

**Meeting Minutes**

May 9, 2023

9:00 a.m. Virtual Meeting

**Members Present**

- Angela Balconi
- Kim Chose
- Carla Higginson
- Gail Kelsie
- Jeff Leghorn
- Derek Matthews
- Tom Peterson
- Bill Ronhaar, Chair
- Lori Smith

**Liaisons and Staff Present**

- Cathy Biestek, WSBA Staff Liaison
- Renata de Carvalho Garcia, RSD Director
- Bobby Henry, RSD Associate Director
- Kevin Fay, BOG Liaison
- Sarena Sayani, BOG Liaison
- Katherine Skinner, RSD Lead
- Anne Trent, RSD Paralegal

**PUBLIC SESSION**

- The meeting was called to order at 9:06 a.m. The Chair confirmed that a quorum was present.
- The Board approved the proposed March 14, 2023, meeting minutes as submitted.
- Outreach Update Bobby Henry updated the Board on the presentation given to the DEI Council that included LPO information.
- Cover Sheet The Board discussed a request from an LPO for an amendment to LPB Form 01-005/Cover Sheet (specifically, including the Trustee and/or other specific information required by a specific county when re-recording a deed of trust) and assigned the issue to the Forms Committee for full consideration.
- Examination Committee Report The Chair of the Examination Committee updated the Board on the progress of the Summer 2023 LPO exam. The multiple choice and essay portions are complete. There is one more committee meeting to complete the performance portion of the exam.
- Nominations for Board Positions Opening FY24 The Board approved the applications for Lori Smith, Tom Peterson, Derek Matthews, Kim Chose, and Nate Scott. The Board voted to elect Tom Peterson as Chair of the Board for FY24.
- Expense Reimbursement Request Form & Process Anne Trent gave a presentation about the reimbursement request form and tips for best practices.
- FY24 Meeting Schedule The Board approved the FY24 meeting schedule with six meetings total, two in-person and four virtual.
- Legal Deskbooks LPB discussed legal deskbook proposal scheduled to be considered by the BOG. The Board decided to circulate the proposal to LPB members for review and position on the issue.
- The meeting was adjourned at 10:06 a.m.



Respectfully submitted,

Cathy Biestek  
WSBA Staff Liaison to the LPB