

# WASHINGTON STATE BAR ASSOCIATION



## FY23 Annual 2022 Fall Section Leaders Orientation

Monday, November 14, 2022 | 1:00 pm - 4:00 pm  
WSBA Conference Center – 1325 4<sup>th</sup> Ave, Ste. 600, Seattle, WA 98101

or

Via [Zoom](#) | Meeting ID: 850 0086 3626 | Passcode: 917252  
Zoom Conference Call Line Toll Free Option: (888) 788-0099

### *Your Guide for Effective Section Leadership*

1:00 p.m.	<b>Welcome &amp; Introductions</b> <i>Breakout Rooms/Small Groups</i>	Kevin Plachy, Director of Advancement Julianne Unite, <i>Member Services and Engagement Manager</i>
1:15 p.m.	<b>WSBA Overview &amp; Updates: WSBA Mission, Structure of the Bar, Strategic Goals</b>	Hon. Brian Tollefson (ret.), <i>WSBA Immediate Past President</i> Hunter Abell, <i>WSBA President-Elect</i> Terra Nevitt, <i>Executive Director</i>
1:45 p.m.	<b>Court Rules and WSBA Bylaws – Section Highlights</b>	Lisa Amatangel, <i>Associate General Counsel</i>
2:15 p.m.	<b>WSBA Fiscal Policy Updates</b>	Tiffany Lynch, <i>Director of Finance</i> Kevin Plachy, <i>Director of Advancement</i>
2:35 p.m.	<b>Break</b>	
2: 45 p.m.	<b>Centering Inclusion, Equity, and Belonging in Recruitment</b>	Diana Singleton, <i>Chief Equity and Justice Officer</i>
3:15 p.m.	<b>Sections Operations: Best Practices and Other Policies</b>	Julianne Unite, <i>Member Services and Engagement Manager</i> Carolyn MacGregor, <i>Sections Program Specialist</i> Chelle Gegax, <i>Member Services and Engagement Administrative Assistant</i>
3:30 p.m.	<b>Future of Open Sections Night Discussion Pt. 2</b>	Randy Winn, <i>World Peace Through Law Section Chair</i> Ann Guinn, <i>Solo &amp; Small Practice Section Adviser</i> Carolyn MacGregor, <i>Sections Program Specialist</i>
3:55 p.m.	<b>Wrap-up/Adjourn</b>	All

**Your commitment as a section leader is valued and appreciated. Thank you for attending!**

*The in-person attendance option for this event is subject to change. All in-person attendees must comply with [WSBA's COVID-19 Policies and Procedures](#). Photographs or video may be taken at this event and may be later published in online or print materials reporting or promoting this or other WSBA events. If you do not wish your image in a photo or video to be reused in these ways, you may opt out by leaving the event or turning off your camera. For general inquiries or more information, email [sections@wsba.org](mailto:sections@wsba.org).*

*All agenda items, speakers, and times are subject to change.*



# ANNUAL FALL SECTION LEADERS ORIENTATION

*Your Guide for Effective Section Leadership*

Monday, November 14, 2022  
1:00 p.m. – 4:00 p.m.

# WELCOME & INTRODUCTIONS

KEVIN PLACHY, DIRECTOR OF ADVANCEMENT  
JULIANNE UNITE, MEMBER SERVICES AND ENGAGEMENT  
MANAGER



# LET'S GET TO KNOW EACH OTHER

## SMALL GROUP/BREAKOUT ROOM DISCUSSION

- Name
- WSBA Position/Entity
- Optional small group/breakout room discussion prompts:
  - What ideas might you have about your entity's recruitment efforts?
  - What tools or resources would best aid your entity in the pursuit to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice?

# AGENDA

- WSBA Overview & Updates: WSBA Mission, Structure of the Bar, Strategic Goals
- Court Rules and WSBA Bylaws – Section Highlights
- WSBA Fiscal Policy Updates
- *Break*
- Centering Inclusion, Equity, and Belonging in Recruitment
- Section Operations: Best Practices and Other Policies
- Future of Open Sections Night Discussion Pt. 2
- Wrap-Up & Adjourn

