WASHINGTON STATE
BAR ASSOCIATION

Washington Young Lawyers Committee

Washington Young Lawyers Committee Orientation | WSBA Office, Seattle
Saturday, October 13, 2018 | 10:00 a.m. – 2:30 p.m.

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WASHINGTON STATE
BAR ASSOCIATION

Washington Young Lawyers Committee

Washington Young Lawyers Committee Meeting | WSBA Office, 1325 Fourth Ave., Ste. 600, Seattle
Saturday, October 13, 2018 | 10:00 a.m. – 2:30 p.m.
Conference call option available: 1-866-577-9294 Passcode: 57240

AGENDA

10:00 a.m.	Welcome	Kim Sandher, Chair
10:15 a.m.	Orientation and Introductions	Kim Sandher, Chair Jordan Couch, Chair-elect Mike Moceri, Immediate Past Chair Julianne Unite, Staff Liaison Sarah Kolpacoff, Public Records Officer
11:30 a.m.	BOG Introduction	Russell Knight, At-Large Young Lawyer Governor
11:45 a.m.	Committee Meeting Starts – Approval of Minutes	Kim Sandher, Chair
11:50 a.m.	BOG Report Out • Iowa YLD/Transparency resolution proposal • BOG At-Large New Lawyer Seat	Jordan Couch, Chair-elect
12:00 p.m.	Break for lunch	
12:15 p.m.	Effective Social Media Use Presentation	Jordan Couch, Chair-elect
1:30 p.m.	Subcommittee Chairs Presentation and Recruitment	Kim Sandher, Chair Andrew Van Winkle, Debt Emily Ann Albrecht, Awards Jordan Couch, ATJ/RRR Ben Hodges, ABA Colin McMahon, Outreach Mike Moceri, Bylaws & Governance
2:30 p.m.	Adjournment	Kim Sandher, Chair

2018 - 2019 WYLC Meeting Schedule

October 13, 2018	Meeting: 10:00 am – 2:30 pm	WSBA Offices, Seattle
December 8, 2018	Meeting: 10:00 am – 2:30 pm	WSBA Offices, Seattle
February 9, 2018	Meeting: 10:00 am – 2:30 pm	WSBA Offices, Seattle
April 13, 2019	Meeting: 10:00 am – 2:30 pm	Tulalip Tribal Court, Tulalip
July 27, 2019	Meeting: 10:00 am – 2:30 pm	Marriott, Richland
September 14, 2019	Meeting: 10:00 am – 2:30 pm	WSBA Offices, Seattle

WSBA MISSION

The Washington State Bar Association's mission is to serve the public and the members of the Bar, to 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.**
- **The ethics, civility, professionalism, and competence 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

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**

GR 12
REGULATION OF THE PRACTICE OF LAW

The Washington Supreme Court has inherent and plenary authority to regulate the practice of law in Washington. The legal profession serves clients, courts, and the public, and has special responsibilities for the quality of justice administered in our legal system. The Court ensures the integrity of the legal profession and protects the public by adopting rules for the regulation of the practice of law and actively supervising persons and entities acting under the Supreme Court's authority.

[Adopted effective September 1, 2017.]

GR 12.2
WASHINGTON STATE BAR ASSOCIATION: PURPOSES, AUTHORIZED ACTIVITIES, AND PROHIBITED ACTIVITIES

In the exercise of its inherent and plenary authority to regulate the practice of law in Washington, the Supreme Court authorizes and supervises the Washington State Bar Association's activities. The Washington State Bar Association carries out the administrative responsibilities and functions expressly delegated to it by this rule and other Supreme Court rules and orders enacted or adopted to regulate the practice of law, including the purposes and authorized activities set forth below.

(a) Purposes: In General. In general, the Washington State Bar Association strives to:

(1) Promote independence of the judiciary and the legal profession.

(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.

(5) Foster collegiality among its members and goodwill between the legal profession and the public.

(6) Promote diversity and equality in the courts and the legal profession.

(7) Administer admission, regulation, and discipline of its members in a manner that protects the public and respects the rights of the applicant or member.

(8) Administer programs of legal education.

(9) Promote understanding of and respect for our legal system and the law.

(10) Operate a well-managed and financially sound association, with a positive work environment for its employees.

(11) Serve as a statewide voice to the public and to the branches of government on matters relating to these purposes and the activities of the association and the legal profession.

(b) Specific Activities Authorized. In pursuit of these purposes, the Washington State Bar Association may:

(1) Sponsor and maintain committees and sections, whose activities further these purposes;

(2) Support the judiciary in maintaining the integrity and fiscal stability of an independent and effective judicial system;

(3) Provide periodic reviews and recommendations concerning court rules and procedures;

(4) Administer examinations and review applicants' character and fitness to practice law;

(5) Inform and advise its members regarding their ethical obligations;

(6) Administer an effective system of discipline of its members, including receiving and investigating complaints of misconduct by legal professionals, taking and recommending appropriate punitive and remedial measures, and diverting less serious misconduct to alternatives outside the formal discipline system;

(7) Maintain a program, pursuant to court rule, requiring members to submit fee disputes to arbitration;

(8) Maintain a program for mediation of disputes between members and others;

(9) Maintain a program for legal professional practice assistance;

(10) Sponsor, conduct, and assist in producing programs and products of continuing legal education;

(11) Maintain a system for accrediting programs of continuing legal education;

(12) Conduct examinations of legal professionals' trust accounts;

(13) Maintain a fund for client protection in accordance with the Admission and Practice Rules;

(14) Maintain a program for the aid and rehabilitation of impaired members;

(15) Disseminate information about the organization's activities, interests, and positions;

(16) Monitor, report on, and advise public officials about matters of interest to the organization and the legal profession;

(17) Maintain a legislative presence to inform members of new and proposed laws and to inform public officials about the organization's positions and concerns;

(18) Encourage public service by members and support programs providing legal services to those in need;

(19) Maintain and foster programs of public information and education about the law and the legal system;

(20) Provide, sponsor, and participate in services to its members;

(21) Hire and retain employees to facilitate and support its mission, purposes, and activities, including in the organization's discretion, authorizing collective bargaining;

(22) Establish the amount of all license, application, investigation, and other related fees, as well as charges for services provided by the Washington State Bar Association, and collect, allocate, invest, and disburse funds so that its mission, purposes, and activities may be effectively and efficiently discharged. The amount of any license fee is subject to review by the Supreme Court for reasonableness and may be modified by order of the Court if the Court determines that it is not reasonable;

(23) Administer Supreme-Court-created boards in accordance with General Rule 12.3.

(c) Activities Not Authorized. The Washington State Bar Association will not:

(1) Take positions on issues concerning the politics or social positions of foreign nations;

(2) Take positions on political or social issues which do not relate to or affect the practice of law or the administration of justice; or

(3) Support or oppose, in an election, candidates for public office.

[Adopted effective July 17, 1987; amended effective December 10, 1993; September 1, 1997; September 1, 2007; September 1, 2013; September 1, 2017.]

GR 12.3
WASHINGTON STATE BAR ASSOCIATION ADMINISTRATION OF SUPREME COURT-CREATED BOARDS AND COMMITTEES

The Supreme Court has delegated to the Washington State Bar Association the authority and responsibility to administer certain boards and committees established by court rule or order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions.

[Adopted effective September 1, 2007; amended effective September 1, 2017.]

GR 12.4
WASHINGTON STATE BAR ASSOCIATION ACCESS TO RECORDS

(a) Policy and Purpose. It is the policy of the Washington State Bar Association to facilitate access to Bar records. A presumption of public access exists for Bar records, but public access to Bar records is not absolute and shall be consistent with reasonable expectations of personal privacy, restrictions in statutes, restrictions in court rules, or as provided in court orders or protective orders issued under court rules. Access shall not unduly burden the business of the Bar.

(b) Scope. This rule governs the right of public access to Bar records. This rule applies to the Washington State Bar Association and its subgroups operated by the Bar including the Board of Governors, committees, task forces, commissions, boards, offices, councils, divisions, sections, and departments. This rule also applies to boards and committees under GR 12.3 administered by the Bar. A person or entity entrusted by the Bar with the storage and maintenance of Bar records is not subject to this rule and may not respond to a request for access to Bar records, absent express written authority from the Bar or separate authority in rule or statute to grant access to the documents.

(c) Definitions.

