

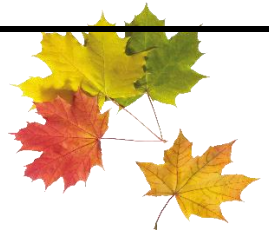
# WASHINGTON STATE BAR ASSOCIATION

## Section Leaders Fall Orientation – Nov. 10, 2020 Materials

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# WASHINGTON STATE BAR ASSOCIATION



## Annual 2020 Fall Section Leaders Orientation *Your Guide for Effective Section Leadership*

Tuesday, November 10, 2020 | 9:00 am - 12:00 pm

[Via Zoom](#) | Meeting ID: 983 2275 4736 Passcode: 427616

<https://wsba.zoom.us/j/98322754736?pwd=QkNldkw0Z2Z4TkFkWHM2M2FPTVRMUT09>

8:30 a.m.	<b>Optional Orientation Social</b>	
9:00 a.m. Timestamp 1:20	<b>Welcome &amp; Introductions</b>	Kevin Plachy, <i>Director of Advancement</i> Julianne Unite, <i>Member Services and Engagement Manager</i>
9:15 a.m. Timestamp 17:17	<b>WSBA Overview &amp; Updates: WSBA Mission, Structure of the Bar, Strategic Goals, Working with WSBA Leadership</b>	Terra Nevitt, <i>Interim Executive Director</i> Kyle Sciuchetti, <i>WSBA President</i>
9:45 a.m. Timestamp 49:52	<b>Support from the Office of General Counsel: WSBA Bylaws, GR12, Open Meetings, Records Retention, Contracts</b>	Julie Shankland, <i>General Counsel</i>
10:15 a.m. Timestamp 1:18:20	<b>Diversity, Inclusion, and Equity in the Legal Profession</b>	Diana Singleton, <i>Equity and Justice Manager</i> Paige Hardy, <i>Equity and Justice Lead</i>
10:30 a.m.	<b>BREAK</b>	
10:40 a.m. Timestamp 01:38:43	<b>Fiscal Policies</b>	Eleen Trang, <i>Sections Program Specialist</i> Carolyn MacGregor, <i>Sections Program Coordinator</i>
10:50 a.m. Timestamp 01:44:58	<b>FY21 At-a-Glance</b>	Julianne Unite, <i>Member Services and Engagement Manager</i>
11:00 a.m.	<b>Breakout Session 1</b> <ul style="list-style-type: none"><li>• WSBA CLE and Sections</li><li>• Mini-CLEs</li><li>• Event Planning</li></ul>	Kevin Plachy, Shanthi Raghu, Miriam Gordon, Deborah Signer Hill – <i>CLE Team</i> Eleen Trang, Carolyn MacGregor – <i>Sections Team</i> Anne Watanabe, <i>World Peace Through Law Section Chair</i>
11:30 a.m.	<b>Breakout Session 2</b> <ul style="list-style-type: none"><li>• WSBA CLE and Sections</li><li>• Mini-CLEs</li><li>• Member Recruitment</li></ul>	Kevin Plachy, Shanthi Raghu, Miriam Gordon, Deborah Signer Hill – <i>CLE Team</i> Eleen Trang, Carolyn MacGregor – <i>Sections Team</i> Jennifer Olegario, <i>Communication Strategies Manager</i> Jennifer Ortega, <i>Low Bono Section Chair</i>
12:00 p.m.	<b>Wrap-up/Adjourn</b>	

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

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. In accordance with the Governor's orders and COVID-19 guidelines, WSBA events are currently being held virtually. For general inquiries or more information, email [sections@wsba.org](mailto:sections@wsba.org).



# ANNUAL FALL SECTION LEADERS ORIENTATION

*Your Guide for Effective Section Leadership*

Tuesday, November 10, 2020  
9:00 a.m. – 12:00 p.m.

## WELCOME

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



# 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.

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## AGENDA

- Overview & Updates: WSBA Mission, Structure of the Bar, Strategic Goals, Working with WSBA Leadership
- Support from the Office of General Counsel: WSBA Bylaws, GR12, Open Meetings, Records Retention, Contracts
- Diversity, Inclusion, and Equity in the Legal Profession
- WSBA Fiscal Policies
- FY21 At-A-Glance
- Breakout Sessions 1 & 2
- Wrap-Up & Adjourn



Video link - [A Volunteer's Introduction to the Washington State Bar Association](#)

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

KYLE SCIUCHETTI, WSBA PRESIDENT  
TERRA NEVITT, INTERIM EXECUTIVE DIRECTOR



# 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.

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## STRATEGIC GOAL BRAINSTORMING RESULTS FROM SEPTEMBER 2020 BOARD RETREAT

Goal 1: Provide resources to help members achieve professional excellence and success in the practice of law, in service to their clients and public and to champion justice.

Goal 2: Uphold and elevate the standard of honor, integrity, and public confidence in the legal profession.

Goal 3: Manage the business of the State Bar Association in a prudent, efficient and cost-efficient manner.

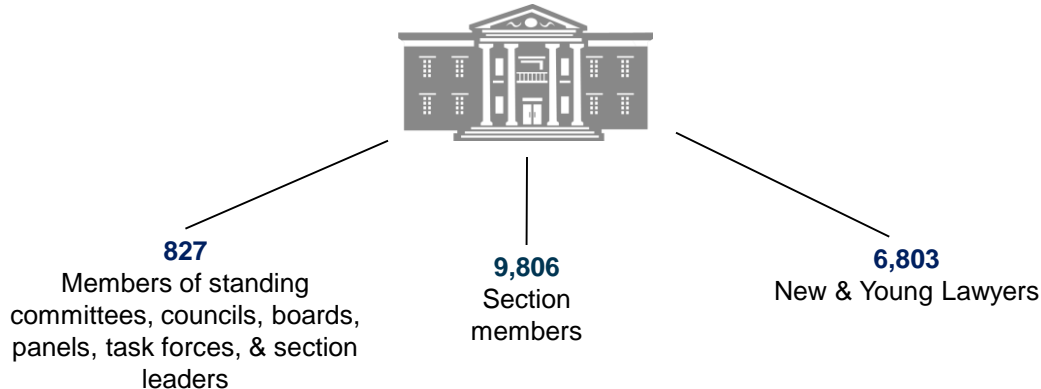
Goal 4: Promote diversity, equity and inclusion in the legal system of Washington and the bar.

Goal 6: Promote a culture that will attract and retain employees.

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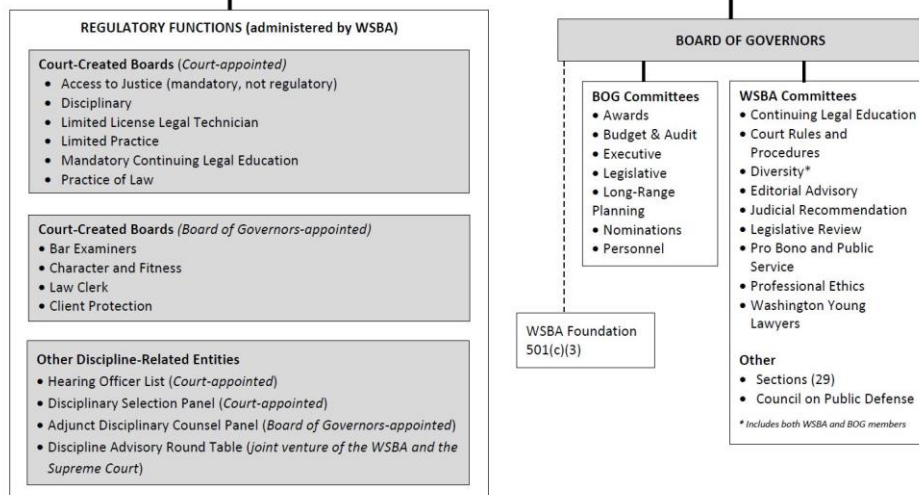
# THE WASHINGTON STATE BAR IS...

**33,656** Active WSBA Members (Lawyers, LLLTs, LPOs)



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## WASHINGTON SUPREME COURT



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### Entity Chart

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

10-25-19

## WORKING WITH WSBA LEADERSHIP

- Board of Governor Liaisons to Sections
- Bringing Matters to the Board
- Providing Input to Matters Before the Board

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

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## SUPPORT FROM THE OFFICE OF GENERAL COUNSEL: WSBA BYLAWS, GR12, OPEN MEETINGS, RECORDS RETENTION, CONTRACTS

JULIE SHANKLAND, GENERAL COUNSEL

## WSBA PUBLIC RECORDS

- General Rule 12.4
  - Presumes public access
  - Applies to WSBA and its subgroups – including sections
- Not Public Records Act or FOIA
- Previously, public under WSBA Bylaws
- Public Records Officer and records request procedure – published on WSBA's website

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## WHY “PUBLIC RECORDS” MATTERS TO YOU AND YOUR SECTION

- Section records that are “Bar records” are subject to disclosure
- Email same as other records
- All written communication with WSBA staff (including emails) and records you give to or store with WSBA (including on website servers) may be subject to disclosure

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## DEFINITION AND SCOPE

**Bar Records:** “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.”

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## DEFINITIONS AND SCOPE

**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.

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## DEFINITIONS AND SCOPE

### **No, it's not a Bar record if:**

- It is 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**
- It is 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.
- Most frequent exemptions:
  - records listed in GR 12.4 (also incorporates by reference exemptions and confidentiality provisions in, among others, the Rules of Professional Conduct (RPC), the Admission to Practice Rules (APR), various General Rules and the state Public Records Act)
  - records that are made confidential by the Rules for Enforcement of Lawyer Conduct (ELC).

## EMAIL BEST PRACTICES

Be mindful about what you email to WSBA

- Do not mix “business” and “personal” content in a single email/email thread
- Is email the appropriate medium for your communication?

Beware of public disclosure requirements in your own work setting

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## EMAIL BEST PRACTICES

- First (or only) WSBA staff person named 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 Section member
- Retention period is determined by content, not by method of communication
- WSBA sender of email is responsible for correct handling – not Section member

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## GR 12.2- WSBA PURPOSES

(a) Defines the purposes of the WSBA

(b) Specific authorized WSBA activities “in pursuit of these purposes”:

- Sponsor and maintain committees, sections, and divisions whose activities further these purposes...
- Maintain a legislative presence to inform members of new and proposed laws and to inform public officials about bar positions and concerns

## GR 12.2

(c) Activities Not Authorized:

- 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.

## WSBA COMMENT POLICY - NEW POLICY FOR SECTIONS

Governs section authority to publicly comment on state and federal court rules and legislation, and clarifies when Sections can so comment.

“Comment” means to

- take a position (e.g., express support, concerns or opposition) with or without accompanying statements explaining the position, and
- provide input (e.g., suggested amendments, recommendations or analysis) without taking a position.

