



S O L O &
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P R A C T I C E
S E C T I O N

Solo & Small Practice Section
2021 Executive Committee Virtual Retreat Minutes
January 30, 2021 at 9:30am

Zoom link: <https://us02web.zoom.us/j/7517410489>

Attendance: Kari Petrasek, Shashi Vijay, Bruce Gardiner, Kristina Larry, Darcel Lobo, Ann Guinn, John Redenbaugh, Peter Roberts, Jordan Couch, Sunitha Anjivel, Jessica Jensen, Nicholas Pleasants, Joseph Riemer, and Margeaux Green joined at 12pm.

- 9:37: Meeting called (Shashi).
- 9:39: Approval of December 2020 meeting minutes (Shashi). Shashi moved to approve; Kari second. All in favor. No opposed. Minutes are approved. Jordan noted that he has the SSPS banner.
- 9:45: Waiting for WSBA to provide membership updates
- 9:48: Annual webinar review (Shashi). Education committee hosted six webinars in 2020. Goal is to have 70 attendees at each webinar.
- 9:51: SSPS conference (John and Ann). Will be virtual for a two day conference on 7/30-7/31. Tim Richards is the new contact for the conference. Conference planning committee is developing topic list. Goal is to have multiple national speakers. Membership committee is planning to host trivia night after one of the conference days. Asking for \$4,000 contribution towards conference. Discussed scholarships for section- last year we allocated \$2,000 towards scholarships. Planning to offer 50% off of tuition for members. Save the date post can go out in February on the listserv- Ann will do this. \$250 allotted for door prizes. Jordan moved to approve \$4,000 contribution, \$2,000 scholarships, and \$250 for door prizes. Jessica second. All in favor.
- 10:08: Planning date for annual membership meeting (Shashi). Looking at May or June 2021. TBD
- 10:11: BOG updates (Sunitha). Diversity, equity, and inclusion training for BOG. Approved contract for Executive Director Terra Nevitt. Election for Diversity at large position: Alex Stevens won, this will be his second term. Discussion of SSPS section being spotlighted/featured in Bar News. BOG elections coming up. BOG term is 3 years, monthly time commitment is approx 20 hours per month.
- 10:24: Covid task force (Kari/Jordan). Vaccine information to be added to resource section of website. Survey data coming out soon from Covid survey.
- 10:28: Section goals/ideas (Shashi). Ann suggested setting up small pods for networking groups. Membership committee to discuss. Discussion regarding a quarterly newsletter- may tie into

- the WSBA spotlight publication. Education committee to discuss.
- 10:53: Budget review (Bruce). Each committee needs to submit budget requests. Section had a positive income flow. SSPS income comes from dues and webinars. We want to ensure that SSPS events are on the WSBA calendar. Don't currently have the updated figures for membership numbers from WSBA. Discussion of having EC members attend BOG meetings.
- 11:14: Election planning (Shashi). Deadline is 2/12 for election schedule form to be submitted. Elections occur in May. Bruce, Jessica, and Kari are up for renewal and Shashi's at large spot are open. Shashi, Jordan, Darcel and Nick will be on nominating committee. Ann noted that the by laws state that nominating committee need at least 3 EC members and one non-EC member. Will reach out to Amber Rush to join nominating committee.
- 12:14: Margeaux: no set date for mentor mixer. No known upcoming WSBA events.
- 12:19: EC dates (Ann). 4/6 from 12-2; 6/8 from 12-2; 8/3 from 12-2; 10/5 from 12-2; and 12/7 from 12-2. EC Retreat will be 1/29/22. Annual SSPS meeting will be on 6/8/21 at 12 with EC meeting right after.
- 12:27: Practice Management Assistance Program (Margeaux): discounts available for vendors; lending library is currently closed; one on one consultations are available; four new guides are available on the website; there is an upcoming CLE series on cybersecurity. Fastcase and Casemaker are now combined.
- 1:15 Subcommittee breakout rooms
- 2:00 Membership subcommittee presentation: looking at May for the next open brown bag
- 2:12 Education: webinars are all outlined January, February, April, June, August, October, and December.
- 2:27 ECC: Decided on their budget; discussed archiving listserv posts; will continue updating members only area; and also will be adding a chapter from SSPS conference to website in members only area.
- 2:31 New business: Ann raised the issues of public access and public disclosure requests (listservs, EC emails, etc). Discussed updating the listserv guidelines. Sunitha noted that we cannot vote via email because our votes are supposed to be public.
- 2:42 Meeting adjourned