executive Committee.
- Leading the Board in establishing strategic goals.
- Facilitating communication between the Board and the Executive Director, including ensuring clear communication of the Board's goals and expectations, and notice of anticipated actions with sufficient time to provide sufficient information to support high-quality decision-making.
- Educating the Board about (its) procedures, strategic goals, responsibilities, and culture.
- Cultivating a culture of direct communication, healthy conflict, respect for all viewpoints, and professionalism.
- Facilitating the resolution of conflict among Board members.
- Acting, in collaboration with the Executive Director, to carry out policies established by the Board of Governors.
- Acting as a liaison between the Board of Governors and the Supreme Court of Washington.
- Presiding over the APEX Awards, 50-Year Lunch and similar events.

- Avoid speaking publicly in opposition to positions taken by the Board.
- Avoid seeking to individually direct the implementation of policies or activities (of the) by WSBA staff, including the work of the Executive Director.

### President-Elect

The President-Elect's primary function is to perform the duties of the President at their request or when the President is otherwise unable to do so. The President-Elect may also be assigned other duties by the President. Specific responsibilities include:

- Setting the meeting BOG meeting schedule for the year they will serve as President.
- Appointing the chairperson for certain WSBA entities for the year they will serve as President.
- Appointing Governors to BOG committees, including appointing the chairs (people), for the year they will serve as President.
- Assigning Governors liaison responsibilities with WSBA and external entities for the year they will serve as President.
- Setting the agenda for the BOG's annual retreat.
- Avoiding seeking to individually direct the implementation of policies or activities (of the) by WSBA staff, including the work of the Executive Director.

### Treasurer

The Treasurer's primary function is to ensure that the Board and officers are informed about the finances of the Bar. The Treasurer will perform the duties of the President if the President-Elect is unable to do so. The Treasurer may also be assigned other duties by the President. Specific responsibilities include:

- Chairing the BOG Budget and Audit committee, including setting the agenda and presiding over committee meetings to ensure constructive, high-quality debate.
- Presenting the final proposed budget and other recommendations of the Budget and Audit Committee to the Board of Governors.
- Establishing deposit and credit relationships, withdrawing WSBA funds, and signing checks.
- Deciding appeals of the Executive Director's decisions with regard to rejecting or modifying an expense reimbursement.
- Reviewing WSBA financial reports and reporting to the Board of Governors about WSBA's financial health.
- Reviewing the Executive Director's expenses, payroll, and benefits reports.
- Approving supplement budget requests from sections that exceed 25% of the sections' annual expense budget or \$1,000, whichever is greater.
- Avoid seeking to individually direct the implementation of policies or activities (of the) by WSBA staff, including the work of the Executive Director.

### Past President

The Past President supports the President and the Board of Governors by providing continuity and is responsible for the training and education of new BOG members and officers. The Past President will perform the duties of the President if the President, President-Elect, and Treasurer are unable to do so. The Past President may also be assigned other duties by the President. Specific responsibilities include:

- Setting the agenda for the annual New Governor Orientation and Team Building Retreat.
- Planning governance, diversity, equity, and inclusion, anti-harassment, and other appropriate training for the Board of Governors throughout the year.
- Avoid seeking to individually direct the implementation of policies or activities (of the) by WSBA staff, including the work of the Executive Director.

#### Executive Director, Secretary

The Executive Director serves as Secretary of the Board of Governors, is the principal administrative officer of the bar, chief of staff, and is responsible for its day-to-day operations, including acting as a spokesperson. The Executive Director is responsible for executing the strategic goals and policies set forth by the Board of Governors. The Executive Director reports directly to the Supreme Court on all regulatory matters. Specific responsibilities include:

- Attending Board of Governor meetings and board committee meetings and supporting decision making by participating in the discussion to provide information and recommendations.
- Supporting the Board of Governors to develop policy and strategic goals, by making recommendations, engaging stakeholders, and assessing fiscal, operational, and other impacts.
- Preparing an annual budget and implementing the approved budget.
- Recommending license and other significant fees and establishing other operational and administrative fees not established by the Supreme Court of Board of Governors.
- Establishing deposit and credit relationships, withdrawing WSBA funds, and signing checks.
- Approving and reporting to the Board of Governors about certain unbudgeted expenses, including, reallocations of budgeted expenditures where the intent is similar or varies slightly; unbudgeted expenditures that are fully offset by unbudgeted revenue or a reallocation of budgeted expenditures up to 5% of the approved operating budget to address operational, regulatory or programmatic needs; and necessary and prudent expenditures to implement WSBA's Disaster Recovery Plan or to maintain WSBA's operations.
- Ensuring the finances of the WSBA are managed in a manner consistent with generally accepted accounting principles and WSBA policy; directing the preparation and reporting of complete and accurate financial statements; and ensuring an annual audit is performed and that the results are made public.
- Taking action to accomplish WSBA's strategic goals and to carry out approved policies and programs.
- Establishing and modifying an organizational structure of staff to accomplish the approved goals, programs, and policies of the WSBA.
- Supervising WSBA Employees, including ensuring a healthy workplace culture, developing, and enforcing HR policies and procedures, hiring, firing, and approving compensation and job specifications within the limits of the approved budget.
- Facilitating communication between the Board and WSBA employees, including ensuring clear communication of the Board's goals and expectations to employees and conveying employee viewpoints to the Board.
- Overseeing the elections of the Board of Governors, including officers.
- Overseeing the recruitment, appointment, and onboarding process of WSBA volunteers. Monitoring volunteers and entities to ensure compliance with WSBA policy, applicable laws,

regulations, court rules, orders, and case law in the course of their work with WSBA and reporting issues to the Board of Governors.

- Acting as an official spokesperson for the WSBA, including communicating with WSBA members, the judiciary, elected officials, and the community at large regarding WSBA matters.
- Avoid speaking publicly in opposition to positions taken by the Board.
- Ensuring the proper performance of all regulatory functions as set forth in the WSBA Bylaws, court rules, court orders, and case law, including the development of procedures to ensure the consistent application of those rules and policies.
- Reporting to the Supreme Court regarding regulatory matters and on other topics as requested by the Board of Governors, the Chief Justice, or the Supreme Court.
- Taking steps to ensure WSBA and its entities are in compliance with all applicable laws, regulations, court rules, orders, and case law.
- Directing litigation that involves the WSBA (is involved with), including retention of outside counsel, except when a litigation decision raises a significant issue of policy, or the Executive Director has a conflict of interest.
- Overseeing the operations of the WSBA, including facilities, insurance, contracting, and developing and executing policies related to health and safety.
- Reporting to the Board of Governors regarding WSBA operations.

DRAFT

***Although not exhaustive this document is intended to enumerate many of the permissive and mandatory functions and duties of the Board of Governors and its Officers.***

President

- Decides when and where the BOG meetings are held.
- Acts generally as a non-voting member of the Board. Votes only when vote affects the result.
- (Decide what goes on) Sets the agenda for BOG meetings, subject to Board ability to take action on any issue raised and seconded by motion.
- Calls special and emergency meetings.
- Presides over BOG meetings, including ruling on points of order, deciding the order of speakers, when to take public comment, and any limits on public comment.
- Excuses absences from Board of Governors meetings.
- Takes action to execute the policies established by the BOG.
- May direct retention of independent counsel.
- Decides when the Executive Committee meetings are held.
- Decide what goes on the agenda for Executive Committee meetings.
- Presides over Executive Committee meetings.
- Speaks (for the ) on behalf of the organization (such as) to various entities including but not limited to the media, legislature, Supreme Court, and the members.
- Writes a column in Bar News
- Provides and an annual report to the membership.
- Represents the organization at legal community events and on external committees such as the Board of Judicial Appeals.
- Represents the organization at internal events such as Section Leader Meetings and Chairs Orientations.
- Supports the Executive Director to ensure the Board is in compliance with the WSBA Bylaws and other policies governing the organization
- Communicates Board action to the Court, to other WSBA entities, and to other external stakeholders.
- Presides over ceremonial events such as local hero awards, APEX awards, professionalism in practice awards, and the 50 Year Lunch.
- Supports and drives an effective, inclusive, and professional culture on the Board of Governors.
- Advises the Executive Director on various matters at the ED's request.
- Signs Board resolutions.
- Facilitate conflict resolution among Board members and between Board members and staff members, when support is sought.
- Works with the ED to resolve conflicts among Board members or among board and staff that don't prove resolvable through facilitated dialogue.
- Participates (along with HR Director and Ombudsperson) to make a threshold determination about whether the facts in a complaint against a Board member, if true, would constitute harassment or discrimination. Upon receipt of a report substantiating discriminatory or

harassing conduct by a member of the Board, decide by majority vote with the HR Director and Ombudsperson on corrective action.

- Co-signs amicus briefs approved by WSBA, alongside author.
- Acts as spokesperson for rule changes proposed to the Court by WSBA.
- Receives notification of significant personnel actions.
- May direct entities to cease public comment.
- Sets the seminar fee schedule, which acts as a ceiling.
- Signs new admittee welcome letter with ED.
- Signs law clerk program certificates with Law Clerk Board Chair.
- Appoints election board for BOG member elections.
- Sign pro bono commendation letters with ED.
- Lobbies for legal aid funding at federal level with Legal Foundation of Washington.
- Leads the Board in establishing strategic goals.
- Presents a report to the membership covering the principal activities of the Board during the President's term.
- Avoid speaking publicly in opposition to positions taken by the Board.
- Avoid individually directing policies or WSBA activities, including the work of the Executive Director.
- Receives written request for review of Executive Director dismissal, along with the Supreme Court.
- Avoid publicly supporting or opposing in any election, any candidate for public office.
- Avoid taking a side publicly on any issue being submitted to the voters, pending before the legislature or otherwise in the public domain unless authorized and instructed to do so by the BOG on a matter relating to the function or purposes of the Bar.

#### President-Elect

- Nominates chairs to WSBA entities for their year as president, subject to Board approval or rejection.
- Appoints members of BOG committees for year as president, with due consideration to Board members' requests.
- Appoints chairs of BOG committees for year as president.
- Appoints BOG members to liaison assignments for year as president.
- Plans annual retreat in July prior to their year as president.
- Participates in onboarding and orientation activities for new members of the Board, including informational sessions for those interested in seeking a position on the Board.
- Sets Board meeting schedule for year as President.
- Avoid speaking publicly in opposition to positions taken by the Board.
- Avoid individually directing policies or WSBA activities, including the work of the Executive Director.
- Performs duties of the President at the request of the President, or in the absence, inability, recusal, or refusal of the President to perform the duties.
- Not a voting member of the Board unless acting in the President's place at a meeting of the BOG and then only if the vote will affect the result.

### Past President

- Collaborates with ED to plan the annual New Governor Orientation and Team Building Retreat (new).
- Plans governance, diversity, equity, and inclusion, anti-harassment, and other appropriate training for the Board of Governors throughout the year.
- Avoids seeking to individually direct the policies or activities of the WSBA, including the work of the Executive Director.
- Performs the duties of the President in the absence, inability, recusal or refusal of the President, President-Elect, and Treasurer.
- Is not a voting member of the BOG except when acting in the President's place at a meeting of the BOG and then only if the vote will affect the result.

### Treasurer

- Approve section budget requests that exceed the larger of 25% of budgeted amounts or \$1,000.00.
- Chair the Budget and Audit Committee, including setting the agenda and presiding over the committee meetings.
- Present the final proposed budget and other recommendations of the Budget and Audit Committee to the Board of Governors
- Reviews WSBA financial reports and reports to the Board of Governors about WSBA's financial health
- Can establish deposit and credit relationships, withdraw funds, and sign checks.
- Reviews the Executive Director's expenses, payroll, and benefits reports.
- Decides appeals of the Executive Director's decisions rejecting or modifying expense reimbursements.
- Avoids seeking to individually direct the policies or activities of the WSBA, including the work of the Executive Director.
- Performs the duties of the President in the absence, inability, recusal, or refusal of the President and the President-Elect.
- Is a voting member of the Board.

### Board of Governors

- Establish new programs and determine when to sunset programs.
- Establish committees, councils, task forces, and work groups to carry out the work of WSBA. Sunset such entities.
- Sunset sections.
- Approves changes to WSBA Bylaws, subject to Court review.
- Revises, adopts, and sunsets significant organizational policies – not operational policies.
- Establishes volunteer reimbursement policies.
- Provides support and guidance to WSBA entities carrying out the work of WSBA by reviewing annual reports and engaging in dialogue.
- Approve amicus requests, upon recommendation of Exec Cmte.

- Approve Budget, upon recommendation of the Budget & Audit Cmte.
- Approve unbudgeted expenses.
- Affirms President-Elect's chair appointments to WSBA entities.
- Removes WSBA volunteers.
- Appoints former governors to investigate allegations against a president, president-elect, or governor that implicate fitness to serve and decides what action to take after receiving a report from the appointed group.
- Establish the Compensation Philosophy for WSBA employees, to be executed by the ED.
- Advise the ED on litigation and settlement strategy in cases that threaten a significant fiscal impact and/or implicate a matter of organizational of policy.
- Can refer legislation to WSBA entities for consideration.
- Approves comment on federal legislation/court rules by WSBA entities.
- Can direct entities to cease public comment.
- Establish the license fee, subject to Court's review for reasonableness.
- Sets law clerk program fees
- Approves MCLE fees
- Hears appeals of denial of late fees.
- Hears appeals from Law Clerk Board decisions.
- Sets MCLE requirements for status changes through WSBA Bylaws.
- Sets admission requirements for status changes through WBSA Bylaws.
- Sets admissions policy including defining "approved law school".
- Approves changes to Section Bylaws.
- approve the per member charge to sections
- Decide investment policy
- Sets member data and contact information policy
- Approve non budgeted expenses and reallocated funds beyond the ED's authority.
- Create reserve funds, establish the policies for them, and determine use of them.
- Choose outside auditor.
- Elect President-Elect and Treasurer
- Select, support, set compensation for, and annually evaluate performance of ED.
- Approve certain Client Protection Fund gifts.
- Approves litigation decisions that have significant budget or policy impact.
- Approves capital projects for facility improvements.
- Approves long term leases for WSBA office space or equipment
- Act in the best interest of the Bar and the public.
- May direct retention of independent counsel.
- Approves or sets significant fiscal policies (includes Budget and Audit Committee Charter, Fiscal Responsibilities Matrix, budget policies and process, selection of independent auditors, investment policy, resolution authorizing banking relationships, unrestricted and restricted fund balance policy, general expense reimbursement policy dollar limits for meals and lodging, purchase of alcohol at bar functions, expense policies for the WSBA Officers and Board of Governors, and Executive Director expense policies).

## Board Members

- Chair a committee to recruit at least two candidates to succeed the governor. Report on this work at the January meeting.
- Appoint volunteers to WSBA entities, upon recommendation of nomination teams.
- Nominate applicants for WSBA committees or Boards when there is not a continuing member from the Governor's district (latter requirement doesn't apply to at-large).
- Notify President and ED of policy and program proposals with sufficient time for analysis to occur, taking into account the scope and novelty of the proposal.
- Attend all Board meetings
- Engage with WSBA members as WSBA ambassador, provide information about issues that are or will come before the Board, and convey the members' viewpoints and information to the Board.
- Primarily obligated to ensure that the Bar fulfills the mandate set forth in General Rule 12.2, carries out the mission of the Bar, and operates in accordance with the Bar's Guiding Principles.
- Bring to the BOG the perspective, values and circumstances of the Governor's district to be applied in the best interest of all members, the public, and the Board
- Bring information to the members that promotes appreciation of actions and issues affecting the membership as a whole, the public, and the organization.
- Avoid speaking publicly in opposition to positions taken by the Board.
- Avoid seeking to individually direct policies or activities of WSBA, including the work of the Executive Director.

## Executive Director

- Responsible for day to day operation of WSBA
- Hiring, managing and terminating WSBA personnel
- Revises, adopts and sunsets operational policies and procedures.
- Receives annual reports from Sections and other WSBA entities.
- Directs litigation. Consulting with Board when there is a potential for significant fiscal impact to the organization and/or a matter of organizational policy is impacted.
- Develops the investigation plan in the event of a whistleblower complaint, subject to approval by the Personnel Committee. Personnel committee creates the plan if the complaint is against the ED.
- Attends BOG Meetings and BOG Committee meetings, including Executive Sessions.
- Negotiates and executes contracts for WSBA.
- Communicates with bar members, the judiciary, elected officials, and the community at large about bar matters.
- Ensure the bar's books are kept in proper order and are audited annually.
- Ensure that the annual audited financial statement is made available to all Active members.
- Collect debts owed to the Bar and assign debts for collection as deemed appropriate.
- Acquires, manages, and disposes of personal property related to the bar's operations within the approved budget.
- Reports to the BOG regarding WSBA operations.
- Ensures minutes are made and kept of all BOG meetings.

- Serves as an officer of the Bar, as an ex officio, non-voting, member of the BOG.
- Controls the WSBA Seal.
- Accepts petitions, notices or other documents the Bylaws require to be filed with the Bar or served on the Board of Governors.
- Receives member change of required information, within 10 days of change.
- Keeps records of required member information, including: physical residence address; principal office address, telephone number and email address; resident agent physical street address; date of admittance; type and status of membership; date of transfer(s) from one status to another, if any; date and period of administrative suspension, if any; date and period of disciplinary actions or sanctions, if any; other data required by the Washington Supreme Court or Board of Governors.
- One of three persons who tallies President and President-Elect votes and may accept confidential telephonic vote from Governor who participated in the interview.
- Sets the time and place of New Governor Orientation.
- Receives Petitions for recall of Governors.
- May call a BOG Special or Emergency Meeting.
- Must receive notice of a BOG Special Meeting
- May set the location of an emergency meeting.
- Member of the Board of Governors Executive Committee.
- Receives Referenda Petitions, prepares ballots and sets deadlines for filing of statements.
- Maintains a list of current committees, councils, and taskforces, including their functions.
- Maintains a list of the current regulatory boards and their functions.
- Maintains a list of current sections.
- Receives petition and report seeking to establish new sections.
- Receives annual reports from all Sections.
- Receives requests for Keller arbitrations
- In the event of a whistleblower complaint, develop a response and/or action plan to address any recommendations as well as remedial action and discipline as appropriate.
- Conducts and provides analysis to Board on proposals before the Board, including fiscal impact, stakeholder analysis and input, rule compliance, and implementation implications.
- Declares disaster to trigger implementation of Disaster Recovery Plan; updates disaster recovery plan.
- Decides Public Records appeals pursuant to GR 12.4.
- Decides member exemptions from the requirement to provide a public address.
- Can refer legislation to WSBA entities for consideration.
- Can direct entities to cease public comment.
- Grants hardship exemption for license fees.
- Approves armed forces exemption.
- Decides when to waive or modify repayment of discipline costs.
- Signs recommendations for administrative suspension
- Signs new admittee welcome letter with President.
- Sign pro bono commendation letters with President.
- Permanent member of the Budget and Audit Facilities Advisory Committee

- Supports Board policy development and strategic goals by making recommendations, engaging stakeholder, and assessing fiscal, operational, legal, and other impacts.
- Prepares annual budget and implements the approved budget.
- Serves as ex officio, non-voting member of Budget and Audit Committee (along with Chief Financial Officer)
- Recommends license and other significant fees and establish other operational and administrative fees not established by the Supreme Court or the Board of Governors.
- Approves reimbursement requests and service and program fees including (advertising rates, public records copy fees, fees for sale of member contact information, sales price of CLE and WSBA publications and other WSBA merchandise.
- Sets adjustments to employee salaries within adopted compensation plan.
- Approves grants to WSBA and in kind contributions of WSBA to the Foundation
- Can establish deposit and credit relationships, withdraw WSBA funds, sign checks, invest funds in accordance with the investment policy, and transfer funds between established accounts.
- Approves unbudgeted expenditure that are offset by unbudgeted revenue, or reallocation of budgeted expenditures where there is a change of intent up to \$10,000 per item, or up to \$50,000 collectively during the fiscal year, where the overall bottom line of the annual budget is not affected (including approval of new programs or significant expansions, but not long term commitments or future obligations).
- Approves necessary and prudent expenditures to implement WSBA's Disaster Recovery Plan or to maintain WSBA's operations
- Compiles and review section budgets, with CFO.
- Engages the approved auditing firm and initiate a competitive bid process prior to the end of the six-year period.
- Consults with CFO when an immediate change in investment strategy is recommended by WSBA's investment managers.
- Approve license fee refunds.
- Approve deviations from the fiscal policy due to extenuating circumstances in accordance with the Fiscal Matrix.
- Approves reimbursement requests from the prior fiscal year-with the CFO.
- Approves, preliminarily, a request exceeding the Accommodation funds set during the budgeting process, so long as the funds are available within the current fiscal year budget.
- Approves all employee overnight stays at BOG meetings.
- Approves reimbursement for expenses not otherwise described in the policy when reasonable, necessary, appropriately documented and explained.
- Approves midyear employee cost center allocation changes.
- May approve travel advances upon a director's recommendation.
- May approve expenses for certain employee parties and celebrations.
- Approves exceptions to the limits on officer and Governor attendance at bar-related events
- Approves reimbursements for lodging and meal expenses about WSBA rates with appropriate supporting receipts.
- Approves donations from WSBA committees and boards to entities such as other bar associations, legal organizations, or outside causes.

- Supports all grant applications.
- Office of the Executive Director oversees administration of the executive functions of the WSBA.
- Can approve overtime for nonexempt employees.
- Full administrative authority to set personnel policies and salaries, to employee and to terminate employment of staff.
- Final decision on all definitions and interpretations involving the Employee Handbook.
- Consults with the HR Director to evaluate and place positions in job grades.
- Authorize revisions to policies and procedures covered in the Employee Handbook.
- Enter into written agreements for employment for a specified period of time, or inconsistent with employment at will.
- Receives confidential comments about supervisors, directors, or other conditions of work during employee performance evaluations.
- Can receive employee complaints of sexual or other harassment, including retaliation.
- Address written employee complaints expressing dissatisfaction with supervisor's resolution of conflict. Executive Director investigations and will review and discuss with employee as soon as possible.
- Receive Whistleblower complaints from employees.
- Approves employee resignation withdrawals.
- Approves requests to unlock the elevators during non-business hours.
- Authorize other employees to enter into contracts.
- May approve employee vacation schedules.
- May require employees with over 160 hours of accrued vacation to use the leave on an approved schedule.
- May close the WSBA Offices for severe snow/weather or civil disruptions.
- Approves unpaid leaves of absences for personal reasons.
- Determines licenses that WSBA will reimburse.
- May authorize employees to make statements contrary to the Board of Governors position.
- Decides appeals of the HR Director's decision relating to parking spaces for employees.
- Receives notification from employees who are convicted under any criminal drug statute for a violation occurring in the workplace.
- Takes action to accomplish WSBA's strategic goals and to carry out approved policies and programs.
- Establishes and modifies an organizational structure of staff to accomplish the approved goals, programs, and policies of the WSBA.
- Facilitates communication between the Board and WSBA employees, including ensuring clear communication of the Board's goals and expectations to employees and conveying employee viewpoints to the Board.
- Oversees the elections of the Board of Governors, including officers.
- Overseeing the recruitment, appointment and onboarding process of WSBA volunteers. Monitoring volunteers and entities to ensure compliance with WSBA policy, applicable laws, regulations, court rules, orders, and case law in the course of their work with WSBA and reporting issues to the Board of Governors.

