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**WSBA Legal Technology Task Force Agenda**

**Thursday, August 8, 2024**

**4:30 to 5:30pm**

**Zoom - Remote Meeting**

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/86082039698?pwd=bKVWMNCNif5fRjhCu6rbPF72G3Da0j.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 860 8203 9698 || Passcode: 821171

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**Quorum Bylaw** "Quorum" means the presence of a majority of the voting membership (i.e., more than half the voting members). A quorum must be present when votes are taken.

Quorum: 5 members

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**Governing Document**

1. The WSBA Legal Technology Task Force Charter approved by the Board of Governors on March 7, 2024.
2. Task force members are appointed by the WSBA President and confirmed by the Board of Governors.

**Membership:** Jenny Durkan, Michele Carney, Laura Lemire, Nicholas Pleasants, Kenneth Zigler, Patrick Palace, Kirk Arthur, Drew Simshaw, Judge Sean O'Donnell, Judge Criston Skinner, Margaret Chon, Kari Petrasek (BOG Liaison), Professor LeighAnne Thompson (Ex Officio), Craig Shank (POLB Liaison), Kevin Plachy (Staff Co-Liaison), Margeaux Green (Staff Co-Liaison)

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- Approve July 11 Meeting Minutes (Jenny, 5 min)
  - Calendar and Upcoming Deadlines (Jenny/Margeaux, 5 min)
  - Survey (Craig, 20 min)
  - Key Emerging Technology Report (Judge O'Donnell, 15 min)
  - Workgroup Expectations (Jenny, 5 min)
  - Appointing Ad Hoc Members (Jenny, 5 min)
  - Visit to Microsoft Cybersecurity Center (Kevin, 10 minutes)
  - Adjourn

# WASHINGTON STATE BAR ASSOCIATION

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## WSBA Legal Technology Task Force Minutes (Draft)

Thursday, July 11, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/86198237487?pwd=aecNRm9qDnnZlCut2LXdrkimilvHYa.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 861 9823 7487 || Passcode: 725935

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In attendance: Michele Carney, Jenny Durkan, Margaret Chon, Rick Griffith, Drew Simshaw, LeighAnne Thompson, Nicholas Pleasants, Rick Griffith, Shauna Vernal, Judge Christon Skinner

- Approve June 17 Meeting Minutes (Jenny, 5 min)  
Motion to approve minutes – Michele moved, Rick second  
Unanimous approval.
- Deadlines and calendar (Jenny, 10 min)  
Jenny went over deliverables for each of the workgroups.  
She pointed out that a workgroup charter for each of the workgroups was included in materials.
- Workgroups (Jenny, 35 min)

- Emerging Technology Workgroup update
  - Jenny explained that the Emerging Technology Workgroup would be the sprint workgroup and help delineate which technologies we will be focusing on.
- Survey questions
  - Jenny went over the survey work as well and said that each of the workgroups is responsible for coming up with questions. Craig shared some information about his idea around the process for developing the survey. Craig would like to meet with NBRI before developing the questions.
  - The key of the survey is to find out what is important to members and what do we need to learn from members. Thinks that are actionable and keep us narrow enough in our approach.
  - Margaret Chon – survey should be short and confidential. How long will the survey be open.
  - Kevin will reach out to Craig to set an appointment with Craig and NBRI to discuss the survey.
  - Michele Carney asked how many survey questions from each workgroup should we develop. Jenny said to think about what would make the most difference to your work and what do you want to know.
- Need to determine meeting dates
  - Jenny urged that keeping to the dates for the deliverables on the timeline and try to stay on track with the schedule as much as possible.
- Visit to Microsoft Cybersecurity Center and Conversation with their Legal Department on positives and challenges from including AI in their legal practices (Jenny, 10 minutes) Tentatively set for September 19<sup>th</sup>. More details to follow once logistics are confirmed.

Rick Griffith, the CTO for the attorney general’s office was introduced to the members and Jenny let him know that he was welcomed to join any of the workgroups as an ad hoc member.
- Adjourn
  - Jenny asked the group to look at the deliverable calendar again and emerging technologies is a critical area and urged taskforce member to reach out and help that workgroup if they have a desire. Jenny thanked the taskforce members for their work and we adjourned at 5pm.

