



WSBA Spring Section Leaders Meeting

April 7, 2025, Noon-2 p.m.

Table of Contents

Agenda	2
PowerPoint Presentation	
Welcome, Agenda, and Thank You	3
Sections Team Updates	7
FY 2026 Budget Planning	14
Panel Discussion: Member Benefits and Engagement	25
Closing Remarks	27
Panel Discussion Questions	29
WSBA AI Use Policy for External Parties	30

Involve, Inspire, Empower: Elevate Your Section Through Engagement

April 7, 2025 | Noon – 2:00 p.m. | Virtual via [Zoom](#)

AGENDA

Noon	Welcome & Plan for The Day	Carolyn MacGregor, <i>Sections Program Specialist</i> Kevin Plachy, <i>Director of Advancement</i>
12:05	Sections Program Updates	Carolyn MacGregor, <i>Sections Program Specialist</i> Noah Baetge, <i>Sections Program Coordinator</i> Vanessa Sweeney, <i>MSE Program Coordinator</i>
12:20	FY26 Budget Planning	Maggie Yu, <i>Controller</i> Carolyn MacGregor, <i>Sections Program Specialist</i> Shanthi Raghu, <i>Education Programs Manager</i>
1:10	Discussion: Member Benefits and Engagement	Section Leader Panel: Seth Millstein, <i>Construction Law Section</i> Darren Carnell, <i>Environmental and Land Use Law Section</i> Marya Noyes, <i>Low Bono Section</i> Tyler O'Brien, <i>Solo & Small Practice Section</i> Jason Harn, <i>Taxation Section</i>
1:55	Closing Remarks & Adjourn	Noah Baetge, <i>Sections Program Coordinator</i>

*Your commitment as a section leader is valued and appreciated—
thank you for being here today!
This meeting will be recorded and available for viewing after the event.*



ANNUAL SPRING SECTION LEADERS MEETING

Involve, Inspire, Empower:
Elevate Your Section Through Engagement

Monday, April 7, 2025
12:00 p.m. – 2:00 p.m.

WELCOME AND PLAN FOR THE DAY

- Sections Team Updates
- FY26 Budget Planning
- Panel Discussion: Member Benefits and Engagement
- Closing Remarks & Adjourn

Carolyn MacGregor, *Sections Program Specialist*
Kevin Plachy, *Director of Advancement*



Welcome to the 2025 Section Leaders Spring Meeting

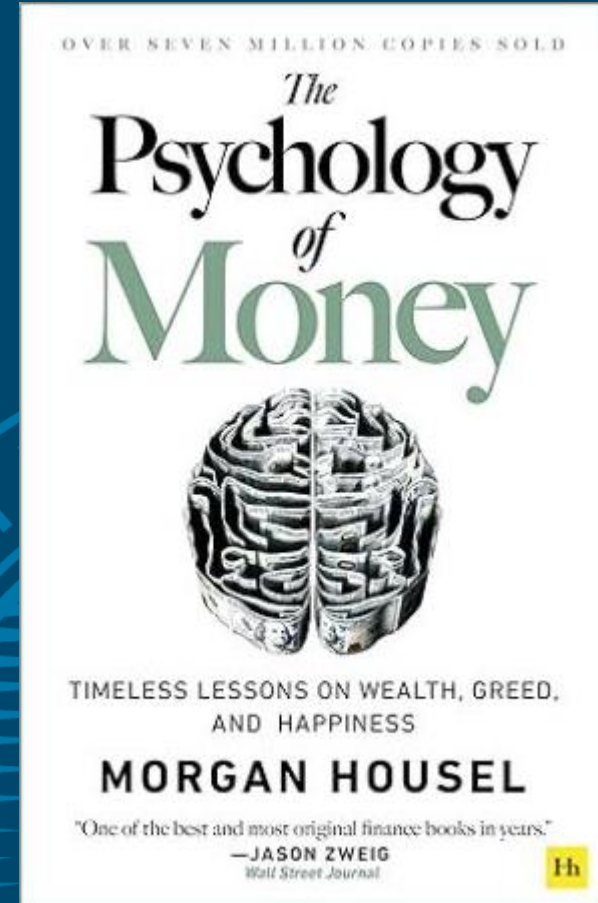
THANK YOU!

- Sections are key 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.
- Sections Further WSBA's Purpose under GR12.2
- (2) Promote an effective legal system, accessible to all. (3) Provide services to its members and the public. (4) Foster and maintain high standards of competence, professionalism, and ethics among its members. (8) Administer programs of legal education.