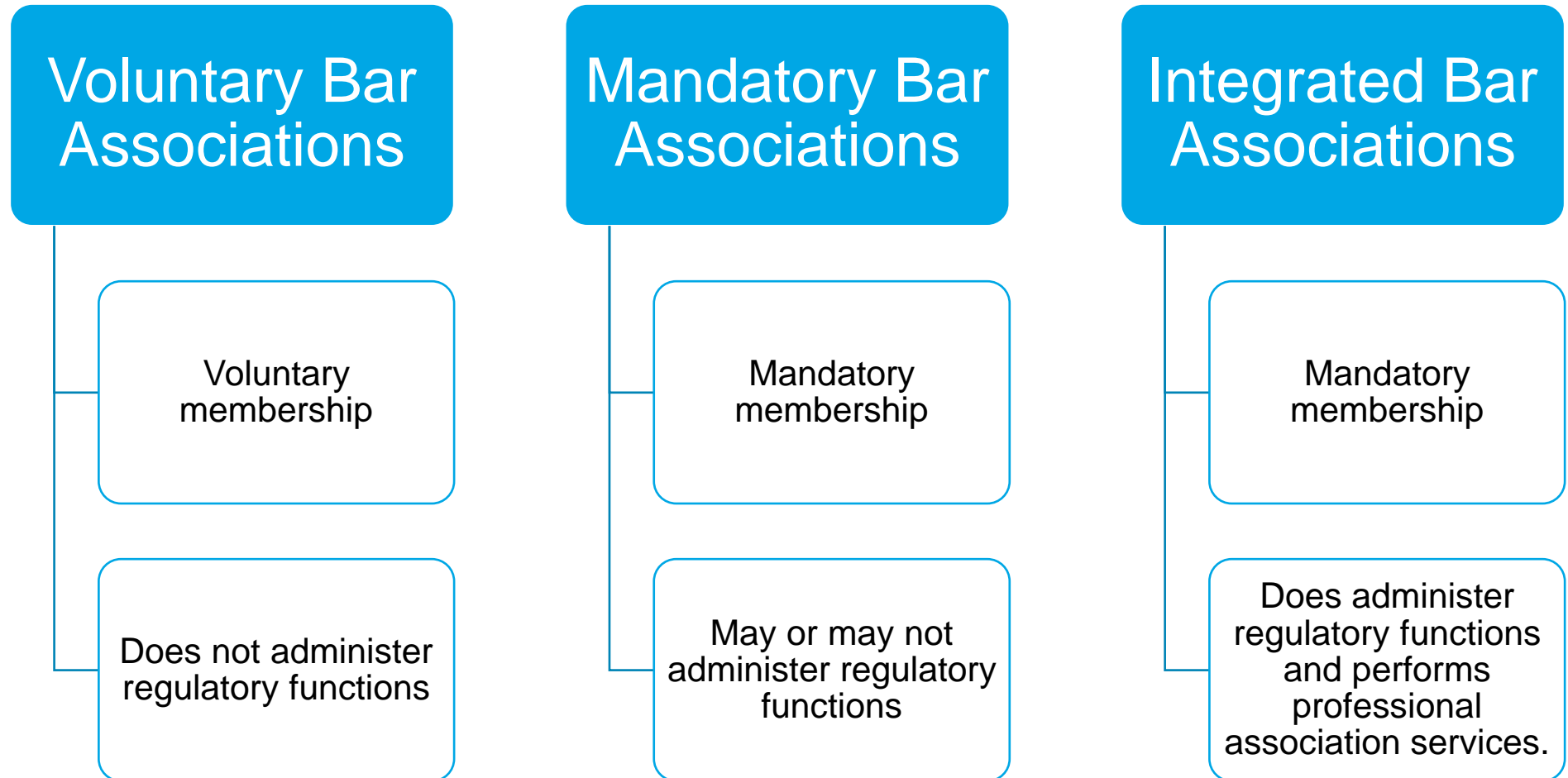


# OVERVIEW & UPDATES: WSBA MISSION, STRUCTURE OF THE BAR, STRATEGIC GOALS

HON. BRIAN TOLLEFSON, WSBA PAST PRESIDENT  
HUNTER ABELL, WSBA PRESIDENT-ELECT  
TERRA NEVITT, EXECUTIVE DIRECTOR

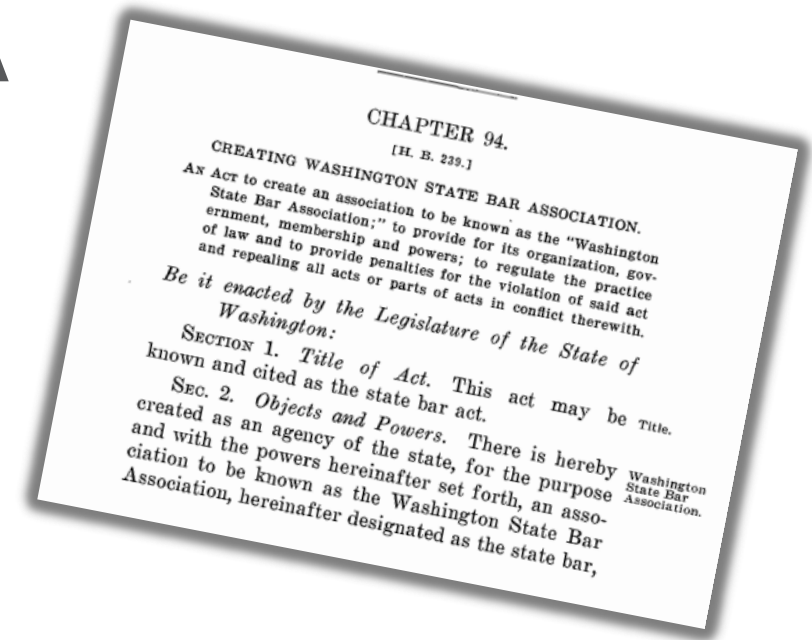


# WSBA STRUCTURE AND BAR ASSOCIATION TERMINOLOGY



# SHORT HISTORY OF WSBA

- Formed in 1888, Washington Bar Association (voluntary)
- Renamed in 1890, Washington State Bar Association (voluntary)
- State Bar Act in 1933, becomes mandatory
- Limited Practice Officers created in 1983
- Court transfers administration of LPOs to WSBA in 2002
- Court adopts APR 28 creating LLLTs in 2012, phase out new licenses after July 31, 2021.



*Manual: History of the WSBA document*



# WSBA MISSION STATEMENT

The Washington State Bar Association's mission is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.



## WASHINGTON SUPREME COURT

### ADMINISTERED BY THE WSBA



#### Court-Created Boards (Court-appointed)

- Access to Justice
- Disciplinary
- Limited License Legal Technician
- Limited Practice
- Mandatory Continuing Legal Education
- Practice of Law

#### Court-Created Boards (BOG-appointed)

- Bar Examiners
- Character and Fitness
- Law Clerk
- Client Protection

#### Other Discipline-Related Entities

- Hearing Officer List (Court-appointed)
- Disciplinary Selection Panel (Court-appointed)
- Adjunct Disciplinary Counsel Panel (Board of Governors-appointed)
- Discipline Advisory Round Table (joint venture of the WSBA and the Supreme Court)

### BOARD OF GOVERNORS (BOG)



#### BOG Committees

- Awards
- Budget & Audit
- Executive
- Legislative
- Nominations
- Personnel

WSBA  
Foundation  
501(c)(3)

#### WSBA Committees

- Continuing Legal Education
- Court Rules and Procedures
- Editorial Advisory
- Judicial Recommendation
- Legislative Review
- Pro Bono and Public Service
- Professional Ethics
- Small Town and Rural
- Washington Young Lawyers

#### Other

- Sections (29)
- Council on Public Defense
- Long-Range Strategic Planning
- Member Engagement Council
- Diversity, Equity & Inclusion Council\*

\* Includes both WSBA and BOG members

## Entity Chart

The WSBA operates under the delegated authority of the Washington Supreme Court to license the state's nearly 40,000 legal professionals.

Created Oct. 25, 2019/Updated Aug. 18, 2022

# STRATEGIC GOALS

- Goal 1: To provide relevant and valuable resources to **help all of its members achieve professional excellence and success**, in service to their clients and public, and to champion justice.
- Goal 2: **To uphold and elevate** the standard of honor, respect and integrity among WSBA members in order to improve public confidence in the legal profession.
- Goal 3: **To promote** access to justice and improve public confidence, trust and respect of members of the public in our legal system and bar association
- Goal 4: **To promote** diversity, equity and inclusion in the legal system and profession.
- Goal 5: To manage the business of the State Bar Association in a **prudent, efficient and cost-efficient manner**.
- Goal 6: Foster an organizational environment and culture that **demonstrates a commitment to staff** and embodies the organizational mission and stated values of the WSBA.

