ANNUAL SPRING SECTION LEADERS MEETING

Wrapping up FY2023 and Planning for FY2024: Budgeting and Programming

Monday, April 24, 2023
2:00 p.m. – 3:30 p.m.
WELCOME AND PLAN FOR THE DAY

- 50 years of WSBA Sections/Sections Team Updates
- FY24 Budget Planning
- Working with WSBA CLE
- Open Dialogue
- Closing Remarks & Adjourn

Carolyn MacGregor, Sections Program Specialist
50 YEARS OF WSBA
SECTION/SECTIONS
TEAM UPDATES

Carolyn MacGregor, Sections Program Specialist
Noah Baetge, Sections Program Coordinator
Chelle Gegax, Member Services and Engagement (MSE) Administrative Assistant
Julianne Unite, Member Services and Engagement (MSE) Manager
CONGRATULATIONS WSBA SECTIONS ON 50 YEARS OF SERVING YOUR MEMBERS! (1973-2023)
WSBA SECTIONS 50TH ANNIVERSARY TRIVIA

The WSBA currently has how many sections? 29

Which of the following is an actual former name for the Sections Bulletin? SectionLand

What year did the WSBA BOG approve the creation of Sections? 1973

How many sections did the BOG approve that year? 12

Which of the following was not one of the original 12 sections upon the creation of sections by the BOG in February 1973? Labor and Employment Law

Which of these sections was one of the original 12 sections? Environmental and Land Use Law

How many signatures are required for the BOG to consider the creation of a new section? 150

What are the major functions of the WSBA Sections? Networking, a seasoned voice for the Legislative Process, CLE offerings, Reason to party!

Of the 45,000 lawyers that make up the WSBA’s membership, how many are members of sections (approx.)? 9,000

Thank you for playing!
ELECTIONS

- Nominating committees reviewing applications*
- Candidate slate form due May 15*
- Ballots finalized by May 30*
- Voting begins June 5*
- Final results sent to section chairs by July 7

*Some sections are following an alternate timeline
YEAR-IN-REVIEW INFOSHEETS

• Available now via link on each section webpage

  Annual Report | Budget | Bylaws | Year in Review

  Join Now

• Content taken from FY22 section annual reports

• Designed as tool for section publicity/member recruitment
• Page navigation anchor links will be added to each section’s webpage
LIST SERVE CLEAN UP

• Purpose: Ensure current section members are subscribed to WSBA administered section list serves

• Draft Communication and Implementation Plan
  • Notification to Section Leaders – Early May
  • Notification to Section Members – Mid May
  • Clean-up – Late May to Early June
FY24 YLL recruiting has begun. Eligible sections were sent a kickoff announcement and the YLL Checklist on April 11.

- Section Checklist submission deadline: May 10, 2023
- Applications available to YLL candidates: May 25, 2023
- Application deadline: June 27, 2023
- Section’s YLL selections due: August 10, 2023
- FY24 YLL Orientation: September 25, 2023
QUESTIONS?
FY2024 BUDGET PLANNING

Maggie Yu, Controller
FISCAL YEAR (FY) 2024 BUDGET SCHEDULE

- May 1: Budget materials sent to Section Leaders
- May 1 – July 3: Sections Leaders complete budget materials
- June 26: Budget Process Drop-In Calls
- July 3: Deadline for Sections to submit budget worksheet and dues change request
- July 21: WSBA Budget & Audit (B&A) Committee meeting reviews draft Section budgets
- July 7 – 30: Staff review of section budget request and follow up
- August 18: Final draft of FY24 budget worksheets due
- August 25: B&A reviews final FY24 Section Budgets
- September 8 – 9: WSBA Board of Governors approves budget
DOCUMENTS

Items for Submission:
- FY24 Section Budget Request Worksheet
- Request to Change Member Dues

Informational Items:
- Section Membership Dues History
- Section Membership Count History
- Section Fiscal Policies
- FY24 Per-Member Charge Calculation

All materials distributed on May 1st
ITEMS FOR SUBMISSION

1. FY24 Section Budget Request Worksheet
   - Sample request worksheet included in meeting materials
   - Worksheet includes:
     - 2020 – 2023 YTD budget and actual financial information
     - FY 2024 Budget column for Section leaders to input dollar amounts
     - “Narrative” column to be filled out by Section explaining the purpose of the funds and any calculations or additional information to support the FY 2024 budget figure

2. Request to Change Member Dues
   - Only needed if planning a change to member dues for FY 2024

Both items due by July 3, 2023
1. Section Membership Dues History
   • Document shows the membership dues for each section for the past 5 years (2019-2023)

2. Section Membership Count History
   • Document shows the membership counts for your section over the past 5 years as well as the year-to-date count (2019-2023)

3. Section Fiscal Policies
   • Provides information about WSBA’s guidelines for section financial activity
   • Fund balance guidelines:
     o Section fund balance should be enough to sustain a consistent level of programming in the event there are severe fluctuations in annual section membership (six months’ worth of direct programming expenses are recommended as a guideline)
     o Sections are discouraged from maintaining fund balances in excess of two years’ worth of direct programming expenses and specified purposes
4. FY24 Per-Member Charge Calculation
   • The FY24 Per-Member Charge is scheduled to be reviewed and approved by the Budget & Audit Committee at their April 28th meeting.
   • A detailed breakdown of the calculation behind the charge will be distributed along with the other budget materials on May 1st.

