

WASHINGTON STATE BAR ASSOCIATION HEALTH LAW SECTION

December 2025 Full Executive Committee Meeting

Date:	December 10, 2025
Invitees:	Stephanie Sundier, Eric Neiman, Anna Clavel, Jeremy Belanger, Bebe Vanek, Kate Robertson, Andrew Feld, Carolyn Macgregor (WSBA), Elena Praggastis, Genta Iwasaki, Sabrina Marquez, Christopher Bhang (WSBA), Shawntá Mosley-App, and Megan Grembowski
Attendees:	Stephanie Sundier, Eric Neiman, Anna Clavel, Kate Robertson, Andrew Feld, Carolyn Macgregor (WSBA), Elena Praggastis, Genta Iwasaki, Sabrina Marquez, Shawntá Mosley-App, and Megan Grembowski
Call to Order:	12:00 PM
Adjourn:	1:00 PM
Approved on:	January 7, 2026 (January 2026 Full Executive Committee Meeting)
Agenda:	<ol style="list-style-type: none">1. Washington State Society of Healthcare Attorneys collaboration (Shawntá and Megan)2. Housekeeping (Stephanie)<ul style="list-style-type: none">- Roadmap document discussion (encouraging use)- Photo consent for the retreat pictures (https://forms.gle/8iqZdzdqTGLktyN7A) - by EOD 12/12- Request for folks to add/update EC bios - by EOD 12/12- Last call for any retreat expenses3. Minutes approval for last month's meeting (Genta)4. WSBA updates (Carolyn)5. Board of Governors updates (Chris)6. Subcommittee Updates:<ul style="list-style-type: none">- Student Fair- CLE updates

	<p>- Newsletter - Any additional updates</p> <p>7. Reminder: Mini-CLE training request for the full EC by 1/31/2026 (Stephanie) - https://youtu.be/APPRuZK7yis</p>
<p>Minutes:</p>	<p><u>1. Collaboration with the Washington State Society of Healthcare Attorneys (WSSHA) Board on Mentorship and Events:</u> Stephanie, Megan, Shawntá, Kate, Sabrina, Elena, and others discussed a potential collaboration between the Health Law Section and the WSSHA Board, focusing on developing a structured mentorship program, supporting student engagement, and co-hosting social and educational events, with plans for further coordination at upcoming subcommittee meetings.</p> <ul style="list-style-type: none"> ○ Initial Collaboration Proposal: Stephanie introduced the context for the meeting, explaining that the WSSHA Board had expressed interest in collaborating with the Health Law Section on a social event and possibly a mentorship program, with the aim of increasing student participation and engagement in health law. ○ WSSHA Board Feedback and Interest: Megan and Shawntá relayed that the WSSHA Board was enthusiastic about potential collaboration, particularly in supporting law students through mentorship and participation in events such as the Student Health Law Fair event, and expressed willingness to provide panelists and mentors. ○ Mentorship Program Structure and Planning: Kate, Sabrina, and Elena discussed the early planning stages of the mentorship program, emphasizing the need for a structured approach, potential eligibility criteria for mentors and mentees, and the importance of involving both law students and new lawyers. The WSSHA Board members will be invited to join any future planning meetings. ○ Event Coordination and Timeline: It was agreed to prioritize the development of the mentorship program before organizing the social event, aiming to align program marketing with the Student Health Law Fair and WSSHA's spring conference. Toward that end, a tentative timeline for further planning and communication was set. ○ Next Steps and Meeting Logistics: Elena confirmed that WSSHA representatives would be invited to the next subcommittee meeting scheduled for January 23rd, and Megan offered to bring relevant topics to the WSSHA Board retreat. <p><u>2. CLE Event Review and Training Requirements:</u> Genta, Stephanie, and others reviewed the recent CLE event hosted on the On24 platform, discussed operational procedures, and clarified the annual requirement for</p>

the Executive Committee members to complete the On24 training, with deadlines and access details provided.

