

# WASHINGTON STATE BAR ASSOCIATION HEALTH LAW SECTION

## June 2025 Full Executive Committee Meeting

<b>Date:</b>	June 23, 2025
<b>Invitees:</b>	Elena Praggastis, Adrian Chan, Genta Iwasaki, Stephanie Sundier, Mikaela Louie, Ricci Crinzi, Andrew Feld, Carolyn MacGregor (WSBA), Emily Arneson (BOG), Maddie Haller, Sabrina Marquez, and Anna Clavel
<b>Attendees:</b>	Elena Praggastis, Adrian Chan, Genta Iwasaki, Stephanie Sundier, Carolyn MacGregor (WSBA), Maddie Haller, Sabrina Marquez, and Anna Clavel
<b>Call to Order:</b>	12:00 PM
<b>Adjourn:</b>	12:56 PM
<b>Approved on:</b>	7/28/2025, 12:05pm, July 2025 Full Executive Committee Meeting
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Chair opening comments (<i>Elena</i>)</li> <li>2. Minutes approval for last month's meeting (<i>Genta</i>)</li> <li>3. WSBA updates (<i>Carolyn</i>)</li> <li>4. Board of Governors updates (<i>Emily</i>)</li> <li>5. 2025-2026 term election updates (<i>Elena</i>)</li> <li>6. Financial updates, followed by a vote on the fiscal year 2026 budget (<i>Elena on behalf of Ricci</i>)</li> <li>7. Subcommittee updates: Community Engagement, including re the pro bono resource page initiative (<i>Adrian</i>)</li> <li>8. Subcommittee updates: Communications (<i>Stephanie</i>)</li> <li>9. October retreat updates (<i>Elena</i>)</li> </ol>
<b>Minutes:</b>	<p><u>1. Chair opening comments (<i>Elena</i>)</u>  - Elena reminded us of various national holidays in June, including the National Donut Day, the World Oceans Day, the International Picnic Day, the International Surfing Day, Pride Month and Juneteenth!</p> <p><u>2. Minutes approval for last month's meeting (<i>Genta</i>)</u>  - This Executive Committee approved the May meeting minutes. Genta will circulate the minutes to Carolyn to be uploaded to our website.</p> <p><u>3. WSBA updates (<i>Carolyn</i>)</u>  - Carolyn discussed an upcoming Executive Committee Member Onboarding Session scheduled for July 10<sup>th</sup>, which will focus on best practices for engaging new executive</p>

committee members and helping them feel connected and purposeful in their volunteer roles. She clarified that this session is different from general orientation offerings, as it specifically addresses section-specific onboarding practices and expectations. Carolyn also mentioned that she had previously sent out an invitation via the section leaders' listserv but will be sending a reminder about the July 10<sup>th</sup> event, along with a link to the agenda and materials. WSBA is looking for volunteers to serve as breakout room facilitators, so anyone interested should reach out to Carolyn. Finally, Carolyn mentioned additional WSBA training sessions for section chairs and new volunteers, although specific dates are yet to be determined.

#### 4. Board of Governors updates (Emily)

- (Skipped due to Emily not being able to attend the meeting.)

#### 5. 2025-2026 term election updates (Elena)

- Elena shared election updates, noting that voting had concluded for the uncontested election. She read off the list of new members and their roles. Elena encouraged new members to participate in upcoming calls and noted that meetings are open to the public.

#### 6. Financial updates, followed by a vote on the fiscal year 2026 budget (Elena on behalf of Ricci)

- The group approved the budget with authority granted to Elena, Ricci, and Stephanie to finalize and submit the final version to WSBA. Elena discussed the budget details, including increased section dues and projections for revenue, while highlighting the large budget for the October retreat.

- Carolyn provided feedback on the budget, noting that the scholarship fund could also be used for longer CLE programs. She also advised Elena on certain budgeting practices, emphasizing the importance of maintaining a fund balance between 6 months and 2 years of direct expenses. She recommended budgeting closer to actual expenses. Carolyn also explained the process of using unbudgeted funds through a budget memo, provided that the funds are available in the overall fund balance.

- The group discussed that the \$5,000 allocated for the Student Health Law Fair was likely unnecessary, as the Student Law Fair in previous years had lower expenses due to outside sponsorships. The group also discussed the need for more frequent budget conversations and more documentation of expenses. Elena, Stephanie, and Ricci will work to finalize the budget.

#### 7. Subcommittee updates: Community Engagement, including re the pro bono

resource page initiative (Adrian)

- Adrian reported on the Community Engagement subcommittee's work on the pro bono and mentorship initiatives, emphasizing the need for Executive Committee members to provide input on their pro bono projects to include in a new working document being compiled by Michaela. Elena asked Adrian whether his subcommittee is planning a summer social event, and Adrian responded that no such summer social is being planned right now. Elena suggested sending out a survey to gauge interest in a summer social event.

8. Subcommittee updates: Communications (Stephanie)

- Stephanie discussed promoting an upcoming mini-CLE on July 9<sup>th</sup> focusing on Corporate Practice of Medicine through emails and LinkedIn posts. Specifically, Stephanie requested that Elena send a promotional email via the listserv, and Stephanie will create another LinkedIn reminder post one week before the event. Stephanie also talked about the newsletter, mentioning that she will send an updated draft to Carolyn by the end of the week for the July inaugural issue.

- Genta shared that he is developing with WSBA's Wellness Group a mini-CLE on lawyer wellness to occur possibly in early December.

- Anna provided updates on the August half-day CLE in collaboration with the Labor & Employment section. She is moving forward with the speaker from the Attorney General's Office, Labor & Industries division named Lindsay Jensen (an Assistant Attorney General). Stephanie had asked Anna to check with the Labor & Employment section whether they needed anything further, and they let her know that they were set.

9. October retreat updates (Elena)

- Elena shared that she and Stephanie are updating the section user manual / handbook for the October retreat. The handbook will be circulated to this Executive Committee once updated so that everyone can review and provide input before the retreat.

- Elena will circulate a survey to the next term's Executive Committee members about October retreat logistics and dietary preferences.

*Please note that some material in these meeting minutes was generated by Zoom's Meeting Summary feature and reviewed for accuracy by Genta Iwasaki.*