- Acts as an official spokesperson for the WSBA, including communicating with WSBA members, the judiciary, elected officials, and the community at large regarding WSBA matters and is not required to obtain prior approval from the BOG before doing so.
- Avoids speaking publically in opposition to positions taken by the Board.
- Ensures the proper performance of all regulatory functions as set forth in the WSBA Bylaws, court rules, court orders, and case law, including the development of procedures to ensure the consistent application of those rules and policies.
- Reports to the Supreme Court regarding regulatory matters and on other topics as requested by the Board of Governors, the Chief Justice, or the Supreme Court.
- Takes steps to ensure WSBA and its entities are in compliance with all applicable laws, regulations, court rules, orders, and case law.
- Oversees the operations of the WSBA, including facilities, insurance, contracting, and developing and executing policies related to health and safety.
- Engaging consultants to facilitate work of WSBA, consistent with approved budget.
- Avoids taking sides or public positions on issues being submitted to the voters or pending before the legislature unless authorized by the Board of Governors as authorized in the Bylaws.
- Avoids publicly supporting or opposing, in an election, any candidate for public elective office in the State of Washington the prerequisites for which include being an attorney, except where the candidate is immediate family.

DRAFT

# The Typical Non-Profit Organizational Structure

Small Business | Business Models & Organizational Structure | Types of Organizational Structure

By **Lisa Magloff** Updated February 06, 2019

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The exact structure of a nonprofit organization depends partly on where it is incorporated – some states have their own requirements for the number of directors or other officers of the nonprofit. However, the basic structure of a nonprofit is generally the same everywhere. The structure is divided into three functional areas—governance, programs and administration – and then further subdivided within each area, depending on the purpose and goals of the nonprofit.

## Governance of Nonprofits

Nonprofits are governed by the board of directors. The size of the board of directors can vary from three to more than 50. Each state has rules that set the minimum size of the board but the exact size of the board and the number of times that it meets each year changes from one organization to another, depending on the needs of the organization.

Board members of nonprofits are generally not paid, but they may receive any compensation that is allowed by the organization's bylaws. The board is accountable for the policies of the organization and is given powers by the organizations' Articles of Incorporation. The board's work is coordinated by the chair and the board may organize itself into various committees responsible for carrying out different operations.

## **Administration of Nonprofits**

The administration is made up of the staff that oversee all programs. Nonprofit administration usually includes an executive director, or president, and office personnel. The executive director is responsible for liaising with the board and for carrying out their instructions, as well as for overseeing the people who run the programs of the nonprofit. According to a study by Texas-based consultant Convio, this type of centralized structure is the most successful for nonprofits.

## **Programs and Types of Work**

Most nonprofits are founded to carry out certain specific types of work, for example, running a homeless shelter or raising money to provide clean drinking water in developing countries. The organization is structured into various program areas to carry out this work and achieve its goals. Each program area may then have its own department head, or assistant director. Typical program areas may include fund-raising, operations, development, human resources, volunteer coordinator, marketing, or publicity and planning. The program heads report to the chief executive and may have any number of staff members under them.

## **Unique Management Areas**

Nonprofits typically have several types of management areas that may not exist in for-profit companies. These may include fundraising and grant writing, volunteer programs and public policy. Some of these areas, such as fundraising, may be handled by the executive director, or an entire department, headed by an assistant director. Some nonprofit organizations may also have a program director, or assistant director, in charge of ensuring the organization is meeting ethical requirements set out in its bylaws and is liaising with the local community.

## **State Governing Rules**

Many states have rules governing the structure of nonprofits. These generally have to do with the number of directors who sit on the board.

For example, in Texas, the Business Organizations Code requires nonprofit organizations to have at least three directors, one president and one secretary. It also states that the same person cannot be the president and secretary. Officers and directors must also be natural persons and not corporations. California only requires nonprofits to have one director although it is quite common for organizations in the state to have three or more directors.

## Dividing Duties Between Board and Staff

A nonprofit organization is hierarchical in structure by fiat. Every nonprofit has a board of directors that is the ultimate responsible body for the organization. In the beginning of the nonprofit's existence it is common for the board members to wear different hats and function also in the staff capacity. As soon as it is feasible, most boards designate or hire their first chief executive who then manages the daily affairs. The chief executive reports to the board and other staff hired later on report to the chief executive. The structure defines accountability but everyone working together for the same objective is what makes these partnerships succeed.

### Primary roles of board

When defining the role of the board, it is important to remember that the role refers to the group, not to the individual board members. The board functions as a team. Individual board members inherently have no authority – no individual rights – over the organization but must assume accountability for their own actions. The governing body together has three main foci:

**Direction** – The board guards the mission of the organization and, through guidelines, steers it in the right direction.

**Oversight** – The board monitors the activities, the health, and the ethical behavior in the organization.

**Resources** – The board ensures that the organization is well-equipped to fulfill its mission – adequate finances, capable staff, and esteemed reputation.

### Primary role of staff

When the board hires the first chief executive, it delegates the daily management to that person. Maintaining a regular contact with the board and particularly the chair, the chief executive keeps the board informed about the issues and activities that are part of the life in the organization. In fact, the board would have great difficulties making well-rounded decisions without constant input from the chief staff person. The rest of the staff – in due time – will help the chief executive more efficiently implement the directives the board has set.

### Working together

It is not always easy or even possible to draw a clear line between governance and management. The board's duties are colored by its monitoring role. The chief executive, on the other hand, alone is responsible for making things happen with the help of the rest of the staff. However, both sides need

each other's support – and availability, when requested – without veering off to micromanagement or 'über-control.' Constructive partnership is built on knowing when to act alone, when to help – or ask for help, and trusting the partner to do the same.

## **Specific responsibilities**

### **Oversight**

Board: Health and success of the organization

- Drafts and/or approves broad policies to guide and protect the organization, board, and staff
- Monitors that all legal requirements get proper attention
- Hires the chief executive and delegates to him or her the daily operations
- Expects regular and objective reports from staff

Chief executive: Programs and administration

- Oversees daily operations
- Hires staff and delegates operational responsibilities to them
- Shares good and bad news with the board

### **Planning and evaluation**

Board: Strategic framework for the organization

- Adopts an overall strategic mindset by focusing on the big issues that matter most
- Actively participates in strategic sessions and retreats
- Annually evaluates the performance of the chief executive and determines appropriate compensation
- Evaluates its own performance regularly - at least every three to four years
- Via staff reports assesses the organization's achievement of its goals

Chief executive: Strategic and operational plans

- Ensures that strategic planning happens with the board's appropriate involvement
- Leads operational planning and approves the plans for the staff
- Ensures a process for staff performance exists, approves staff compensation, and evaluates his or her own performance

### **Finances**

Board: Fiduciary duty over the organization

- Makes sure adequate financial expertise is secured on the board

Sets overall fiscal policies and ensures appropriate internal controls  
Approves the annual budget and monitors carefully the financial reports  
Hires an auditor and reviews the audit in an executive session with the auditor

Chief executive: Financial management

With the help of the financial staff, prepares the annual budget and provides the board with regular financial statements

With staff, handles the daily financial operations and monitors cash flow

Defines financial policies and procedures for all daily money transactions

**Fundraising**

Board: Fundraising policies

Drafts gift-acceptance policies and personal giving guidelines for board members

Actively participates in the overall fundraising efforts as directed by development staff

During capital campaigns takes a lead in securing the campaign's success

Chief executive: Fundraising plan

Drafts (with development staff) a development plan, oversees its implementation, and involves the board in fundraising

Acts as the main representative of the organization and (when there is no development director) communicator with major funders

**Board recruitment and development**

Board:

Through the governance committee ensures that the board's composition reflects the organization's needs: actively cultivates new recruits

Drafts board specific policies and ensures the bylaws are applicable

Incorporates governance training, including orientation, into regular board schedule

Chief executive:

Assigns staff to support the board in committees and in meeting, orientation, and retreat preparation

Identifies potential new board members

# WASHINGTON STATE BAR ASSOCIATION

## MEMO

**Date:** August 10, 2021  
**To:** Board of Governors  
**From:** Chief Communications and Outreach Officer Sara Niegowski  
**About:** WSBA Career Center: History and Information

**Background:** Until 2015, the WSBA reserved space in *Bar News* for paid job postings. We made the decision to move to an online platform due to a variety of reasons, most importantly the disconnect between the magazine’s lead time to get to press and the time-sensitivity of job postings—by the time an issue was printed and mailed and in members’ hands, the position listed was often already filled, making job posters feel that their money was wasted; this time-lag problem was exacerbated if for any reason an issue was delayed getting to the printer. The number of ads was another consideration: *Bar News* pays for every page printed, and print space is at a premium, while online space is unlimited. In addition, an online platform allows job seekers to carefully parse and manage specific job searches. See below for some of the benefits provided to job seekers.

**How it works:** WSBA partners with YM Careers (part of Community Brands) to offer the WSBA Career Center ([jobs.wsba.org](http://jobs.wsba.org)). WSBA receives 70% of the profit from sales originating from our Job Board; we also have other products from which we receive 20% to 40% of the profits (for instance, if a YM rep refers an employer from a different Job Board/jurisdiction to also post on WSBA’s Job Board). We continuously cross promote to and from the Career Center; for instance, we feature links to the Career Center in *Bar News* and *Take Note*, as well as on [the WSBA website page with job seeking assistance resources](#), and the Career Center refers job seekers back to the WSBA website for resources. We also send targeted tips/emails to job seekers who signed up for such alerts via the Career Center.

A recent snapshot shows we have 2,449 active employers and 7,295 active job seekers who have affirmatively registered with Career Center, and 314 active jobs posted.

The Career Center also offers free services to WSBA members who register as job seekers: It provides resume review, a [personalized job search tool](#), and recommends career opportunities to job seekers based on their prior searches. Twice a month a “Job Flash” email goes out to all registered job seekers listing all current postings. Job seekers can view job openings, post a resume, and set up personalized searches in order to receive email notices about job openings that match their skills and desires. These are services that WSBA does not have the staff or expertise to provide.

**Revenue:** Revenue from job postings on the Career Center goes to the *Bar News* cost center and defrays the costs of printing and mailing the magazine.

2015	2016	2017	2018	2019	2020	2021 (as of June)
\$81,223	\$82,418	\$124,928	\$189,943	\$186,953	\$134,543	\$128,506

**Rates for Employers and Current Discounts:** The rate for a 30-day job posting is \$499, with options for additional add-ons and access (there are also bulk rates). [Here is the complete list of products.](#)

**50-percent discount:** In response to the pandemic, in May 2020, we set up a 30-day trial of 50-percent discounted rate for nonprofit and small firm employers posting job ads; we used Take Note and *Bar News* to inform the membership about the discount.

We have continued to extend this discount throughout the pandemic (it currently will run through 12/31/2021) and also extended it to government employers. When prospective employers go to the Career Center [“products” page for employers](#) they see this language:

**SPECIAL DISCOUNT AVAILABLE THROUGH 12/31/2021 for nonprofits, government, and small firms.** The Washington State Bar Association does not want pricing to be a barrier to posting jobs as you navigate the effects of the COVID-19 crisis. Please contact Mike Credit at 727-497-6565 Ext 3332 or [michael.credit@communitybrands.com](mailto:michael.credit@communitybrands.com) for more information on this discount.

Other pricing factors:

- We have instructed our sales rep to construe “nonprofits, government, and small firms” liberally in determining eligibility for the 50-percent discount and to notify us any time a potential job poster still finds the cost prohibitive so that we can find a solution. WSBA has complete discretion to vary pricing in particular circumstances.
- The WSBA also has the option to offer one-time or ongoing discounts (or even free ads), depending, perhaps, on strategic goals and/or member need. For example, perhaps a discount is warranted for public defender and prosecutor posts, given the tremendously increased case load and need to staff up in the aftermath of the *Blake* decision. Most importantly, we want to apply discounts in a uniform and fair way.
- YM Careers also mines the internet for applicable legal job postings, which it converts into Career Center job postings—this is to ensure our job seekers have a large number of postings to consider. This is an automated process that results in job postings being included on the Career Center site at no cost to the employers; these employers do not, however, have control over formatting or length of time the position appears on the site.

**TO:** WSBA Board of Governors  
**CC:** Terra Nevitt, Executive Director  
**FROM:** Kevin Plachy, WSBA Advancement Department Director  
Margeaux Green, WSBA Practice Management Assistance Advisor  
**DATE:** August 12, 2021  
**RE:** Update on Fastcase and Casemaker Merger/Research Tools

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### Background

The Washington State Bar Association (WSBA) currently provides two research tool options to our members; Casemaker and Fastcase. In February, 2020, the Budget and Audit Committee recommended that we continue with the two research tools and renew both contracts and the board affirmed their recommendation in March, 2020 (see memo from the March BOG meeting in materials). We are currently contracted with Fastcase through December 2023 and are on a month to month contract with Casemaker.

Earlier this year Fastcase and Casemaker announced that their companies were merging. Over the past several months we have received more specific information about how the merger of the two companies will impact the two research tools. The Casemaker research tool will be eliminated and Fastcase will remain. We were informed by Fastcase about a month ago that their intention is to discontinue Casemaker effective September 1<sup>st</sup>.

We have communicated this to the members via Take Note and we have also targeted communications to the approximately 550 Casemaker users specifically, informing them that Casemaker is scheduled to be taken down in early September and encouraging them to switch to Fastcase. Casemaker has also added a notification on a splash page that pops up when members login to Casemaker.

Fastcase is providing us with specific resources to help members with the transition including webinars on transitioning from Casemaker to Fastcase and free webinars on the use of the Fastcase research tool.

### Moving Forward

We are under contract with Fastcase through December, 2023. Fastcase has offered us the option of adding Docket Alarm to our existing platform for an additional \$1.00 per member. This would result in an additional \$41k expense annually. Fastcase has also agreed to convert and maintain our Casemaker Libra Deskbook subscription platform in the Fastcase research tool.

After previewing Docket Alarm we have concerns with the shortage of state filings and the fact that several analytics are behind paywalls (meaning members would have to pay additional fees to obtain the analytics). Until some of these issues are worked through it is our not our intention to add Docket Alarm at this time.

The Casemaker contract will end when the service is discontinued in September. Under our current contract with Fastcase we pay \$1.75 per member (approximately \$71,314 per year). Under the Casemaker contract we pay approximately \$65,000.00 per year.

Our focus over the short term is to vigorously support members in transitioning to Fastcase. The elimination of the Casemaker contract will yield a savings of approximately \$65,000.00 annually to WSBA. Over the next two years we will be able to work with Fastcase to assess their service offerings. At the time of renewal at the end of 2023 we will have a much better understanding of member satisfaction with Fastcase and the viability of extending our contract and possibly adding services or considering other legal research providers.

Respectfully Submitted,

Kevin Plachy, WSBA Advancement Department Director  
Margeaux Green, WSBA Practice Management Assistance Advisor

**WASHINGTON STATE**  
**BAR ASSOCIATION**

**TO:** WSBA Board of Governors

**FROM:** Daniel D. Clark, WSBA Treasurer & 4<sup>th</sup> District Governor

**DATE:** March 4, 2020

**RE:** March BOG meeting B & A Recommendation re: Approval of Budget Considerations for Legal Research Member Benefits (Casemaker & Fastcase).

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**ACTION/DISCUSSION :** Recommendation of Budget and Audit Committee to Board of Governors to approve option "C" renewal of contracts for vendors for Casemaker and Fastcase for FY 2021 Budget.

The Budget and Audit Committee unanimously voted at its February 24, 2020 meeting to recommend to the full Board of Governors approval of option C to continue contracting with vendors for Fastcase and Casemaker, which are the two providers of legal research and writing software that are currently offered to WSBA members as a member benefit as part of their license fees. Further information regarding this Agenda item is included in the following.

Respectfully,

Dan Clark

WSBA Treasurer/4<sup>th</sup> District Governor

[DanClarkBoG@yahoo.com](mailto:DanClarkBoG@yahoo.com)

(509) 574-1207 (office)

(509) 969-4731 (cell)

Memo

**To:** Budget & Audit Committee, Board of Governors

**From:** Destinee Evers, Practice Management Assistance Advisor  
Paris Eriksen, Member Services and Engagement Manager  
Kevin Plachy, Interim Director, Advancement Department

**Date:** February 24, 2020

**RE:** Budget Considerations for Legal Research Member Benefits (Casemaker and Fastcase)

**Summary**

The contracts for WSBA’s legal research benefits, Casemaker and Fastcase, are set to expire later this year (October and December 2020, respectively).<sup>1</sup> The Budget and Audit Committee and Board of Governors are asked to determine whether to renew these member benefits.

**Recommendation and Budget Options**

Below are the following options for continuing this member benefit:

	<b>OPTION A</b> Casemaker Only	<b>OPTION B</b> Fastcase Only	<b>OPTION C</b> Casemaker & Fastcase	<b>OPTION D</b> Casemaker & Fastcase (with Docket Alarm add-on)
Existing Budget	-	-	\$136,436	-
FY21 Budget (If Selected)	\$64,992 <sup>2</sup> commencing 10/1/2020	\$71,199 <sup>3</sup> commencing 12/1/2020	\$136,191 <sup>4</sup>	\$176,876
Annual Cost Equivalent for the Member <sup>5</sup>	\$1.60	\$1.75 <sup>6</sup>	\$3.35	\$4.35 (an additional \$1.00 per member for the add-on)

We recommend that the Board renew the contracts for both vendors (Options C or D) for three more years. Both platforms are new to the membership—Casemaker just upgraded to Casemaker 4 in January and Fastcase went live to members in February 2019. In this short time, we have been happy with member usage rates and believe that an additional three years would provide more time for member outreach and evaluation of the two tools.

<sup>1</sup> For more discussion, see the Update re: Legal Research Tools attached to the January Executive Director’s Report: Meeting Materials, Board of Governors (Jan. 16–17) pp. 30–33.

<sup>2</sup> Casemaker has offered to keep the contract price-as is if we renew again.

<sup>3</sup> The Fastcase license fee is calculated based on the number of members licensed as of August 1 of each year. All membership numbers shown here are calculated based on August 1, 2019, which was 40,685.

<sup>4</sup> The existing Fastcase term goes through October and November of our FY21. The new contract would start in December of FY21, and will fluctuate a small amount depending on the August 2020 licensing count.

<sup>5</sup> Calculated as the budget cost divided by 40,685 members (membership count as of 8/1/2019). This would be for the entire year.

<sup>6</sup> Our existing contract allows for a 4% increase after the expiration of our contract, but Fastcase has offered to waive that provision for the next three years. The budget amount fluctuates slightly based on the number of members licensed in that term.

Both vendors have agreed to maintain the existing price, therefore the budget would be relatively the same between this year and next (Option C). There is an additional add-on option (Option D) that would increase the budget by approximately \$40,685, or \$1.00 per member. Option D includes the existing research services with Casemaker and Fastcase, and would expand the Fastcase library to include some court documents, such as legal briefs or complaints. This Fastcase “add-on” would be a valuable benefit for members.

### About Docket Alarm and the Fastcase Add-On

Docket Alarm is a standalone product that delivers court filings, docket updates, and other litigation tools.<sup>7</sup> Fastcase acquired Docket Alarm in 2018<sup>8</sup> and has been developing an integration between Docket Alarm and the Fastcase legal research platform.

When we initially considered Fastcase as a member benefit in 2018, one of the options was a proposal to include a Docket Alarm feature as part of the Fastcase member benefit, for an additional add-on fee. The B&A Committee recommended this option to the Board of Governors.<sup>9</sup> However, the add-on was in the early stages of development and was not expected to be available that fiscal year. For that reason, we recommended that the Board wait to consider the add-on when it was closer to launch.<sup>10</sup>

Now, Fastcase is finalizing development and believes that the add-on will be available before the start of FY21 (October 1, 2010).

### What the Fastcase Add-On Would Be

As discussed above, this Fastcase Add-On would expand the Fastcase database available within the Fastcase legal research platform. Right now, when members log into Fastcase,<sup>11</sup> our contract provides members access to court opinions, statutes, and regulations for Washington State, Federal, and any other states (“primary law”).

With the add-on, the database would be expanded to include searchable copies of reference materials such as legal briefs, motions, and pleadings that have been filed in court. These materials would be accessed within the Fastcase platform itself along with the existing primary law materials there now. Members who desire access to other state court filings, or wish to utilize the full features of Docket Alarm (such as docket alerts, etc.), would be able to purchase a separate subscription with Fastcase to expand the scope of their member benefit.

### Limitations of the Fastcase Add-On

The add-on would likely include access to court filings for Washington state courts and Federal courts. However, as discussed below, not every document would be available due to court restrictions on public access.

#### 1. Federal PACER Access Restrictions.

At this time, federal court filings are only available electronically if those documents are first purchased through PACER. Once a document is purchased, it can be stored and shared.

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<sup>7</sup> See the Docket Alarm website at <https://www.docketalarm.com/features>.

<sup>8</sup> <https://www.fastcase.com/press/fastcase-expands-legal-analytics-capabilities-with-docket-alarm-acquisition/>.

<sup>9</sup> Public Session Minutes, Board of Governors Meeting (Nov. 16, 2018) p. 5.

<sup>10</sup> Public Session Minutes, Board of Governors Meeting (Nov. 16, 2018) pp. 5–6.

<sup>11</sup> Log in at <http://www.mywsba.org/PersonifyEbusiness/wsbaauthentication.aspx?destination=fastcase>.

The Fastcase Add-On would include access to all Washington federal courts in theory, but only documents that had been purchased (by any Fastcase or Docket Alarm user) would be in the database. This does not necessarily mean that the database would be scarce—just that not every document would be available for free.

2. **Limited Washington Superior Courts.** Docket Alarm—and the Fastcase Add-On—works by pulling documents online using an automated system. For state courts, Fastcase obtains docket filings from the court websites so long as the filings are available online without paywall.<sup>12</sup>

In Washington State, our appellate court dockets are available online so those should be available. However, each county clerk administers the courts in its region and at this time, most superior courts restrict access to online records.

We believe that even with these limitations, the overall benefit of the Fastcase Add-On would help members in their legal research and the relative cost of \$1.00 per member would offer a good value.

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<sup>12</sup> This is unlike the Fastcase process for federal courts because state courts vary too much in terms of the process or interface for records access; Fastcase will not be establishing payment integrations with each state court system.

# WASHINGTON STATE BAR ASSOCIATION

## WSBA MISSION

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

## WSBA GUIDING PRINCIPLES

The WSBA will operate a well-managed association that supports its members and advances and promotes:

- **Access to the justice system.**  
*Focus: Provide training and leverage community partnerships in order to enhance a culture of service for legal professionals to give back to their communities, with a particular focus on services to underserved low and moderate income people.*
- **Diversity, equality, and cultural understanding throughout the legal community.**  
*Focus: Work to understand the lay of the land of our legal community and provide tools to members and employers in order to enhance the retention of minority legal professionals in our community.*
- **The public’s understanding of the rule of law and its confidence in the legal system.**  
*Focus: Educate youth and adult audiences about the importance of the three branches of government and how they work together.*
- **A fair and impartial judiciary.**
- **The ethics, civility, professionalism, and competence of the Bar.**

## MISSION FOCUS AREAS

### Ensuring Competent and Qualified Legal Professionals

- Cradle to Grave
- Regulation and Assistance

### Promoting the Role of Legal Professionals in Society

- Service
- Professionalism

## PROGRAM CRITERIA

- Does the Program further either or both of WSBA’s mission-focus areas?
- Does WSBA have the competency to operate the Program?
- As the mandatory bar, how is WSBA uniquely positioned to successfully operate the Program?
- Is statewide leadership required in order to achieve the mission of the Program?
- Does the Program’s design optimize the expenditure of WSBA resources devoted to the Program, including the balance between volunteer and staff involvement, the number of people served, the cost per person, etc?