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## WSBA COMMENT POLICY

Sections are authorized to appear before or otherwise publicly comment on legislation to the Legislature or Congress, or a committee of the Legislature or Congress, or to publicly comment on any state proposed rule change pursuant to Washington Supreme Court General Rule 9(f), or to publicly comment on any federal proposed rule change, **upon the following conditions:**

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## BOARD OF GOVERNORS AUTHORIZATION REQUIRED

MUNICIPAL	FEDERAL	OPPOSES BOARD POSITION	POSITION ON BEHALF OF WSBA
<ul style="list-style-type: none"><li>• City Matters</li><li>• County Matters</li></ul>	<ul style="list-style-type: none"><li>• Court Rules</li><li>• Legislation</li><li>• Executive Orders</li><li>• Admin Rulemaking</li><li>• Int'l Treaties</li></ul>	<ul style="list-style-type: none"><li>• Board Decision</li><li>• Board Policy</li><li>• Board Leg. Comm.</li><li>• Board GR 12</li></ul>	<ul style="list-style-type: none"><li>• Require Board vote at meeting</li></ul>

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## APPEAR BEFORE OR COMMENT TO LEGISLATURE OR LEGISLATIVE COMMITTEE



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## SUPPORT OR OPPOSE LEGISLATION - ADDITIONAL STEPS



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## TECHNICAL DRAFTING COMMENTS WITH NOTICE

Sections may point out ambiguities, RCW citation errors, or RCW or case law conflicts provided the Legislative Affairs Manager is copied on the communication or advised in a timely manner. These technical comments do not require a GR 12 analysis.

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## OTHER OGC SERVICES

Bylaw amendments –

- Review, assist with drafting
- Guide through BOG approval process if followed Section bylaws and compliant with WSBA policies

Contract review

Newsletter review

Other services as necessary

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## WSBA Open Meeting Policy

### *Article VII. Meetings*

- **WSBA Bylaws**, not Open Public Meetings Act; transparency for members and public.
- **“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”
- **“Open and Public”** (unless Executive session) – in person, by videoconference or teleconference
- **Schedules & contact information** made reasonably available by the Bar
- **Minutes** – recorded and open to public inspection; except sub entities – only need if specifically delegated authority to take final action for the entity
- **No secret ballots** (generally)
- **Executive Session** (see Art. VII.B.7.c.) – can’t exclude Bar staff or BOG liaison

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# DIVERSITY, INCLUSION, & EQUITY IN THE LEGAL PROFESSION

PAIGE HARDY AND DIANA SINGLETON, EQUITY AND JUSTICE TEAM

# THE WHY



## General Rule 12.2 (6)

The Washington State Bar Association strives to promote diversity and equality in the courts and the legal profession.

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## General Rule 12.1 (j)

Legal services providers must be regulated in the public interest. In regulating the practice of law in Washington, the Washington Supreme Court's objectives include:

**(j) diversity and inclusion among legal services providers and freedom from discrimination for those receiving legal services and in the justice system.**

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# WSBA Strategic Goal: Commitment to Diversity

Promote equitable conditions for members from historically marginalized or under-represented backgrounds to enter, stay, and thrive in the profession.

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## SNAPSHOT OF UNDERREPRESENTED GROUPS

Group	Wash. State Pop.	WSBA Members	Lawyers Nationally	Gonzaga Law School	Seattle U Law School	UW Law School
Women	49.9%	29.94%	36%	48%	62%	68%
People of Color	34.6%	10.42%	15%	27%	40%	36%
Black/African American	4.4%	1.56%	5%			
Latinx/Hispanic	13%	1.69%	5%			
Asian (Central, E, SE, S)	9.6%	8.6%	2%			
Native/Indigenous	1.9%	0.6%	1%			
Multiracial	4.9%	2.35%	2%			
People with Disabilities	8.8%*	2.79%	0.5%			
LGBTQ	5.2%	1%	2.86%			

\* Age 65 and under

Sources: US Census July 2019; 2019 ABA Profile of Legal Profession; Law School Websites on Incoming Class for 2020-21; WSBA Membership Report September 2020

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WSBA

## Diversity and Inclusion Plan

Approved by the Board of Governors May 2013

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### **WASHINGTON RACE EQUITY & JUSTICE INITIATIVE**

REJI is a network of people, communities, and organizations working together for racial fairness and justice in the law, legal profession, and justice systems.

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## WASHINGTON RACE EQUITY & JUSTICE INITIATIVE

### REJI ACKNOWLEDGMENT

#### #1

"In America, policies, structures, and systems exist that deny individuals and communities of color what is necessary for a full and fair life. Since their inception, these *structurally racialized* systems have been marked by conscious and unconscious racial bias that pervades our society to the benefit of white people and to the disadvantage of Black, Indigenous, and people of color."

### REJI ACKNOWLEDGMENT

#### #6

"True justice cannot be achieved until the legal and justice systems and all who work in these systems are conscious of and able to counter the impact of racialized systems, racialized structures and bias. Doing so requires acknowledging that different groups are situated differently, and that targeted, intentional approaches may be needed to reach just and equitable outcomes."

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### REJI Commitment #2:

"Change structure, policies, processes, and practices in the law, legal profession, and justice system that allow harm and disparate outcomes for Black, Indigenous, and communities of color to continue unabated."

### REJI Commitment #7:

"Ensure our organizations invest in active, ongoing learning that will teach us to see, reveal, and transform structures that create racialized outcomes and push communities of color outside the circle of human concern. This commitment requires that we help members of our organizations and communities to actively and expressly challenge the use of racist language and behaviors, openly listen when we ourselves are challenged, and learn techniques and tools for reducing and eliminating implicit and explicit bias."

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The Supreme Court  
State of Washington



June 4, 2020

“The legal community must recognize that we all bear responsibility for this ongoing injustice, and that we are capable of taking steps to address it, if only we have the courage and the will. The injustice still plaguing our country has its roots in the individual and collective actions of many, and it cannot be addressed without the individual and collective actions of us all.”

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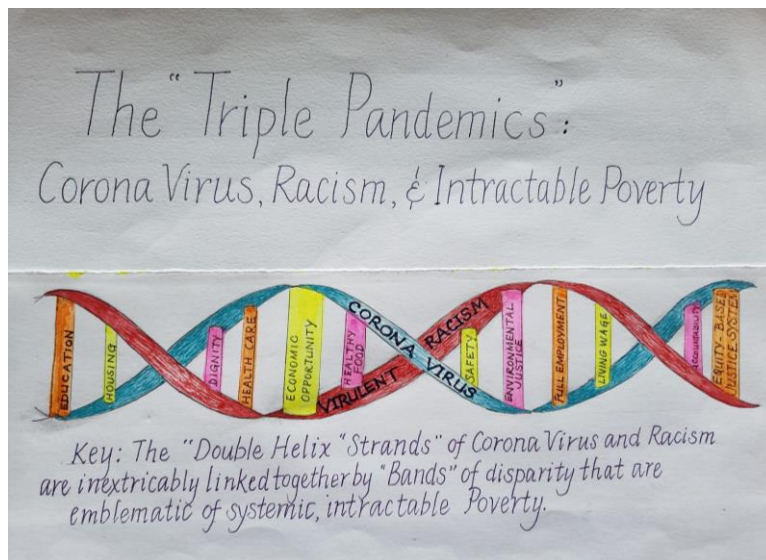


Illustration by  
Ada Shen-Jaffe,  
JustLead  
Washington

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# RESOURCES



WASHINGTON RACE EQUITY & JUSTICE INITIATIVE	
ORGANIZATIONAL ASSESSMENT	
<p><b>HOW TO USE:</b> With each question below, select the number that best reflects the organization you are assessing, according to the rubric set forth below.</p> <p>(1) No work within this area (2) Identified as an area for improvement but no plans/work yet (3) Planning/implementation in process (4) Implemented but not yet uniformly applied across organization (5) Fully established and able to model for other organizations</p>	
<p><b>SECURING AN ORGANIZATIONAL COMMITMENT TO RACE EQUITY WORK</b></p>	
Circle a Choice	
Unknown 1 2 3 4 5	The organization incorporates race equity into its mission, vision, and/or values statements.
Unknown 1 2 3 4 5	The organization has allocated financial and human resources toward internal and/or external race equity work. This may include assigning personnel or funding for coordination of work, development and implementation of plans, and/or monitoring and evaluation work.
For each of the following, the group is diverse across demographics and perspectives and reflects the communities that are most impacted by its work.	
Unknown 1 2 3 4 5	Board
Unknown 1 2 3 4 5	Staff
Unknown 1 2 3 4 5	Volunteers
Unknown 1 2 3 4 5	Organizational Partners/Allies
Unknown 1 2 3 4 5	Community Supporters/Local Donors
Unknown 1 2 3 4 5	The organization communicates to its stakeholders and supporters its values and work around racial justice.
<p><b>CREATING MORE EQUITABLE ORGANIZATIONAL CULTURE</b></p>	
Unknown 1 2 3 4 5	The organization creates space for discussing issues of race and racism in ways that are relevant to the work.
Unknown 1 2 3 4 5	The organization encourages/makes racial competency trainings available on an ongoing basis to staff, board, and volunteers.
Unknown 1 2 3 4 5	Cultural "norms" of the organization, spoken or unspoken, allow for questions, issues, and concerns about racial dynamics internally to be openly discussed and addressed.
Unknown 1 2 3 4 5	Staff/leadership/volunteers who identify as people of color or with other marginalized groups feel they can bring their full identities to the workplace, if they choose, feel recognized and respected, and have their input taken into account to shape organizational culture.

## EDUCATION OPPORTUNITIES



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# QUESTIONS, IDEAS, COMMENTS?



Paige Hardy – [paigeh@wsba.org](mailto:paigeh@wsba.org)  
Diana Singleton – [dianas@wsba.org](mailto:dianas@wsba.org)

# WSBA FISCAL POLICIES

ELEEN TRANG AND CAROLYN MACGREGOR, SECTIONS TEAM





## EXPENSE 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 detailed/itemized receipts (no alcohol) → should show *who* paid.
- ✓ Encourage virtual meetings whenever feasible to accomplish [...] section work.
- ✓ WSBA will reimburse the lesser of coach-economy airfare or auto mileage.
- ✓ If travel is by air, please park and shuttle economically.

See reverse side for WSBA Expense Policy summary. Please fill out completely and legibly. Reimbursement checks will be payable only to the person/entity incurring the expense, as documented by itemized receipts. **Signed expense reports must be submitted within 60 days of incurring the expense; for expenses incurred in August and September, all forms must be submitted within 30 days of the WSBA fiscal year end (September 30).**

To expedite reimbursement, email one PDF of this form and itemized receipts to your staff liaison at [wsba.org](mailto:wsba.org).