Strategic Goals [Link](#)

# COURT RULES AND WSBA BYLAWS – SECTION HIGHLIGHTS

LISA AMATANGEL, ASSOCIATE GENERAL COUNSEL



# SELECTED COURT RULES AND BYLAWS

- 1) GR 12.2 – WSBA Purposes and Activities
- 2) GR 12.4 – WSBA Access to Records
- 3) WSBA Bylaws, Article VII - Meetings
- 4) WSBA Bylaws, Article XI - Sections

# GR 12.2 - WSBA PURPOSES

WSBA carries out administrative responsibilities and functions

- Expressly delegated to it by GR 12.2 and
- Other Supreme Court rules and orders regulating the practice of law
- Including the purposes and activities in **GR 12.2 (a)** and (b)

# WSBA ACTIVITIES

## GR 12.2 (b) Specific Activities Authorized

- *E.g.*, Sponsor and Maintain Sections – whose activities further these purposes, and
- Maintain a legislative presence – to inform members of new and proposed laws and inform public officials about bar positions and concerns.

# ACTIVITIES NOT AUTHORIZED

GR 12.2 (c) – The WSBA will not:

- Take positions on issues concerning the politics or social positions of foreign nations;
- Take positions on political or social issues which do not relate to or affect the practice of law or the administration of justice;
- Support or oppose, in an election, candidates for public office.



## GR 12.4 - PUBLIC RECORDS

- Not PRA (Public Records Act, RCW 42.56) or FOIA (Freedom of Information Act, 5 U.S.C. § 552)
- General Rule 12.4
  - Presumes public access
  - Applies to WSBA and its subgroups – including sections
- Public Records Officer and records request procedure at <https://www.wsba.org/about-wsba/who-we-are/public-records>

# PUBLIC RECORDS AND SECTIONS

- All written communication with WSBA staff and records you give to or store with WSBA may be subject to disclosure;
- This includes emails and other electronic records;
- Section records that are “Bar records” are subject to disclosure.

# BAR RECORDS DEFINED

“**Bar record**” means “any writing containing information relating to the conduct of any Bar function prepared, owned, used, or retained by the Bar regardless of physical form or characteristics. Bar records include only those records in the possession of the WSBA and its staff or stored under Bar ownership and control in facilities or servers.” GR 12.4(c)(2)

“**Writing**” means “handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation in paper, digital or other format.”

# IS THIS A BAR RECORD?

**Yes, it's a Bar record if:**

1. It contains information relating to the conduct of any Bar function; **and**
2. It is prepared, owned, used, or retained by the Bar; **and**
3. It is in the possession of the WSBA and its staff or stored under Bar ownership and control in facilities or servers.

## NOT A BAR RECORD:

- A record prepared by a member of a section who is not a WSBA employee, if that record is solely in that person's possession, not WSBA's; **or**
- A record that the Bar would have to create that is not currently in its possession at the time of a request.

# EXEMPTIONS

- Not all Bar records are subject to disclosure;
- If an exemption applies WSBA generally will **not** produce the record in response to a request (or will redact exempted parts);
- Frequent exemptions include records listed in GR 12.4 and records made confidential by the Rules for Enforcement of Lawyer Conduct (ELC).
- **Note:** GR 12.4 incorporates other exemptions and confidentiality provisions in, *e.g.*, Rules of Professional Conduct (RPC), Admission and Practice Rules (APR), General Rules, and the state Public Records Act.

# EMAIL BEST PRACTICES

- Be **mindful** about what you email to WSBA staff.
- Do not mix “business” and “personal” content in a single email or email thread.
- **Consider:** Is email the appropriate or best medium for your communication?
- Beware of public disclosure requirements in your work setting.

# EMAIL RETENTION

- First (or only) WSBA staff person in “to” line on multi-recipient email from outside WSBA is responsible for handling it within WSBA’s policies, and destroying it when eligible for destruction – **not** the Section member;
- Retention period is determined by content, not by method of communication;
- WSBA sender of email is responsible for correct handling – **not** the Section member.



# WSBA BYLAWS – ARTICLES VII AND XI

## Article VII - Meetings

- WSBA Bylaws, not OPMA (Open Public Meetings Act, RCW 42.30)
- Transparency for members and public

## Article XI - Sections

# ARTICLE VII - OPEN MEETINGS POLICY

- **Meeting** = any meeting of a Bar entity at which action is contemplated
- **Action** = transaction of official business “including but not limited to receipt of member information, deliberations, discussions, considerations, reviews, evaluations, and final actions”
- **Schedule & contact information** made reasonably available by the Bar
- **Executive Session** (Bylaws, VII.B.7.c.) can’t exclude Bar staff or BOG liaison

# OPEN MEETINGS, CONTINUED

- **Minutes** – recorded and open to public inspection (excluding sub entities unless specifically authorized to take final action for the entity)
- **No secret ballots** (generally)
- **Open and Public** (unless Executive session) – in person, by videoconference or teleconference
- **Exception**: Executive Committee meeting about legislation can be by email (Bylaws, XI.F.2)

# ARTICLE XI - SECTIONS

A. Designation: “Sections are entities of the Bar created and tasked to carry on the work of the Bar and further their purposes as defined in individual section bylaws. . . .”

E. Bylaws and Policies: “Sections are subject to all Bylaws, policies, and procedures. Each section must have bylaws consistent with the Bar Bylaws. . . .”

Note: Inactive members may be voting members of sections if permitted by section’s bylaws. Bylaws, XI.C.1.

# OGC SERVICES/SUPPORT

## Bylaw Amendments:

- Review or assist with drafting
- Compliance with section bylaws and WSBA policies
- Guidance re BOG processes

## Contract Review

## Newsletter Review

## Other Services/Support as needed

# WSBA FISCAL POLICY UPDATES

TIFFANY LYNCH, DIRECTOR OF FINANCE  
KEVIN PLACHY, DIRECTOR OF ADVANCEMENT



# WSBA FISCAL POLICIES UPDATES

- Policies updated and approved by Board of Governors at September 23<sup>rd</sup> meeting
- Majority of policies are in effect except for changes to Chapter 6: Expenses, which require updates to internal processes and will be implemented by early 2023
- Key Changes:

## WSBA FISCAL MATRIX

- Changed ED and B&A limits for reallocating unbudgeted and budgeted expenditures to match Roles and Responsibilities Policy adopted by Board of Governors in November 2021.

Executive Director	Up to 5% of approved annual operating budget, up to \$215,000 per occurrence, must notify President and report to Board, cannot affect annual budget's bottom line.
Budget and Audit Committee	Over the ED approval level (5%) up to 10% of approved annual operating budget, up to \$430,000 per occurrence, must report to Board, cannot affect annual budget's bottom line.

