Annual Spring Section Leaders Meeting

Planning for FY25: Budgeting and Programming
April 8, 2024 | 11:00 a.m. – 1:00 p.m. | Virtual via Zoom

AGENDA

11:00 a.m.  Welcome & Plan for The Day  Carolyn MacGregor, Sections Program Specialist  Kevin Plachy, Director of Advancement

11:05  Icebreaker  Noah Baetge, Sections Program Coordinator

11:15  FY25 Budget Planning  Maggie Yu, Controller  Carolyn MacGregor, Sections Program Specialist  Shanthi Raghu, Education Programs Manager

12:20 p.m.  New Member Engagement – Why and How  Chelle Gegax, Member Services and Engagement (MSE) Administrative Assistant

12:30  Executive Committee Retreats – What and Why  Carolyn MacGregor, Sections Program Specialist

12:40  Sections Team Updates  Noah Baetge, Sections Program Coordinator  Carolyn MacGregor, Sections Program Specialist  Paris Eriksen, Volunteer Engagement Advisor

12:55  Closing Remarks & Adjourn  Noah Baetge, Sections Program Coordinator

Your commitment as a section leader is valued and appreciated—thank you for being here today!
This meeting will be recorded and available for viewing after the event.
What experience as a future legal professional helped you feel connected to other attorneys in your section and/or practice area?

“Developing CLE programs helped me to get to know people, as I recruited them or worked with other Section members on the program. I learn more by working with.”

“Ongoing CLE, practice group and affinity group meetup opportunities, and general outreach (emails, magazine, etc.).”

“I started as a deputy prosecuting attorney, which had its own program—WAPA—that provides annual training for various levels of criminal caseloads. I believe I was a member of the criminal section at the beginning, but I did not engage with the committee in any meaningful way because WAPA met my needs.”

“I had an attorney who mentored me extensively throughout my first few years in practice.”

“Having a mentor.”

“Older Mentors being generous with their time, teaching me the profession, taking me to depositions, mediations, and trials, and trusting me to work on unfamiliar projects.”

“Being a member of the DR section, I am not an attorney. I am a conflict resolution practitioner.”
ANNUAL SPRING SECTION LEADERS MEETING

Planning for FY2025: Budgeting and Programming

Monday, April 8, 2024
11:00 a.m. – 1:00 p.m.
WELCOME AND PLAN FOR THE DAY

• Icebreaker
• FY25 Budget Planning
• New Member Engagement—Why and How
• Executive Committee Retreats—What and Why
• Sections Team Updates
• Closing Remarks & Adjourn

Carolyn MacGregor, Sections Program Specialist
Kevin Plachy, Director of Advancement
Welcome to the 2024 Section Leaders Spring Meeting

THANK YOU!

- Sections are key 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.
- Sections Further WSBA’s Purpose under GR12.2
- (2) Promote an effective legal system, accessible to all. (3) Provide services to its members and the public. (4) Foster and maintain high standards of competence, professionalism, and ethics among its members. (8) Administer programs of legal education.
BREAKOUT ROOMS AND ICEBREAKER

- Name
- Position/role
- When entering the legal profession, what experience helped you feel most connected to other attorneys in your section and/or practice area?
FY 2025 BUDGET PLANNING

Maggie Yu, Controller
Shanthi Raghu, Education Programs Manager
Carolyn MacGregor, Sections Program Specialist
FISCAL YEAR (FY) 2025 BUDGET SCHEDULE

- **April 15:** Budget materials sent to Section Leaders
- **May 1:** Budget Process Drop-In Call
- **May 31:** B&A reviews/approves PMC
- **June 7:** Section Leaders submit first draft of budget worksheet and dues change request
- **June 24:** Sections Team sends draft budget comments to Section Leaders
- **July 19:** Deadline for Sections to submit final budget worksheet
- **August 9:** WSBA Budget & Audit (B&A) Committee meeting reviews Section budgets
- **September 6 – 7:** WSBA Board of Governors approves budget
Items for Submission:
- FY25 Section Budget Request Worksheet
- Request to Change Member Dues

