

TO: Paula Littlewood
FROM: Terra Nevitt, Director of Advancement and Chief Development Officer
Pat Mead, Sections Program Specialist
Eleen Trang, Sections Program Specialist
RE: WSBA Sections Annual Reports
DATE: **November 1, 2018**

Summary of WSBA Sections for FY18 (October 1, 2017 – September 30, 2018)

Approximately one-quarter of all WSBA members belong to one or more of the WSBA’s 29 sections. The WSBA sections help to carry out the work of the Bar and meet the organization’s mission of serving the public and the members of the Bar. Each year, section executive committees and the WSBA staff work together to increase and improve the services and support available to section members. Sections generally rely on member dues, CLE registration revenue, and publication royalties to fund their activities. Section benefits and activities also directly connect to WSBA’s Strategic Goals for 2016-2018:

- *Equip members with skills for the changing profession:*
 - Section volunteers dedicate significant time and effort to producing high quality continuing legal education opportunities, newsletters and legal publications.
 - Section volunteers also develop resources for members transitioning to new areas of practice and/or learning new technologies.

- *Promote equitable conditions for members from historically underrepresented backgrounds to enter, stay and thrive in the profession:*
 - Sections provide a significant and valuable touch point for WSBA and its members.
 - A number of sections participate in mentorship activities to strengthen legal skills, increase knowledge, reduce barriers, and expand their networks of professional colleagues.
 - Sections continued to support WSBA’s diversity and inclusion efforts, including the provision of resources for creating inclusive environments, consultation to guide section leadership in their efforts to increase representation in all activities of section work, and presentations on the development and implementation of such tools.

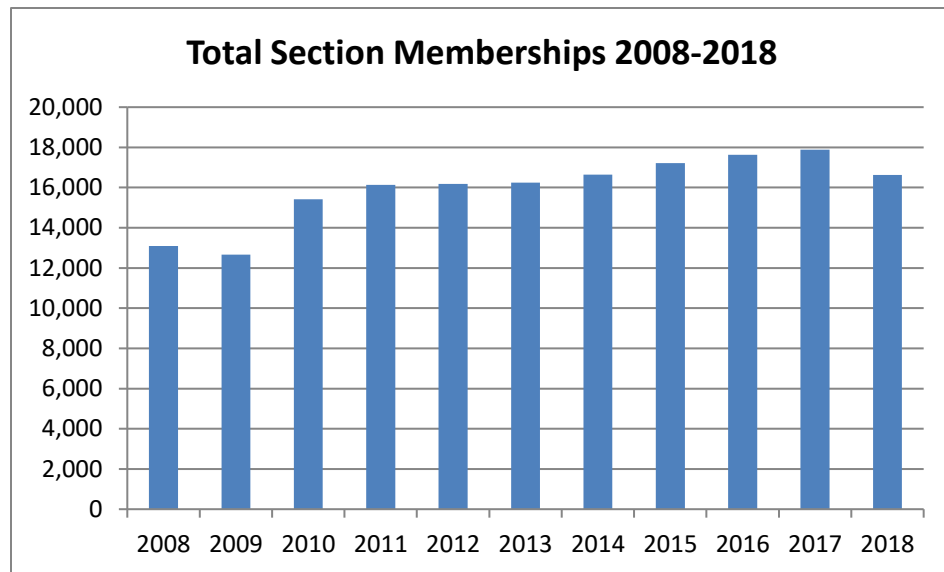
- *Explore and pursue regulatory innovation and advocate to enhance the public’s access to legal services:*
 - Many sections sponsor grant and scholarship programs aimed at increasing access to justice and/or providing resources for new/young lawyers and law students.

Sections by the Numbers for FY18

- **16,622** section memberships.¹ Decrease of appx. 1,260 members from FY17. In August, the Sections Team surveyed 1,601 WSBA members who did not renew their membership for 2018. Of the 312 responses received, nearly 59% did not renew due to natural causes, such as change of practice, change in status, or moved out of state. Approximately 45% of respondents did not renew based on cost or value.