- Clarified Board of Governors approves Staff Compensation Policy and ED approves salaries within the approved policy
- Changed verbiage for Long Term Leases to “for WSBA Office Space and other real estate”
- Changes supplemental budget requests for Sections in excess of 25% of expense budget or \$1,000.00 to be approved by Executive Director (previously designated to WSBA Treasurer)

# WSBA FISCAL POLICIES UPDATES

## CHAPTER 4: FUND BALANCES

- Changed minimum balance of Operating Reserve Fund from \$1.5M to \$2.0M
- Changed minimum balance of Facilities Reserve Fund from \$550k to \$1.0M
- Added a License Fee Stability Fund which may be used to offset revenue shortages during a budget cycle. No balance in fund currently, to be established by Board of Governors
- Added a Special Projects and Innovation Fund to provide funding for development of new and innovative programs, projects, and products. No balance in fund currently, to be established by Board of Governors



# WSBA FISCAL POLICIES UPDATES

## CHAPTER 6: EXPENSES

- Will encourage adherence to Federal Per Diem limits for meals but will apply reasonable and prudent standard to allow for overages of those amounts with any determinations of reasonableness (above federal per diem rates) to be escalated to Director of Finance and the appropriate Department Director for approval above limits
- Raised limits for lodging from \$175 per night to \$200 per night outside of Seattle and from \$200 per night to \$225 per night in Seattle. Clarified that allowance for exceptions can be made by Department Directors if no lodging below the limits is available in the area (using reasonableness standard)
- Added reimbursement for remote lunches “if a remote meeting of four hours or more is scheduled through a meal period.”
- Added Past President and Treasurer as eligible to attend two national conferences plus Western States Bar Conference and added Past President as able to attend Northwest Bar Leaders Meeting.

# WSBA FISCAL POLICIES UPDATES

## CHAPTER 10: SECTIONS

- Section Expenses for reallocations of budgeted expenditures require written request if amount is in excess of \$500. Written request to be reviewed and approved by Director of Finance and Director of Advancement. (Previously no established minimum dollar amount and required only Director of Finance review and approval).
- Expenses in excess of annual budget approvals:
  - Requests must be reviewed and approved by Director of Finance and Director of Advancement (previously Director of Finance only)
  - Requests for unbudgeted expenses that total 25% or more of sections annual expense budget or \$1,000, whichever is greater, must be reviewed and approved by the Executive Director (previously WSBA Treasurer)

## FY23 AT-A-GLANCE (draft)

December 15	Legislative Primer
Dec.- Jan. 2023	Renew Your Section Membership
January 2023	New Membership Year! Executive Committee Recruitment Begins
February	Election Prep in full swing!
March/April	Executive Committee Applications Due
April/May	Annual Spring Section Leaders Meeting
June	Executive Committee Elections
May/June	Annual Budget Process Begins (FY24)
September	Board of Governors Reviews/Approves Budget
September 30	End of Fiscal Year
October 1	New Fiscal Year Begins New Executive Committee Term Year
October	FY23 Expenses Due
October	2023 Section Annual Reports Due
October/Nov.	Fall Section Leaders Orientation (FY24)
December 31	End of 2023 Membership Year

**Break 2:35 – 2:45 pm**



# CENTERING INCLUSION, EQUITY, AND BELONGING IN RECRUITMENT

DIANA SINGLETON, CHIEF EQUITY AND JUSTICE OFFICER



# HOW DO WE GET MORE DIVERSITY IN OUR SECTION?



# EVER BEEN NEW TO A GROUP?



# WHAT'S THE DIFFERENCE?



People and Perspectives

Power and Voice

Results and Process



# WHAT ABOUT BELONGING?

## The Circle of Human Concern

Dialogues of Belonging

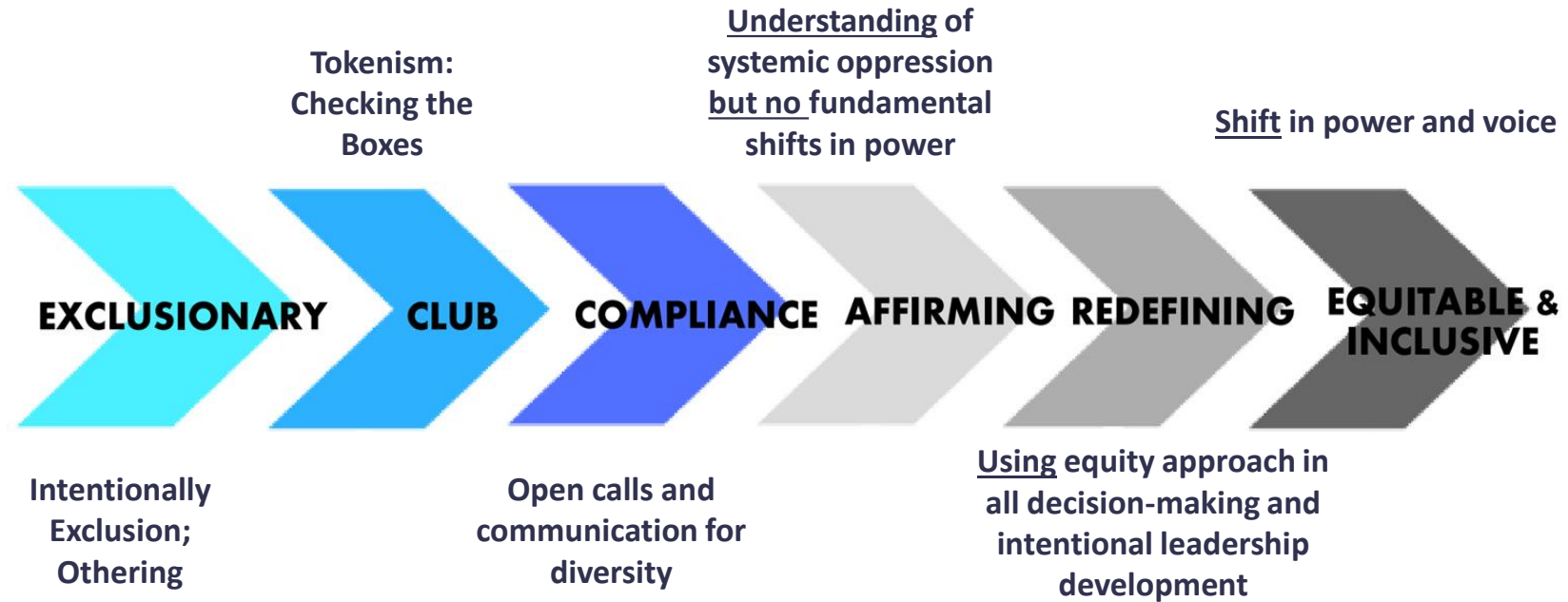


- Values and practices where no person is left out of our circle of human concern.
- Having a meaningful voice, opportunity and power to co-create and participate in the design of structures.
- Inclusion is not enough; belonging is equitable inclusion.