(1) "Access" means the ability to view or obtain a copy of a Bar record.

(2) "Bar record" means any writing containing information relating to the conduct of any Bar function prepared, owned, used, or retained by the Bar regardless of physical form or characteristics. Bar records include only those records in the possession of the Bar and its staff or stored under Bar ownership and control in facilities or servers. Records solely in the possession of hearing officers, non-Bar staff members of boards, committees, task forces, commissions, sections, councils, or divisions that were prepared by the hearing officers or the members and in their sole possession, including private notes and working papers, are not Bar records and are not subject to public access under this rule. Nothing in this rule requires the Bar to create a record that is not currently in possession of the Bar at the time of the request.

(3) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation in paper, digital, or other format.

(d) Bar Records--Right of Access.

(1) The Bar shall make available for inspection and copying all Bar records, unless the record falls within the specific exemptions of this rule, or any other state statute (including the Public Records Act, chapter 42.56 RCW) or federal statute or rule as they would be applied to a public agency, or is made confidential by the Rules of Professional Conduct, the Rules for Enforcement of Lawyer Conduct, the Admission to Practice Rules and associated regulations, the Rules for Enforcement of Limited Practice Officer Conduct, General Rule 25, court orders or protective orders issued under those rules, or any other state or federal statute or rule. To the extent required to prevent an unreasonable invasion of personal privacy interests or threat to safety or by the above-referenced rules, statutes, or orders, the Bar shall delete identifying details in a manner consistent with those rules, statutes, or orders when it makes available or publishes any Bar record; however, in each case, the justification for the deletion shall be explained in writing.

(2) In addition to exemptions referenced above, the following categories of Bar records are exempt from public access except as may expressly be made public by court rule:

(A) Records of the personnel committee, and personal information in Bar records for employees, appointees, members, or volunteers of the Bar to the extent that disclosure would violate their right to privacy, including home contact information (unless such information is their address of record), Social Security numbers, driver's license numbers, identification or security photographs held in Bar records, and personal data including ethnicity, race, disability status, gender, and sexual orientation. Membership class and status, bar number, dates of admission or licensing, addresses of record, and business telephone numbers, facsimile numbers, and electronic mail addresses (unless there has been a request that electronic mail addresses not be made public) shall not be exempt, provided that any such information shall be exempt if the Executive Director approves the confidentiality of that information for reasons of personal security or other compelling reason, which approval must be reviewed annually.

(B) Specific information and records regarding

(i) internal policies, guidelines, procedures, or techniques, the disclosure of which would reasonably be expected to compromise the conduct of disciplinary or regulatory functions, investigations, or examinations;

(ii) application, investigation, and hearing or proceeding records relating to lawyer, Limited Practice Officer, or Limited License Legal Technician admissions, licensing, or discipline, or that relate to the work of ELC 2.5 hearing officers, the Board of Bar Examiners, the Character and Fitness Board, the Law Clerk

Board, the Limited Practice Board, the MCLE Board, the Limited License Legal Technician Board, the Practice of Law Board, or the Disciplinary Board in conducting investigations, hearings or proceedings; and

(iii) the work of the Judicial Recommendation Committee and the Hearing Officer selection panel, unless such records are expressly categorized as public information by court rule.

(C) Valuable formulae, designs, drawings, computer source code or object code, and research data created or obtained by the Bar.

(D) Information regarding the infrastructure, integrity, and security of computer and telecommunication networks, databases, and systems.

(E) Applications for licensure by the Bar and annual licensing forms and related records, including applications for license fee hardship waivers and any decision or determinations on the hardship waiver applications.

(F) Requests by members for ethics opinions to the extent that they contain information identifying the member or a party to the inquiry.

Information covered by exemptions will be redacted from the specific records sought. Statistical information not descriptive of any readily identifiable person or persons may be disclosed.

(3) Persons Who Are Subjects of Records.

(A) Unless otherwise required or prohibited by law, the Bar has the option to give notice of any records request to any member or third party whose records would be included in the Bar's response.

(B) Any person who is named in a record, or to whom a record specifically pertains, may present information opposing the disclosure to the applicable decision maker.

(C) If the Bar decides to allow access to a requested record, a person who is named in that record, or to whom the records specifically pertains, has a right to initiate review or to participate as a party to any review initiated by a requester. The deadlines that apply to a requester apply as well to a person who is a subject of a record.

(e) Bar Records--Procedures for Access.

(1) General Procedures. The Bar Executive Director shall appoint a Bar staff member to serve as the public records officer to whom all records requests shall be submitted. Records requests must be in writing and delivered to the Bar public records officer, who shall respond to such requests within 30 days of receipt. The Washington State Bar Association must implement this rule and adopt and publish on its website the public records officer's work mailing address, telephone number, fax number, and e-mail address, and the procedures and fee schedules for accepting and responding to records requests by the effective date of this rule. The Bar shall acknowledge receipt of the request within 14 days of receipt, and shall communicate with the requester as necessary to clarify any ambiguities as to the records being requested. Records requests shall not be directed to other Bar staff or to volunteers serving on boards, committees, task forces, commissions, sections, councils, or divisions.

(2) Charging of Fees.

(A) A fee may not be charged to view Bar records.

(B) A fee may be charged for the photocopying or scanning of Bar records according to the fee schedule established by the Bar and published on its web site.

(C) A fee not to exceed $30 per hour may be charged for research services required to fulfill a request taking longer than one hour. The fee shall be assessed from the second hour onward.

(f) Extraordinary Requests Limited by Resource Constraints. If a particular request is of a magnitude or burden on resources that the Bar cannot fully comply within 30 days due to constraints on time, resources, and personnel, the Bar shall communicate this information to the requester along with a good faith estimate of the time needed to complete the Bar's response. The Bar must attempt to reach agreement with the requester as to narrowing the request to a more manageable scope and as to a timeframe for the Bar's response, which may include a schedule of installment responses. If the Bar and requester are unable to reach agreement, the Bar shall respond to the extent practicable, clarify how and why the response differs from the request, and inform the requester that it has completed its response.

(g) Denials. Denials must be in writing and shall identify the applicable exemptions or other bases for denial as well as a written summary of the procedures under which the requesting party may seek further review.

(h) Review of Records Decisions.

(1) Internal Review. A person who objects to a record decision or other action by the Bar's public records officer may request review by the Bar's Executive Director.

(A) A record requester's petition for internal review must be submitted within 90 days of the Bar's public records officer's decision, on such form as the Bar shall designate and make available.

(B) The review proceeding is informal, summary, and on the record.

(C) The review proceeding shall be held within five working days. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date.

(2) External Review. A person who objects to a records review decision by the Bar's Executive Director may request review by the Records Request Appeals Officer (RRAO) for the Bar.

(A) The requesting party's request for review of the Executive Director's decision must be deposited in the mail and postmarked or delivered to the Bar not later than 30 days after the issuance of the decision, and must be on such form as the Bar shall designate and make available.

(B) The review will be informal and summary, but in the sole discretion of the RRAO may include the submission of briefs no more than 20 pages long and of oral arguments no more than 15 minutes long.

(C) Decisions of the RRAO are final unless, within 30 days of the issuance of the decision, a request for discretionary review of the decision is filed with the Supreme Court. If review is granted, review is conducted by the Chief Justice of the Washington Supreme Court or his or her designee in accordance with procedures established by the Supreme Court. A designee of the Chief Justice shall be a current or former elected judge. The review proceeding shall be on the record, without additional briefing or argument unless such is ordered by the Chief Justice or his or her designee.

(D) The RRAO shall be appointed by the Board of Governors. The Bar may reimburse the RRAO for all necessary and reasonable expenses incurred in the completion of these duties, and may provide compensation for the time necessary for these reviews at a level established by the Board of Governors.

(i) Monetary Awards Not Allowed. Attorney fees, costs, civil penalties, or fines may not be awarded under this rule.

(j) Effective Date of Rule.

(1) This rule goes into effect on July 1, 2014, and applies to records that are created on or after that date.

(2) Public access to records that are created before that date are to be analyzed according to other court rules, applicable statutes, and the common law balancing test; the Public Records Act, chapter 42.56 RCW, does not apply to such Bar records, but it may be used for nonbinding guidance.