Otherwise, mail to: Washington State Bar Association, 1325 4th Avenue, Suite 600, Seattle, WA 98101-2539

<input type="checkbox"/> Employee  <input type="checkbox"/> Board <input type="checkbox"/> Committee <input type="checkbox"/> Council <input type="checkbox"/> Taskforce <input type="checkbox"/> Other:  Staff Liaison: Eleen Trang		Make check payable to (print): Who incurred the expense (individual or firm/organization)		
		Street Address, including City, State, Zip: <input type="checkbox"/> Check if new address		
		E-mail:	Bar #:	Phone:
		By my handwritten or typed signature below, I certify that: (1) these expenses comply with the WSBA Expense Policy; (2) I am the person or entity entitled to receive reimbursement for these expenses; and (3) these expenses have not been reimbursed by any other source.  X: Scanned or e-signature  Date:		

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EXPENSE REIMBURSEMENT REQUEST (Itemized receipts required. For handwritten forms use INK only.)					
Expense Date:	Date expense was incurred				
Event Date:	Date for which the expense was incurred				
Event Name:	Be as specific as possible				
Event Location:					

EXPENSE REIMBURSEMENT REQUEST (Itemized receipts required. For handwritten forms use INK only.)					
Expense Date:	May 6				
Event Date:	July 13				
Event Name:	Section Annual Meeting and Mini-CLE				
Event Location:	Spokane, WA				

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		miles	miles	miles	miles	mi
Transportation	Auto Mileage Total (\$ 0.575/mi )					
	Ground Transportation, Parking, Tolls					
	Airfare (coach/economy only)					
Meals	Breakfast (up to \$18)					
	Lunch (up to \$19)					
	Dinner (up to \$34)					
Lodging (up to \$184/night; \$200/night in Seattle; + tax)						
Other Expenses (itemize):						
Totals						

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**EXPENSE AFFIDAVIT REQUIRED IF DETAILED RECEIPT IS MISSING**  
**(No more than \$75 may be reimbursed without itemized receipt)**

By my handwritten or typed signature below, I certify that I incurred the following cost(s) and that I am not seeking reimbursement for alcohol:

Name of Vendor:

Date of Purchase:

Item(s) Description:

Amount Paid: \$

Brief Description of why there is no itemized receipt:

Signature of Purchaser:

Date:

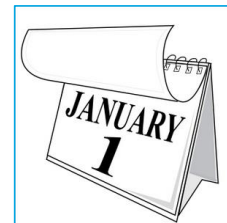
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# FY21 AT-A-GLANCE

JULIANNE UNITE, MEMBER SERVICES AND  
ENGAGEMENT MANAGER



FY21 AT-A-GLANCE	
December 2	Legislative Primer
December 4	2020 Section Annual Reports Due
Dec. – January 2021	Renew Your Section Membership
January 2021	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
May – June	Executive Committee Elections
May/June	Annual Budget Process Begins (FY22)
September	Board of Governors Reviews/Approves Budget
September 30	End of Fiscal Year
October 1	New Fiscal Year Begins New Executive Committee Year
October	FY21 Expenses Due
October/November	Fall Section Leaders Orientation (FY22)
December	2021 Section Annual Reports Due
December 31	End of 2021 Membership Year



*Fiscal Year (FY21):*  
*October 1, 2020 – September 30, 2021*

*2020 Section Membership Year:*  
*January 1, 2020 – December 31, 2020*

*2021 Section Membership Year:*  
*January 1, 2021 – December 31, 2021*

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

- *All Board meetings have agenda and materials deadlines in advance of each meeting.*
- *The Board is subject to the Open Public Meetings Act (OPMA)*

[WSBA Board of Governors](#)

[2020-2021 Board of Governors Meeting Schedule](#)

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## BREAKOUT SESSIONS

- Breakout Session 1
  - WSBA CLE AND SECTIONS
  - MINI-CLES
  - EVENT PLANNING
- Breakout Session 2
  - WSBA CLE AND SECTIONS
  - MINI-CLES
  - MEMBER RECRUITMENT



## 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.

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***Thank you!***



# FISCAL POLICIES

## **Fiscal Policies and Procedures Manual (excerpts relevant to Section Leaders\*)**

<b>Chapter 6: Expenses .....</b>	<b>44</b>
General Expense Reimbursement Policy .....	44
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CLE Speakers/Program Participants Expenses .....	52
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\* View the [full WSBA Fiscal Policy](#).

**I. GENERAL EXPENSE REIMBURSEMENT POLICY**

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WSBA depends upon and values the time and talent of its employees and volunteers. As a steward of member funds, WSBA asks for employees and volunteers to help save costs. **WSBA will reimburse: (1) reasonable, (2) necessary, and (3) appropriately documented, out-of-pocket expenses incurred in connection with WSBA business or meetings, as set forth herein.**

**A. Scope**

This policy applies to all employees and volunteers while engaged in authorized WSBA work, including, but not limited to: the President, President-elect, and Immediate Past-President; Board of Governors; Board of Governors-elect; board, committee, task force, council, and panel members; section officers, executive committees and members; and invited guests. Any items not included herein deemed necessary to conduct the WSBA's business, or that deviate from these policies due to extenuating circumstances, may be approved by the WSBA Treasurer or the Executive Director in accordance with the WSBA Fiscal Matrix.

**B. Liability**

The financial liability of the WSBA to any board, committee, task force, council, panel or section is limited to the funds budgeted for it in the current approved budget of the WSBA. If any volunteer, board, committee, task force, council, panel or section (or any one of its members): (1) incurs a liability that is greater than the funds budgeted or otherwise approved; or (2) incurs a liability in excess or outside of the amounts allowed by this policy, such liability may be the personal obligation of the individual responsible for incurring or authorizing the liability.

**C. Policy Exceptions**

- WSBA ABA Delegate expenses shall be reimbursed up to a fixed amount set each year during the budget process.
- Certain expenses of WSBA Officers, Board of Governors, and the Executive Director shall be reimbursed in accordance with "IV. Expense Policies: WSBA Officers and Board of Governors" and Section "V. Expense Policies: WSBA Executive Director", *infra*.
- Section executive committees may use their discretion: (a) to use section funds to cover group meal expenses for one guest per section member attendee at section events open to all section members, at executive committee retreats, and at speaker or award dinners; and (b) to pay or reimburse a speaker or award recipient and guest for travel, meals, and lodging in accordance with WSBA expense policies.

**D. General Guidelines for Reimbursement Requests**

1. WSBA will not reimburse expenses that are reimbursed from another source.
2. WSBA will not reimburse expenses incurred by spouses, domestic partners or guests (hereafter collectively referred to as "guest" or "guests", except as identified in Section I.C above. However, WSBA will reimburse for double accommodation (as compared to a single).
3. In accordance with IRS requirements, any person seeking reimbursement from WSBA shall submit a signed, dated WSBA Expense Report, supported by detailed receipts. In the absence of a detailed receipt, up to \$75 may be reimbursed for an expense by completing an Expense Affidavit Form.
4. All WSBA Expense Report forms and receipts must be submitted within 60 days of incurring the expense;

with the exception that expenses incurred in September must be submitted within 30 days after WSBA's September 30 fiscal year end (by October 30). Reimbursement requests for expenses incurred in the prior fiscal year submitted after October 30th of the following fiscal year will not be paid unless approved by the Executive Director and Chief Financial Officer.

#### **E. Travel Expenses**

1. Volunteers (updated and approved by the Board of Governors on March 8, 2018):

WSBA encourages virtual meetings whenever feasible to accomplish board, committee, task force, panel, council and section work. Reimbursement of travel expenses to board, committee, task force, council, panel and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel<sup>1</sup>.

2. WSBA Employees:

Employees must have prior authorization, from their supervisor or inherent in their job description, to incur travel, lodging, and meals expense on the job. Any costs beyond Seattle-Metropolitan area mileage (King, Pierce, and Snohomish Counties) related to attending Board of Governors meetings shall be pre-approved by the employee's director. All overnight stays at a Board of Governors meeting shall be approved by the Executive Director. For additional terms, see "III. Additional Employee Expense Policies".

#### **F. Transportation**

Subject to Section I.E, WSBA will reimburse transportation costs based on the limits set forth below. WSBA will not reimburse for lodging *en route*, and will only reimburse for the lesser cost of coach-economy airfare. Reimbursement for out-of-state meeting travel is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

1. Personal Autos: Mileage will be reimbursed at the IRS Standard Mileage Rate in effect at the time of travel. *Carpooling is encouraged.* Damage to personal autos while being used on WSBA business is not covered because a portion of the mileage reimbursement is intended to defray the insurance cost to the individual. Fines for traffic violations are also not reimbursable.
2. Rental Cars: Rental cars may be used only when economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars.
3. Ground Transportation: WSBA will reimburse ground transportation, parking costs and tolls. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from the traveler's home.

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<sup>1</sup> The approximate cost of in-state travel is deemed to be the cost of traveling from the nearest Washington border. For example, a member traveling from California would be reimbursed for the lesser of either (a) the mileage from Vancouver, WA; or (b) a flight from Portland, Oregon.

4. Airfare: WSBA will only reimburse coach/economy-class airfare, which should be booked well in advance of travel to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for travel booked less than two weeks in advance of travel. WSBA will not reimburse for use of frequent flyer coupons or air miles. Use of private airplanes is permitted; however, reimbursement is limited to an amount not to exceed coach-class airfare on a commercial air carrier, purchased not less than two weeks in advance of travel, for the same or substantially similar route. WSBA will pay a cancelled airfare if it cancels a meeting. Airfare change fees will be paid for changes in a meeting schedule. *Reimbursement receipts for airline travel must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements and cancelled checks are not acceptable.*
5. Other: Reimbursement for any other method of travel will be reimbursed only in an amount that would have been payable had the most economical method of travel been used.

#### **G. Lodging/Hotel Accommodations**

WSBA will reimburse hotel/motel accommodations up to \$175 per night (\$200 in Seattle) plus taxes. With respect to out of state conferences, WSBA will reimburse hotel accommodations at the advertised conference hotel rate. If no lodging below the applicable limit is available or convenient in the area of the stay, department directors may approve reimbursements above the applicable per night limit. WSBA will not reimburse for incidental expenses such as entertainment, personal phone calls, etc. *Reimbursement receipts must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals.*

#### **H. Meal Expenses**

1. WSBA will reimburse meal expenses, including gratuity. WSBA will not pay or reimburse for alcohol purchases (see Section II. Purchase of Alcohol for Bar Functions). The WSBA will reimburse up to \$18 for breakfast, \$19 for lunch, and \$34 for dinner. If a person is traveling all day (for all three meals), he/she may combine the allowances set forth above into one per diem amount and reallocate the per-meal allowances as desired (e.g., spend more on lunch and less on dinner).
2. If a meal is provided as part of a meeting or conference, no reimbursement will be made for substitute meals.

#### **I. Expenses Other Than Travel/Transportation, Lodging, and Meals**

1. Office Expenses: Despite use of services available through the WSBA office, volunteers may occasionally use their own resources to conduct WSBA business. Where practical, volunteers are expected to absorb, without reimbursement, minor expenditures. However, to the extent that cost records are available to document specific out-of-pocket expenses, such as telephone calls and postage, reimbursement may be made. Expenses for photocopying and facsimile use will be reimbursed at rates set by the WSBA<sup>2</sup>. No reimbursement will be made for office services not detailed by this policy (for example, voice mail charges, telephone connections, etc.). No reimbursement will be made for personnel costs or professional services without specific advance authorization.

<sup>2</sup> Photocopying charges will be reimbursed at the actual out-of-pocket expense up to 15 cents a page. For faxes, the WSBA will reimburse the lesser of (a) the actual cost to send the fax; (b) up to 25 cents per page; or (c) up to \$5 per transmission. Appropriate documentation detailing the number of pages, fax recipients, etc. is required. The WSBA will reimburse for the telephone costs associated with long distance fax calls if detailed cost records are available.