john a. powell, Institute for Othering and Belonging



# WHERE IS YOUR SECTION ON THIS CONTINUUM?



Jackson/Hardiman, MCOB Continuum, Kathy Obear, Ed., Aorta Consulting

# WHEEL OF POWER/PRIVILEGE



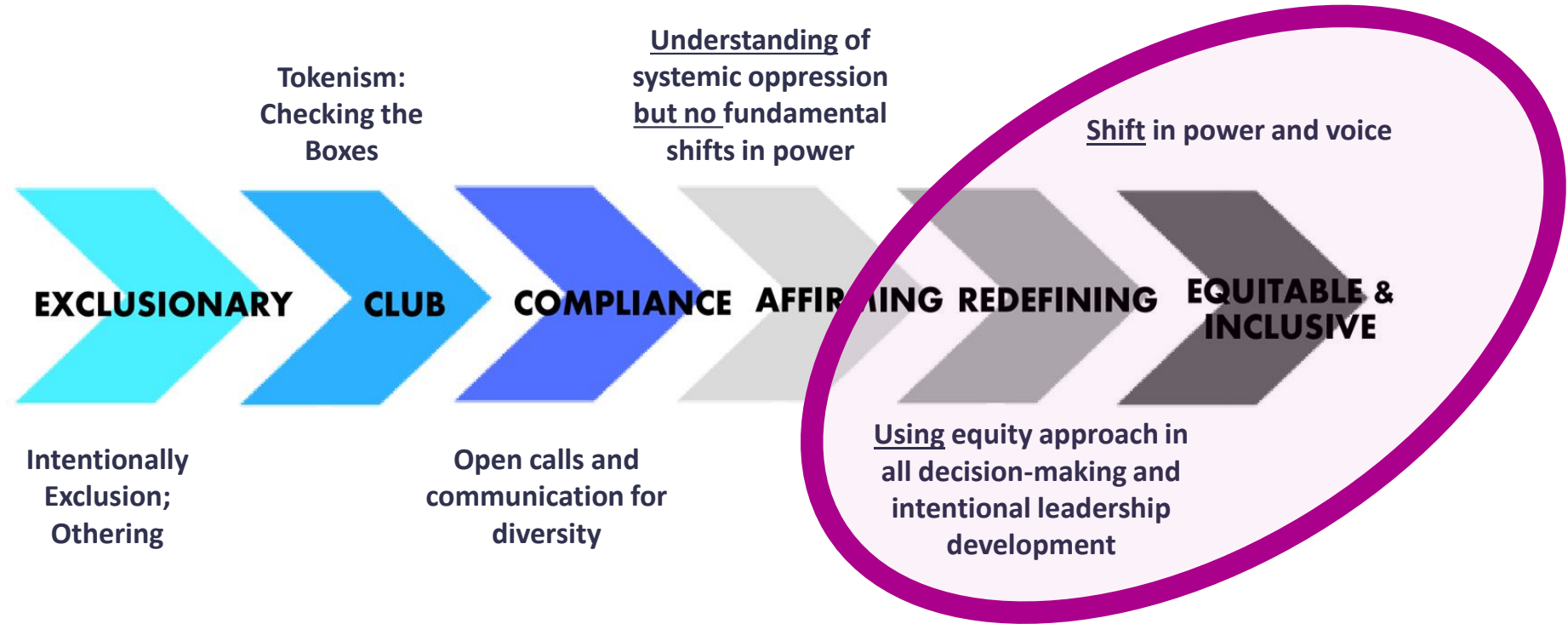
Adapted from ccrweb.ca

@sylviaaduckworth

# Why Center Race in Equity Work? It's about Belonging.



# SO HOW DO WE BUILD A MORE INCLUSIVE AND EQUITABLE SECTION?



# WHAT IS THE CULTURE OF YOUR SECTION?

**Take 5 minutes and jot down:**

- What qualities make for a good or successful member of your section?
- Who takes up the most space at meetings? The least?
- What are the named or unnamed norms and expectations of your section and where did they come from?
- Who's being recognized and offered leadership roles?

