

WASHINGTON STATE BAR ASSOCIATION



Annual Fall Section Leaders Meeting

October 26, 2017 | 9:00 am - 12:00 pm

WSBA Conference Center 1325 4th Avenue, Suite 600, Seattle & Webcast

Conference Call Option: 1.866.577.9294, participant code 5016532

Following this meeting, please join us for the **WSBA CLE Models Kick-Off Presentation & Discussion** beginning at 1:00 p.m.

Looking Ahead: What You Need to Know to Start Your Year Off Right

9:00 a.m.	Welcome & Introductions	Paris Eriksen, <i>Sections Program Manager</i> Julianne Unite, <i>Sections Program Lead</i>
9:10	Sections further the WSBA Mission	Paula C. Littlewood, <i>Executive Director</i> Brad Furlong, <i>WSBA President</i>
9:55	From Idea to Evaluation: Planning a Section Event	Paris Eriksen, <i>Sections Program Manager</i> Julianne Unite, <i>Sections Program Lead</i>
10:45	Break	
11:00	What to Know: Key WSBA Policies, Procedures & Practices for Sections	Terra Nevitt, <i>Director of Advancement</i> Paris Eriksen, <i>Sections Program Manager</i>
11:30	Innovative Ideas: Low Cost, High Value	Paris Eriksen, <i>Sections Program Manager</i> Julianne Unite, <i>Sections Program Lead</i>
12:00	Adjourn (lunch provided)	

1:00 p.m.	WSBA CLE Models Kick-Off Presentation & Discussion
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Your commitment as a section leader is valued and appreciated – thank you for being here today!



ANNUAL FALL SECTION LEADERS MEETING

Looking Ahead: What You Need to Know to Start Your Year Off Right

Thursday, October 26
9:00 a.m. – 12:00 p.m.

AGENDA

- Welcome & Introductions
- Sections Further the WSBA Mission
- From Idea to Evaluation: Planning a Section Event
- What to Know: Key WSBA Policies, Procedures, & Practices for Sections
- Innovative Ideas: Low Cost, High Value



WELCOME & INTRODUCTIONS



SECTIONS & THE WSBA MISSION



THE WASHINGTON STATE BAR IS...

32,993 Active WSBA Members (Lawyers, LLLTs, LPOs)



827

Members of standing committees, councils, boards, panels, task forces, & section leaders