## 2016 – 2018 STRATEGIC GOALS

- **Equip members with skills for the changing profession**
- **Promote equitable conditions for members from historically marginalized or underrepresented backgrounds to enter, stay and thrive in the profession**
- **Explore and pursue regulatory innovation and advocate to enhance the public’s access to legal services**

**GR 12**  
**REGULATION OF THE PRACTICE OF LAW**

The Washington Supreme Court has inherent and plenary authority to regulate the practice of law in Washington. The legal profession serves clients, courts, and the public, and has special responsibilities for the quality of justice administered in our legal system. The Court ensures the integrity of the legal profession and protects the public by adopting rules for the regulation of the practice of law and actively supervising persons and entities acting under the Supreme Court's authority.

*[Adopted effective September 1, 2017.]*

**GR 12.1**  
**REGULATORY OBJECTIVES**

Legal services providers must be regulated in the public interest. In regulating the practice of law in Washington, the Washington Supreme Court's objectives include: protection of the public; advancement of the administration of justice and the rule of law; meaningful access to justice and information about the law, legal issues, and the civil and criminal justice systems;

- (a) transparency regarding the nature and scope of legal services To be provided, the credentials of those who provide them, and the availability of regulatory protections;
- (b) delivery of affordable and accessible legal services;
- (c) efficient, competent, and ethical delivery of legal services;
- (d) protection of privileged and confidential information;
- (e) independence of professional judgment;
- (f) Accessible civil remedies for negligence and breach of other duties owed, disciplinary sanctions for misconduct, and advancement of appropriate preventive or wellness programs;
- (g) Diversity and inclusion among legal services providers and freedom from discrimination for those receiving legal services and in the justice system.

*[Adopted effective September 1, 2017.]*

**GR 12.2**  
**WASHINGTON STATE BAR ASSOCIATION: PURPOSES, AUTHORIZED  
ACTIVITIES, AND PROHIBITED ACTIVITIES**

In the exercise of its inherent and plenary authority to regulate the practice of law in Washington, the Supreme Court authorizes and supervises the Washington State Bar Association's activities. The Washington State Bar Association carries out the administrative responsibilities and functions expressly delegated to it by this rule and other Supreme Court rules and orders enacted or adopted to regulate the practice of law, including the purposes and authorized activities set forth below.

- (a) Purposes: In General. In general, the Washington State Bar Association strives to:

- (1) Promote independence of the judiciary and the legal profession.
- (2) Promote an effective legal system, accessible to all.
- (3) Provide services to its members and the public.
- (4) Foster and maintain high standards of competence, professionalism, and ethics among its members.
- (5) Foster collegiality among its members and goodwill between the legal profession and the public.
- (6) Promote diversity and equality in the courts and the legal profession.
- (7) Administer admission, regulation, and discipline of its members in a manner that protects the public and respects the rights of the applicant or member.
- (8) Administer programs of legal education.
- (9) Promote understanding of and respect for our legal system and the law.
- (10) Operate a well-managed and financially sound association, with a positive work environment for its employees.
- (11) Serve as a statewide voice to the public and to the branches of government on matters relating to these purposes and the activities of the association and the legal profession.

(b) Specific Activities Authorized. In pursuit of these purposes, the Washington State Bar Association may:

- (1) Sponsor and maintain committees and sections, whose activities further these purposes;
- (2) Support the judiciary in maintaining the integrity and fiscal stability of an independent and effective judicial system;
- (3) Provide periodic reviews and recommendations concerning court rules and procedures;
- (4) Administer examinations and review applicants' character and fitness to practice law;
- (5) Inform and advise its members regarding their ethical obligations;
- (6) Administer an effective system of discipline of its members, including receiving and investigating complaints of misconduct by legal professionals, taking and recommending appropriate punitive and remedial measures, and diverting less serious misconduct to alternatives outside the formal discipline system;
- (7) Maintain a program, pursuant to court rule, requiring members to submit fee disputes to arbitration;
- (8) Maintain a program for mediation of disputes between members and others;
- (9) Maintain a program for legal professional practice assistance;
- (10) Sponsor, conduct, and assist in producing programs and products of continuing legal education;

- (11) Maintain a system for accrediting programs of continuing legal education;
- (12) Conduct examinations of legal professionals' trust accounts;
- (13) Maintain a fund for client protection in accordance with the Admission and Practice Rules;
- (14) Maintain a program for the aid and rehabilitation of impaired members;
- (15) Disseminate information about the organization's activities, interests, and positions;
- (16) Monitor, report on, and advise public officials about matters of interest to the organization and the legal profession;
- (17) Maintain a legislative presence to inform members of new and proposed laws and to inform public officials about the organization's positions and concerns;
- (18) Encourage public service by members and support programs providing legal services to those in need;
- (19) Maintain and foster programs of public information and education about the law and the legal system;
- (20) Provide, sponsor, and participate in services to its members;
- (21) Hire and retain employees to facilitate and support its mission, purposes, and activities, including in the organization's discretion, authorizing collective bargaining;
- (22) Establish the amount of all license, application, investigation, and other related fees, as well as charges for services provided by the Washington State Bar Association, and collect, allocate, invest, and disburse funds so that its mission, purposes, and activities may be effectively and efficiently discharged. The amount of any license fee is subject to review by the Supreme Court for reasonableness and may be modified by order of the Court if the Court determines that it is not reasonable;

(23) Administer Supreme-Court-created boards in accordance with General Rule 12.3.

(c) Activities Not Authorized. The Washington State Bar Association will not:

- (1) Take positions on issues concerning the politics or social positions of foreign nations;
- (2) Take positions on political or social issues which do not relate to or affect the practice of law or the administration of justice; or
- (3) Support or oppose, in an election, candidates for public office.

*[Adopted effective July 17, 1987; amended effective December 10, 1993; September 1, 1997; September 1, 2007; September 1, 2013; September 1, 2017.]*

**GR 12.3**  
**WASHINGTON STATE BAR ASSOCIATION ADMINISTRATION**  
**OF SUPREME COURT-CREATED BOARDS AND COMMITTEES**

The Supreme Court has delegated to the Washington State Bar Association the authority and responsibility to administer certain boards and committees established by court rule or order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions.

*[Adopted effective September 1, 2007; amended effective September 1, 2017.]*

**GR 12.4**  
**WASHINGTON STATE BAR ASSOCIATION ACCESS TO**  
**RECORDS**

(a) Policy and Purpose. It is the policy of the Washington State Bar Association to facilitate access to Bar records. A presumption of public access exists for Bar records, but public access to Bar records is not absolute and shall be consistent with reasonable expectations of personal privacy, restrictions in statutes, restrictions in court rules, or as provided in court orders or protective orders issued under court rules. Access shall not unduly burden the business of the Bar.

(b) Scope. This rule governs the right of public access to Bar records. This rule applies to the Washington State Bar Association and its subgroups operated by the Bar including the Board of Governors, committees, task forces, commissions, boards, offices, councils, divisions, sections, and departments. This rule also applies to boards and committees under GR 12.3 administered by the Bar. A person or entity entrusted by the Bar with the storage and maintenance of Bar records is not subject to this rule and may not respond to a request for access to Bar records, absent express written authority from the Bar or separate authority in rule or statute to grant access to the documents.

(c) Definitions.

(1) "Access" means the ability to view or obtain a copy of a Bar record.

(2) "Bar record" means any writing containing information relating to the conduct of any Bar function prepared, owned, used, or retained by the Bar regardless of physical form or characteristics. Bar records include only those records in the possession of the Bar and its staff or stored under Bar ownership and control in facilities or servers. Records solely in the possession of hearing officers, non-Bar staff members of boards, committees, task forces, commissions, sections, councils, or divisions that were prepared by the hearing officers or the members and in their sole possession, including private notes and working papers, are not Bar records and are not subject to public access under this rule. Nothing in this rule requires the Bar to create a record that is not currently in possession of the Bar at the time of the request.

(3) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation in paper, digital, or other format.

(d) Bar Records--Right of Access.

(1) The Bar shall make available for inspection and copying all Bar records, unless the record falls within the specific exemptions of this rule, or any other state statute (including the Public Records Act, chapter 42.56 RCW) or federal statute or rule as they would be applied to a public agency, or is made confidential by the Rules of Professional Conduct, the Rules for Enforcement of Lawyer Conduct, the Admission to Practice Rules and associated regulations, the Rules for Enforcement of Limited Practice Officer Conduct, General Rule 25, court orders or protective orders issued under those rules, or any other state or federal statute or rule. To the extent required to prevent an unreasonable invasion of personal privacy interests or threat to safety or by the above-referenced rules, statutes, or orders, the Bar shall delete identifying details in a manner consistent with those rules, statutes, or orders when it makes available or publishes any Bar record; however, in each case, the justification for the deletion shall be explained in writing.

(2) In addition to exemptions referenced above, the following categories of Bar records are exempt from public access except as may expressly be made public by court rule:

(A) Records of the personnel committee, and personal information in Bar records for employees, appointees, members, or volunteers of the Bar to the extent that disclosure would violate their right to privacy, including home contact information (unless such information is their address of record), Social Security numbers, driver's license numbers, identification or security photographs held in Bar records, and personal data including ethnicity, race, disability status, gender, and sexual orientation. Membership class and status, bar number, dates of admission or licensing, addresses of record, and business telephone numbers, facsimile numbers, and electronic mail addresses (unless there has been a request that electronic mail addresses not be made public) shall not be exempt, provided that any such information shall be exempt if the Executive Director approves the confidentiality of that information for reasons of personal security or other compelling reason, which approval must be reviewed annually.

(B) Specific information and records regarding

(i) internal policies, guidelines, procedures, or techniques, the disclosure of which would reasonably be expected to compromise the conduct of disciplinary or regulatory functions, investigations, or examinations;

(ii) application, investigation, and hearing or proceeding records relating to lawyer, Limited Practice Officer, or Limited License Legal Technician admissions, licensing, or discipline, or that relate to the work of ELC 2.5 hearing officers, the Board of Bar Examiners, the Character and Fitness Board, the Law Clerk Board, the Limited Practice Board, the MCLE Board, the Limited License Legal Technician Board, the Practice of Law Board, or the Disciplinary Board in conducting investigations, hearings or proceedings; and

(iii) the work of the Judicial Recommendation Committee and the Hearing Officer selection panel, unless such records are expressly categorized as public information by court rule.

(C) Valuable formulae, designs, drawings, computer source code or object code, and research data created or obtained by the Bar.

(D) Information regarding the infrastructure, integrity, and security of computer and telecommunication networks, databases, and systems.

(E) Applications for licensure by the Bar and annual licensing forms and related records, including applications for license fee hardship waivers and any decision or determinations on the hardship waiver applications.

(F) Requests by members for ethics opinions to the extent that they contain information identifying the member or a party to the inquiry.

Information covered by exemptions will be redacted from the specific records sought. Statistical information not descriptive of any readily identifiable person or persons may be disclosed.

### (3) Persons Who Are Subjects of Records.

(A) Unless otherwise required or prohibited by law, the Bar has the option to give notice of any records request to any member or third party whose records would be included in the Bar's response.

(B) Any person who is named in a record, or to whom a record specifically pertains, may present information opposing the disclosure to the applicable decision maker.

(C) If the Bar decides to allow access to a requested record, a person who is named in that record, or to whom the records specifically pertains, has a right to initiate review or to participate as a party to any review initiated by a requester. The deadlines that apply to a requester apply as well to a person who is a subject of a record.

### (e) Bar Records--Procedures for Access.

(1) General Procedures. The Bar Executive Director shall appoint a Bar staff member to serve as the public records officer to whom all records requests shall be submitted. Records requests must be in writing and delivered to the Bar public records officer, who shall respond to such requests within 30 days of receipt. The Washington State Bar Association must implement this rule and adopt and publish on its website the public records officer's work mailing address, telephone number, fax number, and e-mail address, and the procedures and fee schedules for accepting and responding to records requests by the effective date of this rule. The Bar shall acknowledge receipt of the request within 14 days of receipt, and shall communicate with the requester as necessary to clarify any ambiguities as to the records being requested. Records requests shall not be directed to other Bar staff or to volunteers serving on boards, committees, task forces, commissions, sections, councils, or divisions.

### (2) Charging of Fees.

(A) A fee may not be charged to view Bar records.

(B) A fee may be charged for the photocopying or scanning of Bar records according to the fee schedule established by the Bar and published on its web site.

(C) A fee not to exceed \$30 per hour may be charged for research services required to fulfill a request taking longer than one hour. The fee shall be assessed from the second hour onward.

(f) Extraordinary Requests Limited by Resource Constraints. If a particular request is of a magnitude or burden on resources that the Bar cannot fully comply within 30 days due to constraints on time, resources, and personnel, the Bar shall communicate this information to the requester along with a good faith estimate of the time needed to complete the Bar's response. The Bar must attempt to reach

agreement with the requester as to narrowing the request to a more manageable scope and as to a timeframe for the Bar's response, which may include a schedule of installment responses. If the Bar and requester are unable to reach agreement, the Bar shall respond to the extent practicable, clarify how and why the response differs from the request, and inform the requester that it has completed its response.

(g) Denials. Denials must be in writing and shall identify the applicable exemptions or other bases for denial as well as a written summary of the procedures under which the requesting party may seek further review.

(h) Review of Records Decisions.

(1) Internal Review. A person who objects to a record decision or other action by the Bar's public records officer may request review by the Bar's Executive Director.

(A) A record requester's petition for internal review must be submitted within 90 days of the Bar's public records officer's decision, on such form as the Bar shall designate and make available.

(B) The review proceeding is informal, summary, and on the record.

(C) The review proceeding shall be held within five working days. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date.

(2) External Review. A person who objects to a records review decision by the Bar's Executive Director may request review by the Records Request Appeals Officer (RRAO) for the Bar.

(A) The requesting party's request for review of the Executive Director's decision must be deposited in the mail and postmarked or delivered to the Bar not later than 30 days after the issuance of the decision, and must be on such form as the Bar shall designate and make available.

(B) The review will be informal and summary, but in the sole discretion of the RRAO may include the submission of briefs no more than 20 pages long and of oral arguments no more than 15 minutes long.

(C) Decisions of the RRAO are final unless, within 30 days of the issuance of the decision, a request for discretionary review of the decision is filed with the Supreme Court. If review is granted, review is conducted by the Chief Justice of the Washington Supreme Court or his or her designee in accordance with procedures established by the Supreme Court. A designee of the Chief Justice shall be a current or former elected judge. The review proceeding shall be on the record, without additional briefing or argument unless such is ordered by the Chief Justice or his or her designee.

(D) The RRAO shall be appointed by the Board of Governors. The Bar may reimburse the RRAO for all necessary and reasonable expenses incurred in the completion of these duties, and may provide compensation for the time necessary for these reviews at a level established by the Board of Governors.

(i) Monetary Awards Not Allowed. Attorney fees, costs, civil penalties, or fines may not be awarded under this rule.

(j) Effective Date of Rule.

(1) This rule goes into effect on July 1, 2014, and applies to records that are created on or after that date.

(2) Public access to records that are created before that date are to be analyzed according to other court rules, applicable statutes, and the common law balancing test; the Public Records Act, chapter 42.56 RCW, does not apply to such Bar records, but it may be used for nonbinding guidance.

*[Adopted effective July 1, 2014; amended effective September 1, 2017.]*

**GR 12.5  
IMMUNITY**

All boards, committees, or other entities, and their members and personnel, and all personnel and employees of the Washington State Bar Association, acting on behalf of the Supreme Court under the Admission and Practice Rules, the Rules for Enforcement of Lawyer Conduct, or the disciplinary rules for limited practice officers and limited license legal technicians, shall enjoy quasi-judicial immunity if the Supreme Court would have immunity in performing the same functions.

*[Adopted effective January 2, 2008; amended effective September 1, 2017.]*

**2020-2021**  
**WSBA BOARD OF GOVERNORS MEETING SCHEDULE**

MEETING DATE	LOCATION	POTENTIAL ISSUES / SOCIAL FUNCTION	AGENDA ITEMS DUE FOR EXEC COMMITTEE MTG	EXECUTIVE COMMITTEE MTG 9:00 am–12:00 pm	BOARD BOOK MATERIALS DEADLINE
November 13-14, 2020	Webcast & Teleconference	BOG Meeting	October 20, 2020	October 26, 2020	October 28, 2020
January 14-15, 2021	Webcast & Teleconference	BOG Meeting	December 8, 2020	December 14, 2020	December 30, 2020
March 18-19, 2021 March 19, 2021	Webcast & Teleconference	BOG Meeting	February 23, 2021	March 1, 2021	March 3, 2021
April 16-17, 2021	Davenport Hotel Spokane, WA	BOG Meeting	March 23, 2021	March 29, 2021	March 31, 2021
May 20-21, 2021	Location TBD Seattle, WA	BOG Meeting	April 27, 2021	May 3, 2021	May 5, 2021
July 15, 2021 July 16-17, 2021	Hilton Portland Downtown Portland, OR	BOG Retreat BOG Meeting	June 22, 2021	June 28, 2021	June 30, 2021
August 20-21, 2021	Hilton Garden Inn Boise, ID	BOG Meeting	July 27, 2021	August 2, 2021	August 4, 2021
September 23-24, 2021	Location TBD Olympia, WA  Temple of Justice	BOG Meeting BOG Meeting with Supreme Court	August 24, 2021	August 30, 2021	September 8, 2021

Note – In-person meetings are dependent upon Covid-19 state guidance on in-person gatherings.

The Board Book Material Deadline is the final due date for submission of materials for the respective Board meeting. Please notify the Executive Director's office in advance of possible late materials. Refer to 1305 BOG Action Procedure on how to bring agenda items to the Board.

This information can be found online at: [www.wsba.org/About-WSBA/Governance/Board-Meeting-Schedule-Materials](http://www.wsba.org/About-WSBA/Governance/Board-Meeting-Schedule-Materials)



# WSBA Board of Governors CONGRESSIONAL DISTRICT MAP



**Kyle Sciuchetti**  
President



**Brian Tollefson**  
President-Elect



**Rajeev Majumdar**  
Immediate Past  
President



**Terra Nevitt**  
Executive Director  
& Secretary

2020-2021



**Sunitha Anjilvel**  
Governor District 1



**Carla Higginson**  
Governor District 2



**Brett Purtzer**  
Governor District 6



**Matthew Dresden**  
Governor District 7-North



**Jean Kang**  
Governor District 7-South



**Brent Williams-Ruth**  
Governor District 8



**Bryn Peterson**  
Governor District 9



**Thomas A. McBride**  
Governor District 10



**P.J. Grabicki**  
Governor District 5



**Dan Clark**  
Governor District 4



**Lauren Boyd**  
Governor District 3



**Hunter Abell**  
Governor At-Large



**Russell Knight**  
Governor At-Large



**Alec Stephens**  
Governor At-Large

## **BASIC CHARACTERISTICS OF MOTIONS**

*From: The Complete Idiot's Guide to Robert's Rules  
The Guerilla Guide to Robert's Rules*

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
1. Fix the time to which to adjourn	Sets the time for a continued meeting	No	Yes	No <sup>1</sup>	Yes	Majority
2. Adjourn	Closes the meeting	No	Yes	No	No	Majority
3. Recess	Establishes a brief break	No	Yes	No <sup>2</sup>	Yes	Majority
4. Raise a Question of Privilege	Asks urgent question regarding to rights	Yes	No	No	No	Rules by Chair
5. Call for orders of the day	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. Lay on the table	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. Previous question	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. Limit or extend limits of debate	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. Postpone to a certain time	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority <sup>3</sup>
10. Commit or refer	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. Amend an amendment (secondary amendment)	Proposes a change to an amendments	No	Yes	Yes <sup>4</sup>	No	Majority
12. Amend a motion or resolution (primary amendment)	Proposes a change to a main motion	No	Yes	Yes <sup>4</sup>	Yes	Majority
13. Postpone indefinitely	Kills the motion	No	Yes	Yes	No	Majority
14. Main motion	Brings business before the assembly	No	Yes	Yes	Yes	Majority

*1 Is debatable when another meeting is scheduled for the same or next day, or if the motion is made while no question is pending*

*2 Unless no question is pending*

*3 Majority, unless it makes question a special order*

*4 If the motion it is being applied to is debatable*



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## Discussion Protocols Board of Governors Meetings

### Philosophical Statement:

“We take serious our representational responsibilities and will try to inform ourselves on the subject matter before us by contact with constituents, stakeholders, WSBA staff and committees when possible and appropriate. In all deliberations and actions we will be courageous and keep in mind the need to represent and lead our membership and safeguard the public. In our actions, we will be mindful of both the call to action and the constraints placed upon the WSBA by GR 12 and other standards.”

### Governor’s Commitments:

1. Tackle the problems presented; don’t make up new ones.
2. Keep perspective on long-term goals.
3. Actively listen to understand the issues and perspective of others before making the final decision or lobbying for an absolute.
4. Respect the speaker, the input and the Board’s decision.
5. Collect your thoughts and speak to the point – sparingly!
6. Foster interpersonal relationships between Board members outside Board events.
7. Listen and be courteous to speakers.
8. Speak only if you can shed light on the subject, don’t be repetitive.
9. Consider, respect and trust committee work but exercise the Board’s obligation to establish policy and insure that the committee work is consistent with that policy and the Board’s responsibility to the WSBA’s mission.
10. Seek the best decision through quality discussion and ample time (listen, don’t make assumptions, avoid sidebars, speak frankly, allow time before and during meetings to discuss important matters).
11. Don’t repeat points already made.
12. Everyone should have a chance to weigh in on discussion topics before persons are given a second opportunity.
13. No governor should commit the board to actions, opinions, or projects without consultation with the whole Board.
14. Use caution with e-mail: it can be a useful tool for debating, but e-mail is not confidential and does not easily involve all interests.
15. Maintain the strict confidentiality of executive session discussions and matters.



## **BOARD OF GOVERNORS**

### **WSBA VALUES**

Through a collaborative process, the WSBA Board of Governors and Staff have identified these core values that shall be considered by the Board, Staff, and WSBA volunteers (collectively, the “WSBA Community”) in all that we do.

