

FINAL



MEETING MINUTES

May 23, 2017

Members Present: Nancy Pacharzina, Nikhil Bavariya (phone), Shana Pavithran (phone), Greg McLawsen, Viatliy Kertchen (phone), Kari Petrasek, Karin Quirk, Bruce Gardiner and **Shashi Vijay**.

Liaisons Present: Jordan Couch, YLC Liaison

Advisors Present: John Redenbaugh, Ann Guinn (phone), and Peter Roberts

Absent: Loriann Miller, Kristina Larry, Gil Price (ALA Liaison)

Other Present: Joe Terrenzio

(Note: A starting time of 11:30 am was established in order to provide committees with the opportunity to meet prior to addressing agenda items intended for the full Executive Committee).

The meeting of the full Executive Committee was opened by Chair Nancy Pacharzina at approximately 12:01 pm. Roll call was held.

Approval of Minutes

Following the recognition of an opportunity to address any needed substantive corrections to the January 28, 2017 Retreat Minutes and the March 28, 2017 Executive Committee Meeting Minutes the minutes were unanimously approved with no substantive amendments needed (ministerial corrections will be made to address, for instance, a name spelling).

Treasurers Report

Treasurer Bruce Gardiner reported that March is the most recent month he has records for; with a correction noted along the way, he indicated that we are at 97.7% of our membership budgeted achieved (\$34,200 out of \$35,000 budgeted). Expense-wise \$23,500 worth of expenses have been established to date (though there are some additional expenses that will be coming in regarding the January Retreat), leaving \$11,700 in net income at this stage budget-wise—leaving our new

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fund balance currently at \$62,800. (Joe shared that we are up to 1,006 section members as of May 1.

The annual seminar, held in March this year, had 30 attendees budgeted but only realized 26 registrants (15 live and 11 web), resulting in a net loss for the program of \$333.90; the Section is responsible for covering \$166.95 (half of the net loss).

During the discussion and comments made during the treasurer's report, it was noted by Bruce that he had spoken with someone at the WSBA and that all CLE seminars are running short on registrations. In addition, Nancy raised considering speed networking for the future at section seminars and the concept of combining networking opportunities with section seminars. Kari shared that we wound up not address business matters at the March seminar because attendees were enjoying talking with each other.

Education Committee Report

Shashi reported that webinars are lined up for the remainder of the calendar year (at detailed Education Committee Report has been posted on Slack in the ec-meetings channel).

Training for supporting webinars is available each month (and at least 2 individuals need to be provided for support of each webinar); Nancy has identified a non EC person willing to help support webinars. Nikhil is overseeing the next webinar, scheduled for June 15, which will focus on how to protect client private information. (Ed. Note: the formal title is: "Ethics and Privacy: Are You Doing Everything to Protect Your Clients' Information?")

For the section webinars, a request can be made on a form for a blast email to be sent to requested sections; Joe indicated the eblast is sent out probably about two weeks before the event (though that can vary). (Section members can also post webinar promotion on the list serve; Ann suggests placing something on the list serve every week with a link to the registration page.) In addition to the eblast, it was indicated that promotion can go out via the list serve and also be sent to minority bar associations. Nancy also indicated that if she is sent a blurb to use, she can send that to other Section chairs to help promote programs.

It was recognized that the section can post its recorded webinars on the section's website (ed. Note: in the members-only area), but the recording is not available for earning CLE credit.

After the June webinar, webinars are scheduled for : August, September, October, November and December; Bruce shared that the August program will focus on what kind of insurance a solo needs (by the same person who will be addressing the same topic focus for the Solo and Small Firm Conference).

Annual Section Seminar

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A wide ranging discussion pertaining to what we might want the annual seminar to provide was taken up during the meeting. Shashi noted that we need to start planning for the next one. The timing was addressed and the last week in January was identified as the date to aim for, on a weekday other than Friday during the week of the 2018 EC retreat (which will take place on Saturday, January 27, 2018).

The question of what might be added to the seminar to help make it a draw for in person attendance was raised – for instance, a national speaker might be a draw; giving away door prizes might be a draw; a speaker who is willing to remain at the conclusion of the program to talk with attendees might be a draw. There was a call for additional ideas to encourage people to attend in person downtown (suggestions can be sent to Shashi). Ann opined that networking is not a draw, citing low turnout at a happy hour type reception following a seminar. Greg raised for consideration: why do we care if people come in person or not. Shashi observed that experienced speakers are dissuaded from speaking by low turnout. The question of do we need to webcast was raised, followed by an observation that to not webcast would reduce revenue. Ann raised considering how we deliver education—for instance, do we want to provide canned programming—and noted that the bar is having trouble getting seminar attendance numbers up.

As part of the discussion regarding seminars, Joe indicated that webinars can be recorded and posted, but they are not available for earning credit when posted. John noted that the Bar records one day programs and sells the recording and written materials.

Greg raised for consideration the possibility of providing workshop type programs rather than presentations by speakers; such a format might, for instance, be an 8 hour workshop that focuses on building your own, personal marketing plan; or a program could focus on drafting engagement letters.