2. Gifts/Awards: WSBA will reimburse costs (up to \$100) for the purchase of gifts, plaques or similar items recognizing an individual's extraordinary volunteer service to the WSBA and/or its component parts. Gifts from volunteers to WSBA employee are prohibited except for *de minimis* or token appreciations (up to \$50). All employee liaisons to boards, committees, task forces, councils, panels or sections should make sure the group is aware of this policy.
3. Miscellaneous: Reimbursement for expenses not otherwise described by this policy may be allowed when reasonable, necessary, appropriately documented, explained, and approved by the Executive Director or WSBA Treasurer in accordance with the Fiscal Matrix.

## **II. PURCHASE OF ALCOHOL FOR BAR FUNCTIONS**

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The WSBA prohibits the use of WSBA funds to purchase alcoholic beverages.

- A. WSBA will not pay for or reimburse alcoholic beverages purchased by volunteers or employees as part of a meal. Such purchases shall be segregated from meal expenses and paid for by the individual ordering them.
- B. Alcoholic beverages may be served at WSBA functions, as long as they are: (1) paid for with personal funds (e.g. no host bar), or with non-WSBA funds raised for that purpose; (2) paid directly to the vendor; and (3) served by a licensed bartender.

## **III. ADDITIONAL EMPLOYEE EXPENSE POLICIES**

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### **A. Weekend Work**

Working on a weekend is treated like any other workday. Meals, daycare, etc. will not be reimbursed. However, in some circumstances, employees may be reimbursed for parking if they are required to work on a weekend (see "Private Auto- Parking" policy below).

### **B. Transportation**

1. Rental Cars: Car rental requires pre-approval of a department director, and may be used only when economically practical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. It is helpful to rent the car in the name of the WSBA. However, the WSBA's insurance policy contains an endorsement which extends coverage for damage to rental cars even if they are rented in an individual's name as long as they had permission from the WSBA and they are on WSBA-related business (the endorsement is intended to fill in the gaps where someone doesn't or can't rent the car in the WSBA's name). The WSBA will not pay for additional insurance coverage; the renter should decline coverage when renting in the WSBA's name.
2. Private Auto – Parking: Employees who purchase a monthly parking space are eligible for daily parking reimbursement at a prorated rate (1/21 of the monthly parking cost) on days they are required to use their vehicles for business. Employees who normally take public transportation but occasionally need their car for work may be eligible for reimbursement of actual parking costs. This option is expected to be used only occasionally and may apply regardless of whether the employee returns to the WSBA at the end of their work day. In addition, employees whose work assignments temporarily require substantial after-hours and weekend time in the office may request reimbursement for parking, subject

to department director approval. Examples of such situations include the following: hearings; bar exam preparation; committee, section, or board meetings; or other projects.

3. Taxi Rides: As part of the Metro Area FlexPass program, employees who have a FlexPass and use an eligible method of transportation to work may use a taxi to get home if they meet certain emergency criteria. See the Human Resources Department for details. Directors may authorize a WSBA-paid taxi ride home in extenuating circumstances.
4. "Advances" For Travel or Expenses: The Executive Director, upon a director's recommendation, may approve travel advances. Requestors should allow sufficient time to prepare the check.

#### C. Meals

1. With Volunteers: Picking up the tab for lunches with volunteers outside of regular meetings should be done with caution because of consistency, fairness, and appearances. Director approval is required. Any such expenses should be charged to the committee or function budget.
2. "Buddy" Meals: Employees assigned to be the "buddy" of a new employee may take the new employee to lunch. Moderately priced lunches (around \$20 per person) should be the norm.

#### D. Professional License Fees

WSBA will reimburse an employee or directly pay for fees associated with professional licenses that the employee legally must have to perform his/her job at the WSBA, or which the Executive Director determines are in the interest of the WSBA for the employee to have. This includes, for example, WSBA licensing fees (but not section membership fees) for attorneys whose positions require a license to practice, the State Board of Accountancy licensing fees for CPAs, and the Department of Health licensing fees for LAP psychotherapists. Such reimbursements/payments are prorated for new employees based on the calendar year and date of beginning work at the WSBA, as follows:

Month	% Reimbursed
January	100%
February	92%
March	83%
April	75%
May	67%
June	58%
July	50%
August	42%
September	33%
October	25%
November	16%
December	8%

#### **E. Professional Liability Insurance**

WSBA reimburses Lawyers Assistance Program employees for the cost of professional liability coverage for their activities conducted pursuant to their employment with WSBA. An employee who leaves WSBA employment during the insured period must refund to the WSBA that portion of the reimbursement covering any insured period after WSBA employment ends.

#### **F. Employee Membership Dues**

WSBA may reimburse or pay membership dues for employees to belong to local, state, or national organizations, subject to director approval and budget constraints.

#### **G. Employee Cell Phone Expense Reimbursement Policy**

This policy covers the reimbursement policies and procedures for business use of employee-owned cell phones.

##### **A. Personal Cellular Phone Reimbursement – Ongoing Basis**

A person who qualifies for a WSBA issued cell phone (based on their job duties) but chooses to use his/her personal cellular phone for WSBA business may be authorized to seek reimbursement in lieu of being issued a WSBA cellular phone as long as:

- a. The director and user agree on a fair and equitable way to allocate the charges between WSBA and the user based on cost or time spent on WSBA calls vs. personal calls (Note: Permanent users can be reimbursed for charges based on unlimited minute plans); and
- b. The appropriate director approves such arrangements in writing.

The employee shall submit a Check Request or Expense Report, along with a copy of his/her cell phone bill showing the charges and specific WSBA-related calls. WSBA cellular phone bills shall be charged to the appropriate cost center (department telephone expense) on the Check Request.

##### **B. Personal Cellular Phone Reimbursement – Occasional Basis**

Employees who occasionally incur cell phone charges for WSBA-related business on a personal cell phone are authorized to submit an expense reimbursement if:

- a. The use of phone was *necessary* for the performance of job duties; and
- b. The personal cell phone plan is such that cell phone owner is actually charged for the WSBA calls and the cost of WSBA-related calls are easily determined as follows: (a) charges are based on per minute charge; or (b) a flat fee is charged for an allotted number of minutes; a per-minute charge applies to minutes beyond the allotment; and the WSBA call(s) resulted in the owner going over the allotted minutes.

No reimbursement for occasional WSBA-related calls where plan charges are based on unlimited usage (WSBA will not pay a percentage of the total monthly fee). The employee shall submit a Check Request or Expense Report, along with a copy of their cell phone bill showing the charges and specific WSBA - related calls. WSBA cellular phone bills shall be charged to the appropriate cost center (department telephone expense) on the Check Request.

#### **H. Employee Parties and Celebrations**

1. Generally, events in which all employees are invited to participate, or were approved by the Executive Director and the directors in advance, are paid by the WSBA. These include:
  - Activities Committee events (e.g., annual holiday party, monthly birthdays, R.A.P, etc.);
  - Lunch on records clean-up days;
  - Refreshments for all-employees meetings; and
  - Executive Director's purchase of treats for the entire employees for a special occasion.
2. Examples of where the WSBA *will not pay* include (any exceptions to this must be approved in advance by the Executive Director):
  - Personal celebrations like showers for weddings or babies;
  - Flowers for personal events, like illness or death in the family; and
  - Going-away luncheons or gifts.

#### **I. Employee Development Budget**

Each director is given an annual Employee Development budget, with sole discretion to use Employees Development funds reasonably for team building items such as employee retreats or activities, department meetings, meals or snacks, coffee or lunches with employees, and tokens or small gifts of appreciation for employees.

### **IV. EXPENSE POLICIES: WSBA OFFICERS AND BOARD OF GOVERNORS**

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The officers and members of the Board of Governors (including sitting and newly elected officers and Governors) are fiduciaries of WSBA and ambassadors to WSBA boards, committees, task forces, councils, panels and sections; to local and specialty bar associations in Washington State; and to other related groups or officials. It is expected that WSBA officers and governors will incur certain expenses in furtherance of this responsibility, and will comply with the expense policies of the WSBA, with the following exceptions:

#### **A. Guest Meal Expenses**

Individual meals for a guest of an officer or governor may be reimbursed when no group meal is provided (up to the limits set forth in the "Meal Expenses" section of the General Expense Reimbursement Policy). Separate lodging/rooms and transportation costs will not be reimbursed.

#### **B. Officer and Governor Attendance at Law-Related Events**

From time to time WSBA officers and governors are invited to attend a ticketed, non-educational event sponsored by an outside organization. Usually, these invitations come from local or specialty Bar Associations in the state of Washington, or a similar national organization having a local meeting, or other law-related organizations. The primary purpose of the event may be to raise funds for the organization, or it may be social or networking occasion.

The Board affirms its role as a statewide organization to reach out to these interest groups, to encourage and support other Bar Associations and law-related organizations, to further the understanding of the activities and purposes of the WSBA, and to foster collegiality among its members and goodwill between the Bar and the public; in a fiscally prudent manner.

To this end, WSBA will annually reimburse expenses incurred for group registration events as follows:

	Statewide Events	Local and Specialty Bar Events	Significant County Bar Events
<b>Officer</b>	yes	up to 8	yes
<b>Governor</b>	yes	up to 6	In Governor's home district

The Executive Director may approve exceptions to these limits. WSBA reserves the right to request reimbursement for cancellations to group registration events.

**C. Officer and Governor Travel to and Attendance at National/Regional Events** *(Section C.1 updated and approved by the Board of Governors on January 18, 2019)*

Educational, training, or networking events for officers and/or governors are approved as part of the budget process based on the educational/networking value. Examples include the Bar Leaders Conference, Western States Bar Conference, American Bar Association annual or mid-year meetings, or meetings of the National Council of Bar Presidents.

The following policy has been adopted by the Board of Governors:

1. Officer Conferences

The President and President-elect, and Treasurer may attend two national conferences and the Western States Bar Conference. The President and President-elect may also attend the Northwest Bar Leaders meeting.

2. Governor Conferences

Governors may attend one national or regional conference during their term of service on the Board of Governors.

**V. EXPENSE POLICIES: WSBA EXECUTIVE DIRECTOR**

The Executive Director is an ambassador of WSBA to WSBA boards, committees, task forces, councils, panels and sections; to local and specialty bar associations in Washington State; and to other related groups or officials. It is expected that the Executive Director will incur certain expenses in the furtherance of this responsibility. The Executive Director shall comply with the expense policies of the WSBA, with the following exceptions:

**A. Guest Meal Expenses**

Individual meals for a guest will be reimbursed only at Board of Governor functions when no group meal is provided (up to the limits set forth in the "Meal Expenses" section of the General Expense Reimbursement Policy). Separate lodging/rooms and transportation costs will not be reimbursed.

**B. Attendance at Law-Related Events**

The Executive Director shall be reimbursed for attendance at law-related events when he/she is attending in his/her official capacity.