DOOR PRIZES!



Portable Power Bank, comes in your choice of Black, White, Lavender, and Pink



SECTIONS TEAM UPDATES

Julianne Unite, *MSE Manager*

Carolyn MacGregor, *Sections Program Specialist*

Noah Baetge, *Sections Program Coordinator*

Vanessa Sweeney, *MSE Program Coordinator*



ELECTIONS

Elections Timeline

- April 21 - Applicant Portal Closes*
 - Nominating committees have access to review applications while portal is open
- May 12 - Candidate slate form due*
- May 27 – Ballots approved by section contact*
- June 2 - Voting begins*
- July 7 - Final results sent to section chairs

**Some sections are following an alternate timeline*

Important Elections Notes

- *Those interested in another term in their current position must complete an application on the portal*
- Best avenues for attracting applicants:
 - Section List Serve
 - Personal & Professional Networks
 - Social Media
 - Requesting Section Roster
- Focus on EC recruitment now!

WEBPAGE AUDITS & UPDATES

Audits

- Quarterly Section Webpage Audits
 - Checking dates are current, past events are removed
 - Testing links

Updates

- Updating Section Webpages
 - Aug-Sept
 - Best time to make major changes to your sections webpages

WSBA AI USE POLICY

- [WSBA AI Use Policy for External Parties](#)
 - Requirements
 - Notice – staff liaison, attendees, calendar invite
 - Consent
 - Disclosures and citations
 - Accommodations

YOUNG LAWYER LIAISON TO SECTIONS

[Young Lawyer Liaisons](#) (YLL) to Sections are participants of a voluntary program that creates opportunities to strengthen the connection between WSBA Sections and the new and young lawyers of the legal community.

- Offers a direct connection between new & young lawyers and your Section
- Many YLLs have continued into additional leadership roles, including section EC's, committee chairs, and Board of Governors members
- Program Kick-off for YLL positions beginning Oct. 1, 2025, will take place Tuesday, April 10, 2025
- Questions? Contact Chelle Gegax at michelleg@wsba.org

SECTION LEADERS NOON DISCUSSION SERIES

- TODAY! – Member Benefits and Engagement
- Thursday, July 10 – New EC Member Onboarding
Section Leaders and Sections Team staff will share
 - How to connect with new EC members early
 - How to provide helpful and relevant section- and WSBA-specific resources
 - How to set expectations regarding participation and committee roles
 - And more...
- FY2026 – Send us your ideas for topics!

QUESTIONS?

FY 2026 BUDGET PLANNING

Maggie Yu, *Controller*

Shanthi Raghu, *Education Programs Manager*

Carolyn MacGregor, *Sections Program Specialist*



FISCAL YEAR (FY) 2026 BUDGET SCHEDULE

- ▶ **April 14:** Budget materials sent to Section Leaders
- ▶ **May 1:** Budget Process Drop-In Call
- ▶ **May 19:** B&A reviews/approves PMC
- ▶ **June 6:** Sections Leaders submit first draft of budget worksheet and dues change request
- ▶ **June 24:** Sections Team sends review comments to Section Leaders
- ▶ **July 15:** Deadline for Sections to submit final budget worksheet
- ▶ **August 18:** WSBA Budget & Audit (B&A) Committee meeting reviews Section budgets
- ▶ **September 26-27:** WSBA Board of Governors approves budget

DOCUMENTS

- ▶ **Items for Submission:**
 - ▶ FY26 Section Budget Request Worksheet
 - ▶ Request to Change Member Dues
- ▶ **Informational Items:**
 - ▶ Section Membership Dues History
 - ▶ Section Membership Count History
 - ▶ Section Fiscal Policies
 - ▶ FY26 Per-Member-Charge Calculation (est. mid-late May)
 - ▶ Section Split Cover Memo (if applicable)

Most materials distributed on April 14

ITEMS FOR SUBMISSION

1. FY26 Section Budget Request Worksheet

- ▶ Sample request worksheet included in meeting materials
- ▶ Worksheet includes:
 - FY20 – FY24, FY25 (as of February) budget and actual financial information
 - FY 2026 Budget column for Section leaders to input dollar amounts
 - “Section Narrative” column to be filled out by Section explaining the purpose of the funds and any calculations or additional information to support the FY 2026 budget figure

2. Request to Change Member Dues

- ▶ Only needed if planning a change to member dues for 2026

Both items due by June 6, 2025

INFORMATIONAL ITEMS

1. Section Membership Dues History

- Document shows the membership dues for each section for the past 5 years (2021-2025)

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 (2021-2025)

3. Section Fiscal Policies

- Provides information about WSBA's guidelines for section financial activity
- Fund balance guidelines:
 - 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)
 - Sections are discouraged from maintaining fund balances in excess of two years' worth of direct programming expenses and specified purposes
 - Sections are not permitted to propose a deficit fund balance

INFORMATIONAL ITEMS (CONT.)