- **CLE Event Recap:** Genta reported that the December CLE event on stress management had over 60 participants, highlighted the effectiveness of the On24 platform, and recommended that future hosts familiarize themselves with the platform using the available YouTube tutorial.
- **Operational Procedures for CLEs:** Stephanie described the process for handling technical issues during CLEs, including setting up an automated away message for the WSBA Gmail account to direct participants to appropriate support resources.
- **On24 Training Requirement:** Stephanie and Carolyn clarified that all Executive Committee members are required to complete the On24 CLE YouTube training once per year, with the deadline extended to the end of January 2026, and confirmed that recent completions within the past year would suffice.
- **Access and Updates to Training Materials:** The group discussed the cadence for updating training materials, with Stephanie agreeing to confirm with Rachel whether the annual requirement would change if the training content is updated.

3. Executive Committee Housekeeping: Newsletter, Bios, and Roadmap:

Stephanie, Elena, and others addressed housekeeping items including collecting photo consent for the newsletter, updating committee member bios, and ensuring access to the committee roadmap document for planning and cross-collaboration.

- **Photo Consent for Newsletter:** Stephanie requested that all members who attended the October retreat complete the photo consent form by the end of the week. The consent will allow the group photo to be published in the upcoming newsletter.
- **Committee Member Bios:** Members were reminded to update their bios in the linked Google Doc or email them directly to Stephanie, with the intention of publishing brief and informal profiles on the WSBA website.
- **Roadmap Document Access:** Stephanie highlighted the importance of the roadmap Google Doc for tracking subcommittee responsibilities and event planning. She also offered to assist members with access issues, and discussed exploring alternative collaboration platforms for those unable to use Google services.

4. Subcommittee Updates: CLE, Legislative, and Student Health Law

Fair: Eric, Sabrina, Elena, and others provided updates on subcommittee

activities, including CLE planning, legislative training follow-up, and the early stages of organizing the Student Health Law Fair with student involvement.

- **CLE Subcommittee Initiatives:** Eric outlined ongoing efforts to organize webinars on behavioral health, disability rights, and rural health, described attempts to secure speakers such as the Insurance Commissioner, and discussed the idea of launching a podcast series featuring health law professionals.
- **Legislative Training and Next Steps:** Anna reported attending the recent legislative training and proposed scheduling a meeting with Jeremy and Sanjay to discuss next steps and review tracked legislative terms relevant to the Executive Committee.
- **Student Health Law Fair Planning:** Sabrina shared that outreach to students at the University of Washington and Seattle University, respectively, was underway to recruit planning committee members, with the goal of beginning formal planning in January and keeping the associated dinners open to Executive Committee members.

5. Upcoming Events and Elections Preparation: Carolyn informed the Executive Committee re the upcoming communications and marketing strategies session, the release of the detailed elections memo, and the importance of recruiting for Executive Committee positions, with Stephanie and Elena taking lead on related preparations.

- **Communications and Marketing Session:** Carolyn announced a noontime discussion session scheduled for January 12th, 2026 focused on communications and marketing strategies, including guest speakers and breakout rooms for sharing best practices among section leaders.
- **Elections Memo and Recruitment:** Carolyn explained that a comprehensive elections memo would be distributed to section officers, encouraging all Committee members to participate in recruiting applicants for the Committee positions, and noted the ongoing nature of election planning.
- **New Members Definition:** Carolyn clarified that the term 'new members' now refers to anyone who has joined WSBA in the last ten years, including various categories of legal professionals, and advised the group to consider this in their outreach and programming.

**** Follow-up tasks **:**

- **Mentorship Program Collaboration:** Send an invitation to Megan and Shawntá to join an upcoming subcommittee meeting to discuss mentorship program collaboration. (Elena)

- **Photo Consent for Newsletter:** Complete the photo consent form via the provided link if you attended the October retreat in person. (Anna, Andrew, Genta, Sabrina, and Elena)
- **Bio Submission for Newsletter:** Email your bio to Stephanie by end of day Friday if you cannot access the Google Doc for bios.
- **Roadmap Document Accessibility:** Explore and implement alternative ways to provide access to the roadmap document for the Executive Committee members who cannot use Google Docs, such as exporting to a Word format. (Stephanie)

Please note that some material in these meeting minutes was generated with help from artificial intelligence and reviewed for accuracy by Genta Iwasaki.