To serve the public and our members and to promote justice, the WSBA Community values the following:

- Trust and respect between and among Board, Staff, Volunteers, Members, and the public
- Open and effective communication
- Individual responsibility, initiative, and creativity
- Teamwork and cooperation
- Ethical and moral principles
- Quality customer-service, with member and public focus
- Confidentiality, where required
- Diversity and inclusion
- Organizational history, knowledge, and context
- Open exchanges of information



## BOARD OF GOVERNORS

### GUIDING COMMUNICATION PRINCIPLES

In each communication, I will assume the good intent of my fellow colleagues; earnestly and actively listen; encourage the expression of and seek to affirm the value of their differing perspectives, even where I may disagree; share my ideas and thoughts with compassion, clarity, and where appropriate confidentiality; and commit myself to the unwavering recognition, appreciation, and celebration of the humanity, skills, and talents that each of my fellow colleagues bring in the spirit and effort to work for the mission of the WSBA. Therefore, I commit myself to operating with the following norms:

- ◆ I will treat each person with courtesy and respect, valuing each individual.
- ◆ I will strive to be nonjudgmental, open-minded, and receptive to the ideas of others.
- ◆ I will assume the good intent of others.
- ◆ I will speak in ways that encourage others to speak.
- ◆ I will respect others' time, workload, and priorities.
- ◆ I will aspire to be honest and open in all communications.
- ◆ I will aim for clarity; be complete, yet concise.
- ◆ I will practice "active" listening and ask questions if I don't understand.
- ◆ I will use the appropriate communication method (face-to-face, email, phone, voicemail) for the message and situation.
- ◆ When dealing with material of a sensitive or confidential nature, I will seek and confirm that there is mutual agreement to the ground rules of confidentiality at the outset of the communication.
- ◆ I will avoid triangulation and go directly to the person with whom I need to communicate. (If there is a problem, I will go to the source for resolution rather than discussing it with or complaining to others.)
- ◆ I will focus on reaching understanding and finding solutions to problems.
- ◆ I will be mindful of information that affects, or might be of interest or value to, others, and pass it along; err on the side of over-communication.
- ◆ I will maintain a sense of perspective and respectful humor.



## BOARD OF GOVERNORS

Anthony David Gipe  
President

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e-mail: [adgipeWSBA@gmail.com](mailto:adgipeWSBA@gmail.com)

November 2014

## BEST PRACTICES AND EXPECTATIONS

### ❖ Attributes of the Board

- Competence
- Respect
- Trust
- Commitment
- Humor

### ❖ Accountability by Individual Governors

- Assume Good Intent
- Participation/Preparation
- Communication
- Relevancy and Reporting

### ❖ Team of Professionals

- Foster an atmosphere of teamwork
  - Between Board Members
  - The Board with the Officers
  - The Board and Officers with the Staff
  - The Board, Officers, and Staff with the Volunteers
  
- We all have common loyalty to the success of WSBA

### ❖ Work Hard and Have Fun Doing It

*Working Together to Champion Justice*

**TO:** WSBA Board of Governors  
**FROM:** Ayanna Colman, MCLE Board Chair  
Adelaine Shay, WSBA MCLE Manager  
**DATE:** August 13, 2021  
**RE:** MCLE Board Adopted Policies – Notification

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### **Notification Summary**

Pursuant to Washington Supreme Court Admission and Practice Rule (APR) 11 (d)(2)(ii) the MCLE Board is notifying the Board of Governors of two policies adopted at its August 6, 2021 meeting. The attached policies are intended to provide guidance in the administration of the newly adopted APR 11 amendment and will become effective 60 days from promulgation.

**APR 11 (d)(2)(ii):** Policies. The MCLE Board may adopt policies to provide guidance in the administration of APR 11 and the associated regulations. The MCLE Board will notify the Board of Governors and the Supreme Court of any policies that it adopts. Such policies will become effective 60 days after promulgation by the MCLE Board.

### **MCLE Board Policy – Implementation of New Ethics Credit**

This policy establishes 2023-2025 as the first reporting period required to report and certify the new requirement. The policy is intended to allow time for WSBA staff to develop tracking mechanisms in the MCLE database for certification and course accreditation according to the new requirements. In addition, this policy provides time to notify both licensed legal professionals and CLE sponsors of the new requirement.

### **MCLE Board Policy – Credit Carryover**

This policy clarifies that while all ethics credit earned in excess of the reporting period requirement will be carried over as ethics credit in accordance with APR 11(c)(7), a new equity requirement must be earned in each reporting period. This policy is consistent with the current administration of ethics carryover credits which is that excess ethics credits carryover in its broader, general definition. (e.g. activities that relate to: the ethical risks to practice associated with diagnosable mental health issues, Rules of Professional Conduct, diversity and antibias as it relates to the legal system, etc... all carryover as “ethics” credit.)

### **Attachments:**

- MCLE Board Policy – Implementation of New Ethics Credit
- MCLE Board Policy – Credit Carryover



**BOARD POLICY : Implementation of the New Ethics Credit**

The Supreme Court adopted Order No. 25700-A-1349, which amended APR 11(c)(1)(ii) and APR 11(f)(2), to require licensed legal professionals to earn one credit in the category of equity, inclusion, and the mitigation of both implicit and explicit bias (hereinafter referred to as “equity credit”). The MCLE Board issues the following policy to clarify which MCLE reporting period will be the first required to report the new equity credit.

1. The MCLE Board will track the new equity credit—as outlined in APR 11(c)(1)(ii) and APR 11(f)(2)—starting with the 2023-2025 MCLE reporting period. Licensed legal professionals in the 2023-2025 and subsequent MCLE reporting periods will be required to report and certify fulfillment of the equity credit requirement.

**BOARD POLICY: Ethics Credit Carryover**

The Supreme Court adopted order NO. 25700-A-1349, which amended APR 11(c)(1)(ii) and APR 11(f)(2), to require licensed legal professionals to earn one credit in the category of equity, inclusion, and the mitigation of both implicit and explicit bias (hereinafter referred to as “equity credit”). The MCLE Board issues the following policy to clarify ethics carryover credit. The MCLE Board has determined the following:

1. Equity credit earned in excess of the reporting period requirement may be carried over as ethics credit in accordance with APR 11(c)(7), but a new equity credit must be earned in each reporting period.

**WASHINGTON STATE**  
**B A R A S S O C I A T I O N**

# Financial Reports

(Unaudited)

## Year to Date June 30, 2021

Prepared by Maggie Yu, Controller  
Submitted by  
Jorge Perez, Chief Financial Officer  
July 19, 2021

Washington State Bar Association Financial Summary  
 Compared to Fiscal Year 2021 Budget  
 For the Period from June 1, 2021 to June 30, 2021

Category	Actual Revenues	Reforecasted Revenues	Actual Indirect Expenses	Reforecasted Indirect Expenses	Actual Direct Expenses	Reforecasted Direct Expenses	Actual Total Expenses	Reforecasted Total Expenses	Actual Net Result	Reforecasted Net Result
Access to Justice	-	-	164,769	212,533	10,100	53,204	174,869	265,737	(174,869)	(265,737)
Administration	4,289	6,786	812,630	1,099,780	7,454	15,140	820,084	1,114,920	(815,795)	(1,108,134)
Admissions/Bar Exam	1,100,580	1,115,296	604,127	843,354	81,814	268,696	685,940	1,112,050	414,639	3,246
Advancement FTE	-	-	175,251	239,496	-	-	175,251	239,496	(175,251)	(239,496)
Bar News	429,198	457,200	257,297	353,019	314,515	447,864	571,813	800,883	(142,615)	(343,683)
Board of Governors	-	-	158,816	215,830	78,196	199,698	237,012	415,528	(237,012)	(415,528)
Communications Strategies	-	-	335,892	461,876	18,429	71,302	354,322	533,177	(354,322)	(533,177)
Communications Strategies FTE	-	-	165,223	224,154	-	-	165,223	224,154	(165,223)	(224,154)
Covid 19	-	-	-	-	(945)	-	(945)	-	945	-
Discipline	103,061	96,337	4,294,158	5,757,972	85,405	149,655	4,379,564	5,907,627	(4,276,503)	(5,811,290)
Diversity	135,000	135,374	208,292	278,750	1,517	22,440	209,809	301,190	(74,809)	(165,816)
Foundation	-	-	91,250	125,210	3,100.00	5,000	94,350	130,210	(94,350)	(130,210)
Human Resources	-	-	363,726	385,934	-	-	363,726	385,934	(363,726)	(385,934)
Law Clerk Program	186,101	213,668	74,936	108,864	29	1,374	74,966	110,238	111,135	103,430
Legislative	-	-	87,983	121,266	27,992	28,767	115,975	150,033	(115,975)	(150,033)
Licensing and Membership Records	355,443	352,086	435,873	592,011	21,873	23,909	457,745	615,920	(102,302)	(263,834)
Licensing Fees	12,582,890	16,318,268	-	-	-	-	-	-	12,582,890	16,318,268
Limited License Legal Technician	28,478	28,054	80,123	126,595	6,787.50	7,825	86,911	134,420	(58,433)	(106,367)
Limited Practice Officers	157,945	200,770	45,889	78,920	13,405	15,089	59,293	94,010	98,652	106,760
Mandatory CLE	769,009	839,250	339,550	511,743	127,779	147,237	467,330	658,980	301,679	180,271
Member Assistance Program	8,676	9,000	68,275	127,000	1,051.00	1,075	69,326	128,075	(60,650)	(119,075)
Member Benefits	6,664	13,000	99,376	141,432	158,643	185,996	258,020	327,428	(251,356)	(314,428)
Member Services & Engagement	72,863	67,250	326,954	462,869	5,507	23,907	332,461	486,776	(259,598)	(419,526)
Office of General Counsel	747	27.00	657,829.44	906,308	15,687.10	23,813.82	673,516.54	930,122	(672,770)	(930,095)
Office of the Executive Director	-	-	472,245	637,848	255	100,465	472,501	738,313	(472,501)	(738,313)
OGC-Disciplinary Board	-	-	124,089	168,809	59,386	130,133	183,475	298,942	(183,475)	(298,942)
Outreach and Engagement	-	-	177,447	257,936	522	33,454	177,969	291,390	(177,969)	(291,390)
Practice of Law Board	-	-	29,031	61,823	-	7,825	29,031	69,649	(29,031)	(69,649)
Professional Responsibility Program	-	-	214,543	291,439	934	5,736	215,477	297,175	(215,477)	(297,175)
Public Service Programs	103,000	103,000	96,037	135,981	115,893	237,993	211,929	373,974	(108,929)	(270,974)
Publication and Design Services	-	-	73,426	100,900	4,300	5,069	77,726	105,969	(77,726)	(105,969)
Regulatory Services FTE	-	-	289,232	405,650	-	-	289,232	405,650	(289,232)	(405,650)
Sections Administration	282,354	272,000	208,776	291,946	6,353	7,620	215,129	299,566	67,224	(27,566)
Service Center	-	-	508,081	674,133	3,480	8,500	511,561	682,633	(511,561)	(682,633)
Technology	-	-	1,350,464	1,711,290	-	-	1,350,464	1,711,290	(1,350,464)	(1,711,290)
<b>Subtotal General Fund</b>	<b>16,326,297</b>	<b>20,227,365</b>	<b>13,391,594</b>	<b>18,112,672</b>	<b>1,169,461</b>	<b>2,228,785</b>	<b>14,561,056</b>	<b>20,341,457</b>	<b>1,765,240.87</b>	<b>(114,092)</b>
Expenses using reserve funds	-	-	-	-	-	-	-	-	-	-
<b>Total General Fund - Net Result from Operations</b>									<b>1,765,240.87</b>	<b>(114,092)</b>
<b>Percentage of Budget</b>	<b>80.71%</b>		<b>73.93%</b>		<b>52.47%</b>		<b>71.58%</b>			
CLE-Seminars and Products	988,804	1,212,529	747,007	1,012,798	71,883	264,864	818,890	1,277,662	169,914	(65,133)
CLE- Deskbooks	107,361	140,500	161,110	220,190	97,406	111,939	258,516	332,129	(151,155)	(191,629)
Total CLE	1,096,165	1,353,029	908,117	1,232,988	169,289	376,803	1,077,406	1,609,791	18,759	(256,762)
<b>Percentage of Budget</b>	<b>81.02%</b>		<b>73.65%</b>		<b>44.93%</b>		<b>66.93%</b>			
Total All Sections	608,980	585,779	-	-	351,486	865,167	351,486	865,167	257,494	(279,388)
Client Protection Fund-Restricted	417,385	533,402	115,129	158,569	62,648	493,353	177,778	651,922	239,608	(118,520)
<b>Totals</b>	<b>18,448,827</b>	<b>22,699,575</b>	<b>14,414,840</b>	<b>19,504,229</b>	<b>1,752,885</b>	<b>3,964,108</b>	<b>16,167,725</b>	<b>23,468,336</b>	<b>2,281,102</b>	<b>(768,761)</b>
<b>Percentage of Budget</b>	<b>81.27%</b>		<b>73.91%</b>		<b>44.22%</b>		<b>68.89%</b>			

Summary of Fund Balances:	Fund Balances Sept. 30, 2020	2021 Budgeted Fund Balances	Fund Balances Year to date
<b>Restricted Funds:</b>			
Client Protection Fund	4,193,130	4,074,610	4,432,738
<b>Board-Designated Funds (Non-General Fund):</b>			
CLE Fund Balance	469,241	212,479	488,000
Section Funds	1,210,209	930,821	1,467,703
<b>Board-Designated Funds (General Fund):</b>			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000
Facilities Reserve Fund	550,000	550,000	1,050,000
<b>Unrestricted Funds (General Fund):</b>			
Unrestricted General Fund	3,478,234	3,364,142	4,743,475
<b>Total General Fund Balance</b>	<b>5,528,234</b>	<b>5,414,142</b>	<b>7,293,475</b>
<b>Net Change in general Fund Balance</b>		<b>(114,092)</b>	<b>1,765,241</b>
<b>Total Fund Balance</b>	<b>11,400,814.00</b>	<b>10,632,053</b>	<b>13,681,916</b>
<b>Net Change In Fund Balance</b>		<b>(768,761)</b>	<b>2,281,102.26</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>LICENSE FEES</b>									
<b>REVENUE:</b>									
LICENSE FEES	1,289,418.62	1,372,886.10	83,467.48	12,444,799.74	12,582,889.57	138,089.83	16,318,267.73	3,735,378.16	77.11%
<b>TOTAL REVENUE:</b>	<b>1,289,419</b>	<b>1,372,886</b>	<b>83,467</b>	<b>12,444,800</b>	<b>12,582,890</b>	<b>138,090</b>	<b>16,318,268</b>	<b>3,735,378</b>	<b>77.11%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>ACCESS TO JUSTICE</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
ATJ BOARD RETREAT	-	-	-	-	-	-	2,000	2,000	0.00%
LEADERSHIP TRAINING	250	-	250	1,250	973	277	2,000	1,027	48.65%
ATJ BOARD EXPENSE	2,250	-	2,250	11,250	9,018	2,232	18,000	8,982	50.10%
PUBLIC DEFENSE	550	-	550	2,750	0	2,750	4,400	4,400	0.01%
CONFERENCE/INSTITUTE EXPENSE	3,350	108	3,242	16,753	108	16,644	26,804	26,696	0.40%
<b>TOTAL DIRECT EXPENSES:</b>	<b>6,400</b>	<b>108</b>	<b>6,292</b>	<b>32,003</b>	<b>10,100</b>	<b>21,903</b>	<b>53,204</b>	<b>43,104</b>	<b>18.98%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.60 FTE)	9,657	10,484	(826)	89,124	99,153	(10,028)	118,095	18,943	83.96%
BENEFITS EXPENSE	3,888	3,995	(106)	33,049	33,144	(95)	44,212	11,068	74.97%
OTHER INDIRECT EXPENSE	3,789	3,052	737	36,155	32,473	3,683	50,225	17,752	64.65%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>17,334</b>	<b>17,530</b>	<b>(196)</b>	<b>158,329</b>	<b>164,769</b>	<b>(6,440)</b>	<b>212,533</b>	<b>47,763</b>	<b>77.53%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>23,735</b>	<b>17,638</b>	<b>6,096</b>	<b>190,332</b>	<b>174,869</b>	<b>15,463</b>	<b>265,737</b>	<b>90,867</b>	<b>65.81%</b>
<b>NET INCOME (LOSS):</b>	<b>(23,735)</b>	<b>(17,638)</b>	<b>6,096</b>	<b>(190,332)</b>	<b>(174,869)</b>	<b>15,463</b>	<b>(265,737)</b>	<b>(90,867)</b>	<b>65.81%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>ADMINISTRATION</b>									
<b>REVENUE:</b>									
INTEREST INCOME	500	665	165	5,286	4,239	(1,047)	6,786	2,547	62.47%
MISCELLANEOUS	-	50	50	-	50	50	-	(50)	
<b>TOTAL REVENUE:</b>	<b>500</b>	<b>715</b>	<b>215</b>	<b>5,286</b>	<b>4,289</b>	<b>(997)</b>	<b>6,786</b>	<b>2,497</b>	<b>63.20%</b>
<b>DIRECT EXPENSES:</b>									
CONSULTING SERVICES	2,804	-	2,804	8,196	6,088	2,108	11,000	4,913	55.34%
STAFF TRAVEL/PARKING	350	-	350	3,090	1,366	1,724	4,140	2,774	33.01%
<b>TOTAL DIRECT EXPENSES:</b>	<b>3,154</b>	<b>-</b>	<b>3,154</b>	<b>11,286</b>	<b>7,454</b>	<b>3,832</b>	<b>15,140</b>	<b>7,686</b>	<b>49.23%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (6.92 FTE)	55,094	54,364	730	516,151	520,311	(4,160)	681,430.99	161,120	76.36%
BENEFITS EXPENSE	17,603	18,238	(635)	150,211	151,231	(1,021)	200,848	49,617	75.30%
OTHER INDIRECT EXPENSE	16,386	13,260	3,126	156,649	141,088	15,561	217,501	76,413	64.87%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>89,083</b>	<b>85,862</b>	<b>3,221</b>	<b>823,010</b>	<b>812,630</b>	<b>10,380</b>	<b>1,099,780</b>	<b>287,150</b>	<b>73.89%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>92,237</b>	<b>85,862</b>	<b>6,375</b>	<b>834,296</b>	<b>820,084</b>	<b>14,212</b>	<b>1,114,920</b>	<b>294,836</b>	<b>73.56%</b>
<b>NET INCOME (LOSS):</b>	<b>(91,737)</b>	<b>(85,147)</b>	<b>6,590</b>	<b>(829,010)</b>	<b>(815,795)</b>	<b>13,215</b>	<b>(1,108,134)</b>	<b>(292,339)</b>	<b>73.62%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>ADMISSIONS</b>									
<b>REVENUE:</b>									
BAR EXAM FEES	-	33,580	33,580	1,059,321	1,047,070	(12,251)	1,059,321	12,251	98.84%
RULE 9/LEGAL INTERN FEES	-	2,100	2,100	11,192	10,300	(892)	11,192	892	92.03%
RPC BOOKLETS	-	-	-	-	5	5	-	(5)	
SPECIAL ADMISSIONS	-	4,890	4,890	44,783	43,205	(1,578)	44,783	1,578	96.48%
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>40,570</b>	<b>40,570</b>	<b>1,115,296</b>	<b>1,100,580</b>	<b>(14,716)</b>	<b>1,115,296</b>	<b>14,716</b>	<b>98.68%</b>
<b>DIRECT EXPENSES:</b>									
POSTAGE	150	-	150	769	369	400	1,219	850	30.26%
STAFF TRAVEL/PARKING	133	-	133	420	473	(53)	2,500	2,027	18.94%
STAFF MEMBERSHIP DUES	-	150	(150)	400	150	250	800	650	18.75%
SUPPLIES	83	-	83	1,357	940	417	1,607	667	58.51%
FACILITY, PARKING, FOOD	-	5,335	(5,335)	6,969	10,538	(3,569)	20,000	9,462	52.69%
EXAMINER FEES	-	-	-	10,000	10,000	-	26,000	16,000	38.46%
UBE EXMINATIONS	-	-	-	26,000	25,901	99	121,000	95,099	21.41%
BAR EXAM PROCTORS	-	-	-	(133)	150	(283)	(133)	(283)	-113.08%
CHARACTER & FITNESS BOARD	-	12	(12)	1,000	12	988	1,000	988	1.22%
DISABILITY ACCOMMODATIONS	-	625	(625)	4,491	3,610	880	9,491	5,880	38.04%
CHARACTER & FITNESS INVESTIGATIONS	50	-	50	306	6	300	306	300	2.01%
LAW SCHOOL VISITS	-	-	-	-	-	-	750	750	0.00%
ILG EXAM FEES	-	-	-	10,500	10,450	50	50,000	39,550	20.90%
COURT REPORTERS	1,250	-	1,250	9,961	6,766	3,195	13,711	6,945	49.35%
DEPRECIATION-SOFTWARE	1,898	1,627	271	11,256	9,900	1,356	16,950	7,050	58.41%
ONLINE LEGAL RESEARCH	304	307	(3)	2,433	2,448	(15)	3,345	897	73.20%
LAW LIBRARY	13	11	2	110	100	10	150	50	66.43%
<b>TOTAL DIRECT EXPENSES:</b>	<b>3,881</b>	<b>8,068</b>	<b>(4,186)</b>	<b>85,838</b>	<b>81,814</b>	<b>4,025</b>	<b>268,696</b>	<b>186,882</b>	<b>30.45%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (6.55 FTE)	39,775	36,946	2,829	344,457	341,029	3,428	463,780	122,751	73.53%
BENEFITS EXPENSE	15,299	15,746	(447)	128,908	129,848	(940)	172,719	42,871	75.18%
OTHER INDIRECT EXPENSE	15,747	12,524	3,223	148,378	133,250	15,128	206,855	73,605	64.42%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>70,821</b>	<b>65,216</b>	<b>5,605</b>	<b>621,742</b>	<b>604,127</b>	<b>17,615</b>	<b>843,354</b>	<b>239,227</b>	<b>71.63%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>74,702</b>	<b>73,284</b>	<b>1,419</b>	<b>707,580</b>	<b>685,940</b>	<b>21,640</b>	<b>1,112,050</b>	<b>426,109</b>	<b>61.68%</b>
<b>NET INCOME (LOSS):</b>	<b>(74,702)</b>	<b>(32,714)</b>	<b>41,989</b>	<b>407,715</b>	<b>414,639</b>	<b>6,924</b>	<b>3,246</b>	<b>(411,393)</b>	<b>12773.26%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
ADVANCEMENT FTE									
INDIRECT EXPENSES:									
SALARY EXPENSE (1.15 FTE)	13,398	12,535	863	121,400	120,329	1,071	161,593	41,264	74.46%
BENEFITS EXPENSE	3,647	3,803	(157)	31,149	31,408	(258)	41,728	10,321	75.27%
OTHER INDIRECT EXPENSE	2,723	2,210	513	26,062	23,515	2,547	36,175	12,660	65.00%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>19,768</b>	<b>18,548</b>	<b>1,219</b>	<b>178,611</b>	<b>175,251</b>	<b>3,360</b>	<b>239,496</b>	<b>64,245</b>	<b>73.17%</b>
<b>NET INCOME (LOSS):</b>	<b>(19,768)</b>	<b>(18,548)</b>	<b>1,219</b>	<b>(178,611)</b>	<b>(175,251)</b>	<b>3,360</b>	<b>(239,496)</b>	<b>(64,245)</b>	<b>73.17%</b>