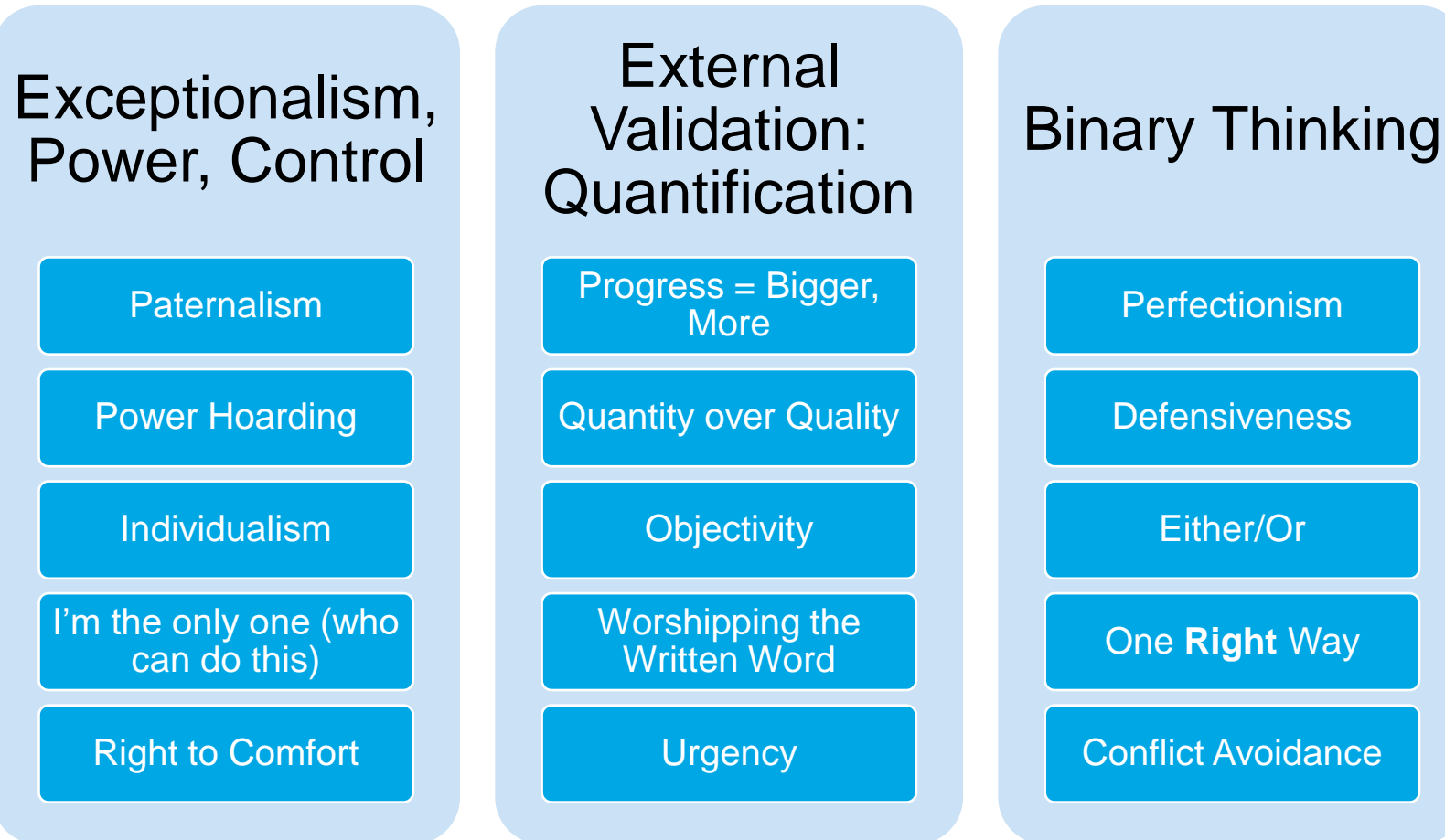


THE LONGER YOU SWIM  
IN A CULTURE, THE MORE  
INVISIBLE IT BECOMES

**“ A set of dominant cultural assumptions about what is good, normal or appropriate that reflects Western European white world views and dismisses or demonizes other world views. ”**

Definition of “cultural white privilege” from Race Equity Tools

# White Dominant Culture



Tema Okun, White Supremacy Culture, 2021

Jovida Ross & Weyam Ghadbian, "Turning Towards Each Other: a Conflict Workbook"



# Resisting Dominant Culture

Instead of this...	Try this...
One Right Way: New members must conform to existing group dynamic	Group dynamic shifts and intentionally expands to meaningfully include new perspectives
Power Hoarding: Power dynamics are ignored or go unaddressed.	Identify power dynamics within the group and brainstorm ways to disrupt inequitable dynamics.
Objectivity: Membership is predicated on specific credentials	Lived experiences and skills are equally as valuable as credentials
Defensiveness: defending against concerns about DEI, framing DEI as divisive	Examining and addressing how group can be more diverse, inclusive, and equitable
Progress = Bigger + More: success is defined by <i>how much</i> group accomplishes together	Create space to define how the group wants to work together, make decisions together, identify its shared values



# Recruitment Strategies

Instead of this...	Try this...
Credentials	Experience; intentionally investing in skill building
Sending impersonal recruitment emails during recruitment period	Slowly and intentionally engage in relationship building throughout the year; identifying the benefits of the group and how the individual will be <i>valued</i> by joining group
Outreach is limited to personal circles	Outreach is expansive and considers people that have been historically ignored or excluded
Only reaching out to Minority Bar Associations with requests for assistance	Developing relationships with MBAs—reciprocating support
Assuming everyone can participate in the same way	Brainstorming various ways that people can be engaged in the work of your entity that is accessible and values their experiences

# REJI TOOLKIT: DIMENSIONS OF ORGANIZATIONAL EQUITY WORK

Dimension	Examples
Organizational & Leadership Commitment to Race Equity	Incorporated into mission/vision/values, resources allocated to work, leadership and stakeholder groups reflective of communities most impacted
Creating an Equitable Organizational Culture	<b>Intentional space</b> for discussing race, trainings available, <b>awareness of cultural ‘norms’ of the organization, POC feel valued and respected, ideas encouraged from all levels</b>
Recruiting, Hiring, & Retaining a Diverse Workforce	Policies to promote recruitment and retention of diverse staff/volunteers/board, priorities incorporated into reviews, professional/leadership development opportunities
Developing Accountability to & Partnership with Impacted Communities	Relationships with organizations and communities of color, impacted communities participate in decision-making, mechanisms for responding to community needs
Applying an Anti-Racism Lens to Programs, Advocacy, & Decision-Making	Policies and practices to encourage participation in decision-making; disaggregated data; consideration in decisions about impact on communities of color

# RESOURCES

- <https://justleadwa.org/learn/rejitookit/>
- <https://raceequitytools.org>
- <https://communityresourcehub.org/resources/turning-towards-each-other-a-conflict-workbook>
- <https://belonging.Berkeley.edu>

# SECTION OPERATIONS: BEST PRACTICES AND OTHER POLICIES

- Key Points – Expense and Reimbursement Policy
- Event Planning
- WSBA Board of Governors Meeting Schedule and Process for Section Agenda Items
- List Serve Tips for Member Engagement
- Washington State Bar Foundation Section Funds
- Additional Resources

CAROLYN MACGREGOR, SECTIONS PROGRAM SPECIALIST  
JULIANNE UNITE, MEMBER SERVICES AND ENGAGEMENT MANAGER



# SECTIONS TEAM

- Each member of the Sections Team is your “**go-to**” resource.
- As a team, we focus on being a **positive** and **proactive** strategic **partner**.
- By **working together**, staff and section leaders can benefit from shared knowledge, skills, and expertise.
- Our team can assist at **every stage** of your project and program planning.