5. Section Split Cover Memo (if applicable)
QUESTIONS?

If you have any questions or need assistance with your budget, please reach out to your Sections Team or the Finance Team.

sectionbudgets@wsba.org
WORKING WITH WSBA CLE

Kevin Plachy, Director of Advancement
Shanthi Raghu, Education Programs Manager
AGENDA

• Welcome & Introductions
• WSBA CLE Portfolios
• Section Partnership
• Program Options
• Questions
THE PARTNERSHIP

Sections are a critical partner in developing and delivering valuable continuing legal education programming for the members of the bar.

WSBA CLE is invested in your success, and as a partner, looks to continually reflect and improve our ability to deliver quality and relevant content to advance the legal profession.
WSBA-CLE

WSBA-CLE is a self-sustaining program

- Section CLEs
- Mini-CLEs
- WSBA Presents
- New Member Education
- Legal Lunchbox
- Regulatory Programming
Section CLEs (half, full, multi-day)

Mini-CLEs
<table>
<thead>
<tr>
<th></th>
<th>Half/Full/Multi-Day</th>
<th>Minis</th>
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<tbody>
<tr>
<td><strong>Cost to Section</strong></td>
<td>$0</td>
<td>Accreditation: $12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Webinar Tool: $100</td>
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<td></td>
<td></td>
<td>Venue/Food, etc.: TBD</td>
</tr>
<tr>
<td><strong>Net Revenue</strong></td>
<td>Split per fiscal policy over three years</td>
<td>Section retains all revenue</td>
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<tr>
<td><strong>Attendee Options</strong></td>
<td>Live: in person and webcast</td>
<td>Live: in person and/or webinar</td>
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<tr>
<td></td>
<td>On demand</td>
<td></td>
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<tr>
<td><strong>Credits</strong></td>
<td>3 credits or more</td>
<td>2 credits or fewer</td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>Half-Day: $159</td>
<td>$35 or less</td>
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<tr>
<td></td>
<td>Full-Day: $275</td>
<td></td>
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<tr>
<td></td>
<td>Multi-Day: $399</td>
<td></td>
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<tr>
<td></td>
<td>*option for section member pricing</td>
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<tr>
<td><strong>Program logistics</strong></td>
<td>WSBA</td>
<td>Section</td>
</tr>
<tr>
<td><strong>Timeline</strong></td>
<td>6 months or more depending on program</td>
<td>Logistics confirmed by 6 weeks</td>
</tr>
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HALF-DAY, FULL-DAY AND MULTI-DAY CLES

During budgeting, note your plans pertaining to CLEs for that fiscal year in the narrative section

- **6 months out**
  - WSBA Staff will reach out to start planning
  - Develop topic and theme
  - Recruit Faculty

- **3 months to program date**
  - Education Programs Lead works with Chairs and Faculty to develop, market and deliver program, supporting aspects leading up to and day of.
FINANCIALS

Gross Live Revenue

Direct Live Costs
venue, food, webcasting, volunteer reimbursements etc.

Indirect Live Costs
staff, overhead

Direct On Demand Costs
hardware, online hosting

Indirect On Demand Costs
staff, overhead

Gross On Demand Revenue
recorded products on WSBA-CLE Store for 3 years

Up to $8,000: 50% to section

After $8,000: 35% to Section
MINI-CLE SEMINARS

- Section member benefit
- Up to 2.0 CLE credits
- Up to $35.00 tuition
- Low cost to section
- Section keeps any revenue
- MCLE requirements apply
- Section managed with WSBA staff support
MINI-CLE TIMELINE

• **6 months out**: Upon section’s request, WSBA adds hold to calendar up to six months ahead

• **6-8 weeks out**: Completed Event Form must be submitted at least six weeks prior to program.

• WSBA-CLE sets up registration, serves as the accreditation sponsor, email marketing, and reports CLE credits to MCLE within 30 days of the seminar
ADDITIONAL REFERENCES

Section Mini-CLE Programming (wsba.org)

CLE Revenue Sharing Fiscal Policy
We want to hear from you!

Questions?
OPEN DIALOGUE
CLOSING REMARKS & ADJOURN
Thank you!

Sections are partners in promoting the WSBA’s mission to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.