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<b>BAR NEWS</b>									
<b>REVENUE:</b>									
ROYALTIES	92	-	(92)	1,723	1,262	(461)	2,000	738	63.09%
DISPLAY ADVERTISING	30,213	37,915	7,702	239,574	278,481	38,907	300,000	21,519	92.83%
SUBSCRIPT/SINGLE ISSUES	27	-	(27)	145	72	(73)	200	128	36.06%
CLASSIFIED ADVERTISING	1,092	134	(958)	5,315	1,571	(3,744)	7,500	5,929	20.95%
GEN ANNOUNCEMENTS	1,025	380	(645)	5,450	4,602	(848)	7,500	2,898	61.36%
PROF ANNOUNCEMENTS	2,344	1,705	(639)	15,312	14,702	(610)	20,000	5,298	73.51%
JOB TARGET ADVERTISING	13,583	15,103	1,520	92,835	128,507	35,672	120,000	(8,507)	107.09%
<b>TOTAL REVENUE:</b>	<b>48,376</b>	<b>55,237</b>	<b>6,860</b>	<b>360,355</b>	<b>429,198</b>	<b>68,843</b>	<b>457,200</b>	<b>28,003</b>	<b>93.88%</b>
<b>DIRECT EXPENSES:</b>									
<b>BAD DEBT EXPENSE</b>	63	-	63	313	-	313	500	500	0.00%
POSTAGE	10,710	10,646	64	73,581	73,315	265	95,000	21,684	77.17%
PRINTING, COPYING & MAILING	29,399	24,668	4,731	191,201	172,617	18,584	250,000	77,383	69.05%
DIGITAL/ONLINE DEVELOPMENT	1,044	850	194	7,869	8,299	(431)	11,000	2,701	75.45%
GRAPHICS/ARTWORK	31	-	31	156	-	156	250	250	0.00%
OUTSIDE SALES EXPENSE	8,556	865	7,691	72,889	60,284	12,605	90,000	29,716	66.98%
EDITORIAL ADVISORY COMMITTEE	63	-	63	313	-	313	500	500	0.00%
STAFF MEMBERSHIP DUES	123	-	123	246	-	246	615	615	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>49,988</b>	<b>37,029</b>	<b>12,959</b>	<b>346,567</b>	<b>314,515</b>	<b>32,051</b>	<b>447,864</b>	<b>133,349</b>	<b>70.23%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (2.83 FTE)	16,744	16,180	564	152,527	153,211	(684)	202,757	49,546	75.56%
BENEFITS EXPENSE	5,435	5,672	(237)	45,982	46,420	(437)	61,402	14,982	75.60%
OTHER INDIRECT EXPENSE	6,693	5,420	1,273	64,003	57,667	6,336	88,860	31,193	64.90%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>28,872</b>	<b>27,272</b>	<b>1,601</b>	<b>262,513</b>	<b>257,297</b>	<b>5,215</b>	<b>353,019</b>	<b>95,721</b>	<b>72.88%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>78,860</b>	<b>64,301</b>	<b>14,560</b>	<b>609,079</b>	<b>571,813</b>	<b>37,266</b>	<b>800,883</b>	<b>229,070</b>	<b>71.40%</b>
<b>NET INCOME (LOSS):</b>	<b>(30,484)</b>	<b>(9,064)</b>	<b>21,420</b>	<b>(248,724)</b>	<b>(142,615)</b>	<b>106,109</b>	<b>(343,683)</b>	<b>(201,068)</b>	<b>41.50%</b>

**Washington State Bar Association**

Statement of Activities

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**75.00% OF YEAR COMPLETE**

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	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>BOARD OF GOVERNOR</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
BOG MEETINGS	-	31,731	(31,731)	27,114	42,778	(15,665)	89,114	46,335	48.00%
BOG COMMITTEES' EXPENSES	40	-	40	135	8	127	4,635	4,627	0.18%
BOG RETREAT	-	889	(889)	253	1,452	(1,199)	15,253	13,801	9.52%
BOG CONFERENCE ATTENDANCE	-	-	-	1,988	497	1,491	6,988	6,491	7.11%
BOG TRAVEL & OUTREACH	1,325	425	900	7,561	2,635	4,926	11,535	8,900	22.84%
LEADERSHIP TRAINING	4,167	26	4,140	20,833	1,691	19,142	33,333	31,642	5.07%
BOG ELECTIONS	-	980	(980)	28,840	29,134	(294)	28,840	(294)	101.02%
PRESIDENT'S DINNER	-	-	-	-	-	-	10,000	10,000	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>5,531</b>	<b>34,051</b>	<b>(28,520)</b>	<b>86,724</b>	<b>78,196</b>	<b>8,528</b>	<b>199,698</b>	<b>121,502</b>	<b>39.16%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.75 FTE)	9,783	10,910	(1,127)	90,029	92,006	(1,978)	119,377	27,371	77.07%
BENEFITS EXPENSE	3,664	3,788	(124)	31,061	31,258	(197)	41,504	10,245	75.31%
OTHER INDIRECT EXPENSE	4,144	3,341	802	39,560	35,552	4,008	54,949	19,397	64.70%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>17,591</b>	<b>18,040</b>	<b>(449)</b>	<b>160,649</b>	<b>158,816</b>	<b>1,833</b>	<b>215,830</b>	<b>57,013</b>	<b>73.58%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>23,122</b>	<b>52,091</b>	<b>(28,968)</b>	<b>247,373</b>	<b>237,012</b>	<b>10,361</b>	<b>415,528</b>	<b>178,516</b>	<b>57.04%</b>
<b>NET INCOME (LOSS):</b>	<b>(23,122)</b>	<b>(52,091)</b>	<b>(28,968)</b>	<b>(247,373)</b>	<b>(237,012)</b>	<b>10,361</b>	<b>(415,528)</b>	<b>(178,516)</b>	<b>57.04%</b>

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<b>CONTINUING LEGAL EDUCATION (CLE)</b>									
<b>REVENUE:</b>									
SEMINAR REGISTRATIONS	66,923	125,310	58,387	449,628	615,365	165,737	650,398	35,033	94.61%
SEMINAR-EXHIB/SPNSR/ETC	207	-	(207)	723	2,150	1,427	5,000	2,850	43.00%
SHIPPING & HANDLING	83	27	(56)	491	209	(282)	741	532	28.24%
COURSEBOOK SALES	362	255	(107)	2,915	2,707	(208)	4,000	1,293	67.68%
MP3 AND VIDEO SALES	14,921	24,908	9,987	388,259	368,372	(19,887)	552,390	184,018	66.69%
<b>TOTAL REVENUE:</b>	<b>82,496</b>	<b>150,500</b>	<b>68,004</b>	<b>842,016</b>	<b>988,804</b>	<b>146,788</b>	<b>1,212,529</b>	<b>223,725</b>	<b>81.55%</b>
<b>DIRECT EXPENSES:</b>									
COURSEBOOK PRODUCTION	63	-	63	313	-	313	500	500	0.00%
POSTAGE - FLIERS/CATALOGS	70	-	70	1,289	-	1,289	1,500	1,500	0.00%
DEPRECIATION	-	109	(109)	3,188	2,859	329	3,188	329	89.67%
ONLINE EXPENSES	4,000	4,149	(149)	34,559	35,032	(472)	46,559	11,528	75.24%
ACCREDITATION FEES	-	(84)	84	2,772	2,412	360	2,772	360	87.01%
FACILITIES	3,600	3,200	400	26,800	24,800	2,000	64,700	39,900	38.33%
TRANSACTION SERVICES	176	-	176	973	270	703	1,500	1,230	18.01%
SPEAKERS & PROGRAM DEVELOP	200	-	200	1,326	742	585	6,026	5,285	12.30%
SPLITS TO SECTIONS	-	-	-	115,000	3,611	111,389	115,000	111,389	3.14%
HONORARIA	838	-	838	4,188	-	4,188	6,700	6,700	0.00%
CLE SEMINAR COMMITTEE	13	-	13	63	-	63	100	100	0.00%
BAD DEBT EXPENSE	54	-	54	271	-	271	433	433	0.00%
STAFF TRAVEL/PARKING	1,250	-	1,250	6,323	73	6,250	10,073	10,000	0.73%
STAFF MEMBERSHIP DUES	121	-	121	1,941	1,336	605	2,305	969	57.97%
SUBSCRIPTIONS	-	-	-	-	334	(334)	-	(334)	
SUPPLIES	83	-	83	417	-	417	667	667	0.00%
CONFERENCE CALLS	4	-	4	21	-	21	33	33	0.00%
COST OF SALES - COURSEBOOKS	125	15	110	694	183	511	1,069	886	17.11%
A/V DEVELOP COSTS (RECORDING)	167	-	167	833	-	833	1,333	1,333	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	42	31	10	280	232	48	405	173	57.28%
<b>TOTAL DIRECT EXPENSES:</b>	<b>10,805</b>	<b>7,420</b>	<b>3,385</b>	<b>201,250</b>	<b>71,883</b>	<b>129,367</b>	<b>264,864</b>	<b>192,981</b>	<b>27.14%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (8.42 FTE)	44,512.83	39,072	5,441	416,343	414,783	1,559	551,283	136,499	75.24%
BENEFITS EXPENSE	18,109	18,772	(664)	157,791	160,902	(3,111)	210,621	49,718	76.39%
OTHER INDIRECT EXPENSE	18,438	16,102	2,336	181,561	171,321	10,239	250,895	79,573	68.28%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>81,060</b>	<b>73,946</b>	<b>7,114</b>	<b>755,694</b>	<b>747,007</b>	<b>8,688</b>	<b>1,012,798</b>	<b>265,791</b>	<b>73.76%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>91,864</b>	<b>81,365</b>	<b>10,499</b>	<b>956,945</b>	<b>818,890</b>	<b>138,055</b>	<b>1,277,662</b>	<b>458,772</b>	<b>64.09%</b>
<b>NET INCOME (LOSS):</b>	<b>(9,368)</b>	<b>69,134</b>	<b>78,503</b>	<b>(114,929)</b>	<b>169,914</b>	<b>284,843</b>	<b>(65,133)</b>	<b>(235,047)</b>	<b>-260.87%</b>

**Washington State Bar Association**

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<b>COMMUNICATION STRATEGIES</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
STAFF TRAVEL/PARKING	392	548	(156)	2,948	2,634	314	4,123	1,489	63.88%
STAFF MEMBERSHIP DUES	99	-	99	873	380	493	1,169	789	32.52%
SUBSCRIPTIONS	254	180	74	1,988	2,627	(639)	2,751	124	95.48%
DIGITAL/ONLINE DEVELOPMENT	67	-	67	333	545	(212)	533	(12)	102.20%
APEX DINNER	-	-	-	837	837	-	25,000	24,163	3.35%
50 YEAR MEMBER TRIBUTE LUNCH	1,875	-	1,875	9,375	-	9,375	15,000	15,000	0.00%
COMMUNICATIONS OUTREACH	2,083	-	2,083	12,382	10,348	2,034	18,632	8,284	55.54%
TELEPHONE	25	88	(63)	484	799	(315)	559	(240)	142.98%
CONFERENCE CALLS	25	-	25	126	-	126	201	201	0.00%
MISCELLANEOUS	417	-	417	2,083	260	1,823	3,333	3,073	7.80%
<b>TOTAL DIRECT EXPENSES:</b>	<b>5,236</b>	<b>816</b>	<b>4,421</b>	<b>31,429</b>	<b>18,429</b>	<b>13,000</b>	<b>71,302</b>	<b>52,872</b>	<b>25.85%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (3.80 FTE)	21,355	20,634	721	196,107	196,348	(241)	260,171	63,823	75.47%
BENEFITS EXPENSE	7,273	7,570	(296)	61,659	62,282	(623)	82,285	20,003	75.69%
OTHER INDIRECT EXPENSE	9,006	7,262	1,744	85,975	77,263	8,712	119,420	42,157	64.70%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>37,634</b>	<b>35,466</b>	<b>2,169</b>	<b>343,741</b>	<b>335,892</b>	<b>7,848</b>	<b>461,876</b>	<b>125,983</b>	<b>72.72%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>42,871</b>	<b>36,282</b>	<b>6,589</b>	<b>375,170</b>	<b>354,322</b>	<b>20,848</b>	<b>533,177</b>	<b>178,856</b>	<b>66.45%</b>
<b>NET INCOME (LOSS):</b>	<b>(42,871)</b>	<b>(36,282)</b>	<b>6,589</b>	<b>(375,170)</b>	<b>(354,322)</b>	<b>20,848</b>	<b>(533,177)</b>	<b>(178,856)</b>	<b>66.45%</b>

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**Washington State Bar Association**

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<b>COMMUNICATION STRATEGIES FTE</b>									
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.00 FTE)	12,462	12,049	413	112,526	112,703	(177)	149912.82	37,210	75.18%
BENEFITS EXPENSE	3,743	3,873	(129)	31,874	32,085	(211)	42,790	10,705	74.98%
OTHER INDIRECT EXPENSE	2,368	1,921	447	22,657	20,435	2,222	31,451	11,015	64.98%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>18,574</b>	<b>17,842</b>	<b>731</b>	<b>167,057</b>	<b>165,223</b>	<b>1,834</b>	<b>224,154</b>	<b>58,931</b>	<b>73.71%</b>
<b>NET INCOME (LOSS):</b>	<b>(18,574)</b>	<b>(17,842)</b>	<b>731</b>	<b>(167,057)</b>	<b>(165,223)</b>	<b>1,834</b>	<b>(224,154)</b>	<b>(58,931)</b>	<b>73.71%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>CLIENT PROTECTION FUND</b>									
<b>REVENUE:</b>									
CPF RESTITUTION	92	964	873	9,387	57,958	48,571	9,662	(48,297)	599.87%
CPF MEMBER ASSESSMENTS	24,700	1,840	(22,860)	441,440	355,740	(85,700)	515,540	159,800	69.00%
INTEREST INCOME	833	340	(493)	5,700	3,687	(2,013)	8,200	4,513	44.96%
<b>TOTAL REVENUE:</b>	<b>25,625</b>	<b>3,144</b>	<b>(22,481)</b>	<b>456,527</b>	<b>417,385</b>	<b>(39,142)</b>	<b>533,402</b>	<b>116,017</b>	<b>78.25%</b>
<b>DIRECT EXPENSES:</b>									
BANK FEES - WELLS FARGO	26	170	(144)	1,317	1,535	(218)	1,395	(139)	109.98%
GIFTS TO INJURED CLIENTS	102,907	5,000	97,907	182,160	61,065	121,095	490,880	429,815	12.44%
CPF BOARD EXPENSES	71	-	71	666	49	616	877	828	5.61%
STAFF MEMBERSHIP DUES	-	-	-	200	-	200	200	200	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>103,003</b>	<b>5,170</b>	<b>97,833</b>	<b>184,342</b>	<b>62,648</b>	<b>121,694</b>	<b>493,353</b>	<b>430,704</b>	<b>12.70%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.23 FTE)	7,092	6,852	239	64,471	64,549	(77)	85,746	21,197	75.28%
BENEFITS EXPENSE	3,012	3,087	(75)	25,583	25,666	(83)	34,234	8,568	74.97%
OTHER INDIRECT EXPENSE	2,913	2,342	571	27,773	24,914	2,859	38,589	13,675	64.56%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>13,016</b>	<b>12,281</b>	<b>735</b>	<b>117,828</b>	<b>115,129</b>	<b>2,699</b>	<b>158,569</b>	<b>43,440</b>	<b>72.60%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>116,020</b>	<b>17,451</b>	<b>98,568</b>	<b>302,170</b>	<b>177,778</b>	<b>124,393</b>	<b>651,922</b>	<b>474,144</b>	<b>27.27%</b>
<b>NET INCOME (LOSS):</b>	<b>(90,395)</b>	<b>(14,307)</b>	<b>76,088</b>	<b>154,357</b>	<b>239,608</b>	<b>85,251</b>	<b>(118,520)</b>	<b>(358,128)</b>	<b>-202.17%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON				
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST		
<b>DESKBOOKS</b>											
<b>REVENUE:</b>											
LEXIS/NEXIS ROYALTIES	1,500	-	(1,500)	7,500	#	-	#	(7,500)	12,000	12,000	0.00%
FASTCASE ROYALTIES	250	-	(250)	1,250	#	-	#	(1,250)	2,000	2,000	0.00%
SHIPPING & HANDLING	97	-	(97)	2,210		2,122		(88)	2,500	378	84.87%
DESKBOOK SALES	1,812	-	(1,812)	68,563		74,032		5,469	74,000	(32)	100.04%
SECTION PUBLICATION SALES	189	-	(189)	9,434		9,890		456	10,000	110	98.90%
CASEMAKER ROYALTIES	2,335	-	(2,335)	32,994		21,317		(11,677)	40,000	18,683	53.29%
<b>TOTAL REVENUE:</b>	<b>6,183</b>	<b>-</b>	<b>(6,183)</b>	<b>121,950</b>		<b>107,361</b>		<b>(14,589)</b>	<b>140,500</b>	<b>33,139</b>	<b>76.41%</b>
<b>DIRECT EXPENSES:</b>											
COST OF SALES - DESKBOOKS	2,226	(3,419)	5,645	42,197		37,560		4,637	48,875	11,314	76.85%
COST OF SALES - SECTION PUBLICATION	36	-	36	2,692		3,003		(311)	2,800	(203)	107.26%
SPLITS TO SECTIONS	715	-	715	5,356		3,844		1,512	7,500	3,656	51.25%
DESKBOOK ROYALTIES	45	-	45	364		199		165	500	301	39.87%
POSTAGE & DELIVER-DESKBOOKS	127	70	56	2,620		10,105		(7,485)	3,000	(7,105)	336.82%
FLIERS/CATALOGS	(0)	-	(0)	2,507		2,507		(0)	2,507	(0)	100.01%
ONLINE LEGAL RESEARCH	171	154	17	1,160		1,224		(64)	1,672	448	73.22%
POSTAGE - FLIERS/CATALOGS	117	-	117	586		936		(351)	937	1	99.92%
OBSOLETE INVENTORY	2,945	581	2,364	26,507		33,362		(6,855)	35,343	1,981	94.39%
BAD DEBT EXPENSE	13	-	13	63		-		63	100	100	0.00%
RECORDS STORAGE - OFF SITE	625	-	625	6,225		4,450		1,775	8,100	3,650	54.94%
STAFF MEMBERSHIP DUES	44	30	14	88		30		58	220	190	13.64%
MISCELLANEOUS	25	-	25	125		-		125	200	200	0.00%
SUBSCRIPTIONS	-	-	-	185		185		-	185	0	99.98%
<b>TOTAL DIRECT EXPENSES:</b>	<b>7,088</b>	<b>(2,584)</b>	<b>9,672</b>	<b>90,674</b>		<b>97,406</b>		<b>(6,732)</b>	<b>111,939</b>	<b>14,533</b>	<b>87.02%</b>
<b>INDIRECT EXPENSES:</b>											
SALARY EXPENSE (1.52 FTE)	10,472	10,121	351	96,327		96,486		(159)	127,743.6	31,258	75.53%
BENEFITS EXPENSE	3,908	4,025	(118)	33,390		33,551		(161)	44,636	11,085	75.17%
OTHER INDIRECT EXPENSE	3,599	2,920	679	34,444		31,073		3,371	47,810	16,737	64.99%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>17,979</b>	<b>17,067</b>	<b>913</b>	<b>164,161</b>		<b>161,110</b>		<b>3,051</b>	<b>220,190</b>	<b>59,080</b>	<b>73.17%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>25,068</b>	<b>14,483</b>	<b>10,584</b>	<b>254,835</b>		<b>258,516</b>		<b>(3,681)</b>	<b>332,129</b>	<b>73,613</b>	<b>77.84%</b>
<b>NET INCOME (LOSS):</b>	<b>(18,884)</b>	<b>(14,483)</b>	<b>4,401</b>	<b>(132,885)</b>		<b>(151,155)</b>		<b>(18,270)</b>	<b>(191,629)</b>	<b>(40,474)</b>	<b>78.88%</b>

**Washington State Bar Association**

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**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>DISCIPLINE</b>									
<b>REVENUE:</b>									
COPY FEES	-	-	-	60	-	(60)	60	60	0.00%
AUDIT REVENUE	107	303	196	958	1,041	84	1,277	236	81.54%
RECOVERY OF DISCIPLINE COSTS	6,278	6,664	386	61,166	87,425	26,259	80,000	(7,425)	109.28%
DISCIPLINE HISTORY SUMMARY	1,166	2,129	2,129	11,501	14,594	3,093	15,000	406	97.30%
<b>TOTAL REVENUE:</b>	<b>7,551</b>	<b>9,096</b>	<b>2,711</b>	<b>73,685</b>	<b>103,061</b>	<b>29,376</b>	<b>96,337</b>	<b>(6,724)</b>	<b>106.98%</b>
<b>DIRECT EXPENSES:</b>									
PUBLICATIONS PRODUCTION	31	-	31	156	181	(24)	250	69	72.24%
STAFF TRAVEL/PARKING	250	396	(146)	11,837	9,126	2,711	20,587	11,461	44.33%
STAFF MEMBERSHIP DUES	250	500	(250)	4,330	4,340	(10)	5,080	740	85.43%
TELEPHONE	185	165	21	1,644	1,599	45	2,200	601	72.68%
COURT REPORTERS	2,765	6,119	(3,354)	19,204	18,140	1,064	27,500	9,360	65.96%
OUTSIDE COUNSEL/AIC	375	-	375	1,875	500	1,375	3,000	2,500	16.67%
LITIGATION EXPENSES	1,972	825	1,147	11,584	5,808	5,775	17,500	11,692	33.19%
DISABILITY EXPENSES	938	-	938	4,688	4,900	(213)	7,500	2,600	65.33%
ONLINE LEGAL RESEARCH	5,006	4,456	550	38,270	35,544	2,726	53,288	17,744	66.70%
LAW LIBRARY	1,138	1,489	(351)	8,585	4,767	3,818	12,000	7,233	39.73%
TRANSLATION SERVICES	94	-	94	469	500	(31)	750	250	66.67%
<b>TOTAL DIRECT EXPENSES:</b>	<b>13,004</b>	<b>13,950</b>	<b>(945)</b>	<b>102,641</b>	<b>85,405</b>	<b>17,236</b>	<b>149,655</b>	<b>64,250</b>	<b>57.07%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (37.00 FTE)	292,587	326,334	(33,747)	2,671,847	2,737,343	(65,496)	3,571,125	833,782	76.65%
BENEFITS EXPENSE	90,966	94,777	(3,811)	789,606	803,225	(13,620)	1,057,652	254,427	75.94%
OTHER INDIRECT EXPENSE	82,956	70,827	12,129	811,139	753,590	57,550	1,129,195	375,605	66.74%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>466,509</b>	<b>491,938</b>	<b>(25,430)</b>	<b>4,272,592</b>	<b>4,294,158</b>	<b>(21,566)</b>	<b>5,757,972</b>	<b>1,463,814</b>	<b>74.58%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>479,513</b>	<b>505,888</b>	<b>(26,375)</b>	<b>4,375,233</b>	<b>4,379,564</b>	<b>(4,330)</b>	<b>5,907,627</b>	<b>1,528,064</b>	<b>74.13%</b>
<b>NET INCOME (LOSS):</b>	<b>(471,962)</b>	<b>(496,792)</b>	<b>(24,830)</b>	<b>(4,301,549)</b>	<b>(4,276,503)</b>	<b>25,046</b>	<b>(5,811,290)</b>	<b>(1,534,787)</b>	<b>73.59%</b>