**C. Travel**

Reimbursement will be made for travel costs (transportation, lodging, meals and incidentals) to other bar associations when the purpose of the trip is to meet with another bar's Executive Director or elected official(s) for the purpose of furthering WSBA business. This would include local and specialty bar associations in Washington State, and unified or voluntary bar associations in other states. The Executive Director is also reimbursed for attendance fees and travel and lodging expenses to attend work-related educational seminars, such as, but not limited to, American Bar Association, Western States Bar Conference, Bar Leaders Institute, and the National Association of Bar Executives.

#### **D. Meals**

WSBA will reimburse meal expenses of the Executive Director and any WSBA or Washington State elected or appointed official(s) when the purpose of the meal is for the Executive Director to conduct WSBA business with the official(s). This would also include Washington state local and specialty bar elected or appointed officials.

#### **E. Review of Payments to Executive Director**

At least quarterly, the Treasurer shall review the payments made to the Executive Director (including salary, benefits, credit card charges, and reimbursements). The Budget and Finance Manager prepares a quarterly report for the Treasurer to review and sign.

### **VI. CLE SPEAKERS/PROGRAM PARTICIPANTS EXPENSES**

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In general, reimbursements to speakers and program participants shall be reimbursed according to the WSBA guidelines. However, with prior approval of the Executive Director, W S B A may approve reimbursements for lodging and meal expenses above the WSBA rates, as supported with appropriate receipts.

### **VII. ACCOMMODATION FUND**

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#### **A. Purpose**

The WSBA Accommodation Fund and Procedures are established to support the WSBA Accessibility Policy and ensure reasonable accommodation to members' participation in WSBA services, programs and events. Accommodation for services, programs and events is available to all members with disabilities. Reasonable accommodation includes such accommodation as sign language interpretation, sound enhancement, or other accommodation requested by members wishing to participate in WSBA services, programs and events.

#### **B. Procedures**

Persons should request accommodation through WSBA employees organizing the event (Organizer). The request should describe the event or series of events and the accommodation requested. Dialogue with the person requesting accommodation may be necessary to assure the most appropriate accommodation. All accommodation requests should be made as far in advance as possible, at least two weeks in advance of the event is strongly recommended to allow the best accommodation possible. The Organizer will review the request and outline the reasonable accommodation available. Reimbursement requests or pay-ahead service requests will be handled by the Organizer to ensure privacy. Should the request be beyond the expertise of the Organizer, even after consultation with Human Resources, outside experts will be consulted.

#### **C. Other**

The Accommodation Fund is intended primarily for use by WSBA members — other resources are available for WSBA employee accommodation and the Accommodation Fund is not intended to cover other overall accessibility accommodation which are budgeted for separately. The Accommodation Fund is not intended to cover facility or general accommodation needs. These matters will be handled by employees working with the facility at which the meeting or event is to be held.

#### **D. Funding**

The amount of funding available for accommodation will be set annually as an estimate of need in the budget process but may be modified by the Budget and Audit Committee if further needs arise to assure accommodation. The Organizer shall work with the Chief Financial Officer to prepare a request for increased funding which will be considered by the Budget and Audit Committee at its next meeting. In time sensitive circumstances the Executive Director can preliminarily approve a request which exceeds the Accommodation Fund, so long as the funds are available within the current fiscal year budget, subject to the Fiscal

## **VIII. WSBA CREDIT CARDS**

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Each department director and some employees who frequently incur travel expenses (e.g., investigators) are issued individual WSBA corporate credit cards ("card holder") to cover WSBA business expenses only; personal charges are not allowed. An exception is if the charge contains personal expenses beyond the WSBA limit, in which case the card holder shall submit a check to Accounting with the credit card bill. All charges on a WSBA credit card must be supported by appropriate detailed receipts.

Card holders may authorize their employees to use their credit card for business expenses. However, the card holders remain responsible for all charges made using their credit card; specifically, that all charges comply with WSBA policies, are made within the delegated budget authority, and are coded to the proper general ledger account.

Each card holder must approve the monthly statement for his/her credit card. The monthly statement, along with detailed receipts and general ledger coding information, shall be submitted to the A/P Bookkeeper within 10 days of the end of the month.

Employees who support the WSBA's conference rooms and CLE Conference Center may be issued credit cards for the purpose of purchasing office supplies, food service, kitchen supplies, etc. in order to efficiently and cost-effectively manage the conference rooms and provide support to employee meetings. The monthly American Express bill shall be reconciled and coded to the proper general ledger accounts, then given to the Chief Financial Officer for review and approval.

## **IX. FUNCTIONAL ACCOUNTING/ALLOCATION OF INDIRECT EXPENSES**

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"Indirect" expenses are expenses that benefit the whole organization; in many ways they are the basic cost of doing business. Examples include salaries, benefits, rent, telephone, insurance, legal advice, auditing services, computer equipment, etc., as well as all-employee meetings, coffee/tea service, etc. GAAP does not require a specific method of allocating expenses to their appropriate function. There are numerous ways to allocate common expenses, but there is no one correct way. However, the method chosen must be meaningful, reasonable, accurate, and consistently applied. Changes in the method of allocating indirect expenses, and what specific expenses are included in indirect expenses, are generally disclosed in the audited financial statements.

The main goal of allocating common expenses is to provide the "true cost" of each program. However, getting a "true cost" is a misnomer, since different allocation methods will produce different results. The organization must choose a reasonable method that makes sense and will produce "accurate enough" information. Thus, it is important to understand that you are never really seeing the true cost of any program; you are seeing as close as we can get based on the allocation method chosen. A good example of this is how the WSBA treats certain support expenses. The WSBA has several departments which support all the cost centers, but for which the costs are not allocated to the indirect pool. No employee time for the Human Resources department or Information Technology department is allocated to other cost centers, although they primarily exist to support all cost centers. Thus, the "true cost" of a program does not include many of the WSBA support functions provided to it. It is helpful to understand this when conducting reviews of programs and cost centers.

WSBA has been using functional accounting since 1992. Direct expenses are recorded 100% to the appropriate cost center. Examples include committee expenses, employee travel, events, etc. The WSBA allocates indirect expenses as follows:

- Salaries – Salaries are directly allocated (through payroll) to the cost centers in which the employees primarily work. For example, some employees are allocated among several cost centers in one department (e.g., Advancement or Regulatory Services Department). Many employees are allocated to only one cost center, although they perform work for many functional areas (e.g., Finance and Administration Department employees). *The allocation of employees is done through the budget process; employees are allocated throughout the year just as they are budgeted.* Therefore, a person may be budgeted at 25%, but may actually spend more or less of their time performing work for that cost center. However, the person is allocated through payroll at 25% regardless of their actual time spent unless a mid-year change in actual allocation is authorized by the Executive Director<sup>1</sup>. Actual time is considered in allocating employees for the next budget year.
- Benefits – When incurred, benefits expenses are pooled together and allocated among the cost centers *based on the salary expenses (dollars, not FTEs)* for each cost center. This method proportionately distributes benefits in relationship to the salaries expenses. Thus, the departments with higher-paid employees will also incur a higher share of benefits expense.
- Other Indirect Expenses (insurance, telephone, professional fees, etc.) – The WSBA allocates all other indirect expenses based on the *number of FTE's* in a cost center. For example, if a cost center has 10 out of 138 of WSBA's FTEs, then it will be allocated 7.2% (10/138) of the pool of indirect expenses.

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<sup>1</sup> Note: The WSBA used to allocate salaries based on the actual time spent each payroll; however, this method was discontinued due to its unpredictability, volatility, and the cost of tracking such detail.

## Chapter 10: Sections

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### Overview of Section Funds

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WSBA has unrestricted, designated, and restricted fund balances. See Chapter 4, Unrestricted and Restricted Fund Balance Policy. All funds collected by the WSBA on behalf of a Section are subject to the control and fiscal oversight of the Board of Governors. Beginning in fiscal year 1994, the Board directed that the total difference between revenues, and direct and indirect expenses, for all Sections each year be designated as Section funds. Indirect expenses are that portion of the WSBA's employees' time and overhead expenses attributed to support of and work for the Sections (reimbursed through the "per-member" charge). Separate ledgers will be maintained for each Section, making up the total for the Section funds.

It is recommended that a Section's fund balance be consistent with its future needs. Generally, the purposes of a fund balance are to:

- Provide a cushion for an unexpected shortfall in revenue.
- Provide a cushion for an unexpected expense.
- Provide for a specific future event that does not occur annually.
- Provide the ability to take advantage of an unforeseen unique opportunity.

A Section's 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). In addition, a Section may plan for specific stated purposes (e.g., scholarships, special events, conferences, publications, and other member benefits). Sections are discouraged from maintaining fund balances in excess of two years' worth of direct programming expenses and specified purposes.

If a Section finds it has accumulated a larger fund balance than recommended above, Section leadership should devise a plan to spend down the fund balance by budgeting and incurring a loss in one or more subsequent fiscal years. Some suggestions are as follows:

- Reduce member dues.
- Subsidize the cost of full-day seminars by reducing the cost per member (the Section will pay the difference between the standard seminar price (\$199 or \$225) and what the Section would like to charge).
- High visibility or national-level speaker for a CLE program.
- Scholarships for law school students.
- Special educational projects (e.g., youth courts, mock trial programs, law school events).
- Improve membership resources (e.g., newsletters, website, law updates, handbooks, publications).
- Annual grant program to help support work of community-based programs providing access to civil legal services.
- Produce or sponsor law-related public information (e.g., Citizens' Rights brochures, sponsor lawforwa.gov website or votingforjudges.org, TVW's "The Docket").
- Donate to Washington State Bar Foundation's Loan Repayment Assistance Program (LRAP).
- Sponsor WSBA's Leadership Institute Fellows' projects through the Washington State Bar Foundation.

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## **Executive Committees' Fiscal Responsibility**

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Each Section is entrusted with funds that are paid by its members as dues and that are the fruits of volunteer efforts (such as the Section's share of revenues from CLE programs and mid-year/annual meetings). Each Section's Executive Committee is charged with the duty of approving Section expenditures. As stewards of the Section's finances, the Committee should be responsible in authorizing expenditures in accordance with WSBA and Section policies.

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## **Section Budgets**

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WSBA's and the Sections' fiscal year is October 1 through September 30. Section budgets are approved annually by the Board of Governors as part of the WSBA's annual budget. See Chapter 1, Key Fiscal Policies – Budget Policies and Process.

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## **Monthly Financial Reports**

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Monthly financial statements will be sent to each Section chair, chair-elect, and treasurer within 30 days of the close of each month with the exception of September due to the close of the fiscal year-end. These summary reports will show the Section's annual budget, actual monthly revenue and expenses, and year-to-date revenue and expenses. A detail report of posted transactions will also be provided. Section chairs, chairs-elect, and treasurers should review their Sections' monthly financial statements for accuracy and comparison to budget, and contact the Section Leaders Liaison if they have any questions about the amount of an income or expense item, the category in which it is recorded, or any other concerns.

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## **Section Revenue**

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### **Member Dues**

Section member dues are collected by the WSBA throughout the year. Each fall, membership renewal forms are sent to all WSBA active members and Section subscribers from the prior fiscal year.

