

TO: Paula Littlewood
FROM: Terra Nevitt, Director of Advancement and Chief Development Officer
Paris Eriksen, Sections Program Manager
RE: WSBA Sections Annual Report
DATE: **November 1, 2017**

Summary of WSBA Sections for FY16 (October 1, 2016 – September 30, 2017)

Approximately one-quarter of all WSBA members belong to one or more of the WSBA's 28 sections. The WSBA sections help to carry out the work of the Bar and meet the organization's mission of serving the public and the members of the Bar. Each year, section executive committees and the WSBA staff work together to increase and improve the services and support available to section members. Sections generally rely on member dues, CLE registration revenue, and publication royalties to fund their activities. Section benefits and activities also directly connect to WSBA's Strategic Goals for 2016-2018:

- *Equip members with skills for the changing profession:*
 - Section volunteers dedicate significant time and effort to producing high quality continuing legal education opportunities, newsletters and legal publications.
 - Section volunteers also develop resources for members transitioning to new areas of practice and/or learning new technologies.
- *Promote equitable conditions for members from historically underrepresented backgrounds to enter, stay and thrive in the profession:*
 - Sections provide a significant and valuable touch point for WSBA and its members.
 - Many sections sponsor grant and scholarship programs aimed at increasing access to justice and/or providing resources for new/young lawyers and law students.
 - A number of sections participate in mentorship activities to strengthen legal skills, increase knowledge, reduce barriers, and expand their networks of professional colleagues.
- *Explore and pursue regulatory innovation and advocate to enhance the public's access to legal services:*
 - Section membership is available to all Active members of the WSBA, which now includes Limited Licensed Legal Technicians and Limited Practice Officers.
 - Many sections are active in the Washington state legislative process, commenting on or drafting legislation to help improve the rule of law in Washington.

What's New

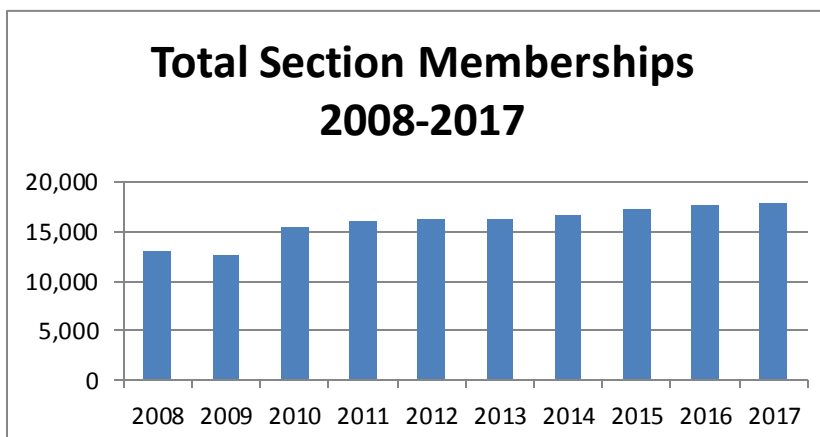
Sections by the Numbers for FY17

- **17,883** section memberships.ⁱ Increase of appx. 260 members from FY16
- **10,755** unique section members.ⁱⁱ
- **393** section executive committee members across all 28 sections.ⁱⁱⁱ

- **63** section-sponsored educational programs: CLE seminars (27) and mini-CLEs (36).^{iv}

- **\$117,420**
approximate total
amount distributed by
sections for
donations, grants
and/or scholarships

- **\$40,026** average
section fund balance
as of August 31, 2017
(range: \$4,051-
\$111,961).^v



- **\$11,070** average FY17 budgeted expenditures across all sections, not including the per-member-charge (range: \$151.29 - \$48,025.08).^{vi}
- **\$29** average dues amount to join a section in FY17 (range \$20-\$40). Law student rate is \$18.75
- **\$18.75** per member charge in FY17, collected by WSBA to staff and administer services to sections.

Note: In addition to references provided, this information was gathered using sources including section annual reports, section financial statements, and WSBA calendars.

Sections Team: Internal Goals & Highlights

The “Sections Team” is made up of three full-time WSBA staff dedicated to the support and success of the 28 WSBA Sections through close partnership with the section executive committees. In addition, several other staff members/departments throughout WSBA are called upon for section-related support at different times, including financial/accounting staff, CLE staff, legislative staff and communications staff.

The Sections Team focuses its activities on achieving the following goals:

- Support active and sustainable sections.
- Provide valuable benefits to members.
- Support a pipeline of future leaders.
- Facilitate collaboration between sections and other WSBA programs/efforts.

Highlights in our work with sections during FY17 include:

- Following the conclusion of the Sections Policy Workgroup in September 2016, the Sections Team shepherded the process to approve amendments to Article XI [Sections] of the Bar Bylaws, which were approved in January 2017. The bylaws, which took effect upon BOG approval, provide minimum standards for section governance and standardize the nomination and election processes, while leaving room for flexibility in each section’s operations. Following the Bar Bylaw amendments, the Sections Team created a bylaw alignment process intended to provide all section executive committees time and tools to align their individual section bylaws

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with the recently amended Bar Bylaws. This process included providing each section with an initial redline version of their current bylaws to address areas of minimal compliance, a worksheet to assist sections in identifying areas of their bylaws which were required and which allowed for flexibility in section governance. Additionally, a series of six ‘drop-in’ calls were held to provide section executive committee members an opportunity to ask questions. By end of fiscal year 2017, 27 out of 28 section bylaws had been successfully amended.

- Historically, the membership year for Sections has been October 1 through September 30 of the following year. Beginning FY18, the membership year will coincide with the calendar year January – December.
- Continued monthly publication of the ‘Sections Bulletin.’ The Bulletin is intended to provide section leaders with up-to-date information regarding WSBA matters; best practice tips; supplemental resources regarding leadership, diversity, and educational development; and to connect sections with existing and relevant WSBA programs.
- Provided individualized support to executive committees, including but not limited to: design and implementation of member surveys; preparation of materials for leadership retreats; event planning; and financial and data analysis.
- Continued support of WSBA’s diversity and inclusion efforts with section leaders, including the provision of resources for creating inclusive environments, consultation to guide section leadership in their efforts to increase representation in all activities of section work, and presentations on the development and implementation of such tools.
- Completed a successful budgeting process, including review of budget histories and follow-up with sections before budgets were submitted to the Budget & Audit Committee.
- Worked closely with the Washington Young Lawyers Committee to host two “Open Sections Night” networking events in Spokane and Seattle, which provided an opportunity for new/young lawyers to mingle with section executive committee members and learn about section benefits.
- Engaged in ongoing collaboration with Legislative, Communications and Finance staff to update materials and processes related to sections.
- Maintained and updated the online “Section Leaders Toolbox,” including new tools and resources to help section leaders implement their activities (e.g., workplan templates, meeting tools, membership data FAQ).

Areas of focus for our work in FY18:

- The primary focus of FY18 will be a discussion with section executive committee members regarding WSBA-CLE Collaborative Models, specifically how can WSBA and Sections can improve collaboration and effectively respond to market trends

WSBA 2016-2017 Section Annual Reports (see full reports in Appendix)

Per the WSBA Bylaws, each of the WSBA sections is required to submit an annual report on section activities and priorities to the WSBA Executive Director. Please refer to the Appendix to review each annual report in full.

ⁱ Membership Database, Sept. 2017

ⁱⁱ Membership Database, Oct. 2017

ⁱⁱⁱ Hand count, Oct. 2017

^{iv} CLE Team Master Calendar, October 2017

^v Finance, Aug. 2017

^{vi} FY17 Section budgets