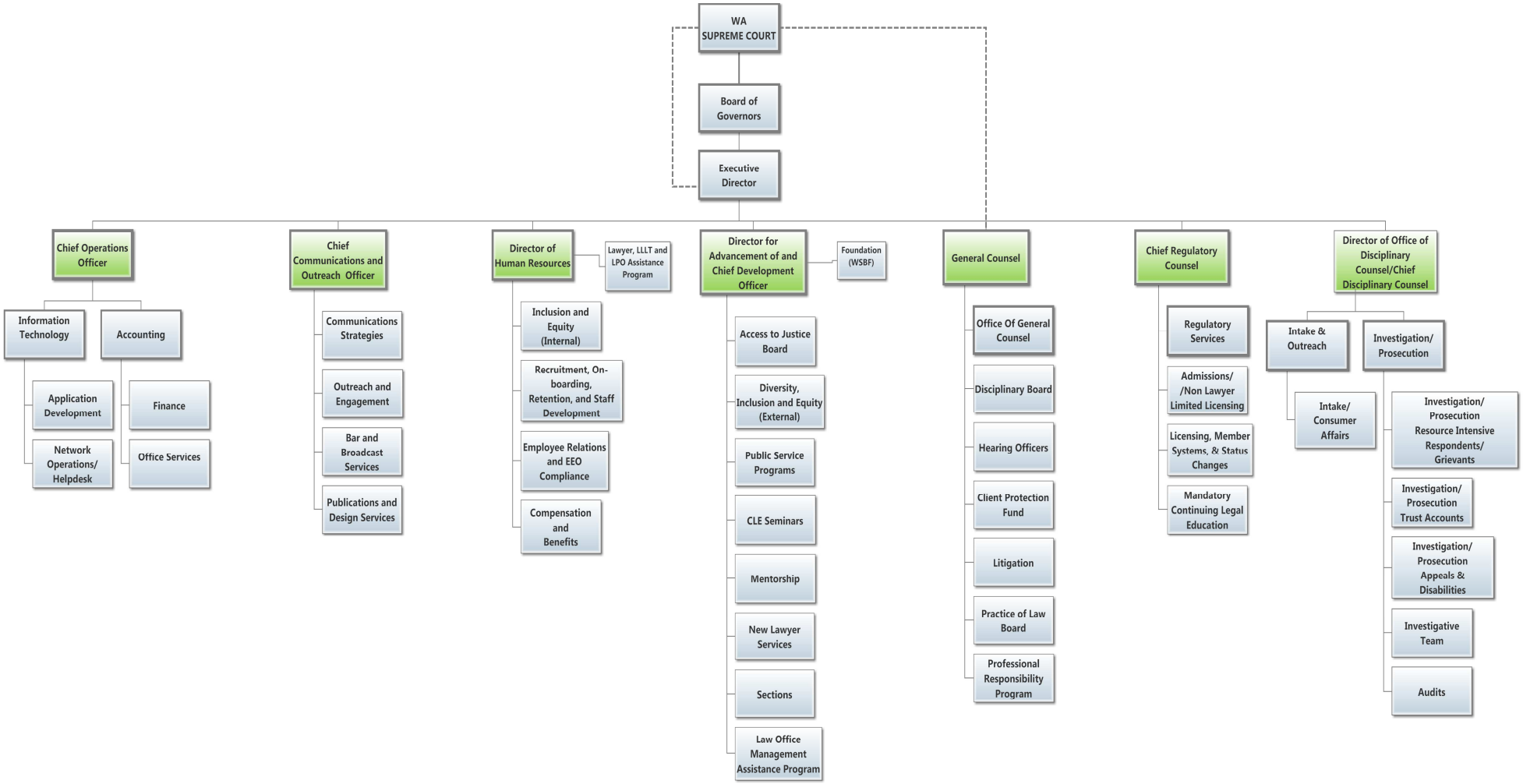
[Adopted effective July 1, 2014; amended effective September 1, 2017.]

GR 12.5
IMMUNITY

All boards, committees, or other entities, and their members and personnel, and all personnel and employees of the Washington State Bar Association, acting on behalf of the Supreme Court under the Admission and Practice Rules, the Rules for Enforcement of Lawyer Conduct, or the disciplinary rules for limited practice officers and limited license legal technicians, shall enjoy quasi-judicial immunity if the Supreme Court would have immunity in performing the same functions.

[Adopted effective January 2, 2008; amended effective September 1, 2017.]

Washington State Bar Association
Functional Organization Chart
August 2017



WASHINGTON SUPREME COURT

REGULATORY FUNCTIONS (administered by WSBA)

Court-Created Boards (*Court-appointed)*
- Access to Justice
- Disciplinary
- Limited License Legal Technician
- Limited Practice
- Mandatory Continuing Legal Education
- Practice of Law

Court-Created Boards *(Board of Governors-appointed)*
- Bar Examiners
- Character and Fitness
- Law Clerk
- Client Protection Fund

Other Discipline-Related Entities
- Hearing Officer List (*Court-appointed*)
- Disciplinary Selection Panel (*Court-appointed*)
- Adjunct Disciplinary Counsel Panel (*Board of Governors-appointed*)
- Disciplinary Advisory Round Table (*joint venture of the WSBA and the Supreme Court*)

BOARD OF GOVERNORS

BOG Committees
- Awards
- Budget & Audit
- Executive
- Legislative
- Nominations
- Personnel
- WSBA Mission Performance & Review

WSBA Foundation 501(c)(3)

WSBA Committees
- Continuing Legal Education
- Court Rules and Procedures
- Diversity*
- Editorial Advisory
- Judicial Recommendation
- Legislative Review
- Pro Bono and Public Service
- Professional Ethics
- Washington Young Lawyers

Other
- Sections (29)
- Council on Public Defense
- Civil Litigation Rules Drafting Task Force
- Mandatory Malpractice Insurance Task Force

** Includes both WSBA and BOG members*

WASHINGTON STATE BAR ASSOCIATION

Entity Chart

WSBA operates under the delegated authority of the Washington Supreme Court to license the state's nearly 40,000 legal professionals

WASHINGTON STATE
BAR ASSOCIATION

Excerpts from the WSBA Bylaws

(as of Oct. 13, 2018)

See WSBA website for complete Bylaws: https://www.wsba.org/about-wsba/who-we-are/WSBA-bylaws

IX. COMMITTEES, COUNCILS, AND OTHER BAR ENTITIES

A. GENERALLY

1. The work of the Bar shall be accomplished by the BOG, the officers, and the Bar staff. To facilitate the work of the Bar in accordance with its purposes as provided in Article I, the BOG may delegate such work to an appropriate Bar entity, such as sections, committees, councils, task forces, or other Bar entity, however that may be designated by the BOG.

2. The work of any Bar entity established by the BOG must:

    a. have a defined scope that requires the active and continuing attention of the BOG;

    b. further the Bar's Guiding Principles and/or the purposes of the Bar outlined in General Rules promulgated by the Supreme Court; and

    c. enhance consideration of a topic that is beyond the time and expertise of the BOG and staff by incorporating expertise and additional viewpoints from the broader community.

3. A list of the current committees, councils, and task forces, and their functions, will be maintained by the Executive Director. The BOG may terminate any recurring committee whenever in its opinion such committee is no longer necessary. Any nonrecurring Bar entity shall automatically terminate pursuant to the terms of its charter or originating document.

4. Governors appointed to serve as BOG liaisons to any Bar entity are not voting members. However, if a Governor is appointed as a member of any Bar entity, then he or she may vote in accordance with the terms of the charter or originating document for that entity.

B. COMMITTEES AND OTHER BAR ENTITIES

1. Committees

Committees are created and authorized by the BOG to study matters relating to the general purposes and business of the Bar which are of a continuous and recurring character. The number, size, and functions of each committee will be determined from time to time by the BOG.

a. Committee members, Chairs, and Vice Chairs must be Active members of the Bar. Exceptions: (a) up to two Emeritus Pro Bono members are permitted to serve on the Pro Bono Legal Aid Committee (PBLAC) and may be appointed to serve as the Chair, Co-Chair, or Vice-Chair of that committee; and (b) faculty of Washington state law schools who are not Active members of the Bar are permitted to serve on the Committee on Professional Ethics (CPE).

b. Committee members are appointed by the BOG. Appointments to committees are for a two-year term unless the BOG determines otherwise. A committee member's service on any committee is limited to two consecutive terms, after which the member cannot be reappointed to that committee for three years, subject to individual exceptions for cause as approved by the BOG. Appointments to the Legislative Committee will be made pursuant to the written BOG policy for that committee.

c. The President-elect will annually select the Chair or Vice Chair of each committee, with the BOG having the authority to accept or reject that selection.

d. In the event of the resignation, death, or removal of the Chair or any committee member, the BOG may appoint a successor to serve for the unexpired term.