### **Interest Earned on Section Fund Balances**

Annually, each Section will receive interest income on its fund balance. The calculation and journal entry will be made at the close of WSBA's fiscal year, prior to the annual audit of WSBA's financial statements. Each Section's share of interest income will be determined by taking the average interest rate earned by WSBA on its investments that fiscal year (excluding investments of reserve funds) and applying that rate to the average of the final year-end fund balance of each Section in the current and preceding fiscal years.

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## **WSBACLE and Programs Presented in Partnership with Sections *(updated and approved by the Board of Governors on July 27, 2018)***

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### **Programs Co-sponsored with Sections**

The goal of all WSBA CLE programs is to support the mission and strategic goals of the organization. WSBA Sections are an important partner in these efforts. WSBA retains fiscal reserves ("WSBA CLE Fund") to mitigate against changes in the CLE market, sustain and improve important technology required for the delivery of CLE programs, and protect against unexpected revenue shortfalls.

Net seminar and any associated net on-demand product revenue for all WSBA CLE programs developed in partnership with Sections (excluding mini-CLEs) will be split between the WSBA CLE Fund and the partnering Section's cost center. Beginning with seminars delivered in FY19, net revenues will be split 50-50 (%) between the WSBA CLE Fund and the partnering Section's cost center, up to a total net revenue of \$8,000. Net revenue exceeding \$8,000 will be split 65% to WSBA and 35% to the Section. WSBA will absorb any net losses sustained by individual programs.

In calculating net revenue, WSBA will subtract all direct and indirect costs for the development of the live program and on-demand product from the gross revenue of the live program and on-demand product sales. WSBA will keep the Section informed of the program financials in a timely and transparent manner. Following each fiscal year's close, the partnering Section will receive its portion of any net revenue earned in that fiscal year, based on audited financial statements.

Because the CLE market is dynamic, WSBA and the Sections will annually review overall results and may seek to adjust the revenue sharing terms set forth in this policy to ensure that CLE programming and WSBA CLE Fund reserves are sustainable.

### **Mini-CLEs**

WSBA CLE also supports Section CLE programming through a "mini-CLE" model. Mini-CLEs are seen as exclusively member-benefit programs. They do not exceed 2.0 credit hours in length and registration fees must be \$35 or less. For mini-CLEs, WSBA staff provides limited assistance at no charge to the Section (e.g. program accreditation, reporting and attendance tracking). Sections do much more of the preparation and production of seminars than regular CLE programming, and are responsible for working in collaboration with WSBA (e.g. following procedures outlined including timely notice, providing onsite registration personnel, etc.).

### **Section Expenses**

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A WSBA Section, by duly authorized act of the governing board or committee of the Section, shall be authorized to expend all money as budgeted without prior approval by the Board of Governors, provided the following conditions have been met:

- The expenditure is consistent with the approved budget and WSBA expense policies;
- The expenditure is within the goals of WSBA as defined by Supreme Court Rule or the Bylaws; and
- The expenditure does not violate the restricted acts of WSBA as defined by Supreme Court Rule, or WSBA or Section Bylaws.

If a Section wishes to spend funds otherwise, Section leadership should prepare a written request outlining the purpose and amount of the proposed expenditure and submit it to the Section Leaders Liaison who will submit it to the Chief Financial Officer.

### **Per-Member Charge**

Each Section shall reimburse WSBA for the cost of administering the various Sections through an annual per-member charge. See Chapter 6, Expenses – Functional Accounting/Allocation of Indirect Expenses for details.

### **Expenses in Excess of Annual Budget**

Personal Liability. (WSBA Bylaws as updated and approved by the Board of Governors on September 30, 2016)

Article V (B) 2 of the WSBA Bylaws states: "The financial obligation of the Bar to any Bar entity is limited to the amount budgeted ceases upon payment of that amount unless the BOG authorizes otherwise."

Article V (B) 3 of the WSBA Bylaws states: "Any liability incurred by any Bar entity, or by its members, in excess of the funds budgeted, will be the personal liability of the person or persons responsible for incurring or authorizing the liability."

Article V (B) 4 of the WSBA Bylaws states: "Any liability incurred by any Bar entity, or by its members, not in accordance with the policies of the BOG or in conflict with any part of these Bylaws, will be the personal liability of the person or persons responsible for incurring or authorizing the liability"

*Expenses Over Budget – Chief Financial Officer Approval*

Once a Section has reached its budgeted expenses for the year and spent any additional unbudgeted revenue, no further expenses for the Section will be paid unless a spending plan for the remainder of the fiscal year is approved by the Chief Financial Officer. Requests for additional expenses and a spending plan shall be submitted in writing to the Section Leaders Liaison.

*Expenses Over Budget – WSBA Treasurer Approval*

Unbudgeted expenses may not deplete the Section's reserve balance to less than 25% of the preceding fiscal year's expenditures. Approval by the WSBA Treasurer is required for unbudgeted expenses which total 25% or more of the Section's annual expense budget or \$1,000, whichever is greater. Requests for such expenditures shall be submitted in writing and approved prior to incurring an obligation for them. The Section leadership shall complete an Approval of Section Expenses in Excess of Annual Budget Form and submit it to the Section Leaders Liaison. The Section Leaders Liaison will inform the Section of the approval (or denial) of their request after review by the WSBA Treasurer and the Chief Financial Officer.

**Expense Policies for WSBA Sections *(updated and approved by the Board of Governors on July 23, 2016)***

Sections shall comply with the expense policies of the WSBA (see Chapter 6, Expenses).

See reverse side for WSBA Expense Policy summary. Please fill out completely and legibly. Reimbursement checks will be payable only to the person/entity incurring the expense, as documented by itemized receipts. **Signed expense reports must be submitted within 60 days of incurring the expense; for expenses incurred in August and September, all forms must be submitted within 30 days of the WSBA fiscal year end (September 30).**

**To expedite reimbursement, email one PDF of this form and itemized receipts to your staff liaison at wsba.org.**

**Otherwise, mail to: Washington State Bar Association, 1325 4th Avenue, Suite 600, Seattle, WA 98101-2539**

<input type="checkbox"/> <b>Employee</b>  <input type="checkbox"/> <b>Board</b> <input type="checkbox"/> <b>Committee</b> <input type="checkbox"/> <b>Council</b> <input type="checkbox"/> <b>Taskforce</b> <input type="checkbox"/> <b>Other:</b>	<input type="checkbox"/> <b>CLE</b> <input type="checkbox"/> <b>Section</b> <input type="checkbox"/> <b>Witness</b> <input type="checkbox"/> <b>Panel</b>	<p><b>Make check payable to (print):</b></p> <p><b>Street Address, including City, State, Zip:</b> <input type="checkbox"/> Check if new address</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>E-mail:</b></td> <td style="width: 20%;"><b>Bar #:</b></td> <td style="width: 40%;"><b>Phone:</b></td> </tr> </table> <p>By my handwritten or typed signature below, I certify that: (1) these expenses comply with the WSBA Expense Policy; (2) I am the person or entity entitled to receive reimbursement for these expenses; and (3) these expenses have not been reimbursed by any other source.</p> <p style="text-align: center;">X: <span style="float: right;">Date:</span></p>	<b>E-mail:</b>	<b>Bar #:</b>	<b>Phone:</b>
<b>E-mail:</b>	<b>Bar #:</b>	<b>Phone:</b>			

**Staff Liaison:**

**EXPENSE REIMBURSEMENT REQUEST *(Itemized receipts required. For handwritten forms use INK only.)***

Expense Date:							Category Totals
Event Date:							
Event Name:							
Event Location:							
<b>Transportation</b>	Auto Mileage Total (\$ 0.575/mi )	miles	miles	miles	miles	miles	
	Ground Transportation, Parking, Tolls						
	Airfare (coach/economy only)						
<b>Meals</b>	Breakfast (up to \$18)						
	Lunch (up to \$19)						
	Dinner (up to \$34)						
<b>Lodging</b> (up to \$184/night; \$200/night in Seattle; + tax)							
<b>Other Expenses</b> (itemize):							
<b>Totals</b>							

**EXPENSE AFFIDAVIT REQUIRED IF DETAILED RECEIPT IS MISSING**  
***(No more than \$75 may be reimbursed without itemized receipt)***

By my handwritten or typed signature below, I certify that I incurred the following cost(s) and that I am not seeking reimbursement for alcohol:

Name of Vendor:

Date of Purchase:

Item(s) Description:

Amount Paid: \$

Brief Description of why there is no itemized receipt:

Signature of Purchaser:

Date:

## SUMMARY OF WSBA EXPENSE POLICY

### GENERAL PRINCIPLE

WSBA depends upon and values the time and talent of its employees and volunteers. 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, as set forth in the WSBA Expense Policy. WSBA will not reimburse expenses that are reimbursed from another source; and will not reimburse expenses incurred by spouses, domestic partners or guests, except as otherwise provided by the WSBA Expense Policy.***

### REIMBURSABLE EXPENSES

In accordance with IRS requirements, any person seeking reimbursement from WSBA must submit a signed, dated WSBA Expense Report, supported by detailed receipts. In the absence of a detailed receipt, up to \$75 may be reimbursed by completing the Expense Affidavit Form located on the front page of this Expense Report.

**Meetings:** WSBA encourages virtual meetings whenever feasible to accomplish committee, task force, panel, council and section work. Reimbursement of travel expenses to board, committee, task force, council, panel, and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel.

**Transportation:** *If travel is necessary*, WSBA will reimburse the lesser of coach-economy air fare or auto mileage. If you drive, WSBA will not reimburse for lodging *en route*, and will only reimburse the lesser cost of coach-economy airfare. Reimbursement for out-of-state meeting travel is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

- 1. Auto Mileage** will be reimbursed at the IRS Standard Mileage Rate. *Carpooling is encouraged.*
- 2. Rental Cars/Other** may be used only when economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. Reimbursement for any other method of travel (e.g., train) will be reimbursed for the cost of the most economical method of travel.
- 3. Ground transportation, parking, tolls:** If travel is by air, please park and shuttle economically. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from your home.
- 4. Airfare:** WSBA will only reimburse coach/economy-class air fares. Please book well in advance to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for fares booked less than two weeks in advance of travel. WSBA will not reimburse for use of frequent flyer coupons or air miles. *(Receipt must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements are not sufficient.)*

**Lodging:** *If an overnight stay is necessary* (contact your Staff Liaison in advance with any questions), WSBA will reimburse up to the amounts noted on the front page of this Expense Report. Ask your Staff Liaison about WSBA negotiated rates at area hotels. WSBA will not reimburse incidental charges such as entertainment, personal phone calls, etc. *(Reimbursement receipts must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals).*

**Meals:** WSBA will reimburse meal expenses (including gratuity), up to the amounts noted on the front page of this Expense Report. In the event of lost receipts, WSBA will reimburse the lower of these rates or the federal per diem rate for the location in which the meal expense was incurred (see [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). All-day travelers may reallocate per-meal allowances (e.g., spend more on lunch; less on dinner). Identify all individuals included in a meal reimbursement request.

**Note: Alcohol will not be reimbursed and must be segregated from meal expenses.**

**Other expenses:** WSBA will reimburse necessary out-of-pocket office expenses with receipts (actual copying charges up to 15 cents a page; faxes up to 25 cents a page, with a \$5 maximum). WSBA will not reimburse standard office services (e.g., voice mail, telephone connections), personnel costs or professional services.