**Washington State Bar Association**

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**75.00% OF YEAR COMPLETE**

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	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>DIVERSITY</b>									
<b>REVENUE:</b>									
DONATIONS	(1,250)	-	1,250	128,750	135,000	6,250	125,000	(10,000)	108.00%
WORK STUDY GRANTS	1,297	-	(1,297)	6,484	-	(6,484)	10,374	10,374	0.00%
<b>TOTAL REVENUE:</b>	<b>47</b>	<b>-</b>	<b>(47)</b>	<b>135,234</b>	<b>135,000</b>	<b>(234)</b>	<b>135,374</b>	<b>374</b>	<b>99.72%</b>
<b>DIRECT EXPENSES:</b>									
STAFF MEMBERSHIP DUES	58	-	58	116	-	116	290	290	0.00%
COMMITTEE FOR DIVERSITY	610	-	610	3,069	17	3,052	4,900	4,883	0.35%
DIVERSITY EVENTS & PROJECTS	2,063	-	2,063	11,063	1,500	9,563	17,250	15,750	8.70%
<b>TOTAL DIRECT EXPENSES:</b>	<b>2,731</b>	<b>-</b>	<b>2,731</b>	<b>14,247</b>	<b>1,517</b>	<b>12,730</b>	<b>22,440</b>	<b>20,923</b>	<b>6.76%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (2.46 FTE)	15,200	17,483	(2,283)	104,922	112,326	(7,405)	150,814	38,487	74.48%
BENEFITS EXPENSE	5,733	5,912	(179)	42,942	45,857	(2,915)	59,610	13,753	76.93%
OTHER INDIRECT EXPENSE	5,470	4,710	760	47,814	50,109	(2,295)	68,326	18,218	73.34%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>26,403</b>	<b>28,105</b>	<b>(1,702)</b>	<b>195,677</b>	<b>208,292</b>	<b>(12,615)</b>	<b>278,750</b>	<b>70,458</b>	<b>74.72%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>29,134</b>	<b>28,105</b>	<b>1,029</b>	<b>209,925</b>	<b>209,809</b>	<b>116</b>	<b>301,190</b>	<b>91,381</b>	<b>69.66%</b>
<b>NET INCOME (LOSS):</b>	<b>(29,087)</b>	<b>(28,105)</b>	<b>982</b>	<b>(74,691)</b>	<b>(74,809)</b>	<b>(118)</b>	<b>(165,816)</b>	<b>(91,007)</b>	<b>45.12%</b>

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<b>FOUNDATION</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
CONSULTING SERVICES	-	-	-	3,000	3,000	-	3,000	-	100.00%
PRINTING & COPYING	-	-	-	-	-	-	450	450	0.00%
STAFF TRAVEL/PARKING	-	-	-	-	-	-	100	100	0.00%
SUPPLIES	-	-	-	-	-	-	150	150	0.00%
SPECIAL EVENTS	-	-	-	-	50	(50)	-	(50)	
BOARD OF TRUSTEES	-	-	-	-	50	(50)	1,000	950	5.00%
POSTAGE	-	-	-	-	-	-	300	300	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	-	-	-	3,000	3,100	(100)	5,000	1,900	62.00%
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.00 FTE)	6,444	6,227	217	58,624	58,698	(74)	77,954	19,256	75.30%
BENEFITS EXPENSE	1,417	1,528	(111)	11,867	12,117	(250)	15,805	3,688	76.67%
OTHER INDIRECT EXPENSE	2,368	1,921	447	22,657	20,435	2,222	31,451	11,015	64.98%
<b>TOTAL INDIRECT EXPENSES:</b>	10,229	9,676	553	93,148	91,250	1,898	125,210	33,959	72.88%
<b>TOTAL ALL EXPENSES:</b>	10,229	9,676	553	96,148	94,350	1,798	130,210	35,859	72.46%
<b>NET INCOME (LOSS):</b>	(10,229)	(9,676)	553	(96,148)	(94,350)	1,798	(130,210)	(35,859)	72.46%

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<b>HUMAN RESOURCES</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
STAFF TRAVEL/PARKING	26	-	26	620	-	620	697	697	0.00%
STAFF MEMBERSHIP DUES	48	-	48	48	-	48	193	193	0.00%
SUBSCRIPTIONS	245	-	245	2,664	173	2,491	3,399	3,226	5.08%
STAFF TRAINING- GENERAL	-	-	-	209	1,474	(1,265)	25,000	23,526	5.90%
RECRUITING AND ADVERTISING	583	-	583	16,830	17,622	(792)	18,580	958	94.85%
PAYROLL PROCESSING	4,081	4,015	66	36,756	33,182	3,574	49,000	15,818	67.72%
SALARY SURVEYS	242	-	242	1,208	-	1,208	1,933	1,933	0.00%
CONSULTING SERVICES	-	-	-	23,200	57,283	(34,083)	112,500	55,217	50.92%
CONFERENCE CALLS	-	-	-	-	13	(13)	-	(13)	
TRANSFER TO INDIRECT EXPENSE	(5,225)	(4,015)	(1,210)	(81,535)	(109,747)	28,212	(211,302)	(101,555)	51.94%
<b>TOTAL DIRECT EXPENSES:</b>	-	-	-	<b>0</b>	-	<b>0.01</b>	-	-	
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (3.00 FTE)	22,352	21,603	749	152,470	234,983	(82,513)	219,525	(15,458)	107.04%
BENEFITS EXPENSE	8,752	8,973	(220)	61,644	67,717	(6,073)	86,960	19,243	77.87%
OTHER INDIRECT EXPENSE	6,747	5,736	1,012	56,254	61,026	(4,772)	79,450	18,423	76.81%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>37,852</b>	<b>36,312</b>	<b>1,540</b>	<b>270,368</b>	<b>363,726</b>	<b>(93,358)</b>	<b>385,934</b>	<b>22,209</b>	<b>94.25%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>37,852</b>	<b>36,312</b>	<b>1,540</b>	<b>270,368</b>	<b>363,726</b>	<b>(93,358)</b>	<b>385,934</b>	<b>22,209</b>	<b>94.25%</b>
<b>NET INCOME (LOSS):</b>	<b>(37,852)</b>	<b>(36,312)</b>	<b>1,540</b>	<b>(270,368)</b>	<b>(363,726)</b>	<b>(93,358)</b>	<b>(385,934)</b>	<b>(22,209)</b>	<b>94.25%</b>

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<b>LAW CLERK PROGRAM</b>									
<b>REVENUE:</b>									
LAW CLERK FEES	6,285	1,992	(4,293)	192,067	183,001	(9,066)	209,637	26,636	87.29%
LAW CLERK APPLICATION FEES	-	1,000	1,000	2,900	3,100	200	4,031	931	76.91%
<b>TOTAL REVENUE:</b>	<b>6,285</b>	<b>2,992</b>	<b>(3,293)</b>	<b>194,967</b>	<b>186,101</b>	<b>(8,866)</b>	<b>213,668</b>	<b>27,567</b>	<b>87.10%</b>
<b>DIRECT EXPENSES:</b>									
SUBSCRIPTIONS	-	-	-	-	-	-	250	250	0.00%
CHARACTER & FITNESS INVESTIGATIONS	20	-	20	40	-	40	100	100	0.00%
LAW CLERK BOARD EXPENSE	-	-	-	24	29	(6)	624	594	4.68%
STAFF TRAVEL/PARKING	52	-	52	144	-	144	300	300	0.00%
LAW CLERK OUTREACH	-	-	-	-	-	-	100	100	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>72</b>	<b>-</b>	<b>72</b>	<b>207</b>	<b>29</b>	<b>178</b>	<b>1,374</b>	<b>1,344</b>	<b>2.13%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (0.90 FTE)	5,282	4,419	863	44,517	41,780	2,737	60,364	18,584	69.21%
BENEFITS EXPENSE	1,940	2,005	(65)	15,125	14,961	165	20,663	5,703	72.40%
OTHER INDIRECT EXPENSE	2,131	1,710	421	19,922	18,196	1,726	27,837	9,641	65.37%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>9,354</b>	<b>8,135</b>	<b>1,219</b>	<b>79,565</b>	<b>74,936</b>	<b>4,628</b>	<b>108,864</b>	<b>33,928</b>	<b>68.83%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>9,426</b>	<b>8,135</b>	<b>1,291</b>	<b>79,772</b>	<b>74,966</b>	<b>4,806</b>	<b>110,238</b>	<b>35,272</b>	<b>68.00%</b>
<b>NET INCOME (LOSS):</b>	<b>(3,141)</b>	<b>(5,143)</b>	<b>(2,002)</b>	<b>115,195</b>	<b>111,135</b>	<b>(4,060)</b>	<b>103,430</b>	<b>(7,705)</b>	<b>107.45%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>LEGISLATIVE</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
STAFF TRAVEL/PARKING	100	-	100	400	-	400	400	400	0.00%
SUBSCRIPTIONS	-	-	-	1,982	1,982	-	1,982	-	100.00%
CONTRACT LOBBYIST	4,333	4,333	-	26,000	26,000	-	26,000	-	100.00%
LEGISLATIVE COMMITTEE	-	-	-	10	10	-	260	250	3.77%
BOG LEGISLATIVE COMMITTEE	25	-	25	50	-	50	125	125	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,458</b>	<b>4,333</b>	<b>125</b>	<b>28,442</b>	<b>27,992</b>	<b>450</b>	<b>28,767</b>	<b>775</b>	<b>97.31%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.00 FTE)	6,213	10,200	(3,988)	47,571	46,429	1,142	66,209	19,779	70.13%
BENEFITS EXPENSE	2,680	2,743	(62)	18,977	21,118	(2,141)	26,705	5,586	79.08%
OTHER INDIRECT EXPENSE	2,368	1,921	447	19,559	20,435	(876)	28,353	7,917	72.08%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>11,261</b>	<b>14,864</b>	<b>(3,602)</b>	<b>86,107</b>	<b>87,983</b>	<b>(1,876)</b>	<b>121,266</b>	<b>33,283</b>	<b>72.55%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>15,719</b>	<b>19,197</b>	<b>(3,477)</b>	<b>114,549</b>	<b>115,975</b>	<b>(1,426)</b>	<b>150,033</b>	<b>34,058</b>	<b>77.30%</b>
<b>NET INCOME (LOSS):</b>	<b>(15,719)</b>	<b>(19,197)</b>	<b>(3,477)</b>	<b>(114,549)</b>	<b>(115,975)</b>	<b>(1,426)</b>	<b>(150,033)</b>	<b>(34,058)</b>	<b>77.30%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>LICENSING &amp; MEMBERSHIP RECORDS</b>									
<b>REVENUE:</b>									
STATUS CERTIFICATE FEES	1,700	2,825	1,125	21,015	23,680	2,665	26,115	2,435	90.67%
INVESTIGATION FEES	1,986	1,800	(186)	16,440	16,600	160	22,399	5,799	74.11%
PRO HAC VICE	22,900	36,640	13,740	230,374	310,982	80,608	299,074	(11,908)	103.98%
MEMBER CONTACT INFORMATION	589	-	(589)	2,443	3,978	1,535	4,211	234	94.45%
PHOTO BAR CARD SALES	33	12	(21)	187	204	17	286	82	71.29%
<b>TOTAL REVENUE:</b>	<b>27,209</b>	<b>41,277</b>	<b>14,068</b>	<b>270,459</b>	<b>355,443</b>	<b>84,984</b>	<b>352,086</b>	<b>(3,358)</b>	<b>100.95%</b>
<b>DIRECT EXPENSES:</b>									
DEPRECIATION	-	-	-	1,151	1,151	-	1,151	0	99.98%
POSTAGE	1,168	-	1,168	16,410	17,877	(1,466)	19,913	2,036	89.77%
LICENSING FORMS	-	-	-	2,845	2,845	-	2,845	-	100.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>1,168</b>	<b>-</b>	<b>1,168</b>	<b>20,406</b>	<b>21,873</b>	<b>(1,466)</b>	<b>23,909</b>	<b>2,036</b>	<b>91.48%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (3.80 FTE)	27,862	26,929	933	263,191	264,191	(1,000)	346,778	82,586	76.18%
BENEFITS EXPENSE	11,001	11,256	(256)	94,306	94,419	(113)	125,888	31,469	75.00%
OTHER INDIRECT EXPENSE	9,443	7,262	2,182	89,937	77,263	12,675	119,345	42,082	64.74%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>48,307</b>	<b>45,447</b>	<b>2,859</b>	<b>447,435</b>	<b>435,873</b>	<b>11,562</b>	<b>592,011</b>	<b>156,138</b>	<b>73.63%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>49,474</b>	<b>45,447</b>	<b>4,027</b>	<b>467,841</b>	<b>457,745</b>	<b>10,096</b>	<b>615,920</b>	<b>158,174</b>	<b>74.32%</b>
<b>NET INCOME (LOSS):</b>	<b>(22,265)</b>	<b>(4,170)</b>	<b>18,095</b>	<b>(197,382)</b>	<b>(102,302)</b>	<b>95,080</b>	<b>(263,834)</b>	<b>(161,532)</b>	<b>38.78%</b>

**Washington State Bar Association**

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**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
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<b>LIMITED LICENSE LEGAL TECHNICIAN PROGRAM</b>									
<b>REVENUE:</b>									
SEMINAR REGISTRATIONS	282	-	(282)	1,473	796	(677)	2,319	1,523	34.33%
LLLT LICENSE FEES	858	874	15	7,410	6,757	(653)	9,985	3,228	67.67%
LLLT LATE LICENSE FEES	-	-	-	-	275	275	-	(275)	
INVESTIGATION FEES	20	-	(20)	40	-	(40)	100	100	0.00%
LLLT EXAM FEES	-	-	-	15,650	20,350	4,700	15,650	(4,700)	130.03%
LLLT WAIVER FEES	-	-	-	-	300	300	-	(300)	
<b>TOTAL REVENUE:</b>	<b>1,160</b>	<b>874</b>	<b>(286)</b>	<b>24,573</b>	<b>28,478</b>	<b>3,905</b>	<b>28,054</b>	<b>(424)</b>	<b>101.51%</b>
<b>DIRECT EXPENSES:</b>									
LLLT BOARD	-	-	-	-	-	-	2,450	2,450	0.00%
LLLT EXAM WRITING	-	5,375	(5,375)	-	6,788	(6,788)	5,375	(1,413)	126.28%
<b>TOTAL DIRECT EXPENSES:</b>	<b>-</b>	<b>5,375</b>	<b>(5,375)</b>	<b>-</b>	<b>6,788</b>	<b>(6,788)</b>	<b>7,825</b>	<b>1,038</b>	<b>86.74%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.00 FTE)	7,126	4,884	2,242	50,139	40,142	9,996	71,517	31,374	56.13%
BENEFITS EXPENSE	2,712	2,797	(85)	19,233	19,546	(313)	27,070	7,524	72.20%
OTHER INDIRECT EXPENSE	2,250	1,921	329	19,655	20,435	(781)	28,009	7,573	72.96%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>12,087</b>	<b>9,601</b>	<b>2,486</b>	<b>89,026</b>	<b>80,123</b>	<b>8,903</b>	<b>126,595</b>	<b>46,472</b>	<b>63.29%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>12,087</b>	<b>14,976</b>	<b>(2,889)</b>	<b>89,026</b>	<b>86,911</b>	<b>2,115</b>	<b>134,420</b>	<b>47,509</b>	<b>64.66%</b>
<b>NET INCOME (LOSS):</b>	<b>(10,927)</b>	<b>(14,103)</b>	<b>(3,176)</b>	<b>(64,453)</b>	<b>(58,433)</b>	<b>6,020</b>	<b>(106,367)</b>	<b>(47,934)</b>	<b>54.94%</b>

**Washington State Bar Association**

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**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>LIMITED PRACTICE OFFICERS</b>									
<b>REVENUE:</b>									
INVESTIGATION FEES	80	100	20	760	1,100	340	1,000	(100)	110.00%
LPO EXAMINATION FEES	-	(900)	(900)	23,700	26,000	2,300	23,700	(2,300)	109.70%
LPO LICENSE FEES	14,279	14,277	(3)	129,598	127,035	(2,562)	172,435	45,400	73.67%
LPO LATE LICENSE FEES	727	-	(727)	1,454	3,810	2,356	3,635	(175)	104.83%
<b>TOTAL REVENUE:</b>	<b>15,086</b>	<b>13,477</b>	<b>(1,609)</b>	<b>155,512</b>	<b>157,945</b>	<b>2,434</b>	<b>200,770</b>	<b>42,824</b>	<b>78.67%</b>
<b>DIRECT EXPENSES:</b>									
EXAM WRITING	-	4,875	(4,875)	4,875	9,750	(4,875)	9,750	-	100.00%
ONLINE LEGAL RESEARCH	171	154	17	1,160	1,224	(64)	1,672	448	73.22%
LAW LIBRARY	439	268	170	2,347	2,426	(79)	3,663	1,237	66.23%
LPO BOARD	-	-	-	4	4	-	4	-	100.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>609</b>	<b>5,297</b>	<b>(4,688)</b>	<b>8,386</b>	<b>13,405</b>	<b>(5,018)</b>	<b>15,089</b>	<b>1,685</b>	<b>88.83%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (0.50 FTE)	4,305	3,526	779	29,791	25,235	4,556	42,705	17,470	59.09%
BENEFITS EXPENSE	1,786	1,776	10	11,304	10,576	728	16,426	5,850	64.38%
OTHER INDIRECT EXPENSE	1,776	947	829	13,194	10,078	3,116	19,789	9,711	50.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>7,867</b>	<b>6,249</b>	<b>1,618</b>	<b>54,288</b>	<b>45,889</b>	<b>8,400</b>	<b>78,920</b>	<b>33,032</b>	<b>58.15%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>8,476</b>	<b>11,546</b>	<b>(3,070)</b>	<b>62,675</b>	<b>59,293</b>	<b>3,381</b>	<b>94,010</b>	<b>34,716</b>	<b>63.07%</b>
<b>NET INCOME (LOSS):</b>	<b>6,610</b>	<b>1,931</b>	<b>(4,679)</b>	<b>92,837</b>	<b>98,652</b>	<b>5,815</b>	<b>106,760</b>	<b>8,108</b>	<b>92.41%</b>

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<b>MEMBER ASSISTANCE PROGRAM</b>									
<b>REVENUE:</b>									
DIVERSIONS	1,487	750	(737)	6,769	8,676	1,907	9,000	324	96.40%
<b>TOTAL REVENUE:</b>	<b>1,487</b>	<b>750</b>	<b>(737)</b>	<b>6,769</b>	<b>8,676</b>	<b>1,907</b>	<b>9,000</b>	<b>324</b>	<b>96.40%</b>
<b>DIRECT EXPENSES:</b>									
STAFF MEMBERSHIP DUES	-	-	-	225	226	(1)	225	(1)	100.44%
PROF LIAB INSURANCE	106	-	106	531	825	(294)	850	25	97.06%
<b>TOTAL DIRECT EXPENSES:</b>	<b>106</b>	<b>-</b>	<b>106</b>	<b>756</b>	<b>1,051</b>	<b>(295)</b>	<b>1,075</b>	<b>24</b>	<b>97.77%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (0.50 FTE)	4,394	4,247	147	39,980	40,037	(56)	70,680	30,643	56.65%
BENEFITS EXPENSE	2,106	2,130	(24)	18,190	18,161	29	31,862	13,701	57.00%
OTHER INDIRECT EXPENSE	1,184	947	237	11,268	10,078	1,191	24,459	14,381	41.20%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>7,683</b>	<b>7,324</b>	<b>359</b>	<b>69,438</b>	<b>68,275</b>	<b>1,164</b>	<b>127,000</b>	<b>58,725</b>	<b>53.76%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>7,790</b>	<b>7,324</b>	<b>466</b>	<b>70,195</b>	<b>69,326</b>	<b>869</b>	<b>128,075</b>	<b>58,749</b>	<b>54.13%</b>
<b>NET INCOME (LOSS):</b>	<b>(6,302)</b>	<b>(6,574)</b>	<b>(272)</b>	<b>(63,426)</b>	<b>(60,650)</b>	<b>2,776</b>	<b>(119,075)</b>	<b>(58,425)</b>	<b>50.93%</b>

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<b>MEMBERSHIP BENEFITS</b>									
<b>REVENUE:</b>									
SPONSORSHIPS	375	-	(375)	1,875	-	(1,875)	3,000	3,000	0.00%
INTERNET SALES	539	637	98	5,049	4,361	(688)	6,667	2,306	65.41%
MP3 SALES	288	441	153	2,469	2,303	(166)	3,333	1,030	69.10%
<b>TOTAL REVENUE:</b>	<b>1,202</b>	<b>1,078</b>	<b>(124)</b>	<b>9,393</b>	<b>6,664</b>	<b>(2,729)</b>	<b>13,000</b>	<b>6,336</b>	<b>51.26%</b>
<b>DIRECT EXPENSES:</b>									
TRANSCRIPTION SERVICES	300	-	300	600	-	600	1,500	1,500	0.00%
CONFERENCE CALLS	63	-	63	313	-	313	500	500	0.00%
LEGAL LUNCHBOX SPEAKERS & PROGRAM	125	-	125	625	1,321	(696)	1,000	(321)	132.12%
WSBA CONNECTS	3,395	11,640	(8,245)	36,375	42,680	(6,305)	46,560	3,880	91.67%
CASEMAKER & FASTCASE	5,432	5,416	16	120,139	114,642	5,497	136,436	21,794	84.03%
<b>TOTAL DIRECT EXPENSES:</b>	<b>9,315</b>	<b>17,056</b>	<b>(7,741)</b>	<b>158,052</b>	<b>158,643</b>	<b>(592)</b>	<b>185,996</b>	<b>27,353</b>	<b>85.29%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.16 FTE)	6,655	6,411	244	59,526	58,488	1,038	80,368	21,881	72.77%
BENEFITS EXPENSE	2,129	2,224	(95)	17,461	17,374	87	24,064	6,691	72.20%
OTHER INDIRECT EXPENSE	2,747	2,210	537	26,201	23,515	2,686	36,999	13,485	63.55%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>11,531</b>	<b>10,845</b>	<b>686</b>	<b>103,187</b>	<b>99,376</b>	<b>3,811</b>	<b>141,432</b>	<b>42,056</b>	<b>70.26%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>20,846</b>	<b>27,901</b>	<b>(7,056)</b>	<b>261,239</b>	<b>258,020</b>	<b>3,219</b>	<b>327,428</b>	<b>69,409</b>	<b>78.80%</b>
<b>NET INCOME (LOSS):</b>	<b>(19,643)</b>	<b>(26,823)</b>	<b>(7,180)</b>	<b>(251,846)</b>	<b>(251,356)</b>	<b>490</b>	<b>(314,428)</b>	<b>(63,073)</b>	<b>79.94%</b>

