

**Solo & Small Practice Section Executive Committee  
October 4, 2016 Minutes**



**MEETING MINUTES**

October 4, 2016

Members Present: Nancy Pacharzina; Greg McLawsen (by phone); Vitaliy Kertchen (by phone); Shashi Vijay; Loriann Miller (by phone); Kari Petrasek (by phone); Karin Quirk.

Liaisons Present: Jordan Couch, YLC Liaison; Gil Price, ALA Liaison (by phone);

Advisors Present: John Redenbaugh; Ann Guinn (by phone)

WSBA Staff Present: Joe Terrenzio

Absent: Bruce Gardiner; Nickil Bavariya; Shana Pavithran; Pete Roberts (Advisor)

Note: Former EC member Mark Jordan submitted his resignation on October 4, 2016

(Editor's Note Post-Meeting: Kristina Larry has been appointed to serve the remainder of Mark Jordan's term).

The Meeting was called to order by new Chair Nancy Pacharzina at 12:05 p.m.

**Welcome New and Returning Members, Introductions**

Nancy gave welcoming remarks and congratulated Kari and Shashi for their re-election.

Jordan was recognized as the new Young Lawyers Committee Liaison to the EC.

Attendees in person and on the phone each shared a little bit about themselves as part of introductions.

As part of general remarks, Nancy indicated that our Section is uniquely suited to address the needs of solo practitioners and that she is looking forward to a great year.

### **Approval of Minutes of July 12, 2016 Meeting**

The July minutes were considered for approval. Ann indicated that they reflect some corrections she made on the Google Docs version with Jennifer Willner's OK. Nancy raised another correction to be made, noting her thought that this language:

*"Motion: Member mailing approval with letter, postage, staff time, window cling, not to exceed budget of \$1200 out of Reserves out of Membership expenditure."*

Should be tied to the Membership Committee in the minutes rather than the Electronic Communications Committee.

With that proposed correction, the minutes were approved (Nancy will make the correction).

### **Election of Officers and Committee Appointments**

With this being the first meeting of the new Fiscal Year, the group turned to the appointment of committee chairs and addition of some members to certain committees.

#### Electronic Communications Committee

Chair will be John Redenbaugh

New members appointed: Vitaliy Kertchen and Jordan Couch

(Note: Others on the Committee include: Nancy, Greg, Kari, and Gil)

Greg invited contact by email from new members about interest in being added to Slack and he will then send a Slack invite to them; Jordan shared that he had provided a Slack training at his firm that morning, and also shared that one can integrate Slack with Google Docs. Greg noted that he and Jennifer Willner have administrator access and raised the issue of whether Slack obviates the use of Google Docs. The ECC was tasked with looking at the use of Slack and writing up content to address how we use our tools consistently. For now, adding others to Google Docs (since we may not be using Google Docs in the future).

(Note: a report on behalf of the ECC for the October 4 meeting can be found posted on Slack.)

#### Education Committee

Chair will be Shashi Vijay

(Note: Others on the Committee include: Nancy, Bruce, Greg, Nikhil, Karin, Ann, and Pete Roberts)

Shashi provided information about registration figures and marketing for Section seminars; the number of webinars held during the past year has increased; however, attendance figures are down. Lack of marketing was cited as a factor; confusion over having to check out on the WSBA store to get the free registration was cited as a problem. The next webinar will be held in December and will be regarding cybersecurity (by Ann) and is expected to qualify for ethics type credit. There was some general discussion regarding marketing concerns/issues; it was observed that we can choose what sections to market to (though there are some

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sections for which permission is needed in order to market to their members). Timing was also identified as a factor (such as timing with regard to submitting a completed form about the program to the WSBA); getting people organized on a timely basis to do the program was also noted as a consideration.

Shashi put out a call for a co-chair to assist her with putting together the January 2017 annual Section seminar which will be held on January 26, 2017.

Shashi also raised the need for an "AnyMeeting" contract and indicated that we are seeking consistency; Joe anticipated 10 business days for the contract.

The possibility of hiring a support staff person to assist with webinars was raised; Joe indicated a Section cannot hire an employee. The possibilities of getting a volunteer or a law school student liaison or someone from the Young Lawyers Committee to assist were raised. Joe encouraged creating a position on the Education Committee (for a subscriber) and noted we can incentivize, but the Section cannot hire – while the WSBA can hire, it appears we cannot sponsor a position for the WSBA to hire someone to help with webinar support.

Nancy asked the Education Committee to explore putting a call out for a volunteer to assist with webinars.

#### Membership Committee

Chair will be Jordan Couch

(Note: Others on the Committee include: Nancy, Greg, Loriann, Shana, and Gil)

(Editor's Note Post-Meeting: Kristina Larry has been added to the Membership Committee also).

Nancy noted that Loriann is our Eastern Washington representative and would like her to think about how to reach out to and serve those on the east side of the state. (Thinking about how to add attorneys from eastern Washington to our Section membership can be a goal of the entire membership committee).

#### New Chair-Elect

Another order of business was to elect the Chair-Elect; Kari Petrusek was elected by unanimous acclamation.

#### New Secretary

Another order of business was to elect the Secretary; Loriann Miller agreed to serve and was elected by unanimous acclamation.

#### Treasurer

Another order of business was to elect a Treasurer; Bruce Gardiner was also elected unanimously.

### **WSBA Section Business**

A significant portion of the meeting was devoted to providing/addressing information for the benefit of the EC members:

For instance, it was noted that Membership Renewal is October 1. (Nancy indicated she will work with Loriann and Jordan recruiting members to develop a recruitment plan).