FOR WSBA USE ONLY – DO NOT WRITE BELOW THIS LINE					
Submitted by:			Date:		
Approved by:		Date:	Rush approval:		Date:
ACCOUNT NAME	ACCOUNT #	DEPT.	JOB CODE	BAR #	AMOUNT
Date Rec'd in AP		Vendor #			Total:

# FY 21 AT-A-GLANCE

# WASHINGTON STATE BAR ASSOCIATION

## WSBA Sections: A Guide for Section Leader Volunteers

**WELCOME** to Washington State Bar Association (WSBA) section leadership. This guide is intended to introduce you to the WSBA's 29 sections and governance. In addition to this guide, we recommended that new section executive committee members connect with current and/or out-going executive committee members, read the section's bylaws and budget (found online), and review the materials found in the [WSBA Volunteer Toolbox](#).

### SECTIONS HISTORY/BACKGROUND

First mentioned in the WSBA Bylaws in 1955, but not officially formed until the 1970s, sections were created as a mechanism to connect more broadly with the membership and provide opportunities for practice-based communities to connect with each other. Some of the sections that were created in the 1970s still exist today.

As sections are entities of the WSBA, the WSBA has fiduciary, legal, and fiscal responsibility for section activities. Sections do not have independent legal status and are subject to the policies and procedures applicable to all WSBA entities.

### WHAT ARE WSBA SECTIONS

#### WSBA Sections Provide:

- A community of legal professionals with shared practice areas, practice settings, or characteristics
- Legal and practice updates on relevant topics, usually through newsletters
- Low-cost (sometimes free) CLEs with educational content focused on relevant topics
- Opportunities to communicate with other professionals and tap into their knowledge (via webpages, list serves, online communities, etc.)
- Opportunities to connect and network across the state
- Opportunities to comment on relevant Washington state legislation
- Leadership opportunities in the WSBA

#### What Section Members Value:<sup>1</sup>

- High quality CLEs with intermediate to advanced content (discounts to members are always appreciated)
- Sharing resources and knowledge with other section members
- Updates on law and legislation

#### WSBA's 29 SECTIONS

Administrative Law  
Alternative Dispute Resolution  
Animal Law  
Antitrust, Consumer Protection & Unfair  
Business Practices  
Business Law  
Cannabis Law  
Civil Rights Law  
Construction Law  
Corporate Counsel  
Creditor Debtor Rights  
Criminal Law  
Elder Law  
Environmental & Land Use Law  
Family Law  
Health Law  
Indian Law  
International Practice  
Intellectual Property  
Juvenile Law  
Labor & Employment Law  
Legal Assistance to Military Personnel  
LGBT Law  
Litigation  
Low Bono  
Real Property, Probate & Trust  
Senior Lawyers  
Solo & Small Practice  
Taxation  
World Peace Through Law

<sup>1</sup> Based on direct feedback to staff and past surveys done by individual sections.

- Practice tips
- Access to list serves
- Newsletters
- Colleagues' involvement in legislative process (benefits all practitioners in practice area)
- Opportunities to get involved

#### **Benefits for Volunteers Serving in Leadership Roles:**

- The chance to provide service to other members with shared interests
- Camaraderie with other section leaders
- Satisfaction in accomplishing the group's goals
- The opportunity to meet/network with established practitioners in their fields
- Visibility at WSBA and among peers
- The opportunity to establish a statewide professional network
- Professional growth/development
- Leadership experience

#### **SECTION GOVERNANCE**

Each section has its own set of bylaws and is governed by an executive committee. WSBA Bylaws and policies provide overall direction and parameters for sections; individual section bylaws outline executive committee structure, the election cycle, terms of office, voting eligibility, and membership criteria. While each executive committee has some discretion in how it operates, each section must have a Chair, Secretary, and Treasurer (or Secretary/Treasurer). Many sections also find the Chair-Elect and Immediate Past Chair positions to be helpful in terms of succession planning and continuity. For more information on individual officer roles (Chair, Chair-Elect, Treasurer, Secretary, and Immediate Past Chair), see

[Executive Committee Officer Roles and Responsibilities.](#)

#### **ELEMENTS OF A SUCCESSFUL SECTION**

- ✓ Strong Value Proposition for Members
- ✓ Regular Communication with Members
- ✓ Effective Executive Committee (meets regularly, shares responsibilities, and makes decisions)
- ✓ Good Management and Allocation of Resources (volunteer time & funds)

#### **LEADERSHIP RESOURCES**

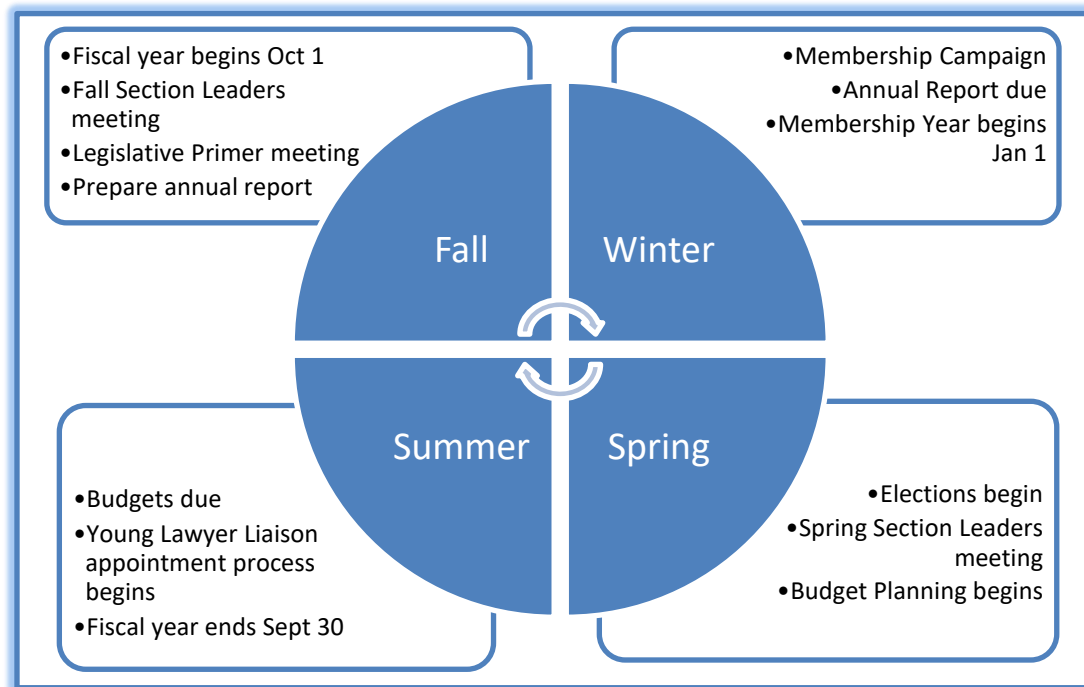
**Sections Team:** The WSBA Sections Team is comprised of two (2) dedicated Sections Program staffers (Sections Program Specialist and Sections Program Coordinator) and two (2) shared staffers (Member Services and Engagement (MSE) Manager and MSE Administrative Assistant) responsible for supporting activities across all WSBA sections. The Sections Program Specialist will attend executive committee meetings when possible and act as a resource for conducting section business. In general, the Sections Team is responsible for:

- Connecting the executive committee to WSBA resources to help meet annual work plan goals
- Staying apprised of section activities and decisions and maintaining master files
- Acting as a "hub" between sections and other WSBA teams, including Finance, Communications, General Counsel, and Legislative
- Reviewing/routing all contracts and expense reports for proper approvals/signatures
- Reviewing/routing all formal communications from executive committee to section members (e.g., mailings, e-blasts, surveys)

#### **Board of Governors Liaison:**

Each year, members of the WSBA Board of Governors are appointed to serve as liaisons between the Board of Governors and one or more sections. The function of the Board of Governors liaison is to assist the operation of the section's executive committee by acting as an information conduit between the executive committee and the Board of Governors. The Board of Governors liaison is not a voting member of the executive committee, unless otherwise stated in a section's bylaws.

## TYPICAL SECTION GOVERNANCE CYCLE



## MORE INFORMATION

- [WSBA Bylaws](#), especially Article VII(B) and Article XI
- **Section Bylaws** (see individual section webpage)
- **Section Budget** (see individual section webpage)
- **Section Annual Report/Info Sheet** (see individual section webpage)
- **Volunteer Toolbox** | <https://www.wsba.org/connect-serve/volunteer-opportunities/Toolbox>

The Volunteer Toolbox is designed to provide many of the tools needed to effectively lead a section. Tools and resources are added and updated on a regular basis and suggestions for what to include are welcome. Topics include:

- GR 12 (authorizes and limits WSBA activities, including sections)
- WSBA policies and procedures (including expense form and fiscal policies)
- Marketing and outreach resources (list serves, e-blasts, newsletters, etc.)
- Legislative process information
- CLE seminar timelines and guidelines
- Executive committee best practices

## QUESTIONS?

Contact any member of the Sections Team below or email [sections@wsba.org](mailto:sections@wsba.org).

Julianne Unite  
[julianneu@wsba.org](mailto:julianneu@wsba.org)  
Member Services and  
Engagement Manager

Eleen Trang  
[eleent@wsba.org](mailto:eleent@wsba.org)  
Sections Program Specialist

Carolyn MacGregor  
[carolynm@wsba.org](mailto:carolynm@wsba.org)  
Sections Program Coordinator

**2020-2021**  
**WSBA BOARD OF GOVERNORS MEETING SCHEDULE**

MEETING DATE	LOCATION	POTENTIAL ISSUES / SOCIAL FUNCTION	AGENDA ITEMS DUE FOR EXEC COMMITTEE MTG	EXECUTIVE COMMITTEE MTG 9:00 am–12:00 pm	BOARD BOOK MATERIALS DEADLINE
November 13-14, 2020	Hotel Bellwether Bellingham, WA	BOG Meeting	October 20, 2020	October 26, 2020 10:00 am–12:00 pm	October 28, 2020
January 14-15, 2021	WSBA Conference Center Seattle, WA	BOG Meeting	December 8, 2020	December 14, 2020	December 30, 2020
March 18-19, 2021	Hotel RL, Olympia, WA	BOG Meeting	February 23, 2021	March 1, 2021	March 3, 2021
March 19, 2021	Temple of Justice	BOG Meeting with Supreme Court			
April 16-17, 2021	Davenport Hotel Spokane, WA	BOG Meeting	March 23, 2021	March 29, 2021	March 31, 2021
May 20-21, 2021	WSBA Conference Center Seattle, WA	BOG Meeting	April 27, 2021	May 3, 2021	May 5, 2021
July 15, 2021	Hilton Portland Downtown Portland, OR	BOG Retreat	June 22, 2021	June 28, 2021	June 30, 2021
July 16-17, 2021		BOG Meeting			
August 20-21, 2021	TBD Boise, ID	BOG Meeting	July 27, 2021	August 2, 2021	August 4, 2021
September 23-24, 2021	WSBA Conference Center Seattle, WA	BOG Meeting	August 24, 2021	August 31, 2021	September 8, 2021

Note – In-person meetings are dependent upon Covid-19 state guidance on in-person gatherings.