- **381** section executive committee members across all 29 sections.ⁱⁱ
- **71** section-sponsored educational programs with WSBA: CLE seminars (25) and mini-CLEs (46).ⁱⁱⁱ

- **\$107,830** approximate total amount distributed by sections for donations, grants and/or scholarships.



- **\$39,355** average section fund balance as of August 31, 2018 (range: \$281 - \$72,996).^{iv}

- **\$20,165.50** average FY18 budgeted expenditures across all sections, not including the per-member-charge (range: \$350 - \$78,200).^v
- **\$30** average dues amount to join a section in FY18 (range \$20-\$40). Law student rate is \$18.75.
- **\$18.75** per member charge in FY18, collected by WSBA to staff and administer services to sections.

Note: In addition to references provided, this information was gathered using sources including section annual reports, section financial statements, and WSBA calendars.

Sections Team: Internal Goals & Highlights

The “Sections Team” is comprised of three full-time WSBA staff dedicated to the support and success of the 29 WSBA Sections through close partnership with the section executive committees. In addition, several other staff members/departments throughout WSBA provide section-related support at different times, including financial/accounting staff, CLE staff, legislative staff and communications staff.

The Sections Team focuses its activities on achieving the following goals:

- Support active and sustainable sections.
- Provide valuable benefits to members.
- Support a pipeline of future leaders.
- Facilitate collaboration between sections and other WSBA programs/efforts.

Highlights in our work with sections during FY18 include:

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- Partnered with WSBA CLE to conduct a series of meetings and discussions around proposed changes to the financial model between WSBA CLE and Sections regarding CLE costs and revenue. The proposed model incorporated all actual costs as well as revenue from online products (previously not part of the revenue sharing model).
- Cannabis Law, WSBA's newest section, formed in November 2017. This effort was membership-driven with the goal of creating a community for those who practice in this area of law.
- As required by recent bylaws changes, the Sections Team designed and implemented the inaugural electronic nominations and elections process for all sections.
- Successfully transitioned web pages and web content for all sections to the new WSBA website.
- Beginning in 2018, the WSBA Legal Directory now allows section members to opt-in to displaying section membership information on the Legal Directory. This change was made in coordination with other updates to the WSBA Legal Directory.
- Historically, the membership year for Sections has been October 1 through September 30 of the following year. Beginning FY18, the membership year now coincides with the calendar year.
- Continued monthly publication of the *Sections Bulletin*. The *Bulletin* is intended to provide section leaders with up-to-date information regarding WSBA matters; best practice tips; supplemental resources regarding leadership, diversity, and educational development; and to connect sections with existing and relevant WSBA programs.
- Provided individualized support to executive committees, including but not limited to design and implementation of member surveys; preparation of materials for leadership retreats; event planning; and financial and data analysis.
- Completed a successful budgeting process, including review of budget histories and follow-up with sections before budgets were submitted to the Budget & Audit Committee.
- Assisted with the coordination and hosting of two "Open Sections Night" networking events in Tacoma and Seattle, which provided an opportunity for new/young lawyers to mingle with section executive committee members and learn about section benefits.
- Engaged in ongoing collaboration with Legislative, Communications and Finance staff to update materials and processes related to sections.
- Maintained and updated the online "Volunteer Toolbox," including new tools and resources to help section leaders implement their activities (e.g., templates, meeting tools, and policies).

The primary focus of FY19 will be implementing improved communications and tools for new section executive committee members, continuing to refine the section elections process, and exploring innovative member benefit ideas.

WSBA 2017-2018 Section Annual Reports (see full reports in Appendix)

Per the WSBA Bylaws, each WSBA section is required to submit an annual report on section activities and priorities to the WSBA Executive Director. Please refer to the Appendix to review each annual report in full.

ⁱ Membership Database, Sept. 2018

ⁱⁱ Hand count, Oct. 2018

ⁱⁱⁱ WSBA CLE, October 2018

^{iv} Financial Reports, Aug. 2018

^v FY18 Section budgets