



MEETING MINUTES

March 28, 2017

Members Present: Nancy Pacharzina; Nikhil Bavariya; Shana Pavithran; Vitaliy Kertchen; Loriann Miller; and Kari Petrasek were present.

Liaisons Present: Jordan Couch, YLC Liaison; Gil Price, ALA Liaison

Advisors Present: John Redenbaugh; Ann Guinn; Pete Roberts

Others Present: Joe Terrenzio

Absent: Greg McLawsen, Kristina Larry, Shashi Vijay, Karin Quirk, Bruce Gardiner

Approval of Minutes Nancy

Retreat Meeting Minutes for 1/28/2017. The minutes were posted today; Nancy would like to delay a vote for finalizing them. We can adopt the minutes by email vote on Friday.

Meeting Minutes for 12/06/2016. Kari moved and Loriann seconded. No opposed and minutes are approved.

Meeting Dates:

March 28, May 23, July 11, October 3, December 5, Retreat Jan 27.

Treasurer's Report Bruce

Bruce's report is Deferred.

Joe stated we are at 95% of section pickup. Note that retreat came in under budget.

Need to purge the list serve, and it is scheduled for April 1. Nancy would like to push it out to send out a message/notice to members to give them a chance to renew. Joe: The date is internal so it probably cannot be moved.

Washington State Bar Association
Solo & Small Practice Section Executive Committee

Reserves: We currently have \$62,000 in bank which is not budgeted. Nancy: the list serve/message board project could be a large project. We can also do scholarships for the Solo Conference. The conference is \$365 standard and a reduced rate for new lawyers.

Scholarships: Nancy thinks we should give scholarships based on some sort of criteria. Ann suggested we have someone appointed to determine the winner. Nancy proposed a Scholarship Committee. Kari and Nikhil will head the ad hoc Committee. Details have not yet been posted for the Conference.

Discussion of need to promote the Solo Conference earlier and more effectively.

Motion: Nancy made a motion to give a scholarship to an attorney who is new to solo in last two years. Passed.

Motion: Do a second scholarship for a new lawyer which does not restrict to solo within two years. Passed.

Education Committee Report *Shashi*

Winter CLE Debrief. Program was a success and well received by the participants. Appeared that attendees enjoyed the networking aspect. This could be utilized to beef up attendance. CLE attendance is down due to the change of rules and we need to focus on getting people enticed to go. Suggested: a book signing; would also be good for sponsorships. Ann suggested to moving away from an all-day CLE. People's interests and time are changing, and we may need to think outside the box. Nancy's preference is to give the Annual CLE one more try and make the networking a bigger and more advertised component. Jordan: An "un-conference" encouraging more user participation and networking.

Webinars. Can we make them recorded or for sale after? We record them but have not been allowed to post or sell them. The credit issue is a MCLE issue. Nancy: Why can't the materials be packages and sold after? Ann: "They cannot ensure the quality of the recording because they did not record it." The new platform may fix this issue.

The spring leaders meeting with have a discussion for CLEs overall.

ECC Report *John/Nancy*

List Serve Proposal. We have a proposal for an outside board and could move to host it outside the bar. The proposal covers purpose, software/hardware, costs, etc. Moving forward for something to be sent to Joe to get his opinion. We want to raise awareness of the message board system and the possibility of the bar building out their own new site with this function. We may want to explore whether other sections are interested in joining us to fund a joint effort. Vitaliy's proposal is in the materials.

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Nancy: it will be awhile until we move the list-serve to a message board. Would like to see a managed digest and put out a request for volunteers to work on it.

Membership Directory. Joe: thanked us for our feedback on the adding sections to a drop-down membership directory. This will go out on the bulletin to get feedback and then will move on to implementation based on the new website. Estimate is 3-6 months.

WSBA Website. John/Kari's meeting with Joe has been postponed. Joe received an update today that the timeframe has been delayed. Currently migration may be mid-May with a late May testing and June launch. We should receive an email with a template and some dates. We will continue to have discussions of what content we want, where it is located, what is password protected, and how we want to optimize pushing it out to members. Joe will meet with John/Kari when enough has been completed to make the meeting effective. We have some ability to select how things are ordered and categorized, but not skin, color, font. Subpages we will have access to in the same manner. Nancy wants to advertise our page to members, but is hesitant until the new website is up due to the look and functionality of the current website. We will need to redirect wsbasolo.com to the new website when it occurs. Kudos to John/Kari for their work cleaning up the current website.

Membership Committee Report *Jordan*

Report. We had a goal of getting a letter out to attendees to get them to join. This was scrapped as all attendees were already members. We are waiting until the list of new lawyers comes out to send out the welcome and membership letters. Going to mail notice of Solo Conference with screen cleaners. Working on networking events in Tacoma and Spokane for next month. Nancy: make sure there is enough time to publicize it so people are ready to come. The plan is to try to get a guest of honor, or focus on a benefit for members; hopefully by the end of the year we can have an idea of how to do this in the future.

Stats. At 95% of level; Jordan will send out an email regarding losing the list serve.

WSBA Section Business *Joe/Nancy*

Section Leaders Meeting. Nancy encourages everyone to go, especially the new people. It is great for learning how the sections work and function as a bigger whole. April 17 at the bar from 12:00 – 4:15 pm and there is a webcast option. At least have it on in the background to pick up some information.

Nancy: read the section bulletins, they are full of good information and usually have demographic information.

Solo & Small Firm Conference *John*

Status Report. Planning is going well. We have the topics and the speakers (Sam Glover-Lawyerist). The dine around is planned for Friday. The conference is 2-days at the Lynnwood Convention Center. Free parking and lots of ethic credits. We are excited about what we have put together, and we are on schedule.

Nancy: Suggests posts to create hype such as: Sam Glover is confirmed, number of ethics credits is confirmed.

By-Law Revisions *Nancy*

Discussion. Uniformity between the Sections would make it easier for the Board of Governors would benefit everyone. The BOG has made a decision. Revisiting these decisions can be a waste of time. These are procedure changes on governance and do not affect our ability to serve our members and do make it onerous to serve on the Committee. Joe has done an incredible job of putting together a package for us to work with.

If we want Officers to vote, the Section has to vote currently. Joe will need to check to see if we can continue appointing our own officers from our elected at large members. Current status is officer is independent of election.

Joe: Recommended structure is Officers are 1 year and Elected Members are 2 years. You are elected as an Office or At Large Position. There is an election every year and any member may run in a given election. 1 year term as Chair Elect, but absent another factor you would automatically become Chair. Immediate Past Chair is an encouraged term and is up to the section whether it is voting or not.

A redline of the current bylaws has been provided, and are the minimum changes which need to be addressed. The checklist is the recommend changes. Nancy will work with Kari to come up with definitive proposals. We may need to ask for an extension of the deadlines—there is one in April and one in June. We will address a vote on these issues in our May meeting. Our election cycle is going to shift. The people elected in March do not take office until October. The newly elected can come to the meetings and sit in and get up to speed.

Other Discussion.

Nikhil has confirmed we can record the upcoming webinar in June. It will have an ethics component and we want to provide it later for credits.

Nancy: Please comment on retreat minutes before Friday.

Adjourned 1:36 p.m.

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