**Emerging Technology Workgroup Timeline for Deliverables:**

- **Draft Survey Questions** for Review by Entire TF Due to Chair by **July 22<sup>nd</sup>**.
- **Recommendations for any ad-hoc** members shall be forwarded to the TF chair no later than July 19, 2024, and then as support is identified in light of timeline for reports below.
- **Written update** to entire TF due to Chair by **August 5<sup>th</sup>**.
- **Written Final Report** outlining scope of review due to Chair by **September 9<sup>th</sup>**.

**Timeline for Other Workgroups:**

- **Recommended survey questions** relating to the workgroup's scope of inquiry should be forwarded to the Chair by **July 22<sup>nd</sup>**. Recommended survey questions will be reviewed by the entire TF at the **August meeting**. Survey must launch by **September 2024**.
- **Recommendations for any ad-hoc** members shall be forwarded to the TF chair no later than **September 16, 2024**
- **Draft final scope** of work/charter should be completed and forwarded to the Chair for Taskforce review by **October 2, 2024**.
- **Regular reports** on the work of the workgroups shall be forwarded to the Chair for distribution to the TF on the following dates:
  - **September 4, 2024**
  - **October 2, 2024**
  - **January 6, 2025**
  - **March 4, 2025**
  - **April 4, 2025**.
- **Updates to Member Engagement Council:**
  - **August 30, 2024**
  - **November 2024 (TBD)**
  - **February 2025 (TBD)**
  - **May 2025 (TBD)**.
- **Preliminary reports** for the Board of Governors shall be forwarded to the Chair for distribution to the entire TF by **November 7, 2024**. The TF will review the preliminary reports at the **November meeting**.

- **Full Preliminary TF Report** to the Board of Governors is due to the Chair by **December 4, 2024**, with a delivery date to the Board of Governors in **January 2025**. Preliminary report will be reviewed by the entire TF at the **December meeting**.
- **Draft Final Reports** for the Board of Governors shall be forwarded to the Chair for distribution to the full TF on **May 1, 2025**.
- **Final Report** to the Board of Governors is due to the Chair by **June 2, 2025**, with a delivery date to the Board of Governors in **August 2025**. Final report will be reviewed by the entire TF at the **June meeting**.

## **All Deliverables in Chronological Order**

### **2024:**

- July 19<sup>th</sup>:** Ad Hoc Members Due for Emerging Technology Workgroup
- July 22<sup>nd</sup>:** Draft Survey Questions Due
- August 5<sup>th</sup>:** Emerging Technology Written Update Due to Chair
- August 30<sup>th</sup>:** Update to Member Engagement Council
- September 4<sup>th</sup>:** Regular Reports Due from Workgroups
- September 9<sup>th</sup>:** Final Written Report Due from Emerging Technology Workgroup
- By September 16<sup>th</sup>:** Survey Should Launch to Membership
- September 16<sup>th</sup>:** Recommendations for Ad Hoc Members to Remaining Workgroups
- October 2<sup>nd</sup>:** Regular Reports Due from Workgroups
- November (TBD):** Update to Member Engagement Council
- November 7<sup>th</sup>:** Preliminary Reports to BOG Due from Workgroups
- December 4<sup>th</sup>:** Full Preliminary TF Report to BOG Due to Chair

### **2025:**

- January (TBD):** Preliminary TF Report Delivered to BOG
- January 6<sup>th</sup>:** Regular Reports Due from Workgroups
- February (TBD):** Update to Member Engagement Council
- March 4<sup>th</sup>:** Regular Reports Due from Workgroups
- April 4<sup>th</sup>:** Regular Reports Due from Workgroups
- May (TBD):** Update to Member Engagement Council
- May 1<sup>st</sup>:** Draft Final Reports to BOG Due from Workgroups
- June 2<sup>nd</sup>:** Final Report to BOG Due to Chair
- July 21<sup>st</sup>:** Final Report Completed by WSBA Communications
- August (TBD):** Final Task Force Report Due to BOG