4. FY26 Per-Member-Charge Calculation

- The FY26 Per-Member Charge is scheduled to be reviewed and approved by the Budget & Audit Committee at their May 19 meeting.

BUDGET PLANNING TIPS

1. Review budget timeline and EC meeting dates to allow for voting on proposed budgets within meetings.
2. Involve chair-elect (if applicable) in the planning to be sure proposed budget allows for new ideas, direction.
3. Provide budget narrative to capture planning rationale and serve as a reference for future years.
4. Allow and account for flexibility in the budget narrative, relative to fund balance. An inflated budget over successive years can obscure actual expense history and confuse future planning.
5. Remember when creating your draft budget that current fund balances do not reflect all FY25 expenses. Consider all FY25 expenditures (complete and remaining) when calculating FY26 estimates.

CLE PLANNING TIPS

- Seminar Splits with CLE are projections only
 - Based on revenues anticipated through end of FY26, and considering programs delivered
- Note your intentions to develop and deliver CLEs (if relevant) in partnership with WSBA CLE
- Most expenses related to CLEs— facilities, basic refreshments and AV – are covered by the program budget.
 - However, the section may want to budget for additional expenses, such as
 - Out of state travel for speakers
 - Honoraria
 - EC registrations to attend a CLE
 - Receptions or luncheons

Please reach out to discuss your plans so we may help determine if and what may fall to the section to budget

Sample Budget Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q		
1	ADD ADDITIONAL REVENUE/EXPENSE LINES IF NEEDED: (see "Accounts" tab for list of accounts)					Washington State Bar Association												
3						SAMPLE SECTION BUDGET												
4																		
5																		
6	Planned number of members in FY2026:				184	Sections Narrative: Enter description of how the budgeted funds will be used.	WSBA Comments	9/30/2026 FY 2026	9/30/2025 FY 2025	9/30/2025 2025	9/30/2024 2024	9/30/2023 2023	9/30/2022 2022	9/30/2021 2021	9/30/2020 2020			
7	Planned FY2026 Dues Rate:				\$25.00			Budget	Budget	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals		
8	Per Member Charge (PMC) - provided by WSBA				\$18.45													
12		40500		INTEREST - INVESTMENTS					172	-	900	111	4	65	147			
13		41805		MINI-CLE REVENUE				10,000	4,400	-	945	2,000	5,000	123	-			
14		41850		SEMINAR SPLITS W/ CLE				3,000										
15		41875		SEMINAR SPLITS W/ OTHERS				4,000	1,000	-	-	-	-	-	-			
16		48200		SECTION DUES REVENUE				3,450	5,000	2,212	2,226	2,242	1,949	3,150	2,010			
17		48225		FISCAL/MEMBERSHIP YEAR ADJUSTM				1,250										
18				TOTAL SECTION DUES REVENUE				4,700										
19																		
20	TOTAL REVENUE:								21,700	10,572	2,212	4,071	4,353	6,953	3,338	2,157		
21																		
22	DIRECT EXPENSES:																	
23																		
24		50165		CONFERENCE CALLS					165	-	-	-	-	70	202			
25		55555		NEW EXPENSE ACCOUNT NEEDED														
26		58125		ANNUAL OR OTHER MEETING EXPENS				5,000	4,000	-	-	-	-	-	-			
27		58150		ATTENDANCE AT BOG MEETINGS					100	-	-	-	-	-	-			
28		58175		AWARDS				1,000										
29		58300		EXECUTIVE COMMITTEE EXPENSES					100	-	126	-	-	-	-			
30		58325		LDSHIP/PROF DEVELOP/RETREATS				8,000	700	-	1,443	486	240	537	-			
31		58350		MEMBERSHIP & RECRUITING EXP					500	-	-	-	-	180	88			
32		58375		NEWSLETTER/PUBLICATION EXPENSE														
33		58400		PER MEMBER CHARGE				2,546	5,500	1,400	1,332	1,408	1,186	1,969	1,294			
34		58415		FISCAL/MEMBERSHIP YEAR ADJUSTM				1,375										
35				TOTAL PER MEMBER CHARGE				3,921										
36		58450		RECEPTION/FORUM EXPENSE				1,000										
37		58500		NEW LAWYER OUTREACH					200	-	-	-	-	-	-			
38		58525		SCHOLARSHIPS/DONATIONS/GRANT					200	-	-	-	-	-	-			
39		58600		SECTION SPECIAL PROJECTS					500	-	-	-	-	-	-			
40		58615		LAW SCHOOL OUTREACH														
41		58620		MINI-CLE EXPENSE				500	112	-	112	112	112	-	-			
42		58625		SEMINAR EXPENSE - SECTIONS				500	100	-	-	-	-	-	-			
43																		
44																		
45	TOTAL DIRECT EXPENSES:						19,921	12,177	1,400	3,013	2,006	1,538	2,756	1,584				
46																		