2. Other Bar Entities

The BOG may from time to time establish other Bar entities to study matters relating to specific purposes and business of the Bar which are of an immediate and/or non-recurring character. These other Bar entities may be titled as task forces, workgroups, or any other label the BOG may designate.

a. The President will select the persons to be appointed to such other Bar entities, with the BOG having the authority to accept or reject those appointments. The term of appointments will be until the work of the entity has been concluded or until such committee member's successor is appointed.

b. The Chair(s) of any other Bar entity shall be appointed by the President at the time of creation of the entity, with the BOG having the authority

to accept or reject that selection, and will serve for the duration established by the BOG or until replaced.

c. In the event of the resignation, death or removal of the Chair or any other member of the Bar entity, the President may appoint a successor to serve for the unexpired term.

3. General Duties and Responsibilities for Committees and Other Bar Entities

a. Each committee or other Bar entity will carry out various tasks and assignments as requested by the BOG or as the entity may determine to be consistent with its function or its charter or originating document.

b. Each Bar entity must submit an annual report to the Executive Director and submit such other reports as requested by the BOG or Executive Director.

c. These Bar entities are not permitted to issue any report, take a side publicly on any issue being submitted to the voters, pending before the legislature, or otherwise in the public domain, or otherwise communicate in a manner that may be construed as speaking on behalf of the Bar or the BOG without the specific authorization to do so by the BOG. Reports, recommendations, or proposals do not represent the view or action of the Bar unless approved by a vote of the BOG.

d. Bar staff will work with each committee or other Bar entity to prepare and submit an annual budget request as part of the Bar's budget development process. Each committee and other Bar entity must confine its expenditures to the budget and appropriation as approved by the BOG as generally set forth in these Bylaws.

e. Each committee and other Bar entity must prepare and distribute minutes of each meeting if required under Article VII of these Bylaws. The minutes will be distributed to its members and posted on the Bar's website, as soon as is reasonably possible after a meeting. The form of the minutes must comply with Article VII of these Bylaws.

f. The success of any committee or other Bar entity is dependent upon the active participation of its members.

1) Chairs and committee members serve at the pleasure of, and may be removed by, the Board. Neither malfeasance nor misfeasance is required for removal.

2) Any committee member who fails to attend two consecutive regularly called meetings may be removed by the BOG, in the absence of an excuse approved by the Chair.

XII. YOUNG LAWYERS

A. PURPOSE

There will be a member segment within the Bar identified as "Young Lawyers" for the purposes of encouraging the interest and participation of (i) new and young lawyers and law students in the activities of the Bar; and (ii) developing and conducting programs of interest and value to new and young lawyers consistent with the focus areas of public service and pro bono programs, transition to practice, and member outreach and leadership; and (iii) upholding and supporting the Guiding Principles of the Bar.

B. DEFINITION

Active lawyer members of the Bar will be considered Young Lawyers until the last day of December of the year in which the member attains the age of 36 years or until the last day of December of the fifth year after the year in which such member first was admitted to practice as a lawyer in any state, whichever is later.

WSBA

WASHINGTON STATE BAR ASSOCIATION

Boards, Committees, Councils and Panels
Duties of Chairs, Staff Liaisons, and Board of Governors Liaisons

Preamble

The work of the various boards, committees, councils, and panels of the Washington State Bar Association (WSBA) is critical to the ongoing vitality of the organization and profession. In order to help facilitate the work of these bodies, outlined below are the duties for the committee chair, staff liaison, and Board of Governors liaison. Coordination between these three participants is critical to the overall success and functioning of these entities. All are expected to work together as partners, with mutual respect, in pursuit of the committee's goals. (Note: For ease, the term “committee” is used below to refer to boards, committees, councils, and panels.)

Role of the Committee Chair

The function of the committee chair is to guide the committee in its work consistent with the WSBA policies and strategic plan and as outlined by the scope of the work and charge of the committee. The chair must be sufficiently informed to interact knowledgeably with other committee members and WSBA staff.

Responsibilities of the chair include:

- With staff, develop a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
- With staff, become familiar with all aspects of the WSBA, the committee's work, including the committee's purpose, prior work product, and current budget and activities.
- With staff, develop agendas, set meeting dates, and conduct committee meetings.
- Review all materials and attend all meetings. Exercise leadership and communicate clear expectations to committee members about what they are expected to contribute to the work of the committee.
- Move members toward participation and decision making and apply appropriate parliamentary and debate rules to ensure efficient and productive meetings.
- Work with staff to ensure that the work of the committee is carried out between meetings.
- Review draft minutes of committee meetings before their distribution.
- Approve reports on committee activities, including requests to the Board of Governors for action.

- Complete the Diversity Questionnaire and the End of Year Diversity Questionnaire. The chair will return the questionnaires to the Diversity Program Coordinator within the time specified on the documents.
- Work with staff to prepare an annual report of the committee's work.
- Report to the committee on decisions of the Board of Governors that affects the committee's work or activities.
- Where appropriate, guide the committee in proposing programs, products and services that will further the goals and objectives of the WSBA.
- Where appropriate, make policy recommendations to the Board of Governors.
- Pursuant to the WSBA Bylaws, request that the Board of Governors remove members from the committee for non-attendance or for cause:
    - "Chairs and members of committees and task forces serve at the pleasure of, and may be removed by, the Board. Neither malfeasance nor misfeasance is required for removal." (WSBA Bylaws Article IX (B)(3)(g)(1))
    - "Any member who fails to attend two consecutive regularly called meetings of the committee or task force may be removed from the committee or task force by the Board of Governors, in the absence of an excuse approved by the Chair of the committee or task force." (WSBA Bylaws Article IX (B)(3)(g)(2))

Role of the Committee Staff Liaison

Effective staff liaisons are essential to the committee and WSBA's overall success. A staff liaison is a key resource to the assigned committee, not simply a recording secretary. The liaison facilitates committee operations by acting as the information conduit between the committee, the Board of Governors and the WSBA organization and also assists the chair with planning and administrative responsibilities.

Note: Too large of a staff role reduces the value of the committee and motivation of volunteers. Too small a role often results in the committee drifting aimlessly and operating inefficiently.

Responsibilities of the staff liaison include:

- Be familiar with all aspects of the committee's work, including the committee's purpose, prior work product, and current budget and activities.
- Work with the chair to ensure that committee work is consistent with the WSBA's goals and objectives.
- Conduct ongoing general assessment of how the committee and its work fit with other projects being undertaken by WSBA and legal or community organizations.
- Understand and advise the committee about:
    - the WSBA and its strategic direction;
    - relevant policies, procedures, rules, and organizational activities, including restrictions imposed by General Rule 12;
    - the financial planning process and related deadlines; and
    - lobby law compliance, if applicable.
- Maintain records and relevant information on committee work.

- Be an active participant at meetings, engaged in discussion, answering questions, offering suggestions, and giving perspective. A liaison anticipates the committee's informational needs and coordinates with the chair the appropriate staff and volunteer input before discussion and decision making. While the staff liaison does not make policy decisions for the committee, the staff liaison should inform the policy or policies being developed.
- Provide financial planning and budgeting support and guidance.
- Anticipate and provide administrative support.
- Support the WSBA's decisions, even when they may not support the committee's needs or preferences.
- Seek guidance from his or her director/manager or other appropriate resources when information beyond the liaison's expertise is required.

Finance, budgeting, and other planning duties:

- Assist the chair in preparing the committee's financial and program/project planning documents, including an annual budget and an annual report.
- Along with the chair, manage the committee's budget, proactively report appropriate financial information; review monthly financial statements and report financial/budget concerns to his or her supervisor and follows up until the matter is resolved.
- Explain to committee members expense reimbursement policies and procedures and ensure they are being followed.