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<b>MANDATORY CONTINUING LEGAL EDUCATION</b>									
<b>REVENUE:</b>									
ACCREDITED PROGRAM FEES	40,000	42,600	2,600	377,600	434,400	56,800	497,600	63,200	87.30%
FORM 1 LATE FEES	12,500	18,450	5,950	143,700	180,450	36,750	190,200	9,750	94.87%
MEMBER LATE FEES	-	3,300	3,300	2,400	6,346	3,946	2,700	(3,646)	235.05%
ANNUAL ACCREDITED SPONSOR FEES	(63)	(500)	(438)	41,938	42,250	313	41,750	(500)	101.20%
ATTENDANCE LATE FEES	6,667	11,600	4,933	74,833	92,250	17,417	94,000	1,750	98.14%
COMITY CERTIFICATES	100	650	550	12,687	13,312	625	13,000	(312)	102.40%
<b>TOTAL REVENUE:</b>	<b>59,204</b>	<b>76,100</b>	<b>16,896</b>	<b>653,158</b>	<b>769,009</b>	<b>115,850</b>	<b>839,250</b>	<b>70,242</b>	<b>91.63%</b>
<b>DIRECT EXPENSES:</b>									
DEPRECIATION	7,447	5,530	1,917	120,703	126,456	(5,753)	143,045	16,589	88.40%
STAFF MEMBERSHIP DUES	-	-	-	500	-	500	500	500	0.00%
ONLINE LEGAL RESEARCH	152	154	(2)	1,217	1,224	(8)	1,672	448	73.22%
LAW LIBRARY	13	11	2	110	100	10	150	50	66.43%
MCLE BOARD	-	-	-	-	-	-	650	650	0.00%
STAFF TRAVEL/PARKING	6	-	6	31	-	31	50	50	0.00%
STAFF TRAINING	-	-	-	1,170	-	1,170	1,170	1,170	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>7,619</b>	<b>5,695</b>	<b>1,924</b>	<b>123,731</b>	<b>127,779</b>	<b>(4,049)</b>	<b>147,237</b>	<b>19,458</b>	<b>86.78%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (3.80 FTE)	24,132	19,148	4,984	197,367	186,113	11,253	269,761	83,648	68.99%
BENEFITS EXPENSE	10,488	10,541	(53)	76,222	76,174	47	106,179	30,004	71.74%
OTHER INDIRECT EXPENSE	11,366	7,262	4,104	93,593	77,263	16,331	135,803	58,540	56.89%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>45,986</b>	<b>36,950</b>	<b>9,036</b>	<b>367,182</b>	<b>339,550</b>	<b>27,631</b>	<b>511,743</b>	<b>172,192</b>	<b>66.35%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>53,604</b>	<b>42,645</b>	<b>10,960</b>	<b>490,913</b>	<b>467,330</b>	<b>23,583</b>	<b>658,980</b>	<b>191,650</b>	<b>70.92%</b>
<b>NET INCOME (LOSS):</b>	<b>5,600</b>	<b>33,455</b>	<b>27,855</b>	<b>162,246</b>	<b>301,679</b>	<b>139,433</b>	<b>180,271</b>	<b>(121,408)</b>	<b>167.35%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>MEMBER SERVICES &amp; ENGAGEMENT</b>									
<b>REVENUE:</b>									
ROYALTIES	3,940.01	-	(3,940.01)	37,429.96	51,307.84	13,877.88	49,250.00	(2,057.84)	104.18%
NMP PRODUCT SALES	1,435	4,847	3,412	13,695	21,780	8,086	18,000	(3,780)	121.00%
SEMINAR REGISTRATIONS	(910)	-	910	2,730	25	(2,705)	-	(25)	
TRIAL ADVOCACY PROGRAM	-	(250)	(250)	-	(250)	(250)	-	250	
<b>TOTAL REVENUE:</b>	<b>4,465</b>	<b>4,597</b>	<b>132</b>	<b>53,854</b>	<b>72,863</b>	<b>19,009</b>	<b>67,250</b>	<b>(5,613)</b>	<b>108.35%</b>
<b>DIRECT EXPENSES:</b>									
STAFF TRAVEL/PARKING	-	-	-	-	-	-	1,000	1,000	0.00%
SUBSCRIPTIONS	24	17	7	179	141	38	250	109	56.46%
TRANSCRIPTION SERVICES	188	-	188	938	750	188	1,500	750	50.00%
CONFERENCE CALLS	13	-	13	63	-	63	100	100	0.00%
YLL SECTION PROGRAM	-	-	-	805	800	5	1,500	700	53.33%
WYLC CLE COMPS	250	-	250	250	-	250	1,000	1,000	0.00%
WYLC OUTREACH EVENTS	-	-	-	-	-	-	1,500	1,500	0.00%
WYL COMMITTEE	-	-	-	-	-	-	8,000	8,000	0.00%
TRIAL ADVOCACY EXPENSES	-	-	-	900	-	900	900	900	0.00%
RECEPTION/FORUM EXPENSE	-	-	-	367	67	300	667	600	9.99%
WYLC SCHOLARSHIPS/DONATIONS/GRANT	-	3,434	(3,434)	-	3,434	(3,434)	5,000	1,566	68.68%
STAFF MEMBERSHIP DUES	61	-	61	306	225	81	490	265	45.92%
LENDING LIBRARY	10	10	-	90	90	-	2,000	1,910	4.50%
<b>TOTAL DIRECT EXPENSES:</b>	<b>545</b>	<b>3,461</b>	<b>(2,916)</b>	<b>3,897</b>	<b>5,507</b>	<b>(1,610)</b>	<b>23,907</b>	<b>18,400</b>	<b>23.04%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (4.13 FTE)	22,516	20,889	1,627	179,336	175,685	3,651	250,160	74,475	70.23%
BENEFITS EXPENSE	8,178	8,525	(348)	65,015	67,288	(2,272)	90,502	23,214	74.35%
OTHER INDIRECT EXPENSE	9,164	7,893	1,271	85,942	83,981	1,961	122,207	38,226	68.72%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>39,858</b>	<b>37,307</b>	<b>2,551</b>	<b>330,293</b>	<b>326,954</b>	<b>3,340</b>	<b>462,869</b>	<b>135,915</b>	<b>70.64%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>40,403</b>	<b>40,768</b>	<b>(365)</b>	<b>334,190</b>	<b>332,461</b>	<b>1,729</b>	<b>486,776</b>	<b>154,315</b>	<b>68.30%</b>
<b>NET INCOME (LOSS):</b>	<b>(35,938)</b>	<b>(36,171)</b>	<b>(233)</b>	<b>(280,336)</b>	<b>(259,598)</b>	<b>20,738</b>	<b>(419,526)</b>	<b>(159,928)</b>	<b>61.88%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>OFFICE OF THE EXECUTIVE DIRECTOR</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>									
WASHINGTON LEADERSHIP INSTITUTE	11,000	-	11,000	55,000	-	55,000	88,000	88,000	0.00%
ABA DELEGATES	417	-	417	2,084	-	2,084	3,334	3,334	0.00%
SECTION/COMMITTEE CHAIR MTGS	-	-	-	-	-	-	500	500	0.00%
VOLUNTEER SUPPORT	-	-	-	-	-	-	5,000	5,000	0.00%
ED TRAVEL & OUTREACH	417	20	397	2,083	36	2,047	3,333	3,297	1.08%
LAW LIBRARY	-	11	(11)	150	100	50	150	50	66.43%
STAFF TRAVEL/PARKING	-	17	(17)	98	53	45	98	45	53.86%
STAFF MEMBERSHIP DUES	-	17	(17)	50	67	(17)	50	(17)	133.34%
<b>TOTAL DIRECT EXPENSES:</b>	<b>11,833</b>	<b>65</b>	<b>11,769</b>	<b>59,465</b>	<b>255</b>	<b>59,210</b>	<b>100,465</b>	<b>100,210</b>	<b>0.25%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (3.00 FTE)	34,908	33,538	1,370	313,824	314,024	(200)	418,546	104,521	75.03%
BENEFITS EXPENSE	11,327	12,965	(1,638)	93,478	97,195	(3,717)	125,070	27,875	77.71%
OTHER INDIRECT EXPENSE	7,104	5,736	1,368	67,852	61,026	6,825	94,232	33,206	64.76%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>53,338</b>	<b>52,239</b>	<b>1,100</b>	<b>475,153</b>	<b>472,245</b>	<b>2,908</b>	<b>637,848</b>	<b>165,603</b>	<b>74.04%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>65,171</b>	<b>52,303</b>	<b>12,868</b>	<b>534,618</b>	<b>472,501</b>	<b>62,118</b>	<b>738,313</b>	<b>265,813</b>	<b>64.00%</b>
<b>NET INCOME (LOSS):</b>	<b>(65,171)</b>	<b>(52,303)</b>	<b>12,868</b>	<b>(534,618)</b>	<b>(472,501)</b>	<b>62,118</b>	<b>(738,313)</b>	<b>(265,813)</b>	<b>64.00%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>OFFICE OF GENERAL COUNSEL</b>									
<b>REVENUE:</b>									
COPY FEES	-	-	-	27	117	90	27	(90)	432.78%
RECORDS REQUEST FEES	-	-	-	-	630	630	-	(630)	
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27</b>	<b>747</b>	<b>720</b>	<b>27</b>	<b>(720)</b>	<b>100.00%</b>
<b>DIRECT EXPENSES:</b>									
DEPRECIATION	139	-	139	695	-	695	1,112	1,112	0.00%
STAFF TRAVEL/PARKING	8	-	8	392	-	392	417	417	0.00%
STAFF MEMBERSHIP DUES	-	500	(500)	1,525	525	1,000	1,525	1,000	34.43%
ONLINE LEGAL RESEARCH	912	922	(10)	7,299	7,345	(46)	10,034	2,689	73.20%
LAW LIBRARY	-	22	(22)	1,780	1,892	(112)	1,780	(112)	106.31%
COURT RULES COMMITTEE	296	-	296	307	56	251	1,195	1,139	4.68%
DISCIPLINE ADVISORY ROUNDTABLE	94	-	94	94	-	94	375	375	0.00%
CUSTODIANSHIPS	584	3,679	(3,095)	5,457	5,869	(412)	7,209	1,340	81.41%
LITIGATION EXPENSES	21	-	21	104	-	104	167	167	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>2,054</b>	<b>5,123</b>	<b>(3,070)</b>	<b>17,653</b>	<b>15,687</b>	<b>1,966</b>	<b>23,814</b>	<b>8,127</b>	<b>65.87%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (6.38 FTE)	48,746	41,253	7,494	401,682	401,412	270	547,919	146,508	73.26%
BENEFITS EXPENSE	16,676	17,294	(618)	124,714	126,527	(1,813)	172,844	46,317	73.20%
OTHER INDIRECT EXPENSE	14,312	12,208	2,104	132,394	129,891	2,504	185,545	55,654	70.01%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>79,734</b>	<b>70,754</b>	<b>8,980</b>	<b>658,790</b>	<b>657,829</b>	<b>961</b>	<b>906,308</b>	<b>248,479</b>	<b>72.58%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>81,788</b>	<b>75,878</b>	<b>5,910</b>	<b>676,443</b>	<b>673,517</b>	<b>2,927</b>	<b>930,122</b>	<b>256,605</b>	<b>72.41%</b>
<b>NET INCOME (LOSS):</b>	<b>(81,788)</b>	<b>(75,878)</b>	<b>5,910</b>	<b>(676,416)</b>	<b>(672,770)</b>	<b>3,647</b>	<b>(930,095)</b>	<b>(257,325)</b>	<b>72.33%</b>

**Washington State Bar Association**

Statement of Activities

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**75.00% OF YEAR COMPLETE**

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	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
STAFF MEMBERSHIP DUES	-	21	(21)	100	21	79	100	79	20.83%
LAW LIBRARY	81	67	14	667	602	65	909	307	66.24%
DISCIPLINARY BOARD EXPENSES	259	-	259	497	263	234	1,274	1,011	20.64%
CHIEF HEARING OFFICER	3,012	2,500	512	23,488	22,500	988	32,524	10,024	69.18%
HEARING OFFICER EXPENSES	5,715	-	5,715	22,860	-	22,860	40,005	40,005	0.00%
HEARING OFFICER TRAINING	80	-	80	80	-	80	321	321	0.00%
OUTSIDE COUNSEL	5,321	4,000	1,321	39,038	36,000	3,038	55,000	19,000	65.45%
<b>TOTAL DIRECT EXPENSES:</b>	<b>14,467</b>	<b>6,587</b>	<b>7,880</b>	<b>86,730</b>	<b>59,386</b>	<b>27,344</b>	<b>130,133</b>	<b>70,747</b>	<b>45.63%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.30 FTE)	7,840	7,576	264	72,155	73,241	(1,086)	95,676	22,435	76.55%
BENEFITS EXPENSE	2,850	2,949	(100)	24,094	24,254	(161)	32,235	7,981	75.24%
OTHER INDIRECT EXPENSE	3,078	2,499	579	29,467	26,594	2,873	40,898	14,304	65.02%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>13,768</b>	<b>13,025</b>	<b>743</b>	<b>125,715</b>	<b>124,089</b>	<b>1,626</b>	<b>168,809</b>	<b>44,720</b>	<b>73.51%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>28,236</b>	<b>19,613</b>	<b>8,623</b>	<b>212,446</b>	<b>183,475</b>	<b>28,971</b>	<b>298,942</b>	<b>115,467</b>	<b>61.37%</b>
<b>NET INCOME (LOSS):</b>	<b>(28,236)</b>	<b>(19,613)</b>	<b>8,623</b>	<b>(212,446)</b>	<b>(183,475)</b>	<b>28,971</b>	<b>(298,942)</b>	<b>(115,467)</b>	<b>61.37%</b>

**Washington State Bar Association**

Statement of Activities

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	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>OUTREACH &amp; ENGAGEMENT</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
STAFF TRAVEL/PARKING	117	-	117	350	-	350	700	700	0.00%
STAFF MEMBERSHIP DUES	230	-	230	461	-	461	1,152	1,152	0.00%
ABA DELEGATES	741	-	741	3,378	-	3,378	5,600	5,600	0.00%
ANNUAL CHAIR MEETINGS	40	-	40	80	-	80	200	200	0.00%
JUDICIAL RECOMMENDATIONS COMMITTEE	438	-	438	2,188	-	2,188	3,500	3,500	0.00%
BAR OUTREACH	2,723	-	2,723	14,134	522	13,613	22,302	21,780	2.34%
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,288</b>	<b>-</b>	<b>4,288</b>	<b>20,591</b>	<b>522</b>	<b>20,069</b>	<b>33,454</b>	<b>32,932</b>	<b>1.56%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (2.00 FTE)	12,860	8,762	4,097	108,047	96,944	11,103	146,626	49,682	66.12%
BENEFITS EXPENSE	4,874	5,019	(146)	37,634	39,912	(2,278)	51,627	11,715	77.31%
OTHER INDIRECT EXPENSE	4,736	3,815	921	42,096	40,591	1,505	59,683	19,092	68.01%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>22,469</b>	<b>17,597</b>	<b>4,872</b>	<b>187,777</b>	<b>177,447</b>	<b>10,330</b>	<b>257,936</b>	<b>80,489</b>	<b>68.79%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>26,757</b>	<b>17,597</b>	<b>9,160</b>	<b>208,368</b>	<b>177,969</b>	<b>30,399</b>	<b>291,390</b>	<b>113,421</b>	<b>61.08%</b>
<b>NET INCOME (LOSS):</b>	<b>(26,757)</b>	<b>(17,597)</b>	<b>9,160</b>	<b>(208,368)</b>	<b>(177,969)</b>	<b>30,399</b>	<b>(291,390)</b>	<b>(113,421)</b>	<b>61.08%</b>

**Washington State Bar Association**

Statement of Activities

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<b>PRACTICE OF LAW BOARD</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
PRACTICE OF LAW BOARD	1,538	-	1,538	3,211	-	3,211	7,825	7,825	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<u>1,538</u>	<u>-</u>	<u>1,538</u>	<u>3,211</u>	<u>-</u>	<u>3,211</u>	<u>7,825</u>	<u>7,825</u>	<u>0.00%</u>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (0.15 FTE)	3,746	2,076	1,670	27,528	19,774	7,754	38,767	18,993	51.01%
BENEFITS EXPENSE	1,162	1,133	29	7,447	6,178	1,269	10,782	4,604	57.30%
OTHER INDIRECT EXPENSE	1,144	289	855	8,024	3,079	4,945	12,274	9,195	25.09%
<b>TOTAL INDIRECT EXPENSES:</b>	<u>6,053</u>	<u>3,499</u>	<u>2,554</u>	<u>42,999</u>	<u>29,031</u>	<u>13,968</u>	<u>61,823</u>	<u>32,792</u>	<u>46.96%</u>
<b>TOTAL ALL EXPENSES:</b>	<u>7,591</u>	<u>3,499</u>	<u>4,092</u>	<u>46,210</u>	<u>29,031</u>	<u>17,179</u>	<u>69,649</u>	<u>40,618</u>	<u>41.68%</u>
<b>NET INCOME (LOSS):</b>	<u>(7,591)</u>	<u>(3,499)</u>	<u>4,092</u>	<u>(46,210)</u>	<u>(29,031)</u>	<u>17,179</u>	<u>(69,649)</u>	<u>(40,618)</u>	<u>41.68%</u>

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<b>PROFESSIONAL RESPONSIBILITY PROGRAM</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
STAFF TRAVEL/PARKING	250	-	250	1,250	-	1,250	2,000	2,000	0.00%
STAFF MEMBERSHIP DUES	31	250	(219)	406	500	(94)	500	-	100.00%
LAW LIBRARY	54	45	9	446	403	43	608	205	66.25%
CPE COMMITTEE	424	-	424	1,357	31	1,326	2,627	2,596	1.19%
<b>TOTAL DIRECT EXPENSES:</b>	<b>759</b>	<b>295</b>	<b>464</b>	<b>3,459</b>	<b>934</b>	<b>2,525</b>	<b>5,736</b>	<b>4,801</b>	<b>16.29%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.69 FTE)	14,269	13,793	477	129,714	131,317	(1,603)	172,521	41,204	76.12%
BENEFITS EXPENSE	5,764	5,887	(123)	48,994	48,794	200	65,754	16,960	74.21%
OTHER INDIRECT EXPENSE	4,008	3,236	772	38,281	34,432	3,849	53,164	18,732	64.77%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>24,041</b>	<b>22,915</b>	<b>1,125</b>	<b>216,989</b>	<b>214,543</b>	<b>2,446</b>	<b>291,439</b>	<b>76,896</b>	<b>73.62%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>24,799</b>	<b>23,210</b>	<b>1,589</b>	<b>220,448</b>	<b>215,477</b>	<b>4,971</b>	<b>297,175</b>	<b>81,697</b>	<b>72.51%</b>
<b>NET INCOME (LOSS):</b>	<b>(24,799)</b>	<b>(23,210)</b>	<b>1,589</b>	<b>(220,448)</b>	<b>(215,477)</b>	<b>4,971</b>	<b>(297,175)</b>	<b>(81,697)</b>	<b>72.51%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>PUBLIC SERVICE PROGRAMS</b>									
<b>REVENUE:</b>									
DONATIONS & GRANTS	-	-	-	103,000.00	103,000.00	-	103,000.00	-	100.00%
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>103,000</b>	<b>103,000</b>	<b>-</b>	<b>103,000</b>	<b>-</b>	<b>100.00%</b>
<b>DIRECT EXPENSES:</b>									
DONATIONS/SPONSORSHIPS/GRANTS	29,024	-	29,024	145,121	115,847	29,274	232,193	116,347	49.89%
PRO BONO & PUBLIC SERVICE COMMITTEE	246	-	246	1,261	46	1,215	2,000	1,954	2.30%
PRO BONO CERTIFICATES	475	-	475	2,375	-	2,375	3,800	3,800	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>29,746</b>	<b>-</b>	<b>29,746</b>	<b>148,756</b>	<b>115,893</b>	<b>32,864</b>	<b>237,993</b>	<b>122,100</b>	<b>48.70%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (1.00 FTE)	6,704	4,799	1,905	56,234	55,208	1,025	76,345	21,136	72.31%
BENEFITS EXPENSE	2,712	2,763	(52)	20,054	20,393	(339)	27,845	7,451	73.24%
OTHER INDIRECT EXPENSE	2,605	1,921	684	22,119	20,435	1,683	31,792	11,356	64.28%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>12,020</b>	<b>9,483</b>	<b>2,537</b>	<b>98,407</b>	<b>96,037</b>	<b>2,370</b>	<b>135,981</b>	<b>39,944</b>	<b>70.63%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>41,766</b>	<b>9,483</b>	<b>32,283</b>	<b>247,163</b>	<b>211,929</b>	<b>35,234</b>	<b>373,974</b>	<b>162,044</b>	<b>56.67%</b>
<b>NET INCOME (LOSS):</b>	<b>(41,766)</b>	<b>(9,483)</b>	<b>32,283</b>	<b>(144,163)</b>	<b>(108,929)</b>	<b>35,234</b>	<b>(270,974)</b>	<b>(162,044)</b>	<b>40.20%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>PUBLICATION &amp; DESIGN SERVICES</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	-
<b>DIRECT EXPENSES:</b>									
EQUIPMENT, HARDWARE & SOFTWARE	25	-	25	125	-	125	200	200	0.00%
SUBSCRIPTIONS	17	-	17	283	200	83	333	133	60.00%
SUPPLIES	13	-	13	63	-	63	100	100	0.00%
IMAGE LIBRARY	84	-	84	4,184	4,100	84	4,436	336	92.43%
<b>TOTAL DIRECT EXPENSES:</b>	<b>138</b>	<b>-</b>	<b>138</b>	<b>4,655</b>	<b>4,300</b>	<b>355</b>	<b>5,069</b>	<b>769</b>	<b>84.83%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (0.87 FTE)	4,529	4,376	153	41,202	41,605	(403)	54,789	13,184	75.94%
BENEFITS EXPENSE	1,668	1,729	(61)	14,081	14,186	(104)	18,811	4,626	75.41%
OTHER INDIRECT EXPENSE	2,060	1,658	403	19,650	17,636	2,014	27,301	9,665	64.60%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>8,257</b>	<b>7,762</b>	<b>494</b>	<b>74,934</b>	<b>73,426</b>	<b>1,507</b>	<b>100,900</b>	<b>27,474</b>	<b>72.77%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>8,395</b>	<b>7,762</b>	<b>633</b>	<b>79,588</b>	<b>77,726</b>	<b>1,862</b>	<b>105,969</b>	<b>28,243</b>	<b>73.35%</b>
<b>NET INCOME (LOSS):</b>	<b>(8,395)</b>	<b>(7,762)</b>	<b>633</b>	<b>(79,588)</b>	<b>(77,726)</b>	<b>1,862</b>	<b>(105,969)</b>	<b>(28,243)</b>	<b>73.35%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>REGULATORY SERVICES FTE</b>									
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (2.70 FTE)	21,863	17,726	4,137	180,418	166,705	13,713	246007.48	79,302	67.76%
BENEFITS EXPENSE	7,087	7,395	(308)	63,457	67,659	(4,202)	83,964	16,305	80.58%
OTHER INDIRECT EXPENSE	5,683	5,157	526	54,574	54,868	(293)	75,679	20,811	72.50%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>34,633</b>	<b>30,278</b>	<b>4,355</b>	<b>298,450</b>	<b>289,232</b>	<b>9,218</b>	<b>405,650</b>	<b>116,419</b>	<b>71.30%</b>
<b>NET INCOME (LOSS):</b>	<b>(34,633)</b>	<b>(30,278)</b>	<b>4,355</b>	<b>(298,450)</b>	<b>(289,232)</b>	<b>9,218</b>	<b>(405,650)</b>	<b>(116,419)</b>	<b>71.30%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>SERVICE CENTER</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
TRANSLATION SERVICES	801	553	248	6,096	3,480	2,616	8,500	5,020	40.94%
<b>TOTAL DIRECT EXPENSES:</b>	<b>801</b>	<b>553</b>	<b>248</b>	<b>6,096</b>	<b>3,480</b>	<b>2,616</b>	<b>8,500</b>	<b>5,020</b>	<b>40.94%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (6.71 FTE)	27,736	26,795	941	260,832	259,837	995	344,039	84,201	75.53%
BENEFITS EXPENSE	12,056	12,619	(564)	107,558	111,634	(4,076)	141,933	30,299	78.65%
OTHER INDIRECT EXPENSE	13,521	12,839	681	137,950	136,609	1,340	188,161	51,552	72.60%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>53,312</b>	<b>52,254</b>	<b>1,058</b>	<b>506,340</b>	<b>508,081</b>	<b>(1,740)</b>	<b>674,133</b>	<b>166,052</b>	<b>75.37%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>54,114</b>	<b>52,807</b>	<b>1,307</b>	<b>512,436</b>	<b>511,561</b>	<b>876</b>	<b>682,633</b>	<b>171,072</b>	<b>74.94%</b>
<b>NET INCOME (LOSS):</b>	<b>(54,114)</b>	<b>(52,807)</b>	<b>1,307</b>	<b>(512,436)</b>	<b>(511,561)</b>	<b>876</b>	<b>(682,633)</b>	<b>(171,072)</b>	<b>74.94%</b>