Sample Budget Worksheet – CLE Table

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ADD ADDITIONAL REVENUE/EXPENSE LINES IF NEEDED: (see "Accounts" tab for list of accounts)					Washington State Bar Association								
3						SAMPLE SECTION BUDGET								
4														
5	ENTER NUMBERS BELOW:													
6	Planned number of members in FY2026:						9/30/2026	9/30/2025	9/30/2025	9/30/2024	9/30/2023	9/30/2022	9/30/2021	9/30/2020
7	Planned FY2026 Dues Rate:						FY 2026	FY 2025	2025	2024	2023	2022	2021	2020
8	Per Member Charge (PMC) - provided by WSBA													
42	58625 SEMINAR EXPENSE - SECTIONS													
43														
44														
45	TOTAL DIRECT EXPENSES:													
46														
47	NET INCOME:													
48	PRIOR YEAR FUND BALANCE:													
49	NEW FUND BALANCE:													
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QUESTIONS/CONTACTS

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

- Sections Team Contacts:
 - Sectionbudgets@wsba.org or call Carolyn at 206-727-8311
- CLE Contact:
 - Shanthi Raghu, Education Programs Manager
 - shanthir@wsba.org
- Finance Team Contacts:
 - Maggie Yu, Controller
 - maggiey@wsba.org
 - 206-727-8281
 - Darshita Patel, Senior Accountant & Budget Analyst
 - darshitap@wsba.org
 - 206-733-5900

PANEL DISCUSSION: MEMBER BENEFITS AND ENGAGEMENT

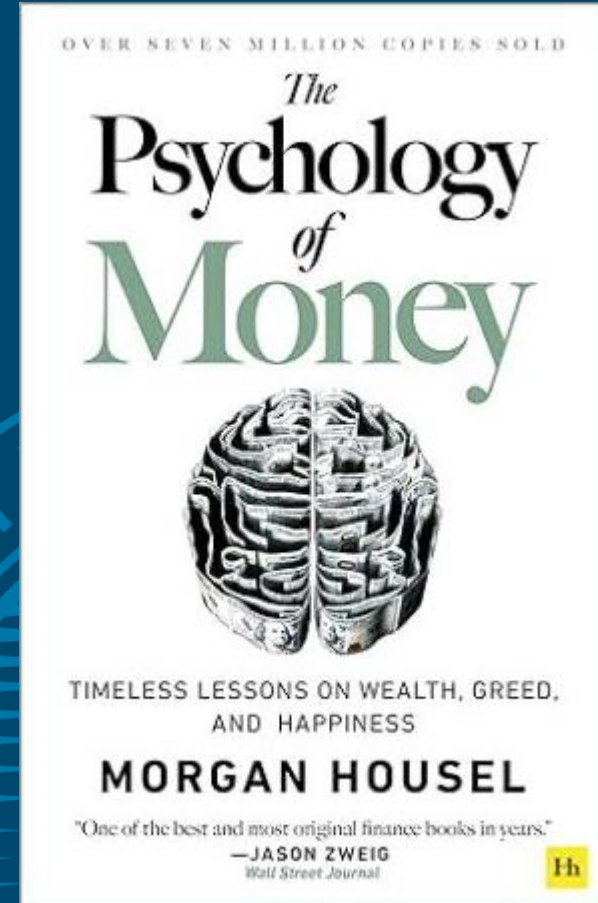
Seth Millstein, *Construction Law Section*
Darren Carnell, *Environmental and Land Use Law Section*
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Tyler O'Brien, *Solo & Small Practice Section*
Jason Harn, *Taxation Section*



DOOR PRIZES!



