

Administrative Law Section

of the Washington State Bar Association



Executive Committee Meeting Agenda for December 15, 2025

1. Approval of Draft Minutes for November 17, 2025, Meeting and this Agenda (All)
2. Proposal re: Section Records Storage (Jennifer & Alex)

Proposal for Document Storage:

To ensure the ability to keep documents for the benefit of our section beyond retention schedules, we propose establishing a document repository through Google Docs. This repository will be for Executive Committee use only.

- *To do this, we must set up a section gmail address. The current section President and Secretary should have access to this gmail address.*
- *Once the gmail address is established, the Secretary can set up various Google Docs folders for storage.*
- *Section members can email documents they wish to retain to the Secretary, and the Secretary can file the documents in the appropriate folder. Section members should specify who may access the document submitted.*
- *Executive and At-Large Members may be given access to the Google Docs folders as requested.*
- *During monthly ALS meeting we can provide document updates to let the Executive and At-Large Members what documents have been added and who has access to the same.*

3. Report from the Treasurer (Robert Krabill)
4. Committee updates
 - a) CLE (Benjamin Justus)
 - b) Diversity and Outreach (Alexis Hartwell-Gobeske)
 - c) Homan Award (Lea Dickerson)
 - d) Newsletter (Gabe Verdugo)
 - e) Legislative (Richard Potter)
 - f) Publications and Practice Manual (Ed & Sarah Garrod)
 - g) 2026 Annual Meeting/Retreat Planning (Jennifer Karol)
5. Next Meeting – **January 26, 2026**, at noon, via Teams