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>SECTIONS ADMINISTRATION</b>									
<b>REVENUE:</b>									
REIMBURSEMENTS FROM SECTIONS	3,385	1,018	(2,367)	261,845	282,354	20,508	272,000	(10,354)	103.81%
<b>TOTAL REVENUE:</b>	<b>3,385</b>	<b>1,018</b>	<b>(2,367)</b>	<b>261,845</b>	<b>282,354</b>	<b>20,508</b>	<b>272,000</b>	<b>(10,354)</b>	<b>103.81%</b>
<b>DIRECT EXPENSES:</b>									
STAFF TRAVEL/PARKING	-	-	-	-	-	-	500	500	0.00%
SUBSCRIPTIONS	-	-	-	410	410	-	410	-	100.00%
CONFERENCE CALLS	11	-	11	66	8	57	100	92	8.42%
MISCELLANEOUS	60	-	60	120	-	120	300	300	0.00%
SECTION/COMMITTEE CHAIR MTGS	-	-	-	250	-	250	250	250	0.00%
DUES STATEMENTS	-	-	-	5,935	5,935	-	5,935	-	100.00%
STAFF MEMBERSHIP DUES	25	-	25	50	-	50	125	125	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>96</b>	<b>-</b>	<b>96</b>	<b>6,830</b>	<b>6,353</b>	<b>477</b>	<b>7,620</b>	<b>1,267</b>	<b>83.38%</b>
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (2.68 FTE)	13,309	10,952	2,357	117,297	115,620	1,677	157,225	41,605	73.54%
BENEFITS EXPENSE	5,363	5,536	(173)	38,424	38,569	(145)	53,672	15,103	71.86%
OTHER INDIRECT EXPENSE	6,346	5,130	1,216	57,482	54,588	2,895	81,049	26,462	67.35%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>25,018</b>	<b>21,619</b>	<b>3,400</b>	<b>213,204</b>	<b>208,776</b>	<b>4,427</b>	<b>291,946</b>	<b>83,170</b>	<b>71.51%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>25,115</b>	<b>21,619</b>	<b>3,496</b>	<b>220,034</b>	<b>215,129</b>	<b>4,905</b>	<b>299,566</b>	<b>84,436</b>	<b>71.81%</b>
<b>NET INCOME (LOSS):</b>	<b>(21,730)</b>	<b>(20,601)</b>	<b>1,129</b>	<b>41,811</b>	<b>67,224</b>	<b>25,413</b>	<b>(27,566)</b>	<b>(94,790)</b>	<b>-243.87%</b>

**Washington State Bar Association**

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**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>SECTIONS OPERATIONS</b>									
<b>REVENUE:</b>									
SECTION DUES	8,992.78	1,650.00	(7,342.78)	412,466.77	442,222.94	29,756.17	439,445.00	(2,777.94)	100.63%
SEMINAR PROFIT SHARE	6,473	10,276	3,803	78,944	125,087	46,143	98,364	(26,723)	127.17%
INTEREST INCOME	341	-	(341)	447	-	(447)	1,470	1,470	0.00%
PUBLICATIONS REVENUE	981	-	(981)	3,056	4,627	1,571	6,000	1,373	77.11%
OTHER	4,116	3,765	(351)	28,152	37,044	8,891	40,500	3,456	91.47%
<b>TOTAL REVENUE:</b>	<b>20,904</b>	<b>15,691</b>	<b>(5,213)</b>	<b>523,066</b>	<b>608,980</b>	<b>85,914</b>	<b>585,779</b>	<b>(23,201)</b>	<b>103.96%</b>
<b>DIRECT EXPENSES:</b>									
DIRECT EXPENSES OF SECTION ACTIVITIES	103,518	26,628	76,890	274,317	69,132	205,185	584,594	515,462	11.83%
REIMBURSEMENT TO WSBA FOR INDIRECT I	5,631	1,018	4,613	263,679	282,354	(18,675)	280,573	(1,781)	100.63%
<b>TOTAL DIRECT EXPENSES:</b>	<b>109,150</b>	<b>27,646</b>	<b>81,504</b>	<b>537,996</b>	<b>351,486</b>	<b>186,510</b>	<b>865,167</b>	<b>513,681</b>	<b>40.63%</b>
<b>NET INCOME (LOSS):</b>	<b>(88,246)</b>	<b>(11,955)</b>	<b>76,291</b>	<b>(14,929)</b>	<b>257,494</b>	<b>272,424</b>	<b>(279,388)</b>	<b>(536,882)</b>	<b>-92.16%</b>

**Washington State Bar Association**

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**75.00% OF YEAR COMPLETE**

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	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>TECHNOLOGY</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
CONSULTING SERVICES	10,905	825	10,080	77,286	72,025	5,260	110,000	37,975	65.48%
STAFF TRAVEL/PARKING	208	-	208	1,042	-	1,042	1,667	1,667	0.00%
STAFF MEMBERSHIP DUES	450	-	450	450	-	450	450	450	0.00%
TELEPHONE	2,320	1,403	917	15,041	11,776	3,265	22,000	10,224	53.53%
COMPUTER HARDWARE	7,465	-	7,465	37,605	36,560	1,044	60,000	23,440	60.93%
COMPUTER SOFTWARE	6,978	73	6,905	59,065	64,106	(5,041)	80,000	15,894	80.13%
HARDWARE SERVICE & WARRANTIES	4,257	-	4,257	27,229	20,480	6,748	40,000	19,520	51.20%
SOFTWARE MAINTENANCE & LICENSING	25,620	6,280	19,340	289,141	283,750	5,391	366,000	82,250	77.53%
TELEPHONE HARDWARE & MAINTENANCE	1,382	687	695	2,855	1,681	1,174	7,000	5,319	24.01%
COMPUTER SUPPLIES	1,127	143	984	6,618	1,322	5,296	10,000	8,678	13.22%
THIRD PARTY SERVICES	14,010	5,689	8,321	87,971	85,003	2,968	130,000	44,997	65.39%
TRANSFER TO INDIRECT EXPENSES	(74,722)	(17,575)	(57,146)	(604,302)	(576,705)	(27,597)	(827,117)	(250,412)	69.72%
<b>TOTAL DIRECT EXPENSES:</b>	-	<b>(2,475)</b>	<b>2,475</b>	<b>(0)</b>	-	<b>(0)</b>	-	-	
<b>INDIRECT EXPENSES:</b>									
SALARY EXPENSE (12.00 FTE)	102,322	86,965	15,357	811,294	787,162	24,132	1,118,256	331,094	70.39%
BENEFITS EXPENSE	34,781	35,675	(894)	265,783	270,839	(5,056)	366,046	95,207	73.99%
CAPITAL LABOR & OVERHEAD	(28,681)	(5,776)	(22,905)	(43,958)	47,798	(91,757)	(130,000)	(177,799)	-36.77%
OTHER INDIRECT EXPENSE	29,238	22,995	6,243	256,474	244,665	11,809	356,988	112,323	68.54%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>137,661</b>	<b>139,858</b>	<b>(2,198)</b>	<b>1,289,593</b>	<b>1,350,464</b>	<b>(60,871)</b>	<b>1,711,290</b>	<b>360,826</b>	<b>78.91%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>137,661</b>	<b>137,383</b>	<b>277</b>	<b>1,289,592</b>	<b>1,350,464</b>	<b>(60,872)</b>	<b>1,711,290</b>	<b>360,826</b>	<b>78.91%</b>
<b>NET INCOME (LOSS):</b>	<b>(137,661)</b>	<b>(137,383)</b>	<b>277</b>	<b>(1,289,592)</b>	<b>(1,350,464)</b>	<b>(60,872)</b>	<b>(1,711,290)</b>	<b>(360,826)</b>	<b>78.91%</b>

**Washington State Bar Association**

Statement of Activities

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**75.00% OF YEAR COMPLETE**

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	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>INDIRECT EXPENSES:</b>									
SALARIES	969505.62	956,523	12,982	8,541,889	8,648,782	(106,893)	11,495,260	2,846,478	75.24%
TEMPORARY SALARIES	15,575	4,536	11,039	81,247	46,426	34,821	127,971	81,545	36.28%
CAPITAL LABOR & OVERHEAD	(28,681)	(5,776)	(22,905)	(43,958)	47,798	(91,757)	(130,000)	(177,799)	-36.77%
EMPLOYEE ASSISTANCE PLAN	472	-	472	3,960	4,000	(40)	5,376	1,376	74.40%
EMPLOYEE SERVICE AWARDS	228	-	228	1,138	-	1,138	1,820	1,820	0.00%
FICA (EMPLOYER PORTION)	60,058	73,516	(13,458)	560,302	619,600	(59,298)	741,809	122,209	83.53%
L&I INSURANCE	13,241	-	13,241	36,928	21,676	15,252	50,169	28,493	43.21%
WA STATE FAMILY MEDICAL LEAVE (EMPLC)	1,464	1,463	2	12,479	12,072	407	16,871	4,799	71.55%
FCRA LEAVE (EMPLOYER PORTION)	-	4,867	(4,867)	-	3,410	(3,410)	-	(3,410)	-
MEDICAL (EMPLOYER PORTION)	131,259	126,602	4,657	1,071,483	1,057,929	13,554	1,473,510	415,581	71.80%
PARKING BENEFITS	3,000	1,911	1,089	24,112	17,525	6,587	24,112	6,587	72.68%
RETIREMENT (EMPLOYER PORTION)	125,637	123,155	2,482	1,077,020	1,060,839	16,180	1,459,748	398,908	72.67%
TRANSPORTATION ALLOWANCE	-	16,088	(16,088)	(23,777)	24,486	(48,263)	(23,777)	(48,263)	-102.98%
UNEMPLOYMENT INSURANCE	6,411	7,121	(710)	55,908	50,928	4,980	68,766	17,838	74.06%
STAFF DEVELOPMENT-GENERAL	525	-	525	2,625	414	2,211	4,200	3,786	9.86%
<b>TOTAL SALARY &amp; BENEFITS EXPENSE:</b>	<b>1,298,693</b>	<b>1,310,004</b>	<b>(11,311)</b>	<b>11,401,355</b>	<b>11,615,886</b>	<b>(214,531)</b>	<b>15,315,834</b>	<b>3,699,948</b>	<b>75.84%</b>
WORKPLACE BENEFITS	3,250	3,181	69	17,998	10,436	7,562	27,748	17,312	37.61%
HUMAN RESOURCES POOLED EXP	6,529	4,015	2,514	85,446	109,747	(24,301)	219,125	109,378	50.08%
MEETING SUPPORT EXPENSES	100	-	100	1,735	1,652	83	5,485	3,833	30.12%
RENT	150,669	149,701	968	1,523,327	1,453,587	69,740	1,975,334	521,747	73.59%
PERSONAL PROP TAXES-WSBA	534	527	7	7,519	4,970	2,548	9,121	4,150	54.49%
FURNITURE, MAINT, LH IMP	561	661	(100)	4,738	5,448	(710)	30,000	24,552	18.16%
OFFICE SUPPLIES & EQUIPMENT	5,031	931	4,100	28,909	13,396	15,513	44,000	30,605	30.44%
FURN & OFFICE EQUIP DEPRECIATION	4,294	4,234	60	39,402	40,450	(1,048)	52,285	11,835	77.36%
COMPUTER HARDWARE DEPRECIATION	4,315	2,950	1,365	33,828	27,000	6,828	46,773	19,774	57.72%
COMPUTER SOFTWARE DEPRECIATION	11,091	8,589	2,502	98,653	90,110	8,543	131,925	41,815	68.30%
INSURANCE	18,810	18,810	0	169,288	168,357	931	225,718	57,361	74.59%
PROFESSIONAL FEES-AUDIT	-	-	-	32,000	32,000	-	32,000	-	100.00%
PROFESSIONAL FEES-LEGAL	23,183	25,942	(2,759)	180,452	104,068	76,384	250,000	145,931	41.63%
TELEPHONE & INTERNET	5,428	10,944	(5,516)	46,716	62,475	(15,759)	63,000	526	99.17%
POSTAGE - GENERAL	2,333	1,474	859	16,587	11,021	5,566	23,586	12,565	46.73%
RECORDS STORAGE	2,500	1,707	793	19,004	16,447	2,557	26,504	10,057	62.05%
STAFF TRAINING	1,574	6,584	(5,010)	28,249	17,832	10,417	45,772	27,940	38.96%
BANK FEES	4,708	2,464	2,244	48,127	40,558	7,569	62,251	21,693	65.15%
PRODUCTION MAINTENANCE & SUPPLIES	1,696	2,813	(1,118)	12,969	8,696	4,273	18,056	9,359	48.16%
COMPUTER POOLED EXPENSES	84,135	17,575	66,560	648,656	580,704	67,952	899,711	319,007	64.54%
<b>TOTAL OTHER INDIRECT EXPENSES:</b>	<b>330,741</b>	<b>263,102</b>	<b>67,640</b>	<b>3,043,602</b>	<b>2,798,954</b>	<b>244,647</b>	<b>4,188,395</b>	<b>1,389,441</b>	<b>66.83%</b>
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,629,435</b>	<b>1,573,106</b>	<b>56,329</b>	<b>14,444,957</b>	<b>14,414,840</b>	<b>30,117</b>	<b>19,504,229</b>	<b>5,089,388</b>	<b>73.91%</b>

**Washington State Bar Association**  
Statement of Activities  
For the Period from June 1, 2021 to June 30, 2021  
**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON		
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR	% USED OF ANNUAL REFORECAST
<b>COVID 19</b>									
<b>REVENUE:</b>									
<b>TOTAL REVENUE:</b>	-	-	-	-	-	-	-	-	
<b>DIRECT EXPENSES:</b>									
COVID 19	-	-	-	-	(945)	945	-	945	
<b>TOTAL DIRECT EXPENSES:</b>	-	-	-	-	(945)	945	-	945	
<b>INDIRECT EXPENSES:</b>									
<b>TOTAL INDIRECT EXPENSES:</b>	-	-	-	-	-	-	-	-	
<b>TOTAL ALL EXPENSES:</b>	-	-	-	-	(945)	945	-	945	
<b>NET INCOME (LOSS):</b>	-	-	-	-	945	945	-	(945)	

**Washington State Bar Association**

Statement of Activities

For the Period from June 1, 2021 to June 30, 2021

**75.00% OF YEAR COMPLETE**

	MONTHLY BUDGET vs. ACTUAL			YEAR TO DATE BUDGET vs. ACTUAL			ANNUAL BUDGET COMPARISON	
	FISCAL 2021 REFORECAST CURRENT MONTH	CURRENT MONTH ACTUAL	MONTHLY VARIANCE	YEAR TO DATE REFORECAST	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL 2021 ANNUAL REFORECAST	REMAINING BALANCE OF YEAR
ACCESS TO JUSTICE	(23,735)	(17,638)	6,096	(190,332)	(174,869)	15,463	(265,737)	(90,867)
ADMINISTRATION	(91,737)	(85,147)	6,590	(829,010)	(815,795)	13,215	(1,108,134)	(292,339)
ADMISSIONS/BAR EXAM	(74,702)	(32,714)	41,989	407,715	414,639	6,924	3,246	(411,393)
ADVANCEMENT FTE	(19,768)	(18,548)	1,219	(178,611)	(175,251)	3,360	(239,496)	(64,245)
BAR NEWS	(30,484)	(9,064)	21,420	(248,724)	(142,615)	106,109	(343,683)	(201,068)
BOARD OF GOVERNORS	(23,122)	(52,091)	(28,968)	(247,373)	(237,012)	10,361	(415,528)	(178,516)
CLE - PRODUCTS	(3,766)	7,919	11,686	218,882	203,508	(15,374)	324,958	121,449
CLE - SEMINARS	(5,602)	61,215	66,817	(333,811)	(33,595)	300,216	(390,091)	(356,496)
CLIENT PROTECTION FUND	(90,395)	(14,307)	76,088	154,357	239,608	85,251	(118,520)	(358,128)
COMMUNICATIONS	(42,871)	(36,282)	6,589	(375,170)	(354,322)	20,848	(533,177)	(178,856)
COMMUNICATIONS FTE	(18,574)	(17,842)	731	(167,057)	(165,223)	1,834	(224,154)	(58,931)
DESKBOOKS	(18,884)	(14,483)	4,401	(132,885)	(151,155)	(18,270)	(191,629)	(40,474)
DISCIPLINE	(471,962)	(496,792)	(24,830)	(4,301,549)	(4,276,503)	25,046	(5,811,290)	(1,534,787)
DIVERSITY	(29,087)	(28,105)	982	(74,691)	(74,809)	(118)	(165,816)	(91,007)
FOUNDATION	(10,229)	(9,676)	553	(96,148)	(94,350)	1,798	(130,210)	(35,859)
HUMAN RESOURCES	(37,852)	(36,312)	1,540	(270,368)	(363,726)	(93,358)	(385,934)	(22,209)
LAW CLERK PROGRAM	(3,141)	(5,143)	(2,002)	115,195	111,135	(4,060)	103,430	(7,705)
LEGISLATIVE	(15,719)	(19,197)	(3,477)	(114,549)	(115,975)	(1,426)	(150,033)	(34,058)
LICENSE FEES	1,289,419	1,372,886	83,467	12,444,800	12,582,890	138,090	16,318,268	3,735,378
LICENSING AND MEMBERSHIP	(22,265)	(4,170)	18,095	(197,382)	(102,302)	95,080	(263,834)	(161,532)
LIMITED LICENSE LEGAL TECHNICIAN	(10,927)	(14,103)	(3,176)	(64,453)	(58,433)	6,020	(106,367)	(47,934)
LIMITED PRACTICE OFFICERS	6,610	1,931	(4,679)	92,837	98,652	5,815	106,760	8,108
MANDATORY CLE ADMINISTRATION	5,600	33,455	27,855	162,246	301,679	139,433	180,271	(121,408)
MEMBER ASSISTANCE PROGRAM	(6,302)	(6,574)	(272)	(63,426)	(60,650)	2,776	(119,075)	(58,425)
MEMBER BENEFITS	(19,643)	(26,823)	(7,180)	(251,846)	(251,356)	490	(314,428)	(63,073)
MEMBER SERVICES & ENGAGEMENT	(35,938)	(36,171)	(233)	(280,336)	(259,598)	20,738	(419,526)	(159,928)
OFFICE OF GENERAL COUNSEL	(81,788)	(75,878)	5,910	(676,416)	(672,770)	3,647	(930,095)	(257,325)
OFFICE OF THE EXECUTIVE DIRECTOR	(65,171)	(52,303)	12,868	(534,618)	(472,501)	62,118	(738,313)	(265,813)
OGC-DISCIPLINARY BOARD	(28,236)	(19,613)	8,623	(212,446)	(183,475)	28,971	(298,942)	(115,467)
OUTREACH & ENGAGEMENT	(26,757)	(17,597)	9,160	(208,368)	(177,969)	30,399	(291,390)	(113,421)
PRACTICE OF LAW BOARD	(7,591)	(3,499)	4,092	(46,210)	(29,031)	17,179	(69,649)	(40,618)
PROFESSIONAL RESPONSIBILITY PROGRAM	(24,799)	(23,210)	1,589	(220,448)	(215,477)	4,971	(297,175)	(81,697)
PUBLIC SERVICE PROGRAMS	(41,766)	(9,483)	32,283	(144,163)	(108,929)	35,234	(270,974)	(162,044)
PUBLICATION & DESIGN SERVICES	(8,395)	(7,762)	633	(79,588)	(77,726)	1,862	(105,969)	(28,243)
REGULATORY SERVICES FTE	(34,633)	(30,278)	4,355	(298,450)	(289,232)	9,218	(405,650)	(116,419)
SECTIONS ADMINISTRATION	(21,730)	(20,601)	1,129	41,811	67,224	25,413	(27,566)	(94,790)
SECTIONS OPERATIONS	(88,246)	(11,955)	76,291	(14,929)	257,494	272,424	(279,388)	(536,882)
SERVICE CENTER	(54,114)	(52,807)	1,307	(512,436)	(511,561)	876	(682,633)	(171,072)
TECHNOLOGY	(137,661)	(137,383)	277	(1,289,592)	(1,350,464)	(60,872)	(1,711,290)	(360,826)
COVID 19	-	-	-	-	945	945	-	(945)
INDIRECT EXPENSES	(1,629,435)	(1,573,106)	56,329	(14,444,957)	(14,414,840)	30,117	(19,504,229)	(5,089,388)
<b>TOTAL OF ALL</b>	<b>(2,055,399)</b>	<b>(1,539,250)</b>	<b>516,149</b>	<b>(13,462,499)</b>	<b>(12,133,738)</b>	<b>1,328,761</b>	<b>(20,272,990)</b>	<b>(8,139,252)</b>
<b>NET INCOME (LOSS)</b>	<b>(425,964)</b>	<b>33,856</b>	<b>459,820</b>	<b>982,458</b>	<b>2,281,102</b>	<b>1,298,645</b>	<b>(768,761)</b>	<b>(3,049,863)</b>

**Washington State Bar Association  
Analysis of Cash Investments  
As of June 30, 2021**

**Checking & Savings Accounts**

**General Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Account</u></b>	<b><u>Amount</u></b>
Wells Fargo	General	\$ 668,495

Total

<b><u>Investments</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	0.00%	\$ 11,277,456
UBS Financial Money Market	0.00%	\$ 1,081,140
Morgan Stanley Money Market	0.00%	\$ 3,354,006
Merrill Lynch Money Market	0.00%	\$ 1,983,607

**General Fund Total \$ 18,364,703**

**Client Protection Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Amount</u></b>
Wells Fargo	\$ 433,861

<b><u>Investments</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	0.00%	\$ 4,407,160
Morgan Stanley Money Market	0.00%	\$ 106,912

**Client Protection Fund Total \$ 4,947,933**

**Grand Total Cash & Investments \$ 23,312,636**