17,883

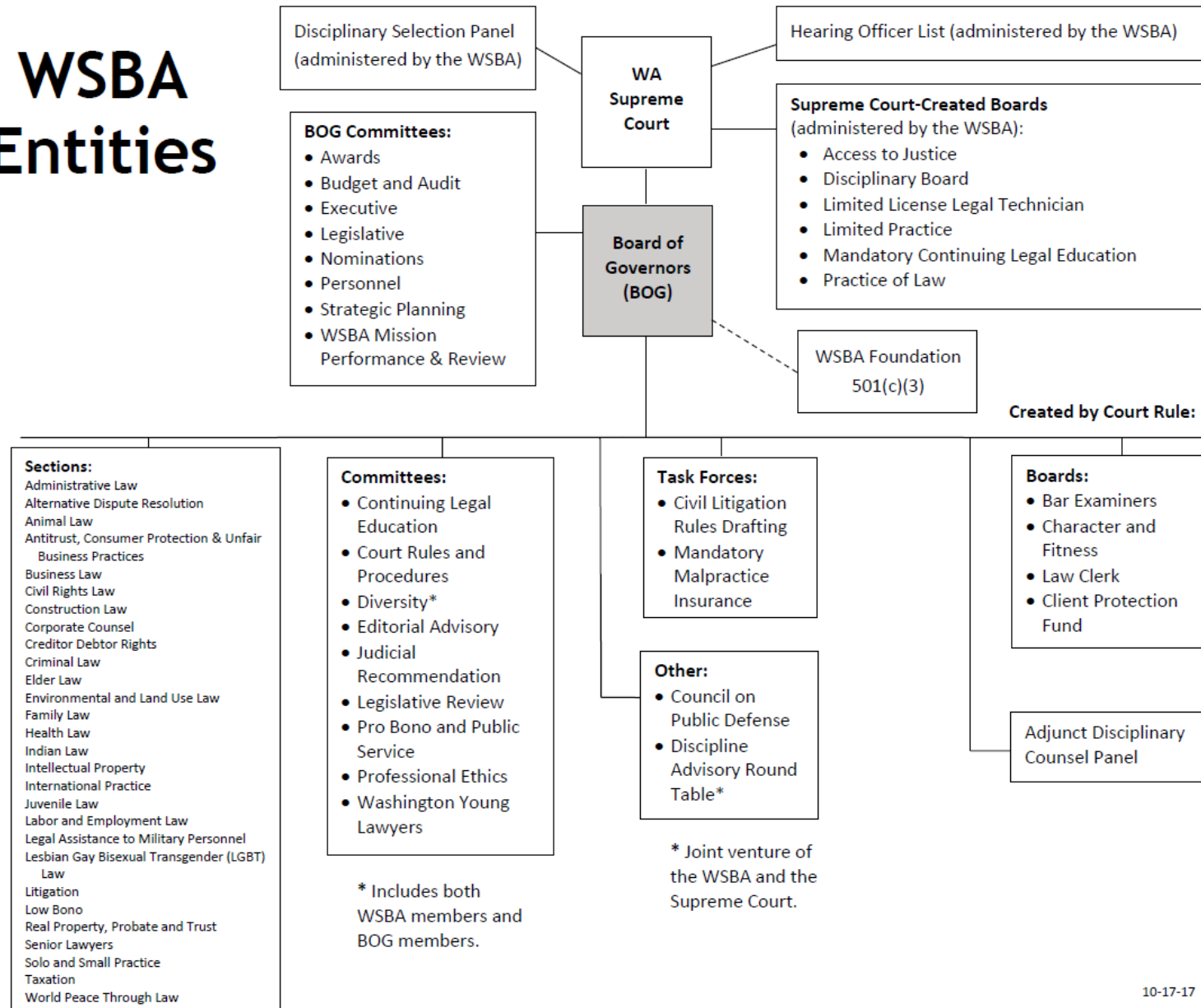
Section memberships

7,093

New & Young Lawyers

10.2017

WSBA Entities



10-17-17

WSBA MISSION STATEMENT

The Washington State Bar Association's mission is to serve the public and the members of the Bar, ensure the integrity of the legal profession, and to champion justice.

WSBA GUIDING PRINCIPLES

The WSBA will operate a well-managed association that supports its members and advances and promotes:

- ▶ **Access to the justice system;**

Focus: Provide training and leverage community partnerships in order to enhance a culture of service for lawyers to give back to their communities, with a particular focus on services to underserved low and moderate income people.

- ▶ **Diversity, equality, and cultural understanding throughout the legal community;**

Focus: Work to understand the lay of the land of our legal community and provide tools to members and employers in order to enhance the retention of minority lawyers in our community.

- ▶ **The public's understanding of the rule of law and its confidence in the legal system;**

Focus: Educate youth and adult audiences about the importance of the three branches of government and how they work together.

- ▶ **A fair and impartial judiciary; and**

- ▶ **The ethics, civility, professionalism, and competency of the Bar.**

MISSION FOCUS AREAS

Ensuring Competent and Qualified Legal Professionals

- Cradle to Grave
- Regulation and Assistance

Promoting the Role of Legal Professionals in Society

- Service
- Professionalism

WSBA 2016 – 2018 STRATEGIC GOALS

- Equip members with skills for the changing profession
- Promote equitable conditions for members from historically marginalized or underrepresented background to enter, stay and thrive in the profession
- Explore and pursue regulatory innovation and advocate to enhance the public's access to legal services

IMPORTANCE OF WSBA SECTIONS, BOARDS AND COMMITTEES

- Carry out the work of the WSBA
- Relationship with the Board of Governors, WSBA Staff
- WSBA values volunteer service
- THANK YOU for your leadership!