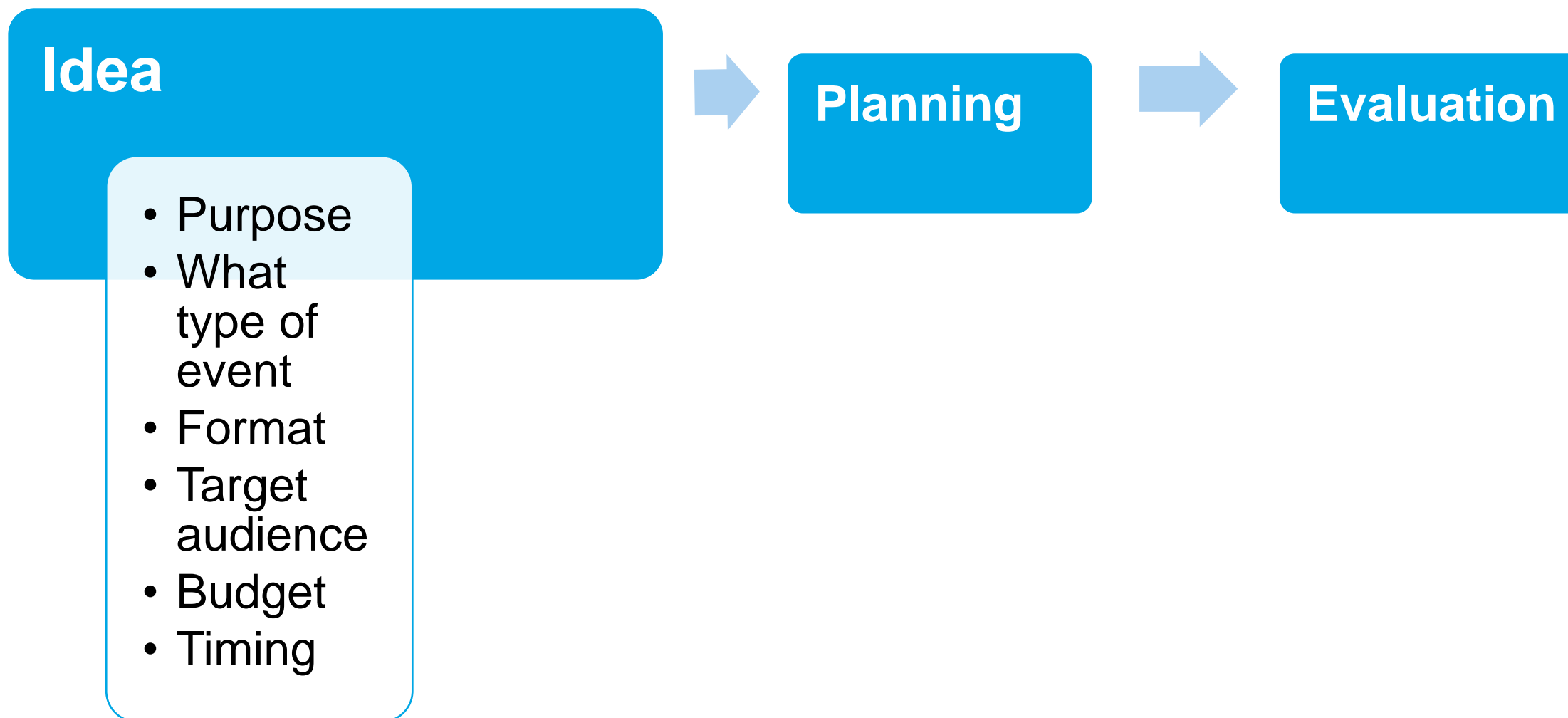
# KEY POINTS - EXPENSE AND REIMBURSEMENT POLICY

- ✓ As a steward of member funds, WSBA asks for employees and volunteers to help save costs.
- ✓ WSBA will reimburse out-of-pocket expenses incurred in connection with WSBA business or meetings that are: (1) **reasonable**, (2) **necessary**, and (3) **appropriately documented**.
- ✓ WSBA will not reimburse expenses that are reimbursed from another source.
- ✓ Provide a completed expense report with detailed/itemized receipts (no alcohol) → should show *who* paid.
- ✓ Reimbursements available via check or direct deposit.
- ✓ Gifts, e.g., awards, plaques, gift cards, for volunteers in acknowledgement of service are reimbursable up to \$100, unless approved in advance.
- ✓ Encourage virtual meetings whenever feasible to accomplish [...] section work.
- ✓ WSBA will reimburse the lesser of coach-economy airfare or auto mileage.
- ✓ Requests for reimbursement may be subject to per diem limits unless approved in advance.

# EVENT PLANNING



# Key Stages of Planning

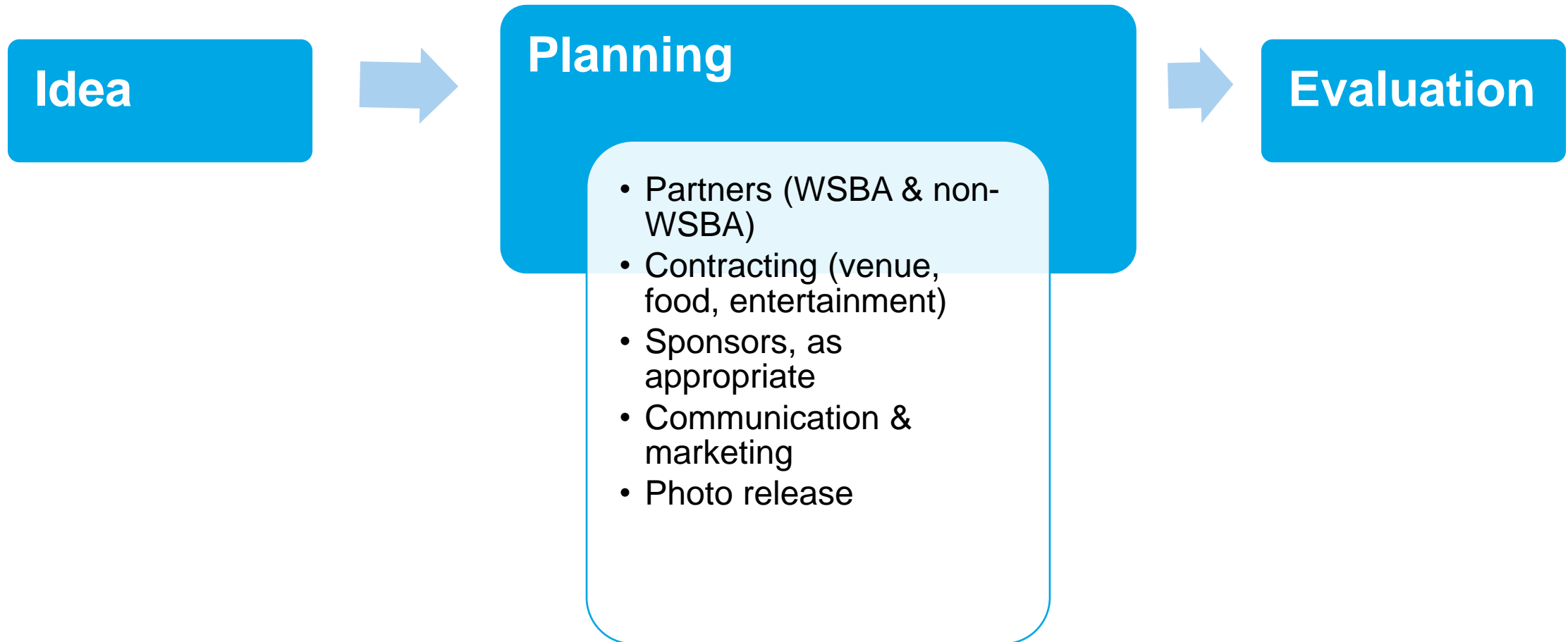




# Idea Stage

- Purpose: What are you trying to achieve?
- What type of event
  - Executive Committee Meetings & Retreats
  - Annual Meetings
  - Receptions & Socials
  - CLE: Mini-CLEs, Half/Full Day & Midyears
- Who is your target audience
  - Section members; new/young lawyers; law students
- Budget
- Timing: Plan ahead!