Informational Items:
- Section Membership Dues History
- Section Membership Count History
- Section Fiscal Policies
- FY25 Per-Member Charge Calculation
- Section Split Cover Memo (if applicable)

All materials distributed on April 15th
ITEMS FOR SUBMISSION

1. FY25 Section Budget Request Worksheet
   - Sample request worksheet included in meeting materials
   - Worksheet includes:
     - FY19 – FY23, and FY24 (as of February) budget and actual financial information
     - FY 2025 Budget column for Section leaders to input dollar amounts
     - “Section Narrative” column to be filled out by Section explaining the purpose of the funds and any calculations or additional information to support the FY 2025 budget figure

2. Request to Change Member Dues
   - Only needed if planning a change to member dues for 2025

*Both items due by June 7, 2024*
INFORMATIONAL ITEMS

1. Section Membership Dues History
   • Document shows the membership dues for each section for the past 5 years (2020-2024)

2. Section Membership Count History
   • Document shows the membership counts for your section over the past 5 years as well as the year-to-date count (2020-2024)

3. Section Fiscal Policies
   • Provides information about WSBA’s guidelines for section financial activity
   • Fund balance guidelines:
     o Section fund balance should be enough to sustain a consistent level of programming in the event there are severe fluctuations in annual section membership (six months’ worth of direct programming expenses are recommended as a guideline)
     o Sections are discouraged from maintaining fund balances in excess of two years’ worth of direct programming expenses and specified purposes
     o Sections cannot budget for a deficit fund balance
4. FY25 Per-Member Charge Calculation

The FY25 Per-Member Charge is scheduled to be reviewed and approved by the Budget & Audit Committee at their May 31st meeting.

5. Section Split Cover Memo (if applicable)
BUDGET PLANNING TIPS

1. Review budget timeline and EC meeting dates to allow for voting on proposed budgets within meetings.
2. Involve chair-elect (if applicable) in the planning to be sure proposed budget allows for new ideas, direction.
3. Provide budget narrative to capture planning rationale and serve as a reference for future years.
4. Allow and account for flexibility in the budget narrative, relative to fund balance. An inflated budget over successive years can obscure actual expense history and confuse future planning.
5. Remember that current fund balances when creating draft budget do not reflect all FY24 expenses. Consider all FY24 expenditures (complete and remaining) when calculating FY 25 estimates.
### Sample Budget Worksheet

#### Revenue:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>40100 Interest, Investments</td>
<td>172</td>
<td>990</td>
<td>111</td>
<td>4</td>
<td>65</td>
<td>147</td>
<td></td>
</tr>
<tr>
<td>41805 Mini-CLE Revenue</td>
<td>4,400</td>
<td>-</td>
<td>945</td>
<td>2,000</td>
<td>5,000</td>
<td>123</td>
<td></td>
</tr>
<tr>
<td>41550 Seminar Splits W/CLE</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41875 Seminar Splits W/Others</td>
<td>1,200</td>
<td>5,000</td>
<td>2,212</td>
<td>2,226</td>
<td>2,242</td>
<td>1,649</td>
<td>3,350</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>2,150</td>
<td>10,577</td>
<td>2,212</td>
<td>4,071</td>
<td>4,553</td>
<td>6,953</td>
<td>3,330</td>
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#### Direct Expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Actuals</th>
<th>Actuals</th>
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<tbody>
<tr>
<td>50105 Conference Calls</td>
<td>165</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50125 Annual or Other Meeting Exp</td>
<td>4,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50150 Attendance at Dog Meetings</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50100 Executive Committee Expenses</td>
<td>100</td>
<td>-</td>
<td>126</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50125 Lodging/proof develop/retr</td>
<td>700</td>
<td>-</td>
<td>1,143</td>
<td>458</td>
<td>-</td>
<td>240</td>
<td>537</td>
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<tr>
<td>50150 Membership &amp; Recruiting Exp</td>
<td>900</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>160</td>
<td>38</td>
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<tr>
<td>50100 Per Member Charge</td>
<td>1,175</td>
<td>5,500</td>
<td>1,400</td>
<td>1,332</td>
<td>1,496</td>
<td>1,186</td>
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<td>50100 New Lawyer Outreach</td>
<td>200</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>50125 Scholarship/Donations/grant</td>
<td>200</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>50600 Section Special Projects</td>
<td>500</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>38620 Mini-CLE Expense</td>
<td>181</td>
<td>-</td>
<td>112</td>
<td>112</td>
<td>112</td>
<td>-</td>
<td>-</td>
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<tr>
<td>50625 Seminar Expense - Sections</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Direct Expenses</strong></td>
<td>1,375</td>
<td>12,177</td>
<td>1,400</td>
<td>3,013</td>
<td>2,066</td>
<td>1,538</td>
<td>2,756</td>
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#### Net Income:

<table>
<thead>
<tr>
<th>Budget</th>
<th>Accounts</th>
<th>Prior Year Fund Balance</th>
<th>New Fund Balance</th>
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</thead>
<tbody>
<tr>
<td>$75</td>
<td>(1,605)</td>
<td>812</td>
<td>1,057</td>
</tr>
<tr>
<td>17,592</td>
<td>18,957</td>
<td>18,957</td>
<td>18,030</td>
</tr>
<tr>
<td>18,367</td>
<td>17,592</td>
<td>19,069</td>
<td>19,097</td>
</tr>
</tbody>
</table>

**WASHINGTON STATE BAR ASSOCIATION**
**Sample Budget Worksheet – CLE Table**

<table>
<thead>
<tr>
<th>WSBA Comments</th>
<th>9/30/2025</th>
<th>9/30/2024</th>
<th>9/30/2023</th>
<th>9/30/2022</th>
<th>9/30/2021</th>
<th>9/30/2020</th>
<th>9/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WASBA FUND</strong></td>
<td><strong>Budget</strong></td>
<td><strong>Budget</strong></td>
<td><strong>Actuals</strong></td>
<td><strong>Actuals</strong></td>
<td><strong>Actuals</strong></td>
<td><strong>Actuals</strong></td>
<td><strong>Actuals</strong></td>
</tr>
<tr>
<td>NET INCOME</td>
<td>(125)</td>
<td>(1,505)</td>
<td>812</td>
<td>1,057</td>
<td>2,348</td>
<td>5,414</td>
<td>582</td>
</tr>
<tr>
<td>PRIOR YEAR FUND BALANCE</td>
<td>17,267</td>
<td>18,997</td>
<td>18,997</td>
<td>18,039</td>
<td>15,522</td>
<td>7,097</td>
<td>5,943</td>
</tr>
<tr>
<td>NEW FUND BALANCE</td>
<td>17,267</td>
<td>18,997</td>
<td>18,997</td>
<td>18,039</td>
<td>15,522</td>
<td>7,097</td>
<td>5,943</td>
</tr>
</tbody>
</table>

*(IF APPLICABLE) PLEASE LIST ANY CLEs TO BE PLANNED IN PARTNERSHIP WITH WASBA CLE*

<table>
<thead>
<tr>
<th>MONTH/YEAR</th>
<th>DESCRIPTION</th>
<th>HALF, FULL, OR MULTI-DAY</th>
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</table>
QUESTIONS/CONTACTS

If you have any questions or need assistance with your budget, please reach out to your Sections Team or the Finance Team.