Resource and administrative support duties:

- Make early contact with the chair to discuss a meeting schedule for the year, taking into consideration deadlines for financial and other planning activities as well as committee projects and reports. The liaison reviews with chairs, particularly new chairs, the committee's charge and goals for the year; ongoing committee projects and programs; the committee's budget and other relevant background; and the need for new committee member orientation.
- Contact the Board of Governors liaison at the beginning of the year to answer any questions about the committee's work in the upcoming year and provide any other information requested.
- Coordinate meetings, including scheduling meeting rooms, arranging for refreshments and technical needs, taking into consideration the committee's budget.
- Work with the chair to develop and distribute agendas, meeting notices, minutes, financial and other planning documents, and other appropriate communications.
- Take minutes at meetings and promptly transcribe them for the chair's review.
    - Minutes should capture the flavor of the discussion and debate by the committee, but should not necessarily be a *verbatim* account of the meeting. All motions and votes should be recorded in the minutes. A report of those committee members present and those absent with an excuse and those absent without an excuse shall be included.
- Coordinate and/or distribute committee reports or other information to committee members, the Board of Governors liaison, and other appropriate sources relevant to the committee work, including staff, committees, sections, and divisions.
- Anticipate and coordinate the timely production of the committee's communications, marketing, research, and other needs with appropriate staff (for example: event promotion, mailings, newsletter production, etc.).

- Assist in the committee appointment process, including the recruitment of members to fill vacancies, bringing diversity to the committee's work.
- Ensure that the committee's content on the WSBA website is current, accurate, and consistent with WSBA external relations norms.
- Coordinate committee email lists, ensuring that participant list is current and policies and rules are distributed as appropriate.

Additional comments:

- Generally committee members draft committee major reports and other work product, unless staff has extraordinary expertise on the issue or activity.
- Only the Executive Director may enter into any legal contract or approve the engagement of consultants and professional service providers.
- Staff does not participate in the committee's vote unless otherwise stated in WSBA policy.

Role of the Board of Governors (BOG) Liaison

Each member of the Board of Governors is annually appointed to serve as liaison between the Board of Governors and one or more sections or committees.

General Purpose:

The function of the Board of Governors liaison is to assist the operation of the particular committee by acting as an information conduit between the committee and the Board of Governors. The Board of Governors liaison is responsible for communicating developments in the Board of Governors to the particular committee and vice versa. The Board of Governors liaison does not participate in the committee’s votes unless otherwise stated in WSBA policy.

Specific Duties:

- Attend meetings of the committee.
- Report to the Board of Governors any significant or interesting activities of committees.
- Assist the committee in remaining vital and active within its assigned scope or endeavor.
- Coordinate with the committee chair and staff liaison in bringing relevant developments in the Washington State Bar Association to the attention of the committee and communicating relevant developments within the committee to the Board of Governors as well as other concerned divisions, sections or committees.
- Assist the committee in reporting to the Officers when the committee has fulfilled its designated purpose and is no longer necessary.
- Coordinate with the chair and staff liaison to assist the committee in bringing action or informational items before the Board of Governors.
- Coordinate with staff liaison to call to the committee’s attention any WSBA policies that may affect the committee’s activities or work schedule.

Washington State Bar Association
Board of Governors

Committees and Boards Policy

(Effective with 1993-94 Committee Appointments)
(Amended July 19, 1996; Amended March 28, 1997; Amended February 13, 1999, Amended May 19, 2000, Amended January 19, 2002, Amended October 2002, Amended April 2003, Amended February 2004, Amended March 11, 2005, Amended January 2012, Amended September 2012, Amended January 2013, Amended July 2013, Amended September 2015)

1. **Diversity:** To further the WSBA policy of advancing and promoting diversity, equality, and cultural understanding, the Board of Governors shall take into consideration the makeup of a committee or board in terms of diversity when considering appointments to it. (Committee Membership Selection Advisory Policy.) To assist the Board in fulfilling this policy, all applicants and appointees to committees and boards will be required to complete the Committee/Board/Panel Application Form. This form shall, on a voluntary basis, solicit information including, but not limited to, the person's ethnicity, gender, sexual orientation, disability status, area of practice, years of practice, employer, and number of lawyers in law firm.

2. **Size of Committees and Boards**:

   a) Committees:
   - Amicus Curiae Brief Committee: 14
   - Committee on Professional Ethics: 9
   - Continuing Legal Education Committee: 18
   - Court Rules and Procedures Committee: 28
   - Editorial Advisory Committee: 14
   - Judicial Recommendation Committee: 22
   - Legislative Committee: 33
   - Pro Bono and Public Service Committee: 18
   - Professionalism Committee: 18
   - Washington Young Lawyers Committee: 18
   - WSBA Diversity Committee: 18

   b) Boards:
   - Board of Bar Examiners: 50 maximum
   - Character and Fitness Board: 10 lawyers minimum (at least one from each district) and 3 non-lawyers (APR 20(a))
   - Law Clerk Board: 9 lawyers
   - Lawyers' Fund for Client Protection Board: 11 lawyers and 2 non-lawyers (APR 15(3)(a))

3. **Membership Requirements**: All members of WSBA committees and boards must be active members of the WSBA, with the following exceptions: (a) Up to two Emeritus/Pro Bono members are permitted to serve on the Pro Bono and Public Service Committee and may be appointed to serve as the Chair, Co-Chair or Vice-Chair. (WSBA Bylaws IX.B.1.a.) (b) Members of the Character and Fitness Board must have been members of the WSBA for seven years before their term begins. (APR20(b), ELC2.3(b)(2).) (c) Members of the Washington Young Lawyers Committee must meet the WSBA young lawyer criteria on the start date of their term (WSBA Bylaws XIIB). (d) Faculty of Washington state law schools who are not active members of the WSBA are permitted to serve on the Committee on Professional Ethics (WSBA Bylaws IX.B.1.a.) No WSBA staff member will be appointed to serve as a WSBA committee or board member. (e) The WSBA Diversity Committee includes both general WSBA members and members of the Board of Governors.

4. **Selection of Members:** Nominations for open positions on each standing committee and board will be made by a nomination team comprising the chair, vice-chair or chair-elect, staff liaison and BOG liaison, in consultation with WSBA diversity and inclusion staff. In addition, each district-based BOG member may nominate one applicant from his or her district to any committee or board that does not have a continuing member from that district. At large BOG members may, as a group, nominate one applicant to each committee or board. If this process results in more nominations than there are open positions on a committee or board, nominations from BOG members will take priority over nominations from the nomination teams. If nominations from BOG members alone exceed the number of open positions, the nomination teams will make recommendations to the BOG as a whole. Exceptions: The Judicial Recommendation Committee, Washington Young Lawyers Committee, Legislative Committee and Committee on Professional Ethics have unique member selection procedures which are described in separate policy documents. The nomination teams will make recommendations for non-lawyer appointments, as these nominations are made by the BOG as a whole and forwarded to the Supreme Court for appointment. (APR 20(a), ELC 2.3(b)(1).) The Board of Governors will make most committee and board appointments (and nominations of non-lawyers to the two boards cited above) at the July Board of Governors meeting. At the same time, the Board of Governors will approve a list of alternate appointees for each committee and board. The alternate lists will be effective for one year. If any committee or board member positions remain open after the July Board of Governors meeting, they will be filled as soon as possible.

5. **Definition of Membership:** Although WSBA committees operate under an "open meeting" policy that allows any member of the WSBA or public to attend a meeting (See (12) below), in order to be recognized as a member of a committee or board an individual must be appointed to the committee or board.

6. **Selection of Chair and Vice-Chair:** The President-elect shall nominate committee and board Chairs, Co-Chairs, and Vice-Chairs for appointment by the Board of Governors for the year in which the President-elect will serve as President. (WSBA Bylaws, IX.B.1.c.) Committee chairs are generally limited to a single year term, except in unusual circumstances, in which they may be appointed for an additional year. If an individual is appointed as committee Chair but is not a new or returning member of the committee, he or she will also be appointed as a member for one year, which may temporarily increase the size of the committee. Exception: The Washington Young Lawyers Committee has a member position set aside for leadership described in a separate policy document. Note: The WSBA Diversity Committee has two co-chairs, one drawn from the general membership and one drawn from the Board of Governors.

   The President-elect shall commit to diversity in nominating Chairs, Co-Chairs and Vice-Chairs, taking into consideration the makeup of a committee or board and the potential impact of appointing a particular individual as Chair.

