

# Administrative Law Section

*of the Washington State Bar Association*



## Minutes

### Administrative Law Section Executive Committee and Committee Chairs Telephonic Meeting April 13, 2017

**Executive Board Members Present:** Stephen Manning (chair), Gabe Verdugo (immediate past chair), Polly McNeill (chair elect), Katy Hatfield (secretary), Jon Bashford (treasurer), Thomas Fain, Lisa Malpass, Margie Gray. **Also Present:** John Gray, Julianne Unite, Suzanne Mager (12:25pm). **Absent Board Members:** Janell Stewart, Chad Standifer, Robert Rhodes, Robert Krabill, Susan Pierini.

#### 1. Minutes from January 28, 2017 meeting

Motion by Margie to approve the minutes, Polly seconds. **Vote: All in favor, no opposed; minutes approved**

#### 2. Financial Update (Jon Bashford)

Our net income for this fiscal year to date is positive. Our big expenses for the year are in the summer, so it is too early to have an overall picture of this year. The section's December mini-CLE did not lose money. If anyone is interested in receiving the detailed financial reports from WSBA for our section, contact Jon.

#### 3. Committee Reports

##### a. Newsletter (Stephen for Liz Steen)

No update at this time. Stephen will check in with Liz about the status of the newsletter, as Liz stated at January meeting that she hoped the next newsletter would be published in approximately one month.

##### b. Public Service (Stephen for Janell)

No update at this time.

##### c. Committee (Stephen for Richard Potter)

Richard emailed the Board his legislative update as well as a update email reporting on a late-breaking development to HB 1352. The three bills that the section has formally opposed are dead. Several other bills that the section was tracking (but did not take a

position on) have passed both the house and senate. WSBA's legislative liaison staff person resigned at the end of March, and Richard has not heard anything from WSBA regarding bills since that time.

**d. Publications (Gabe Verdugo)**

Gabe conducted a transition meeting with Jeff Litwak regarding the role of publications chair. Jeff will send Gabe a copy of the Admin Practice Manual so that the current chair always has a copy. Gabe plans to review the Manual and pick two chapters to be updated, but possibly Indian Law needs update. Updates need to be completed and sent to Lexis by September pursuant to our contract. Lisa Malpass volunteered to assist Gabe in picking the chapters that will be potentially updated this year.

**e. Diversity and Outreach (John Gray)**

No update at this time.

**f. Homan Award (Margie Gray)**

No update at this time.

**g. Law Student Grants (Stephen for Susan Pierini)**

Stephen asked if anyone would be willing to help Susan get the law school grant applications out to local law schools in near future, so that we don't miss the window. Margie and Jon agreed to assist. Lisa is willing to serve as a resource for Gonzaga. Gabe is willing to provide advice on how the section has approached the process in the past. Margie will send an email to Susan to inquire.

**h. Nominations (Stephen)**

The nominations committee advertised for potential new board members on the section's list serv. Committee has been working with Julianne at WSBA regarding our test run of the new WSBA process (that will be mandatory next year, but which we voluntarily decided to try this year). Julianne suggested obtaining candidate statements for the persons interested in the open board member positions, and then putting statements on survey that is sent to members. The committee heard back from 6 persons who are interested in 3 openings. In addition, we have a vacancy with Paula Martin's resignation from the Board due to her move to California. Stephen will wait until after election to determine if 4<sup>th</sup> place in election may be an appropriate person to consider for the vacancy (which is filled by the Chair subject to Board approval). Several people had concern that we have geographic diversity on the Board, and that a vacancy could be an opportunity to ensure balance in that respect. Of the six persons who expressed interest in the positions, three are from Spokane. In addition, nominations

committee has recommended two officers for next year: (1) chair elect Jon Bashford, and (2) secretary/treasurer Katy Hatfield.

**i. Bylaws (Stephen)**

Julianne and WSBA did a first-editing of the section's current bylaws to make them compliant with the new BOG rules for sections. The bylaws committee met with Julianne to discuss the suggested edits. The committee made additional edits that reflect the section's current practices and the BOG's new requirements. The bylaws committee's suggested redline will be presented to the Board for discussion and approval at the June retreat. The BOG has given sections two choices for submitting updated bylaws – April 27 or June 29. Because our retreat is in June, we are selecting the June 29 deadline. This means that our proposed changes to the section's bylaws will be considered by the BOG at the BOG's July meeting.

**j. CLE**

At last meeting, several people asked if Oregon was interested in ever doing a joint WA-OR Administrative Law CLE again. John Gray contacted the chair of the Oregon section and inquired. The Oregon Admin section is willing to have a similar event again with us in the future if we are interested. The event was very well received, even though we did lose some money and it was a lot of work. The CLE committee will consider this option.

**4. Annual Retreat**

Admin Law Section's annual retreat will be Saturday June 10 at Alderbrook (Union, WA), with a mini CLE on Friday afternoon June 9. The mini CLE will be an ethics CLE focused on topic of lawyer obligations surrounding technology. Speaker is same speaker that we had at December mini-CLE, and he was very well received at being a knowledgeable, prepared, and entertaining speaker. Suzanne will send out an announcement to the list serv soon alerting members about the discounted rooms if they come to the CLE (even before we get the details of the CLE finalized, so that we give people enough notice). Registration for Board member rooms will be slightly different this year, with Suzanne providing a master list rather than people calling in. Five persons have agreed to pay extra for a cottage (section subsidizes to the same extent as a room, with member paying the difference for a cottage) – Tom (pet friendly), Robert Rhodes (pet friendly), Susan, Dawn Reitan (section not subsidizing her cottage as she is not a board member), and Stephen (section pays for his entire cottage as Board Chair).

**Meeting adjourned at 1:00 pm.**

**[These minutes approved at the June 10, 2017 Executive Committee meeting.]**