

**Meeting Minutes**

October 10, 2023

9:00 a.m. Virtual Meeting

**Members Present**

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

**Liaisons and Staff Present**

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

**PUBLIC SESSION**

**Call to Order**

The meeting was called to order at 9:03 a.m. The Chair confirmed that a quorum was present.

**Meeting Minutes**

The Board approved the draft August 15, 2023, meeting minutes.

**Introduction of Nate Scott**

The newest member of the Board, Nate Scott, took a moment to introduce himself.

**FY2024 LPB Committee Assignments**

The Board discussed and decided which committees each member will be assigned to.

**Review Bargain and Sale Deeds LPB 15-05(i) and (r)**

It was brought to the Board's attention that The Bargain and Sale Deeds LPB 15-05(i) and (r) stated "the following described estate" but the language should read "the following described real estate". The Board voted to approve changing the language from "estate" to "real estate". WSBA staff will adjust the forms accordingly and upload them to the website.

**LPO Exam Study-Topic List**

The Board is considering revising the 2009 LPO Exam Study-Topic List. Board members will review the study-topic list and discuss potential changes to be made at the January 9, 2023, LPB meeting.

**Board Member and Public Comments**

No additional comments were presented to the Board.

**Adjournment**

The public session of the meeting was adjourned at 9:39 a.m. by Chair Tom Peterson.



**EXECUTIVE SESSION**

**Board Orientation and New Member Onboarding**

The Board completed orientation and new-member onboarding led by WSBA staff.

**Adjournment**

Executive session was adjourned at 10:13 a.m. by Chair Tom Peterson.

Respectfully submitted,

Cathy Biestek  
WSBA Staff Liaison to the LPB

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