FROM IDEA TO EVALUATION: PLANNING A SECTION EVENT



Terra Nevitt
*Director of Advancement & Chief
Development Officer*

Ana LaNasa-Selvidge
*Member Services &
Engagement Manager*

Diana Singleton
*Access to Justice
Board Manager*

K. Joy Williams
*Diversity & Public Service
Programs Manager*

Laura Sanford
*Donor Relations Specialist
Washington State Bar
Foundation*

Paris Eriksen
*Sections Program
Manager*

Kevin Plachy
*Education Programs
Manager*

Destinee Evers
LOMAP Specialist

**Bonnie
Middleton-
Sterken**
*Justice Programs
Coordinator*

Dana Barnett
*Diversity & Inclusion
Specialist*

Julianne Unite
*Sections Program
Lead*

**Sondra Livingston-
Carr**
Education Programs Lead

Vacant
*New Lawyer Program
Specialist*

Jennifer Small
*Public Service/Pro Bono
Specialist*

**Korrinna
Hernandez**
*Sections Program
Lead*

Shanthi Raghu
Education Programs Lead

Megan Scott
Education Programs Lead

Joel Lake
Program Coordinator

Janey McCaulley
Program Coordinator

Melissa Hamasaki
*CLE Coursebook
Coordinator*

Vacant
Program Coordinator

WSBA ADVANCEMENT DEPARTMENT

The Sections Team

- Each member of the Sections Team is your ‘**go-to**’ resource.
- As a team, we focus on being a **positive** and **proactive** strategic **partner**.
- By **working together**, staff and section leaders can benefit from shared knowledge, skills and expertise.

From Idea to Evaluation: Planning a Section Event

- Strategic Planning
- Big Picture
- Joint Event/ Partnerships
- CLE or Mini-CLE
- Marketing & Communication
- Details, Details! Reception/Networking Event
- Day-of Logistics
- Evaluate

I may need to consult:
Policy
Procedure
Resource
Best Practices

Handout: *From Idea to Evaluation – Planning a Section Event*

WHAT TO KNOW: KEY WSBA POLICIES, PROCEDURES, & PRACTICES FOR SECTIONS



OPEN MEETINGS POLICY

WSBA BYLAWS, ARTICLE VII.B

How do we provide prior notice of section meetings?

For which meetings do we need to provide prior notice?

What are the notice requirements to comply with Open Meeting Policy?

Handout: WSBA Policies: Frequently Asked Questions - Sections

FISCAL POLICIES

WSBA FISCAL POLICY, CHAPTER 6

Who is eligible for travel reimbursement?

Are there any reimbursement limits/maximums I should be aware of?

Should I fly or drive to a section meeting?

How long do reimbursements/check requests take to process?

Handout: WSBA Policies: Frequently Asked Questions - Sections

ELECTIONS PROCESS

WSBA BYLAWS, ARTICLE XI

How do I get started on the elections process?

What role does the section executive committee serve in the elections process?

What role does the WSBA serve in the elections process?

When is the elections timeframe?

Handout: WSBA Policies: Frequently Asked Questions - Sections

**INNOVATIVE IDEAS:
LOW COST, HIGH VALUE**



INNOVATIVE IDEAS: LOW COST, HIGH VALUE

A Game of Chess!

Celebrate a Section Anniversary!