With regard to workshops qualifying for CLE credit, Ann indicated that the WSBA has already developed a seminar prototype that will qualify for CLE credit. Joe commented on the Lawyers New Education Program.

Jordan shared the prospect of providing workbooks and guides.

John raised the possibility – with respect to the January program – of developing it as a full day concept along the lines of Greg’s workshop suggestion or perhaps as a half day standard offering of presentations paired with a half day workshop.

Electronic Communications Committee Report

John provided a report on behalf of the committee based on the formal report posted on Slack in the ec-meetings channel.

From the formal report:

Note: The planned meeting involving John, Kari and Joe Torrenzio to discuss the Section’s website has been postponed; setting a new time for the meeting

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is dependent upon the timing of the website migration process and/or new WSBA website implementation.

Since the time of the last EC meeting:

A list serve message was posted, reminding members about the shortcut to reach the Section's website, encouraging them to visit the Members-Only Area, referencing the Solo & Small Practice List Serve Guidelines, providing directions for accessing the Members-Only Area, and mentioning the availability of the recording of the "**Protecting Yourself from Ransomware and Cyber-Attacks**" webinar in the Members-Only Area.

A proposal regarding an electronic message board has been sent to Section Liaison Joe Terrenzio; after reviewing it he forwarded it on at the WSBA; we are awaiting a decision by the WSBA.

Information has been provided to Section Liaison Joe Torrenzio regarding our website in response to his request.

Website Migration; Legal Directory; Electronic Message Board; Miscellaneous inquiries revealed that there is no significant update to obtain about the planned WSBA website migration (there is some troubleshooting going on related to the process); that the legal directory dropdown change(s) are dependent upon other things happening; that with regard to the proposed electronic message board the proposal is on Paula's desk, with nothing currently scheduled for further discussion (there seems to be internal discussions going on, such as how there might be interfacing, that is part of a bigger conversation). Personify is scheduled for an update in the Fall.

Slack

Nancy inquired how everyone feels about Slack. John indicated that if @channel is used at the beginning of a posted message then all participating in Slack (for the Section) will receive an alert.

Membership Committee Report

Jordan is overseeing a communication that will go out to all section members, including new Winter admittees who are members, that will include sending a screen cleaner and mention of the July Conference. There will also be mention of two scholarships available for the Conference (Kari and Nikhil have established a plan for offering two scholarships).

Jordan also addressed using/finding a location that would allow the Section to bring in food for a networking event—likely to be held the 3d week in June; he has reached out to the Tacoma Bar Association and to the Corporate Counsel Section (with no responses yet).

Solo and Small Firm Conference

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Jordan also brought up the annual reception at the conference.

Plans for the Conference include offering at least one door prize (\$100 is established as an amount to spend on a technology oriented door prize). Nancy indicated more funds could be requested if needed (Editor's note: since the time of the EC meeting Nancy approved purchase of 4 Echo Dots for use as Conference door prizes); there was a reasonable amount of support for offering an Amazon Echo as a door prize;; if an EC member wants to personally donate a bottle of wine as a door prize he or she may do so; Ann will make one of her books available as a door prize (Bruce indicated that in the past we have paid for the book written by Ann offered as a door prize).

We also need EC members to help staff the Section's display table in the exhibit hall (ed. Note: in the past we have displayed the section's banner at the exhibit hall display table and offered swag at the table). Ann will set up a staffing schedule; those who will be/likely to be at the Conference/available to help at the table include: Nancy, John, Bruce, Ann, Jordan Shashi, Kari, Pete, Karin, Nikhil, Vitaliy and Shana.

Regarding the two scholarship that will be made available, the return date for application is June 16; Jordan will reach out to the Young Lawyers.

Announcement

Kari shared that Jordan applied for an ABA Young Lawyers related Fellowship and has been accepted as a Fellow.

By Laws

Nancy noted/reminded that the WSBA has agreed to allow us to continue to have elections for our at large position, with the EC then voting on officers.

Nancy will be providing the new By Laws proposal to Joe.

(At approximately 1:23 pm Ann rung off from the meeting participation).

Regarding elections, after a fair amount of discussion, the following has been established for moving forward:

1. No elections will be held until March of 2018
2. We will extend the term of **all EC** members by one year – the half who would have been up for election this year and the half who would not have been up for election this year (anyone who does not want to serve for the additional year may resign).
3. In March of 2018 we will hold elections for the positions that would have been up for election in 2017.
4. Those who run in March of 2018 and win will take office in October of 2018.
5. Thereafter elections will be held each March.

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A motion was made by Kari to hold no elections this year, to hold elections next in March of 2018, to extend everyone's term by one year, and to establish that all who would have been up for election this year will run for election instead in March of 2018. Shashi seconded the motion.

The motion passed unanimously.

At about 1:36 pm a call was made by Nancy for any other business.

Joe had nothing else to add and at about 1:39 pm Nancy thanked all for attending; shortly thereafter the formal EC meeting was adjourned by Nancy.

Note: the next EC meeting will be July 11.