• Sections Team Contacts:
  • Sectionbudgets@wsba.org or call Carolyn at 206-727-8311

• CLE Contact:
  • Shanthi Raghu, Education Programs Manager
    • shanthir@wsba.org

• Finance Team Contacts:
  • Maggie Yu, Controller
    • maggiey@wsba.org
  • Darshita Patel, Senior Accountant & Budget Analyst
    • darshitap@wsba.org
NEW MEMBER ENGAGEMENT—WHY AND HOW

Chelle Gegax, Member Services and Engagement (MSE) Administrative Assistant
SECTION MEMBERSHIP TRENDS

10 YEAR SECTION MEMBERSHIPS

Total Section Memberships
Total Young Lawyer Section Memberships

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Section Memberships</th>
<th>Total Young Lawyer Section Memberships</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>14439</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>15093</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>15588</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>16090</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>15368</td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>14993</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>14916</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>15236</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>15376</td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td>15516</td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td>3062</td>
<td>3568</td>
</tr>
</tbody>
</table>

*YTD
WSBA NEW MEMBER PROGRAMMING

Ways to Engage with New Members:

Washington Young Lawyers Committee
Young Lawyer Liaison to Sections Program
Practice Primers
Trial Advocacy Program
Mentorship
WASHINGTON YOUNG LAWYERS COMMITTEE

Members of the Washington Young Lawyers Committee (WYLC) share an interest in programs, benefits, and issues facing new and young lawyers.

- Bi-monthly Committee meetings, held on Saturdays
- Collaboration opportunities such as the WYLC Financial Focus CLE
  - Public Service Leadership Award
YOUNG LAWYER LIAISON TO SECTIONS

Young Lawyer Liaisons (YLL) to Sections are participants of a voluntary program that creates opportunities to strengthen the connection between WSBA Sections and the new and young lawyers of the legal community.

• Offers a direct connection between new & young lawyers and your Section
• Many YLLs have continued into additional leadership roles, including section EC’s, committee chairs, and Board of Governors members
• Program Kick-off for YLL positions beginning Oct. 1, 2024, will take place Tuesday, April 9, 2024
Practice Primers

The WSBA Practice Primer takes a substantive area of law and develops a series of learning tracks that build upon one another.

Trial Advocacy Program

The annual WSBA Trial Advocacy Program (TAP) offers a two-day trial skills training from seasoned trial lawyers and a one-day mock trial a few weeks later. This seminar is designed to give attorneys working in the criminal or civil arenas the skills to become effective trial lawyers. No trial experience is required to participate.
WSBA MENTORSHIP

- **Mentorship Program Toolkit**: Developing an MCLE Accredited or non-MCLE Accredited Program
  - Mentorship Program Consultations: *Shout out to Administrative Law, Taxation & Health Law Sections!*

- **Mentorship Curriculum**: The mentorship curriculum guide and worksheets below offer best practices, coaching tips, and training to support and strengthen your mentoring relationship. Also includes ways for individual mentors and mentees to obtain MCLE credits for mentorship.

- Find a Mentorship Program: Searchable [List](#) Maintained by WSBA

- **MentorLink Mixers**: Virtual; free to attend. Open to anyone! Great partnership opportunity for Sections
  - Upcoming Mixers: September 2024 – Artificial Intelligence in Law

- Additional resources for members available [online](#)!
QUESTIONS/CONTACTS

If you have any questions or need assistance:

• Member Services and Engagement
  • Chelle Gegax, Member Services and Engagement (MSE) Administrative Assistant
    • michelleg@wsba.org
    • 206-733-5921

• New Members
  • newmembers@wsba.org
EXECUTIVE COMMITTEE RETREATS—WHAT AND WHY

Carolyn MacGregor, Sections Program Specialist
WHAT IS AN EXECUTIVE COMMITTEE RETREAT?

Gathering of the committee outside of regular meeting times

- Extended meeting time – half-day, whole-day, multi-day event
- Remote, hybrid, or in person – if budget allows, in-person option is ideal
- Can be in office (WSBA or a law firm), restaurant, or hotel/resort
- Opportunity for more in-depth focus and attention
WHY HAVE AN EXECUTIVE COMMITTEE RETREAT?