It was noted that there will be some changes coming up; for instance, the Section membership year will change in 2018 to align with the membership year; and elections will be held March through May (though those elected will take office later in the year).

There will be a Section Leaders Meeting at the WSBA offices on November 7 and all are encouraged to attend; RSVPs to attend the meeting are due by October 21 (conference all and webcast participation options are available).

An Annual Report is due each year and this year the deadline is October 14; Nancy spoke about some topics in need of addressing in the report and she will develop a draft. (Joe shared that last year's Annual Report is posted on the Section website). As part of the discussion related to preparations for the Annual Report, the group addressed diversity. Nancy observed that our section does well membership-wise with regard to diversity of membership. Ann observed that we put emphasis on diversity of our speakers for our Section's seminars. The prospect of adding a diversity related liaison to the Committee was raised; Joe Terrenzio indicated he could put Nancy in touch with WSBA staff member Joy Williams (Diversity Program Manager); the possibilities of reaching out to one or more members of the WSBA Diversity Committee and to Minority Bar Associations were raised; an Ad Hoc Diversity Task Force was created to explore further how the Section might address diversity (members of the Task Force include: Nancy, Ann, Shashi and Kari).

Note also: The deadline for submitting an expense reimbursement for expenses incurred during the 2015-2016 Fiscal Year which concluded on September 30 is **October 28, 2016**.

### **Treasurer's Report**

Bruce was not present; a Treasurer's Report was tabled (you can view financial information in Slack within the agenda and attachments posting).

### **Ed Comm. Report Discussion Items**

*(See Education Committee content above).*

### **Report on Bridging the Gap Mentorship Luncheon**

Greg reported that this was a success.

### **ECC Report Discussion Items:**

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*(See Electronic Communications Committee content above.)*

**Membership Comm. Report Discussion Items:**

*(See Membership Committee content above.)*

*Also:*

John turned over to Jordan Couch (for the Membership Committee) for use the door prize entries submitted at the Section's Solo and Small Firm Conference exhibit table for our door prize drawings. He will also send to Jordan in digital form the list of Solo and Small Firm Conference registrant list sent to each of the Conference exhibitors; **it can be only be used once.**

There will be a Spokane Open Sections Night on October 20. Nancy expressed an interest in having Loriann coordinate the Section's presence onsite at the event. A motion for the Section to contribute \$50 towards the event (food) expenses passed; Nancy will have Bruce send the money. In response to a query of who has the Section's swag, Ann indicated her belief that Kristina Larry has some. Nancy reminded about having chocolate at the Section's table.

**Sections Policy Work Group**

Nancy observed that this has been a big year with regard to section relationships (between the WSBA and sections), which saw concern initiated early on with regard to the prospect of section reserves being taken from the sections. It was noted that the work of the Section Policy Work Group is now concluded. However, it is anticipated that in the future there will be more discussion relating to issues of interest to WSBA sections, including further discussion of reserves and relationships between sections and the WSBA's CLE work group.

To view information regarding the work of the Sections Policy Work Group, go to the WSBA home page, click on the Resources for Lawyers area; Scroll down to the WSBA committees listing and click; then scroll to the very bottom to find the WSBA Section Policy Work Group Heading and click on that to see what went to the BOG.

Note: In addition, the June 6, 2016 Minutes of the WSBA Sections Policy Workgroup Meeting can be found in the 10-4-16 agenda with attachments item posted in slack in the EC meeting channel.

**BOG report/BOG related**

Kim Risenmay is no longer the BOG members assigned as liaison to the Solo & Small Practice Section. There was a shuffling of assignments for the various sections and the new BOG Liaison to the section is:  
Andrea Jarmon.

Andrea Jarmon Information:  
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Some of the changes in fiscal policy made at the July BOG meeting were noted; for instance:

- a. There were exceptions for sections that had been in place that were removed; now Sections cannot purchase alcohol with their funds and exceptions to the limit on hotel expenses and meals were removed (however, a vendor (sponsor) can pay for the costs of alcohol served at an event).
- b. For reimbursement of travel expenses to a meeting, the meeting must be at least 3 hours in length or one needs to travel 50 miles or more one way. (A copy of the expense report – a/ka/a reimbursement request form – is found at: <http://www.wsba.org/Legal-Community/Sections/Section-Leaders-Toolbox> )

### **Replacement of EC Member**

We need to replace former EC member Mark Jordan; there were two possibilities raised: one of the candidates from the most recent election for EC members and someone Kari has in mind from Everett who has experience with websites. Nancy will contact Kari to follow up on the Everett candidate.

### **Solo and Small Firm Conference**

John shared some information about the Conference. (Planning for the 2017 conference can start up the second week in October of 2016; the dates for the 2017 Conference—to be held at the Lynwood Convention Center—is September 29 and 30, 2017; there will be a separate room for an exhibit hall; there will be a maximum of two concurrent sessions).

(Note: an email went out from the WSBA on October 4 addressing the availability of (for a fee) the recording of the 2016 Solo and Small Firm Conference and a Mark Your Calendar announcement for the 2017 Conference.)

### **Other**

Nancy encouraged the committees to hold meetings and to be clear on what is needed.

### **Meeting Dates and Retreat Info**

The next meeting of the EC Committee will be on December 6, 2016.

The annual EC Retreat will again be held at the Clearwater Resort and Casino; it will be held on January 28, 2017; we have a room block and Ann will be

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providing room reservation information at a later date. The Section will reimburse for one night of hotel expenses (within the limits for hotel reimbursement allowed by the new fiscal policy); since the meeting will be over 3 hours in length, travel expenses can be reimbursed (within WSBA allowed mileage limits).

**Adjournment**

The Meeting was adjourned at approximately 2 p.m.