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CLOSING REMARKS & ADJOURN





Image credit: WSBA Celebrates National Volunteer Week April 18 - 24, 2021

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.

Panel Discussion: Member Benefits and Engagement
2025 Spring Section Leaders Meeting
April 7, 2025

Questions:

What are current obstacles to providing benefits/engaging members?

What are the best options for a section with a more limited fund balance?

What is most important this year to succeed: more members, greater participation at events, busier list serve, sense of community, increasing revenue? Choose benefits to meet these goals.

What are the best options for smaller sections/ECs? Perhaps start with one or two activities/benefits to develop well, then add others one at a time.

WSBA AI Use Policy for External Parties

As Artificial Intelligence (AI) and AI-based tools continue to develop every day and their potential risks and benefits mount, it's crucial that we anchor ourselves to our purpose: to serve the public and members of the Bar, to ensure the integrity of the legal profession, and to champion justice. We acknowledge that external parties may use AI to benefit their work with WSBA and this policy sets out requirements regarding that AI usage. Our responsible AI approach is our commitment to the ethical use of AI and aims to ensure that our AI usage aligns with our mission and values.

External AI Tools During Meetings/Events

- External parties (i.e., vendors, volunteers, meeting attendees) using an AI recording or notetaking tool **must** ask the staff liaison in advance (at the time the meeting is scheduled), so participants have a meaningful opportunity to decide whether to participate.
- **Failure to notify in advance:** If external parties fail to notify the staff liaison in advance, they **must** notify all event participants at the start of the meeting. Notice provided by the AI tool fulfills the notification requirements, i.e., "this meeting is being recorded."
- **Failure to notify:** Failure to provide this notification will result in the meeting's termination (if hosted by WSBA) or termination of WSBA's participation (if hosted by an external party).
- **AI tool as meeting participant:** If the AI tool is a meeting participant requesting entrance to a meeting, the meeting liaison must verify the identity of the individual who enabled the tool and notify all participants to get consent before letting the AI in.
- **No assigned staff liaison:** If no staff liaison is assigned, the external party **must** still notify WSBA invitees of the AI recording in advance, must provide WSBA access to the recording, and WSBA has the right to ask the external party to delete the recording at the external party's end.
 - o Failure to provide this notification or following these steps will result in the termination of WSBA's participation.

Consent on WSBA's behalf: Staff liaisons, on behalf of WSBA, may consent to a meeting being recorded, provided **no** sensitive or confidential WSBA information will be shared and/or discussed. Recording meetings with sensitive or confidential content is **prohibited**.

External AI Generated Content

We acknowledge that external parties may use AI to produce WSBA-business content. External parties should review these considerations to help ensure responsible and ethical AI use.

COMMUNICATION

- External parties need to cite the use of generative AI: reading or viewing AI content without noting its use can be jarring, misleading, and feel inauthentic.
- External presenters who submit potentially copyright materials (*i.e. CLE materials, committee presentation materials, etc.*) **must** disclose AI usage as follows:

WASHINGTON STATE BAR ASSOCIATION

- All images and videos created by any AI system must be attributed to the appropriate Generative AI system.
- If text generated by an AI system is used substantively in a final product, attribution to the relevant AI system is required.
- All attributions should include the name of the AI system used and a HITL (human-in-the-loop) assertion (which should include the person who reviewed and edited the content).

Sample language: *Some material in this publication was generated using [insert AI tool] and was reviewed for accuracy by [insert name].*

CONSIDERATIONS

- BE WARY OF BIASED CONTENT

- Research indicates that algorithms can be biased against some groups, compounding systemic discrimination.
 - We want to ensure that these technologies do not harm vulnerable populations.
 - Think about how racial and ethnic minorities, women, non-binary, people with disabilities, or others could be portrayed or impacted by the content generated with AI assistance.

- ACCURACY

- While AI can rapidly produce clear prose, the information and content might be outdated, inaccurate, or even made up.
 - The user is responsible for verifying that the information is accurate by independently researching claims and content made by the AI tool (look for inaccurate details, including links and references to events or facts).
- There are also reputational and legal risks of relying on incorrect and biased information.
 - Monitor and verify outputs before using them, check sources, and be mindful about when generative AI use is inappropriate.

AI Use for Accommodations

If AI use is needed to accommodate a disability, the external party **must** notify the staff liaison in advance of the meeting. The staff liaison will then work with the Accommodations team to ensure proper measures are in place that also comply with this policy.