

WASHINGTON STATE BAR ASSOCIATION HEALTH LAW SECTION

July 2026 Full Executive Committee Meeting

Date:	July 6, 2026
Invitees:	Stephanie Sundier, Eric Neiman, Anna Clavel, Jeremy Belanger, Bebe Vanek, Kate Robertson, Andrew Feld, Carolyn MacGregor (WSBA), Elena Munoz Alvarez, Genta Iwasaki, Sabrina Marquez, Christopher Bhang (WSBA), and Wyatt Modracek
Attendees:	Stephanie Sundier, Eric Neiman, Anna Clavel, Bebe Vanek, Carolyn MacGregor (WSBA), Elena Munoz Alvarez, Genta Iwasaki, Sabrina Marquez, and Wyatt Modracek
Call to Order:	12:00 PM
Adjourn:	12:51 PM
Approved on:	August 3, 2026, XX:XX pm, August 2026 Full Executive Committee Meeting
Agenda:	1) Housekeeping 2) Minutes approval for last month's meeting 3) WSBA updates - Teams channel: assemble working group to help set this up as a collaborative interface 4) Board of Governors updates 5) Treasurer update 6) Subcommittee updates - Mini-CLE updates (July 15 promotion, follow up events; thank you gifts?) - Mentorship program - Scholarship program - Newsletter 7) Next term retreat talk through and polling (of folks who will be in attendance)
Minutes:	<u>1) Housekeeping</u> • Stephanie welcomed attendees and confirmed that a quorum was present. • The Committee congratulated Eric on the successful recent Civil Commitment CLE, which attracted over 400 attendees and reached registration capacity.

- Members discussed lessons learned from using the ON24 platform. Eric and Stephanie reported that the producer role was manageable following training and that the event was successfully executed.
- The Committee briefly discussed future CLE marketing strategies, including offering ethics credits and balancing free programming with the value of Health Law Section membership.

2) Minutes approval for last month's meeting

- Motion to approve: Eric
- Second: Bebe
- Outcome: Minutes approved unanimously

3) WSBA updates

- Final section budget submissions are due July 16 before proceeding to the Budget Committee and Board of Governors.
- The next Board of Governors meeting will be held later in July.
- Members were encouraged to ensure they are receiving the Section Leaders Bulletin and other section communications through the listserv.
- Election results for section leadership will be distributed shortly.

Teams Collaboration Platform

Stephanie introduced the new Microsoft Teams workspace created with Carolyn's assistance to improve collaboration and replace reliance on the shared Gmail account. Discussion included:

- Benefits of document sharing, real-time collaboration, and centralized communication.
- Plans to pilot the platform with a small working group before introducing it more broadly at the October retreat.
- Potential use of Teams for recurring Committee meetings and document collaboration.
- Members discussed possible account access limitations depending on employer IT policies.

Volunteers for the pilot group are Bebe and Anna.

Action Items:

- Bebe and Anna will send Carolyn the email addresses they wish to use for their respective Teams access.

- Carolyn will issue invitations and provide setup instructions.
- Stephanie and the pilot group will evaluate the platform and report back before the October retreat.

4) Board of Governors updates

Liaison Chris Bhang was unable to attend. No additional update was provided beyond Carolyn's report regarding the upcoming Board meeting.

5) Treasurer updates

- Kate was unable to attend.
- Stephanie noted that she would coordinate with Kate regarding completion and submission of the section's annual budget. Stephanie will follow up with Kate regarding the annual budget.

6) Subcommittee updates

Mini-CLE Updates

July CLE

Bebe reported that planning for the July 15 Mini-CLE is progressing well. Updates included:

- A fourth panelist has been added.
- Presentation materials have been distributed to panelists for completion.
- Marketing efforts will begin through LinkedIn and section listservs.
- Additional outreach will be made through Elder Law networks.
- A rehearsal using ON24 will be scheduled before the event.
- Registration links have been corrected.

During the meeting, Eric reported that registrations had already reached approximately 335 participants prior to major promotional efforts.

Additional discussion included:

- Uploading presentation slides to WSBA in advance.
- Redirecting technical support inquiries to the section email account.
- Providing additional logistical support on the day of the CLE.

Action Items:

- Bebe will schedule an ON24 rehearsal with presenters.
- Bebe will contact Rachel regarding registration numbers and technical contact information.
- Bebe will distribute the CLE registration link to the Committee members.
- Bebe will continue promotional outreach through section and partner networks.

Future CLE Planning

- September: Insurance Commissioner presentation planned.
- August: Program still under consideration.
- Joint Juvenile Law program under development for late fall.
- The Committee discussed developing an ethics-credit CLE later in the year, and Elena offered to connect Eric with a legal ethics professor as a potential presenter.

Mentorship Program

Elena reported that the Outreach Subcommittee recently held a productive meeting. Updates included:

- Mentorship program materials are nearly ready for submission to WSBA for CLE review.
- Even if CLE credit is unavailable, the mentorship program can still proceed.
- The Subcommittee hopes to launch the program in the near future.

Action Items:

- The Outreach Subcommittee will submit mentorship materials to WSBA for feedback.
- Anna will assist moving forward.

Scholarship Program

Elena reported:

- Scholarship infrastructure is complete.
- Kate is preparing updated promotional materials.
- Scholarship applications are expected to open around August 1.

The Committee also discussed locating student contact information collected during the Student Health Law Fair.

Action Items:

- Kate will finalize scholarship promotional materials.

	• Sabrina will determine the location of the student contact list and coordinate follow-ups if necessary. Newsletter • No updates were provided. <u>7) Next term retreat talk through and polling (of folks who will be in attendance)</u> Stephanie led discussion regarding: • Planning an informal end-of-term social gathering for Committee members, potentially in late summer or early September. • Gathering member availability through a follow-up poll. • Ongoing planning for the October retreat, including venue selection and agenda development. The Committee members discussed balancing travel considerations with scheduling. <i>Action Items:</i> • Stephanie will distribute a poll regarding interest and availability for a summer gathering. • Stephanie and Anna will continue evaluating retreat venues. • Retreat planning discussions will continue before broader polling of attendees. -----
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Please note that some material in these meeting minutes was generated with help from artificial intelligence and reviewed for accuracy by Genta Iwasaki.