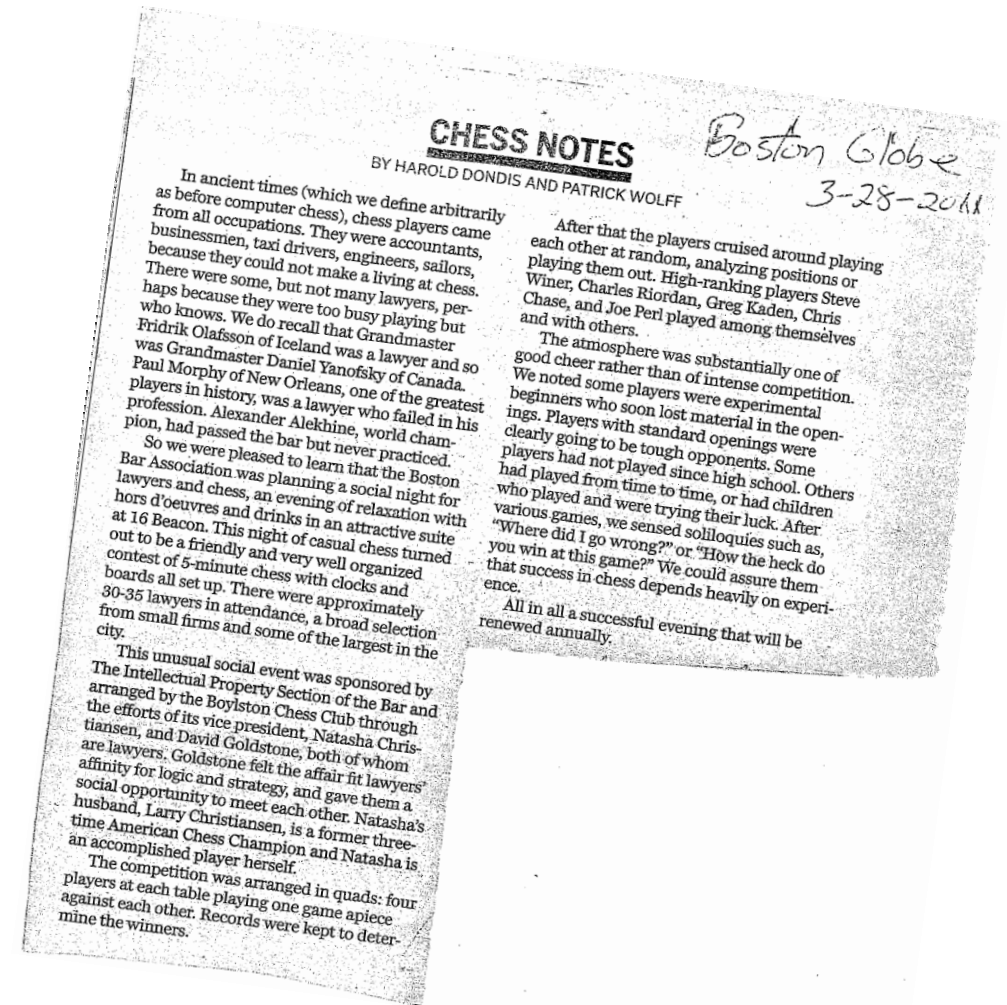
Host a Shred-a-thon!

Member of the Day!

Wellness Wednesday!

Member Appreciation Month!

Photography Contest!



Thank you!





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- Regulation and Assistance

Promoting the Role of Legal Professionals in Society

- Service
- Professionalism

PROGRAM CRITERIA

- Does the Program further either or both of WSBA's mission-focus areas?
- Does WSBA have the competency to operate the Program?
- As the mandatory bar, how is WSBA uniquely positioned to successfully operate the Program?
- Is statewide leadership required in order to achieve the mission of the Program?
- Does the Program's design optimize the expenditure of WSBA resources devoted to the Program, including the balance between volunteer and staff involvement, the number of people served, the cost per person, etc?

2016 – 2018 STRATEGIC GOALS

- Equip members with skills for the changing profession
- Promote equitable conditions for members from historically marginalized or underrepresented backgrounds to enter, stay and thrive in the profession
- Explore and pursue regulatory innovation and advocate to enhance the public's access to legal services