Purpose/Potential Benefits:

• Extended time allows for brainstorming, focused discussion, and strategic planning
• “Big picture” planning for the year (or two) ahead
• Social connection and networking within EC
• Subcommittee breakouts
RETREAT PLANNING TIPS

• Plan thoroughly and communicate the purpose of your retreat to the EC members well in advance and share an agenda
• Put on calendar early so EC members can prioritize it in their schedule
• Consider location amenable to all EC members
• Adapt retreat to what your section’s budget will allow
• Sections with smaller fund balances may need to start with a virtual or donated office space option and focus on strategic planning
• Have a designated facilitator – possibly from outside of EC, or chair-elect (share the role)
• Determine the focus, especially with shorter length format, you may need to focus on one or two “benefit” areas
• Consider asking firms for sponsorship if you are looking for things that WSBA can't pay for (i.e., alcohol)
SECTIONS TEAM
UPDATES

Noah Baetge, *Sections Program Coordinator*
Carolyn MacGregor, *Sections Program Specialist*
Paris Eriksen, *Volunteer Engagement Advisor*
ELECTIONS

Elections Timeline

• April 15 - Applicant Portal Closes*
  • Nominating committees have access to review applications while portal is open

• May 13 - Candidate slate form due*

• May 28 – Ballots approved by section contact*

• June 3 - Voting begins*

• July 7 - Final results sent to section chairs

*Some sections are following an alternate timeline

Important Elections Notes

• Those interested in another term in their current position must complete an application on the portal

• Best avenues for attracting applicants:
  • Section List Serve
  • Personal & Professional Networks
  • Social Media

• If your section does not have many applicants, consider extending your application portal deadline
YEAR-IN-REVIEW INFOSHEETS

• Available now via link on each section webpage

• Content taken from Section Bylaws, Section Financial Reports, Section Annual Budget, and WSBA Demographics Report

• Designed as tool for section publicity/member recruitment
WEBPAGE AUDITS & UPDATES

Audits
• Quarterly Section Webpage Audits
  • Checking dates are current, past events are removed
  • Testing links

Updates
• Updating Section Webpages
  • Aug-Sept
  • Best time to make major changes to your sections webpages
SECTION LEADERS
NOON DISCUSSION SERIES

- Next session – Wednesday, June 26 at noon

- Intended for sections currently participating in or who’ve expressed interest in the Young Lawyer Liaison to Sections program

- Section Leaders and Sections Team staff will offer tips for:
  - How to get the most value from the program for the YLL and the section
  - How to engage your YLL in section activity and project planning
  - How to incorporate your YLL’s insight and perspective as a newer legal professional
What Is WSBACommunity?

WSBACommunity is designed to support WSBA volunteer work by providing “communities” for volunteer groups such as boards, committees, and section executive committees. Each “community” is accessible online (also mobile friendly) and will provide document storage, event and meeting scheduling, conversation, and collaboration—all in one centralized location. This is a time-limited pilot project. Not all volunteers groups will be able to use the tool during the pilot.
What Do We Hope to Accomplish?

The overall goal of the pilot project is to determine if WSBACommunity is a viable and valuable tool for WSBA volunteers and staff. Additionally, we hope to improve the overall volunteer experience, foster community amongst volunteers and effectively centralize communication and collaboration in one easy-to-use online location. Future/continued use of the tool will be determined based on a number of factors including staff and pilot-user input.

If the pilot is successful, WSBACommunity may be expanded to all groups and, possibly, all WSBA members for engagement with the entire WSBA membership.

* This tool is powered by Higher Logic, LLC.
Pilot Participants:

- Council on Public Defense
- Editorial Advisory Committee
- Indian Law Section Executive Committee
- Law Clerk Board
- Member Engagement Council
- Practice of Law Board
- Pro Bono and Public Service Committee
- Real Property, Probate & Trust Section Executive Committee
- Senior Lawyers Section
- Small Town and Rural Committee

Pilot Project Extended to June 2025
QUESTIONS?
DOOR PRIZES!

BE THE UNICORN
12 Data-Driven Habits that Separate the Best Leaders From the Rest

FOREWORD BY
New York Times Bestselling Author
JOHN C. MAXWELL

WILLIAM VANDERBLOEMEN
CLOSING REMARKS & ADJOURN
Thank you!

Sections are 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.