7. **Expenses:** Committee and board member expenses shall be reimbursed in accordance with the WSBA Expense Reimbursement Policy as adopted by the Board of Governors. Reimbursement of travel expenses for out-of-state committee or board members to attend committee or board meetings is limited to the approximate cost of in-state travel. Participation in meetings by telephone conference call or videoconferencing is encouraged when possible because it saves significant travel time and expense.

8. **Terms:** Except as indicated below, committee appointments shall be for 2-year terms. A member's service on any committee shall be limited to two consecutive terms, after which the member cannot be reappointed to that committee for three years, subject to individual exceptions as approved by the Board of Governors. Appointments to the WSBA Legislative Committee shall be made pursuant to the written Board of Governors policy for that committee. (WSBA Bylaws, IX.B.1.b.)

   The following committees and boards shall have more than a 2-year term:
   - Board of Bar Examiners: 4 years, no limit on number of terms (subject to Chair approval and completion of mandatory training)
   - Character and Fitness Board: 3 years (APR 20(i)) (one-term limit)
   - Committee on Professional Ethics: 3 years (two-term limit)
   - Continuing Legal Education Committee: 3 years
   - Judicial Recommendation Committee: 3 years (JRC Guidelines I(A)(1))
   - Law Clerk Board: 3 years (two-term limit)
   - Lawyers' Fund for Client Protection Board: 3 years, no limit on number of terms (APR 15)
   - Washington Young Lawyers Committee: 3 years

9. **Recommendations for Discipline-System Appointments:** Under ELC 2.2(c), a former WSBA officer, WSBA executive director, or Board of Governors member may not serve as a hearing officer, Disciplinary Board member, or Conflicts Review Officer until three years have expired after the former officer or member's departure from office. To ensure the proper implementation of the policy underlying ELC 2.2(c), the Board of Governors shall not recommend a former WSBA officer, WSBA Executive Director, or Board of Governors member for appointment as a hearing officer, Disciplinary Board member, or Conflicts Review Officer sooner than two years following such an individual's departure from office.

10. **Vacancies and Removal:** In the event of the resignation, death or removal of the Chair of a committee, the Board of Governors may appoint a successor to serve for the unexpired term. (WSBA Bylaws, IX.B.1.d.) In the event of the resignation, death or removal of a member of a committee or board, the nomination team may appoint a replacement from the alternate list that has been pre-approved by the Board of Governors. If there is no candidate on the alternate list that meets the committee's or board's needs, the nomination team may recruit a new applicant to be appointed by the Board of Governors.

   Any member who fails to attend two consecutive regularly called meetings of the committee may be removed by the Board of Governors, in the absence of an excuse approved by the Chair of the committee or board. (WSBA Bylaws, IX.B.3.g.2.)

11. **Notice of Vacancies:** The annual Committee/Board/Panel application form will be available in myWSBA and on the WSBA website starting in early January, and publicized via *NWLawyer* and broadcast email. Notice of non-lawyer committee and board openings also will be sent to non-lawyer organizations each winter. Mid-year vacancies will be publicized only if suitable applicants cannot be identified from the existing applicant pool.

12. **Exceptions:** These policies as a whole do not apply to the following entities, although individual provisions may apply: (a) WSBA panels; (b) The Supreme Court-created boards administered by the WSBA; (c) The Council on Public Defense; (d) discipline-system appointments, except as addressed in item (9); (e) WSBA state bar delegates to the ABA House of Delegates who are eligible for reappointment to three consecutive two-year terms; (f) Boards or commissions or other outside organizations to which the WSBA nominates or appoints members or representatives.

13. **Open Meetings:** The WSBA is committed to conducting the regular and special meetings of the WSBA, its Board of Governors, and its divisions, committees, boards, task forces, and sections in an open and public manner. Through such openness, the WSBA intends to make information available to the people of Washington that will allow them to become informed about matters regarding the provision of legal services and other matters falling under the WSBA's authority. Exceptions to the "open meeting" policy are stated in court rules and regulations and the WSBA Bylaws. (WSBA Bylaws, VII.B.) Meetings and materials related to boards generally are governed by court rules and regulations that in many cases require confidentiality of all or parts of the meetings and all or parts of the board materials.

OPEN MEETINGS OVERVIEW FOR COMMITTEES AND BOARDS

OVERVIEW

This document is meant to provide just a brief overview of WSBA's open meetings requirements for volunteers who serve on committees and boards. For more information, please see WSBA's Bylaws and any court rules or other requirements that apply specifically to your committee or board.

There is a presumption that all WSBA meetings are open and public and that anyone can attend – i.e., meetings must be public unless a specific exemption to the Open Meetings Policy, WSBA Bylaws VII(B), allows or requires a meeting to be nonpublic. Exemptions can be found in the Policy itself and in court rules and regulations.

- Note: the state Open Public Meetings Act, RCW 42.30, does not apply to WSBA meetings.

WHAT DOES IT MEAN FOR MEETINGS TO BE "OPEN" AND "PUBLIC"?

If a meeting is open and public, that means that <u>all</u> persons are permitted to attend, whether they are on the committee or board or not, and even whether they are a WSBA member or not. Meeting schedules are published on WSBA's website to keep both WSBA members and the public informed about upcoming meetings. Members of the public who wish to attend WSBA meetings are not required to register their names or other information, or to complete a questionnaire or otherwise answer why they wish to attend.

If a meeting is open and public, this also means that minutes must be promptly recorded and open to public inspection upon request. Minutes from committee and board meetings are generally published on WSBA's website after they are adopted. The Bylaws define minimum requirements for the contents of minutes and clarify that sub-entities (for example, subcommittees) are not required to record minutes unless they are specifically delegated the authority to take final action on behalf of the entity.

The Bylaws require a quorum to be present at time any vote is taken. Voting during meetings required to be open and public may not be done by secret ballot (unless otherwise provided in the Bylaws).

The requirement that a meeting be open and public does not preclude the meeting from being conducted by electronic means, however. The Bylaws clarify that "electronic means" in this context means videoconference and/or teleconference (not email).

WHAT MEETINGS ARE NOT REQUIRED TO BE OPEN AND PUBLIC?

The Bylaws provide that the following meetings are exempted from the Open Meetings Policy:

- Duly designated executive sessions
- Meetings excluded by other provisions of the Bylaws
- Meetings of the BOG Personnel and Awards Committees
- The Judicial Recommendation Committee
- Matters regulated by the Rules for Enforcement of Lawyer Conduct (e.g., Disciplinary Board meetings)
- Matters regulated by the Admission and Practice Rules (e.g., Board of Bar Examiners meetings)
- Matters regulated by the Rules for Enforcement of Conduct of Limited Practice Officers
- Matters regulated by the Rules for Enforcement of Limited License Legal Technician Conduct

Please note, however, that many boards have court rules and regulations that apply specifically to them. These court rules may address what matters are public and what matters are confidential. Board members should familiarize themselves with these rules. The following are a few examples, but the list may not be comprehensive:

- Appendix APR 11, Reg. 111 (MCLE Board)
- APR 15 Procedural Rules; Rule 13 (Lawyers Fund for Client Protection)
- APR 20.2; APR 24.3(f) (Character and Fitness Board)
- GR 25(f); Appendix GR 25, Reg. 3 (Practice of Law Board)

HANDLING DISRUPTIVE INDIVIDUALS

While members of the public have a right to attend meetings, you can and should ask them to leave if they are being disruptive. If that does not resolve the problem, the Bylaws provide that if a meeting is interrupted by a person or group of persons to the extent that it is not feasible to conduct the meeting in an orderly manner, and if order cannot be restored by the removal of those individuals, then whoever is presiding over the meeting can order the room cleared and (1) continue in closed session; or (2) adjourn the meeting and reconvene at another location selected by majority vote of the members of the governing body.

If this remedy is invoked, then final action may be taken only on matters appearing on the agenda. Additionally, members of the media (except those participating in the disturbance) must be allowed to attend the closed session.

"BAR RECORDS" OVERVIEW FOR COMMITTEES AND BOARDS

OVERVIEW

This document is meant to provide just a brief overview of WSBA's public records obligations. For more information, please see our website and General Rule (GR) 12.4.

There is a presumption of public access to Bar records – i.e., Bar records must be disclosed upon request unless they are specifically exempt from disclosure.

As of July 1, 2014, the public right of access to Bar records is governed by GR 12.4. Prior to that, it was governed by WSBA's bylaws, and the bylaws still apply to older records.