# Key stages of planning



# Planning stage

- Partners (WSBA & non-WSBA) & Sponsors, as appropriate
- Logistics (A/V needs; hybrid set-up; COVID vaccine policy)
- Contracting (venue, food, entertainment, and partners/sponsors)
  - Next slide
- Photo/Video release
  - Will there be pictures/video taken? How do you plan to use the pictures/video?
- Communication & marketing
  - WSBA eblast, website, social media, list serve
  - Logo use

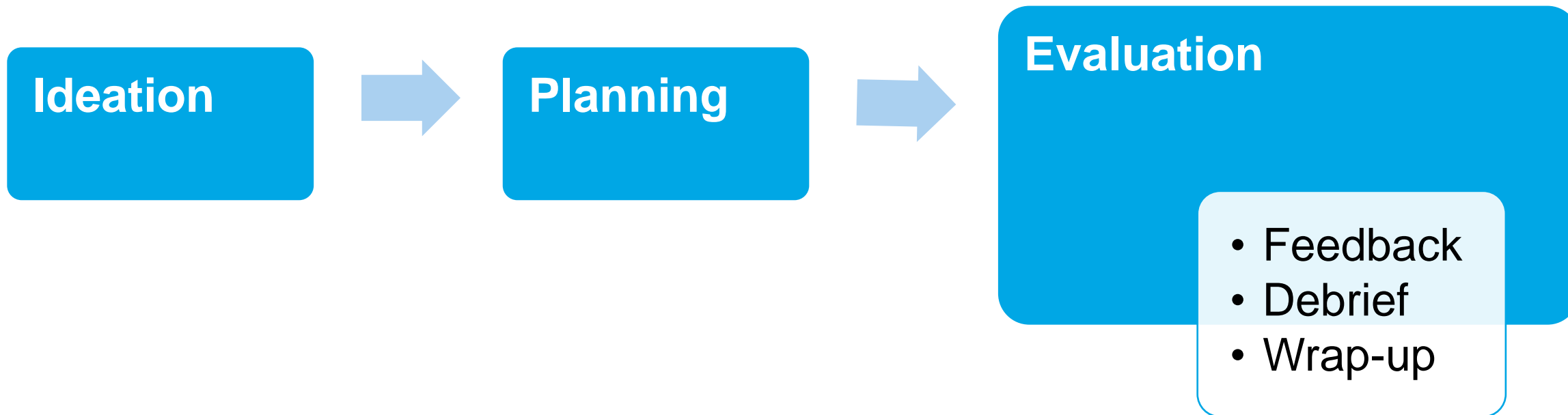
# Contracts and other agreements

Agreements among entities (internal and/or external) should be clearly defined and memorialized.

- **Contract:** outlines conditions of service and payment
- **Letter of Agreement (LOA):** describes an exchange of services or goods
- **Memorandum of Understanding (MOU):** outlines the specifics of a fiscal sharing arrangement

*Important note:* WSBA staff must review and sign all agreements. The process for review and signature approval may take 10 business days or more.

## Key stages of planning



# Evaluation stage

- Feedback from section members and others
- Debrief (help plan for next time!)
  - Did you fulfill the purpose you set out?
  - Did you meet your budget?
  - How can it be improved for next time?
- Wrap up
  - Expense reports (within 60 days)
  - Invoices

# LIST SERVE TIPS FOR MEMBER ENGAGEMENT

Section list serves can be a significant member benefit, especially when fully utilized. To encourage maximum benefit, section leaders can:

- Model professional list serve protocol.
- Engage members through posing relevant questions or posting articles.
- Announce section activities and CLEs.
- Share info about related events and CLEs outside of section.
- Direct members to updates/new items on section webpage.

# WASHINGTON STATE BAR FOUNDATION SECTION FUNDS

- The Washington State Bar Foundation is a 501(c)(3) that serves as the fundraising arm of WSBA. It currently supports four sections' charitable programs through **fiscal management, fundraising support, gift processing** and **donor recognition**.
- Gifts to the Foundation are **tax-deductible**.
- There is **no fee or cost** to Sections for Foundation support.
- Sections with Foundation funds include **Elder Law, Business Law, Environmental & Land Use**, and **Taxation**.

Contact Laura Sanford ([lauras@wsba.org](mailto:lauras@wsba.org)) to learn more.



# WSBA BOARD OF GOVERNORS MEETING SCHEDULE AND PROCESS FOR SECTION AGENDA ITEMS

- *Include staff liaison (Carolyn) and check BOG meeting schedule*
- *Work backwards to allow time for internal staff review*
- *Pull in your Section's BOG liaisons for feedback and support*
- *Use BOG [Book Cover Memo Template](#) as starting point*

[FY23 BOG Action Item Guide](#)

[2022-2023 Board of Governors Meeting Schedule](#)

Video link - [Working Together: The Board of Governors and Volunteers](#)

# ADDITIONAL RESOURCES

## [Volunteer Toolbox](#)

This toolbox is a collection of links, documents, and videos with information useful for WSBA committee, board, and section leaders. You will find resources and best practices for communicating with members; offering opinions and recommendations on relevant state legislation; promoting diversity, equity, and inclusion; planning your budget; and running effective meetings, events, and CLE opportunities.

# FUTURE OF OPEN SECTIONS NIGHT DISCUSSION PART 2

ANN GUINN, SOLO AND SMALL PRACTICE SECTION ADVISER  
RANDY WINN, WORLD PEACE THROUGH LAW SECTION CHAIR  
CAROLYN MACGREGOR, SECTIONS PROGRAM SPECIALIST



# HISTORY OF OPEN SECTIONS NIGHT

- Washington Young Lawyers Division started the event in 2010 in Seattle
- Each WSBA Section was invited to showcase its section to young and new lawyers by sharing about the objectives, goals, and events of their section, and to learn about what resources they are looking for through section membership
- In 2014, a 2<sup>nd</sup> yearly event occurring in Spokane was added in the Fall.
- In 2016, law students were added to the list of invitees.
- In 2017, the Fall event took place in Tacoma rather than Spokane.
- In 2019, a decision was made to cancel the event due to low attendance.

# QUESTIONS FOR TODAY:

- Is there sufficient interest in having an Open Sections Night in the future?
- If so, should it take place this fiscal year which ends Sept. 30, 2023?
- Is your section interested in participating in the event?
- Would someone from your section's EC join the planning committee (ideally a group of 5-7 people)?

# *Thank you!*

*Sections are important partners in promoting the WSBA's mission to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.*

