



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

Executive Committee Meeting

10 October 2025

Minutes, Draft

Zoom meeting ID: 823 8375 5005

Present

<input checked="" type="checkbox"/> Chair: Nicholas Pleasants	<input checked="" type="checkbox"/> Past Chair Darcel Lobo	
<input type="checkbox"/> Treasurer Bruce Gardiner	<input type="checkbox"/> Secretary Michele Moore	<input checked="" type="checkbox"/> Tyler O'Brien, YLC
<input checked="" type="checkbox"/> Ann Guinn, Advisor	<input checked="" type="checkbox"/> Kari Petrasek, At-large	<input checked="" type="checkbox"/> John Redenbaugh, Advisor
<input checked="" type="checkbox"/> Zachary Bryant	<input type="checkbox"/> Margeaux Green, WSBA	<input checked="" type="checkbox"/> Carolyn MacGregor, WSBA
<input checked="" type="checkbox"/> Zach Burr, At-large	<input checked="" type="checkbox"/> Julie Fowler, At-large	<input checked="" type="checkbox"/> Shea Meehan, At-large

There was a quorum of members necessary for voting purposes.

I. Call to Order

Chair Nicholas Pleasants called the meeting to order at 12:00 p.m.

II. Approval of July Minutes

Ann Guinn noted revisions to the July minutes. Julie Fowler moved to approve the minutes subject to Ann's corrections. Kari Petrasek seconded. Motion passed unanimously.

III. Reports

A. Treasurer's Report – Bruce Gardiner

Bruce provided the following report via email prior to the meeting:

- Income (YTD): \$49,800
- Expenses (YTD): \$29,300
- Net Surplus: Approximately \$20,000 added to reserves

- Mini-CLEs: Generated \$7,000 in income at a cost of approximately \$1,000
- Upcoming Expense: A membership-related bill is pending, which will reduce the surplus.

B. Education Subcommittee – Shashi Vijay (Chair, absent)

- Michele Moore has agreed to assume the role of Chair of the Education (CLE) Subcommittee.
- Ann Guinn reported that programming is confirmed through year-end.

C. Electronic Communications Subcommittee – John Redenbaugh

- Tyler O’Brien and Nicholas Pleasants will serve on the subcommittee for the coming year.
- Updated EC bios have been sent to WSBA.
- The final collaborative post between the ES and EC subcommittees has been completed.
- John intends to step down as Chair this year and leave the subcommittee in September 2026.
- Discussion occurred regarding renewal of NC Bar materials for the section members’ website.
 - A decision will be required next year.
 - Ann noted that the existing videos are outdated and that WSBA content may be preferable.

D. Membership Subcommittee – Nicholas Pleasants

- Nicholas would like another member to serve as Chair going forward.
- The recent baseball game event was well attended. Additional event opportunities and collaborations are being explored.
- The section will have a booth at the annual meeting/conference. Ann Guinn is coordinating the staffing schedule.

E. Committee Assignments for the Upcoming Year

Each committee was described for the benefit of new Executive Committee members.

1. Electronic Communications:

- Co-Chairs: John Redenbaugh and Tyler O’Brien
- Members: Shea Meehan, Kari Petrusek, Nicholas Pleasants
- John will reach out to Keith Armstrong regarding participation. (Note: Keith will serve)

2. Education:

- Chair: Michele Moore
- Members: Zach Burr, Ann Guinn, Bruce Gardiner
- Michele will contact John Spalding to confirm his continued involvement.

3. Membership:

- Chair: Tyler O’Brien
- Members: Julie Fowler, Zach Bryant, Darcel Lobo, Nicholas Pleasants

IV. Old Business

A. SSPS Conference

37 registrations were reported as of two weeks prior to the meeting. Marketing efforts continue. Participation in the discount competition remains low. Discussion included strategies for increasing engagement and staffing for the membership table. Ann Guinn will create and circulate the staffing schedule. Notice of the annual meeting will be posted on the WSBA website and otherwise publicized to encourage attendance.

B. Annual Retreat

Ann Guinn will distribute the room block information and requested prompt registration. The all-day meeting will be held on January 24. The section will cover all Saturday expenses, including accommodations. Discussion included whether a wine-tasting will be offered and if it will be part of the official program or a separate, optional event.

C. BOG Report – Kari Petrusek

The Board of Governors met on September 26–27. The budget was approved. Recommendations of the Legal Technology Task Force were adopted. The Council for Public Defense presented updates; the Supreme Court will evaluate implementation after three years. The Law Clerk Board recommendations were approved, allowing supervision of two clerks at once (previously one). Keller deduction approved at \$8.65. FY 2026–2029 Strategic Plan adopted. All materials available on the BOG website. Next meeting: October 11 and 14–15 in Seattle.

D. Membership Numbers

As of September 25, the section has 929 members.

V. New Business

A. QLSP Program Discussion

The 10-year pilot program has begun, with scheduling underway for a Q&A session targeted after the conference and before year-end. Julie Fowler expressed concerns about timing and selective solicitation by WSBA. The topic will be added to a future agenda.

B. Election of Officers

Preliminary discussion held regarding 2026 officer positions:

- Treasurer: Bruce Gardiner
- Secretary: Michele Moore

Additional discussion of complete slate of candidates and formal elections to be held in December.

C. Section Leaders Meeting

The Section Leaders Meeting will be held via Zoom on October 29 and will include a project planning segment. The meeting will be recorded. Seeking a volunteer to provide a testimonial

on the value of these sessions. The First Monday Informal Section Leaders Group is open to all EC members.

VI. Adjournment

Chair Nicholas Pleasants adjourned the meeting at 1:29 p.m. without formal motion.

VII. Next Meeting

Date: November 7, 2025

Location: S&SF Conference

[AI was used in the preparation of this document.]