- Note: the state Public Records Act, RCW 42.56, which is what most people are familiar with, does not apply to Bar records (other than its exemptions from disclosure, which do apply).
- Therefore, the Public Records Act's deadlines for compliance, and its provisions for litigating public records disputes (with the potential for penalties, costs, and attorneys' fees), do not apply to the WSBA. Instead, as described below, WSBA has its own set of requirements for responding to records requests, and its own set of procedures for resolving disputes over public records, which were adopted by the Washington Supreme Court.

WHAT RECORDS ARE COVERED?

"**Bar record**" is defined broadly to mean "**any writing** containing information relating to the conduct of any Bar function prepared, owned, used, or retained by the Bar regardless of physical form or characteristics. Bar records include only those records in the possession of the WSBA and its staff or stored under Bar ownership and control in facilities or servers." "**Writing**" means "handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation in paper, digital or other format."

"Bar records" do not include, however, records "solely in the possession of hearing officers, non-Bar staff members of boards, committees, task forces, commissions, sections, councils, or divisions that were prepared by the hearing officers or the members and in their sole possession, including private notes and working papers." Furthermore, WSBA is not required to create a record not currently in its possession at the time a request is made.

Therefore, volunteers on WSBA boards and committees should assume that all written communication with WSBA staff (including emails), and any records they give to or store with WSBA, may be considered "Bar records" and potentially subject to disclosure. However, their own personal records relating to their dealings with the WSBA, if those records remain solely in their possession, are not.

WHAT RECORDS ARE EXEMPT?

Just because a record is a "Bar record," however, does not automatically mean that it is subject to disclosure. It may still be exempt, in which case WSBA generally would not produce it in response to a request.

Given the disciplinary function performed by WSBA and the high level of public interest in those matters, the exemption most frequently at issue in requests for Bar records is the exemption for records that are made confidential by the Rules for Enforcement of Lawyer Conduct (ELC). There are many others, however. GR 12.4 lists many specific exemptions, and also incorporates by reference exemptions and confidentiality provisions in, among others, the Rules of Professional Conduct (RPC), the Admission to Practice Rules (APR), various General Rules and, as noted above, the state Public Records Act. The state Public Records Act alone contains more than 300 exemptions. For more information on Public Records Act exemptions, the Municipal Research Services Corporation (MRSC) website, http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Public-Records-Act.aspx , is a good resource.

PROCEDURE WHEN WSBA RECEIVES A REQUEST FOR PUBLIC BAR RECORDS

Requests for public Bar records are made to WSBA's designated Public Records Officer (PRO). The PRO works with the requester to clarify the scope of the request as needed, and coordinates WSBA's response to the request.

WSBA has the option to notify individuals if they are the subject of records that have been requested. WSBA will generally do so in situations where the records are sensitive or such that a reasonable person might object to their disclosure. Upon notification, the subject of the records has the right to provide information to the PRO for the PRO to consider in determining whether the records must be disclosed, and has the right to participate in further review of the PRO's decision as described below.

If a requester objects to the PRO's response to a request, he or she can request review by WSBA's Executive Director, Paula Littlewood. If the requester objects to the Executive

Director's decision, he or she can request review by the Records Request Appeals Officer (RRAO), a volunteer position established by GR 12.4. If the requester objects to the RRAO's decision, he or she can seek discretionary review by the Washington Supreme Court.

ADVICE FOR VOLUNTEERS SERVING ON BOARDS AND COMMITTEES

- Assume that all written communication with WSBA staff will be subject to disclosure if requested.
- For email correspondence with WSBA staff, use the email account that is your email address of record with WSBA, not a personal email address that you would like to remain private. An even better practice would be to open a separate email account for correspondence to and from the WSBA. Don't include other personal contact information, such as personal cell phone or home telephone numbers.
- For volunteers who work at state agencies or municipalities subject to the Public Records Act, be aware that your work with WSBA may cause public records requests to be made to your place of employment. Your agency's public records officer may not be familiar with all of the confidentiality provisions and other exemptions that attach to Bar records. Therefore, the best practice would be to not use your public agency work email address for your board or committee work; instead, open a separate email account as suggested above.
- Keep your personal working papers regarding your Bar activities in your own possession.
- Individuals seeking access to Bar records should not make records requests to you. However, in the unlikely event that someone contacts you and requests records relating to the work of your board or committee, please simply respond as follows:

> To request Bar records, please send your request to WSBA's public records officer at PublicRecords@wsba.org. Under Washington General Rule 12.4(e)(1), requests must be made in writing to WSBA's public records officer, and may not be made to other Bar staff or to volunteers serving on boards, committees, task forces, commissions, sections, councils, or divisions.

To ensure consistency in how requests are made and received, please do not offer anything further to the requester, such as offering to forward their request to the WSBA or to have someone at the WSBA get back to them.

BOARD OF GOVERNORS

WSBA VALUES

Through a collaborative process, the WSBA Board of Governors and Staff have identified these core values that shall be considered by the Board, Staff, and WSBA volunteers (collectively, the "WSBA Community") in all that we do.

To serve the public and our members and to promote justice, the WSBA Community values the following:

- Trust and respect between and among Board, Staff, Volunteers, Members, and the public
- Open and effective communication
- Individual responsibility, initiative, and creativity
- Teamwork and cooperation
- Ethical and moral principles
- Quality customer-service, with member and public focus
- Confidentiality, where required
- Diversity and inclusion
- Organizational history, knowledge, and context
- Open exchanges of information

BOARD OF GOVERNORS

GUIDING COMMUNICATION PRINCIPLES

In each communication, I will assume the good intent of my fellow colleagues; earnestly and actively listen; encourage the expression of and seek to affirm the value of their differing perspectives, even where I may disagree; share my ideas and thoughts with compassion, clarity, and where appropriate confidentiality; and commit myself to the unwavering recognition, appreciation, and celebration of the humanity, skills, and talents that each of my fellow colleagues bring in the spirt and effort to work for the mission of the WSBA. Therefore, I commit myself to operating with the following norms:

- I will treat each person with courtesy and respect, valuing each individual.
- I will strive to be nonjudgmental, open-minded, and receptive to the ideas of others.
- I will assume the good intent of others.
- I will speak in ways that encourage others to speak.
- I will respect others' time, workload, and priorities.
- I will aspire to be honest and open in all communications.
- I will aim for clarity; be complete, yet concise.
- I will practice "active" listening and ask questions if I don't understand.
- I will use the appropriate communication method (face-to-face, email, phone, voicemail) for the message and situation.
- When dealing with material of a sensitive or confidential nature, I will seek and confirm that there is mutual agreement to the ground rules of confidentiality at the outset of the communication.
- I will avoid triangulation and go directly to the person with whom I need to communicate. (If there is a problem, I will go to the source for resolution rather than discussing it with or complaining to others.)
- I will focus on reaching understanding and finding solutions to problems.
- I will be mindful of information that affects, or might be of interest or value to, others, and pass it along; err on the side of over-communication.
- I will maintain a sense of perspective and respectful humor.

WSBA

BOARD OF GOVERNORS

CONFLICT RESOLUTION – PRACTICES & POLICY

(adopted January 28, 2016)

Guided by the goal to preserve, protect, and foster positive and effective working relationships between the Board of Governors and the WSBA Executive Team and Staff, the following principles and guidelines shall be used to guide the resolution of conflict between board members or between board and staff members:

1) A Board Member shall always be mindful that their position carries with it certain powers, influence, and authority that must be exercised fairly, wisely, respectfully, and with restraint. Accordingly, a Board Member when interacting with all members of WSBA staff, shall not misuse or abuse their authority or position by placing unreasonable or inappropriate demands upon staff members.

2) A Board Member shall strive to maintain an atmosphere of mutual respect and trust in all communications and dialogue with staff, using appropriate channels regarding requests for special assistance regarding Board agenda matters, or inquiries from WSBA members in a Board Member's district.

3) In the event a problem or conflict arises between Board Members or between a Board Member and Staff Member, the involved parties shall strive to resolve the matter by first attempting to discuss the matter with one another in person, or by phone. If a Board or Staff Member feels uncomfortable attempting to resolve the conflict directly he/she may seek support or assistance from the Executive Director, Human Resources Director, or President. The involved parties shall pursue a one-on-one resolution, always taking the high road, and in a climate of mutual respect, trust, candor and humility while recognizing potential power dynamics that might impact the communication and ability to enter into a discussion directly.