WASHINGTON STATE BAR ASSOCIATION

From Idea to Evaluation: Planning a Section Event

October 2017

STRATEGIC PLANNING		
	Resources/Policies/Procedures	Tips/Best Practices
Articulate Goal(s)	<ul style="list-style-type: none"> Connect to your section's purpose (bylaws) 	<ul style="list-style-type: none"> Determine your target audience & purpose of event. Develop SMART Goals (Specific, Measurable, Achievable, Relevant & Time-based).
Align with Mission	<ul style="list-style-type: none"> Review WSBA Mission Statement Section's Mission Statement (if applicable) 	<ul style="list-style-type: none"> Education, service & professionalism.
Consult Calendar(s)	<ul style="list-style-type: none"> WSBA Events Calendar WSBA CLE Store 	<ul style="list-style-type: none"> Review other stakeholder calendars (county bar, specialty bar., etc.). Avoid holidays. Avoid Seahawks games. Plan multiple events at different times/days of the week.
Assess Capacity (time & money)	<ul style="list-style-type: none"> Section work plan Section budget & budget narrative Recent financial statements Executive Committee (and others) time WSBA capacity 	<ul style="list-style-type: none"> Reoccurring Executive Committee meetings, scheduled in advance. Delegate, use subcommittees. Start seeking sponsors early.
BIG PICTURE		
What are the event/activity elements you need in place?	<ul style="list-style-type: none"> Section budget – cost of your event Contract(s) Venue and Accessibility Toolkit 	<ul style="list-style-type: none"> Elements of an event are: time of day, accredited event, networking reception, etc. Align your goal and audience with your elements (<i>e.g. event outside business hours for new/young members</i>).
What does success look like?	<ul style="list-style-type: none"> Volunteer Money Handling Policy Increase Section membership budgeted revenue expectations? 	<ul style="list-style-type: none"> Adjust success expectations according to the date, time, and location of event. Think about your evaluation metrics and tools before the event occurs.
JOINT EVENT/PARTNERSHIPS (if applicable) <i>Partnerships are Encouraged!</i>		
Partner with another section	<ul style="list-style-type: none"> Section Leaders List Serve Section homepages on WSBA.org 	<ul style="list-style-type: none"> Be clear about expectations with other party. Who is doing what and how will expenses and revenues (if any) be handled?

Partner with External Partner	<ul style="list-style-type: none"> WSBA Letter of Agreement (also called an MOU) 	<ul style="list-style-type: none"> First thing for CLEs! Determine who is the Form1 Sponsor. Adjust agreement accordingly. See above regarding expectations.
Vendor Contracts	<ul style="list-style-type: none"> Contract Routing Process, review by WSBA General Counsel and signed by WSBA Frequently used vendors 	<ul style="list-style-type: none"> Contract routing can take some time. As soon as you determine a contract is needed, loop in Sections Program Lead.
CLE OR MINI-CLE		
Host a Mini-CLE	<ul style="list-style-type: none"> Mini-CLE Form Steps & Timeline for Mini-CLE Programs Webinar Tool Information 	<ul style="list-style-type: none"> Offering Mini-CLEs to section members for free or low-cost is a great benefit of membership. Plan your Mini-CLEs well in advance. Contracts associated with Mini-CLE should have WSBA review and approval prior to submission of the Mini-CLE Form.
Partner with WSBA-CLE	<ul style="list-style-type: none"> WSBA Program Development Timeline WSBA Program Chair Best Practices WA MCLE Credit Categories WSBA Faculty Database Your Sections' budget/financial statements Seminar budget 	<ul style="list-style-type: none"> Understand roles and responsibilities of CLE Chair(s), Section, and WSBA staff. Communicate clear expectations and responsibilities of the Faculty at the very beginning of the CLE planning process. Make sure to communicate frequently with the WSBA Education Programs Lead.
MARKETING & COMMUNICATIONS		
<ul style="list-style-type: none"> Eblasts and other WSBA Communications Print Mailings 	<ul style="list-style-type: none"> Membership roster Mini-CLE eblast WSBA seminar eblast WSBA Marketing Package How to Write for NWLawyer How to Write for NWSidebar 	<ul style="list-style-type: none"> Members can opt out of marketing emails (CLE announcements). Members cannot opt-out of Official Communications (elections & Bar Notices).
<ul style="list-style-type: none"> List Serves 	<ul style="list-style-type: none"> List serve instructions & etiquette 	<ul style="list-style-type: none"> Personalized messages. Talk to staff about cross-promoting information amongst other WSBA entity list serves. Stagger reminder with pre-scheduled emails. Be clear, brief, and have a call-to-action. Stay away from using multiple fonts, font sizes, and font colors. Avoid ALLCAPS. Avoid punctuation marks in subject line.
<ul style="list-style-type: none"> Social Media 	<ul style="list-style-type: none"> Social media guidelines (2009) 	<ul style="list-style-type: none"> @WASateBar Facebook (like and share!)