The Board Book Material Deadline is the final due date for submission of materials for the respective Board meeting. Please notify the Executive Director's office in advance of possible late materials. Refer to 1305 BOG Action Procedure on how to bring agenda items to the Board.

This information can be found online at: [www.wsba.org/About-WSBA/Governance/Board-Meeting-Schedule-Materials](http://www.wsba.org/About-WSBA/Governance/Board-Meeting-Schedule-Materials)



### **BOARD OF GOVERNORS POLICY RE: REQUESTS FOR ACTION**

Pursuant to the WSBA Bylaws, the Board of Governors (BOG) is the governing body of the Bar that determines the general policies of the Bar and approves its budget each year.

The BOG adopts this policy to set forth the preferred process for submitting matters to the Board for action. The goal of this process is to ensure that the Board had sufficient information to make a decision, including compliance with relevant rules, fiscal impact, and the input of various stakeholders.

This policy does not limit the President's or any Governor's authority under the Bylaws to establish the agenda and order of business for each BOG meeting.

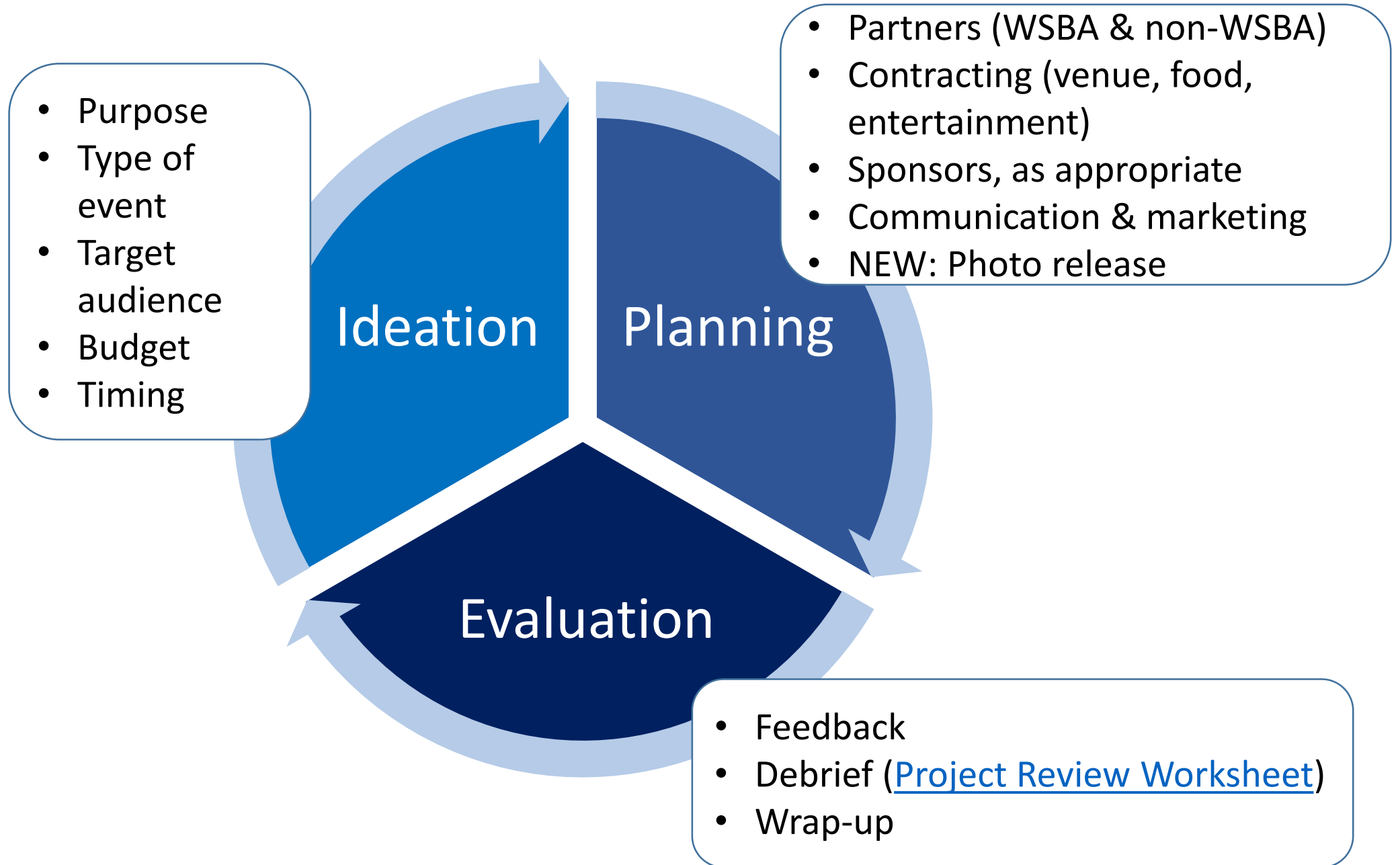
1. Initial Request. Requests for BOG action should be submitted to the President and the Executive Director. The President and Executive Director, in consultation with WSBA General Counsel will determine whether the request is appropriately taken up under General Rule 12.2, the WSBA Bylaws and any other applicable law or order.
2. Review by BOG Committee. If the request is from an individual or a non-WSBA entity, the President may refer it to the appropriate BOG Committee to determine whether the matter should be explored further. If there is not a BOG Committee appropriate to the subject matter, it may be referred to the Executive Committee.
3. Analysis. When a matter has been requested by a WSBA entity or has been approved for further exploration by a BOG Committee, the Executive Director will ensure that the matter is analyzed, including fiscal impact, stakeholder analysis and input, rule compliance, and implementation implications. A reasonable amount of time should be provided for this analysis taking into account the scope, magnitude, and relative novelty of the request. This information will be shared, as appropriate, to aid in the Board's decision-making.

#### **Requests Requiring Amendment to the WSBA Budget**

Changes to the WSBA Budget should not be approved without a rigorous review of the pros, cons and impacts of said change. As such, any request, proposal, change or suggestion that would require a change to the WSBA budget that arises during a meeting or has not been subject to analysis as described above, should be tabled until the next BOG meeting in order to provide time for that analysis.

The review will be performed by the Treasurer, CFO, HR Director, WSBA President, and the Executive lead for the department affected. The review and potential request will be taken to the Budget and Audit committee for discussion and analysis. The committee's recommendation(s), are intended to be completed and delivered to the BOG for approval in its next meeting.

# EVENT PLANNING



# WASHINGTON STATE BAR ASSOCIATION

## Project Review Worksheet

*Think of a success or a perhaps a misstep. Remember, even when initiatives 'miss the mark', they can still provide tremendous value, if you examine them carefully and capture the critical lessons.*

**Section:**

**Summary:** *Briefly describe a recent project or activity your section was involved in*

**What worked well?**

**What did not work well?**

**List some things you learned while working on this project?**

**What direct costs were impacted? What were the internal costs (time, morale)?**

**What have you learned about the needs of stakeholders or the current market? Was there a change in any assumptions?**

**What insights have you gained into future trends? Will/how will you adjust next time?**

**What have you discovered about the way the section executive committee works together? How effective were the processes, structure, and culture?**

# WSBA CLE AND SECTIONS

	Half/Full/Multi-Day	Mini-CLE
Cost to Section	\$0	Accreditation: \$12 Webinar Tool: \$100 Venue/Food, etc.: TBD
Net Revenue	Split per fiscal policy	Section retains all revenue
Attendee Options	Live: in person and webcast On demand	Live: in person and/or webinar On demand not available
Credits	3 credits or more	2 credits or fewer
Tuition	Half-Day: \$159 Full-Day: \$275 Multi-Day: \$399 option for section member pricing	\$35 or less option for section member pricing
Program logistics	WSBA	Section
Timeline	6 months or more depending on program	6 weeks

## **WSBACLE and Programs Presented in Partnership with Sections**

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### **Programs Co-sponsored with Sections**

The goal of all WSBA CLE programs is to support the mission and strategic goals of the organization. WSBA Sections are an important partner in these efforts. WSBA retains fiscal reserves (“WSBA CLE Fund”) to mitigate against changes in the CLE market, sustain and improve important technology required for the delivery of CLE programs, and protect against unexpected revenue shortfalls.

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# MINI-CLEs

## 2020 WSBA Section Webinar Tool Guide

WSBA Sections may use WSBA's webinar tool (On24 platform), featuring audio and PowerPoint slides, along with a live chat option, to deliver Mini-CLE\* programming remotely from any location to attendees around the world. Usage of the webinar tool will create additional requirements and processes to the current Mini-CLE process as outlined below.

IMPORTANT: This Guide is intended to be referred to in conjunction with the Mini CLE Event Form. Please email [minicle@wsba.org](mailto:minicle@wsba.org) for more information or to schedule the use of the webinar tool.

### **USE OF THE WSBA WEBINAR TOOL FOR DELIVERY OF A MINI-CLE:**

#### **Requirements:**

- The section must follow the same procedures described in the Mini-CLE event form.
- The section must designate a section member as "Producer" for the webinar. The Producer is required to schedule and take a free, one-hour training in advance of using the webinar tool for the first time. Training includes a webinar tool tutorial and review of best practices.
- The section will be charged \$100 per use of the WSBA webinar tool, in addition to the \$12 accreditation fee.
- Written materials and PowerPoint slides for the webinar must be received at least two (2) business days in advance by the designated WSBA CLE staff contact.

#### **Scheduling the WSBA Webinar Tool:**

- The WSBA webinar tool is available to reserve on weekdays between 8 a.m. and 5 p.m., subject to calendar availability. The section must include the name of a WSBA-trained Producer and their contact information in the event form.
- The WSBA on-site webinar studio will not be available for the remainder of 2020 due to public health restrictions.
- The event form must be submitted at least six weeks in advance of the program.
- A section may schedule up to two webinars per month, subject to calendar availability. Each section may schedule a total of 12 webinars per fiscal year. WSBA CLE will accept requests for the webinar tool and to hold a date/time up to six months in advance.
- There are up to six Mini-CLE webinar slots available per month.
- Registration and marketing process for webinars will follow the established Mini-CLE protocol.

#### **Limitations:**

- Webinars may be scheduled for a maximum of two hours of accredited time plus 30 minutes prior to allow for attendee log-in.

- Webinars will not be available on the WSBA CLE store for purchase as a recorded product. Upon request from a section Executive Committee member, the WSBA can provide an unaccredited link to the webinar, which may be shared via WSBA channels (i.e. section webpage or section list serve). The link would be viewable for 12 months.
- Limited WSBA CLE staff technical support is available to the Producer during a webinar. WSBA CLE staff will monitor the start of the broadcast to address any technical issues related to the On24 broadcast. The Producer must respond to individual attendee inquiries. There will be a dedicated WSBA email address for the Producer to communicate any technical issues.
- Sections may use the WSBA webinar tool for accredited educational seminars (CLEs) only.

*\*A Mini-CLE is a short educational program (no more than 2 CLE credit hours) that is largely organized by section executive committee members.*

Final – Last Revision July 2020.