DETAILS, DETAILS! RECEPTION/NETWORKING EVENT		
Find a suitable location	<ul style="list-style-type: none"> • Accessibility Toolkit 	<ul style="list-style-type: none"> • If a different location from main event, it should be within a few blocks.
Focus on content	<ul style="list-style-type: none"> • Section and Sections Team 	<ul style="list-style-type: none"> • Give your event structure.
Alcohol?	<ul style="list-style-type: none"> • WSBA Alcohol Policy 	<ul style="list-style-type: none"> • Sponsor, or no-host bar. • If sponsored, funds paid directly to vendor. • Licensed bartender.
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
DAY-OF LOGISTICS		
Before the event	<ul style="list-style-type: none"> • Last minute details –venue contact, technology, supplies • Food/Banquet Permit/Alcohol • Event Lead 	<ul style="list-style-type: none"> • Arrive early to make sure the event is set up according to the agreement. • Check all A/V and facilities equipment are in working order.
Registration & Check-In	<ul style="list-style-type: none"> • Sign-in/registration forms • Membership forms • Volunteer Money Handling Policy • Nametags • Event materials/handouts 	<ul style="list-style-type: none"> • Someone, preferably a section member, should always be at the registration/check-in area to answer questions about the event and section generally.
During the Event	<ul style="list-style-type: none"> • Moderator(s) • Event Schedule • Timekeeper 	<ul style="list-style-type: none"> • Review your event schedule and make sure all speakers/volunteers understand expectations.
Event Wrap-Up	<ul style="list-style-type: none"> • Venue staff • Materials • Expense Reports/Invoices • Section Membership Forms 	<ul style="list-style-type: none"> • Make sure to review any relevant agreements/contracts regarding end of event responsibilities e.g. moving furniture, cleaning, etc.
EVALUATE		
Look back to your original goals	<ul style="list-style-type: none"> • SurveyMonkey (designated account, talk to your Sections Program Lead) • Sample evaluation form 	<ul style="list-style-type: none"> • Did you meet your goals? • Did the result differ from your goals? • Solicit input from members
Debrief		<ul style="list-style-type: none"> • Add a debrief to your next meeting agenda.
CLE Evaluations	<ul style="list-style-type: none"> • CLE/Event evaluation form 	<ul style="list-style-type: none"> • Review feedback.
QUESTIONS? NEED MORE INFORMATION?		
<p>Email sections@wsba.org, or:</p> <p>Paris Eriksen, parise@wsba.org 206.239.2116</p> <p>Korinna Hernandez, korinnah@wsba.org 206.733.5921</p> <p>Julianne Unite, julianneu@wsba.org 206.727.8258</p>		

WASHINGTON STATE BAR ASSOCIATION

WSBA Policies: Frequently Asked Questions - Sections

October 2017

OPEN MEETINGS POLICY (WSBA BYLAWS, ARTICLE VI.B)

Q: How do we [section executive committee] provide prior notice of section meetings?

A: Notify your Sections Program Lead and the Sections Program Lead will post the meeting on wsba.org. The section may also post additional notice on list serves, section webpages, and other means.

Q: For which meetings do we need to provide prior notice?

A: Generally, all section meetings will require prior notice to comply with the policy. There are very limited exceptions to this notice requirement, so contact your Sections Program Lead for more information.

Q: What are the notice requirements to comply with Open Meetings Policy?

A: Notice of the meeting, time, date, location and agenda must be published on wsba.org before the meeting. Please provide your Sections Program Lead with the requisite information no later than 3 business days prior to the meeting. Approved meeting minutes must also be provided to the WSBA for publication.

FISCAL POLICES (WSBA FISCAL POLICY, CHAPTER 6)

Q: Who is eligible for travel reimbursement?

A: All section chairs are eligible for travel reimbursement for section meetings. Other executive committee members may be reimbursed for travel if the member travels 50 miles or more one way OR if the section meeting is 3 hours or longer.

Q: Are there any reimbursement limits/maximums I should be aware of?

A: Lodging: \$175/night + taxes and fees outside Seattle; \$200/night + taxes and fees in Seattle.
Meals: \$12 breakfast; \$18 lunch; \$36 dinner (includes taxes and tip).
Airfare: limited to economy airfare booked at least 2 weeks in advance of the date.

Q: Should I fly or drive to a section meeting?

A: It depends. Pursuant to the fiscal policy, WSBA may reimburse the lesser amount between mileage and airfare. Generally speaking, booking a round trip flight from Spokane to Seattle at least 2 weeks prior to the travel date is cheaper than mileage reimbursement.

Q: How long do reimbursements/check requests take to process?

A: Please allow 5-10 business days for processing and another 5-10 business days for receipt of check.

ELECTIONS PROCESS (WSBA BYLAWS, ARTICLE XI)

Q: How do I get started on the elections process?

A: Review your elections procedures outlined in the section's bylaws. Contact your Sections Program Lead to let them know you are ready to start elections. Elections must be conducted and completed March – May each year.

Q: What role does the section executive committee serve in the elections process?

A: The section should form a nominating committee who may recruit and seek interested applicants for open

executive committee positions. The nominating committee may also review all applicants, make recommendations to the section executive committee and membership. The nominating committee will also forward the candidates to the Sections Program Lead for inclusion on the e-ballot.

Q: What role does the WSBA serve in the elections process?

A: WSBA staff may administer the electronic nominations and electronic elections procedures for the sections' elections. This includes creating the nominations application, electronic ballot, and sending notice out to voting section members. WSBA staff will also review and certify the election results.

Q: When is the elections timeframe?

A: Nominations and elections must occur March – May every year for positions ending September 30 that year. For those elected during that period, their term will begin October 1. For example, for elections held in May 2018, the newly elected members will begin their term October 1, 2018.

MORE QUESTIONS? NEED MORE INFORMATION?

Email sections@wsba.org, or:

Paris Eriksen, | parise@wsba.org | 206.239.2116

Korinna Hernandez, korinnah@wsba.org | 206.733.5921

Julianne Unite, julianneu@wsba.org | 206.727.8258



WSBA

WASHINGTON STATE BAR ASSOCIATION

WSBA ACCESSIBILITY POLICY

(As Approved by the WSBA Board of Governors on September 15, 2006)

Preamble

In 2006, the WSBA established a policy on accessibility to all WSBA services, programs, events, and facilities including section and committee meetings for persons with disabilities.

Policy

WSBA policy is to fully comply with the Americans with Disabilities Act ("ADA") and the Washington State law against discrimination, to provide WSBA services, programs and events, and to use facilities that are accessible to persons with disabilities. The WSBA commits to making reasonable accommodation to encourage full participation in WSBA governance, services, programs and events. Such reasonable accommodation may include sign language interpretation, sound enhancement, or other accommodations requested by persons with disabilities.

1. The WSBA designates the Director of Human Resources, or his/her designee, in accordance with ADA 28 C.F.R. section 35.107, with the responsibility for coordinating WSBA's compliance with the ADA and assuring accommodation for those participating in WSBA services, programs and events. This staff member, ensuring ADA compliance, will have the necessary training and access to outside expertise, when needed, to assure full implementation of this policy. WSBA compliance contact information shall be made available on the WSBA web site and on all WSBA materials, publications and brochures.
2. WSBA shall adopt and publish procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA.
3. The WSBA will maintain a list of facilities with suitable accommodations for persons with disabilities, as well as accommodation services. In addition, the WSBA will maintain an ongoing procedure for staff to evaluate accommodation services by each facility used by the WSBA.

4. All WSBA programs, services, and event announcements/brochures will contain the phrase “The WSBA is committed to full access by persons with disabilities to this event [or program or service]. If you require accommodation for this event [or program or service], please contact XXX.”
5. Technology is included within the scope of this policy. The WSBA is committed to having the maximally feasible accessibility to its website for persons with disabilities.
6. An Accommodation Fund and Procedures policy has been created to respond and fund reasonable accommodation requests.