4) Should the problem, conflict, or misunderstanding not prove resolvable, the Board Member and/or Staff Member shall apprise the Executive Director and President, with the full knowledge of both parties, and seek to have the matter further addressed and resolved by the ED, President, and any other appropriate participants. The Staff member and Board Member should both be afforded full and equal opportunity to participate and express their views in order to reach agreement and reconciliation.

5) All parties involved in seeking and bringing about a resolution should strive to be understanding, respectful, forgiving, and working to improve one’s communications in the interest of doing what is in the best interests of the Board, Staff, and the WSBA as a whole.

Note: This policy is intended to supplement not replace the current Problem Resolution Policy in the WSBA Employee Handbook (D-5).

WASHINGTON STATE
BAR ASSOCIATION

EXPENSE POLICIES

March 8, 2018

Chapter 6: Expenses *(updated and approved by the Board of Governors on July 23, 2016)*

I. GENERAL EXPENSE REIMBURSEMENT POLICY

WSBA depends upon and values the time and talent of its employees and volunteers. As a steward of member funds, WSBA asks for employees and volunteers to help save costs. **WSBA will reimburse: (1) reasonable, (2) necessary, and (3) appropriately documented, out-of-pocket expenses incurred in connection with WSBA business or meetings, as set forth herein.**

A. Scope

This policy applies to all employees and volunteers while engaged in authorized WSBA work, including, but not limited to: the President, President-elect, and Immediate Past-President; Board of Governors; Board of Governors-elect; board, committee, task force, council, and panel members; section officers, executive committees and members; and invited guests. Any items not included herein deemed necessary to conduct the WSBA's business, or that deviate from these policies due to extenuating circumstances, may be approved by the WSBA Treasurer or the Executive Director in accordance with the WSBA Fiscal Matrix.

B. Liability

The financial liability of the WSBA to any board, committee, task force, council, panel or section is limited to the funds budgeted for it in the current approved budget of the WSBA. If any volunteer, board, committee, task force, council, panel or section (or any one of its members): (1) incurs a liability that is greater than the funds budgeted or otherwise approved; or (2) incurs a liability in excess or outside of the amounts allowed by this policy, such liability may be the personal obligation of the individual responsible for incurring or authorizing the liability.

C. Policy Exceptions

- WSBA ABA Delegate expenses shall be reimbursed up to a fixed amount set each year during the budget process.

- Certain expenses of WSBA Officers, Board of Governors, and the Executive Director shall be reimbursed in accordance with "IV. Expense Policies: WSBA Officers and Board of Governors" and Section "V. Expense Policies: WSBA Executive Director", *infra.*

- Section executive committees may use their discretion: (a) to use section funds to cover group meal expenses for one guest per section member attendee at section events open to all section members, at executive committee retreats, and at speaker or award dinners; and (b) to pay or reimburse a speaker or award recipient and guest for travel, meals, and lodging in accordance with WSBA expense policies.

D. General Guidelines for Reimbursement Requests

1. WSBA will not reimburse expenses that are reimbursed from another source.

2. WSBA will not reimburse expenses incurred by spouses, domestic partners or guests (hereafter collectively referred to as “guest” or “guests”, except as identified in Section I.C above. However, WSBA will reimburse for double accommodation (as compared to a single).

3. In accordance with IRS requirements, any person seeking reimbursement from WSBA shall submit a signed, dated WSBA Expense Report, supported by detailed receipts. In the absence of a detailed receipt, up to $75 may be reimbursed for an expense by completing an Expense Affidavit Form.

4. All WSBA Expense Report forms and receipts must be submitted within 60 days of incurring the expense; with the exception that expenses incurred in September must be submitted within 30 days after WSBA's September 30 fiscal year end (by October 30). Reimbursement requests for expenses incurred in the prior fiscal year submitted after October 30th of the following fiscal year will not be paid unless approved by the Executive Director and Chief Operations Officer.

E. Travel Expenses

1. Volunteers *(updated and approved by the Board of Governors on March 8, 2018)*:
   WSBA encourages virtual meetings whenever feasible to accomplish board, committee, task force, panel, council and section work. Reimbursement of travel expenses to board, committee, task force, council, panel and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel[1].

2. WSBA Employees:
   Employees must have prior authorization, from their supervisor or inherent in their job description, to incur travel, lodging, and meals expense on the job. Any costs beyond Seattle-Metropolitan area mileage (King, Pierce, and Snohomish Counties) related to attending Board of Governors meetings shall be pre-approved by the employee's director. All overnight stays at a Board of Governors meeting shall be approved by the Executive Director. For additional terms, see "III. Additional Employee Expense Policies".

F. Transportation

Subject to Section I.E, WSBA will reimburse transportation costs based on the limits set forth below. WSBA will not reimburse for lodging *en route*, and will only reimburse for the lesser cost of coach-economy airfare. Reimbursement for out-of-state meeting travel is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

1. Personal Autos: Mileage will be reimbursed at the IRS Standard Mileage Rate in effect at the time of travel. *Carpooling is encouraged.* Damage to personal autos while being used on WSBA business is not covered because a portion of the mileage reimbursement is intended to defray the insurance cost to the individual. Fines for traffic violations are also not reimbursable.

2. Rental Cars: Rental cars may be used only when economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars.

3. Ground Transportation: WSBA will reimburse ground transportation, parking costs and tolls. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from the traveler's home.

[1] The approximate cost of in-state travel is deemed to be the cost of traveling from the nearest Washington border. For example, a member traveling from California would be reimbursed for the lesser of either (a) the mileage from Vancouver, WA; or (b) a flight from Portland, Oregon.

4. Airfare: WSBA will only reimburse coach/economy-class airfare, which should be booked well in advance of travel to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for travel booked less than two weeks in advance of travel. WSBA will not reimburse for use of frequent flyer coupons or air miles. Use of private airplanes is permitted; however, reimbursement is limited to an amount not to exceed coach-class airfare on a commercial air carrier, purchased not less than two weeks in advance of travel, for the same or substantially similar route. WSBA will pay a cancelled airfare if it cancels a meeting. Airfare change fees will be paid for changes in a meeting schedule. *Reimbursement receipts for airline travel must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements and cancelled checks are not acceptable.*

5. Other: Reimbursement for any other method of travel will be reimbursed only in an amount that would have been payable had the most economical method of travel been used.

G. Lodging/Hotel Accommodations

WSBA will reimburse hotel/motel accommodations up to $175 per night ($200 in Seattle) plus taxes. With respect to out of state conferences, WSBA will reimburse hotel accommodations at the advertised conference hotel rate. If no lodging below the applicable limit is available or convenient in the area of the stay, department directors may approve reimbursements above the applicable per night limit. WSBA will not reimburse for incidental expenses such as entertainment, personal phone calls, etc. *Reimbursement receipts must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals.*

H. Meal Expenses

1. WSBA will reimburse meal expenses, including gratuity. WSBA will not pay or reimburse for alcohol purchases (see Section II. Purchase of Alcohol for Bar Functions). The WSBA will reimburse up to $12 for breakfast, $18 for lunch, and $36 for dinner. If a person is traveling all day (for all three meals), he/she may combine the allowances set forth above into one per diem amount and reallocate the per-meal allowances as desired (e.g., spend more on lunch and less on dinner).

2. If a meal is provided as part of a meeting or conference, no reimbursement will be made for substitute meals.

I. Expenses Other Than Travel/Transportation, Lodging, and Meals

1. Office Expenses: Despite use of services available through the WSBA office, volunteers may occasionally use their own resources to conduct WSBA business. Where practical, volunteers are expected to absorb, without reimbursement, minor expenditures. However, to the extent that cost records are available to document specific out-of-pocket expenses, such as telephone calls and postage, reimbursement may be made. Expenses for photocopying and facsimile use will be reimbursed at rates set by the WSBA[2]. No reimbursement will be made for office services not detailed by this policy (for example, voice mail charges, telephone connections, etc.). No reimbursement will be made for personnel costs or professional services without specific advance authorization.

[2] Photocopying charges will be reimbursed at the actual out-of-pocket expense up to 15 cents a page. For faxes, the WSBA will reimburse the lesser of (a) the actual cost to send the fax; (b) up to 25 cents per page; or (c) up to $5 per transmission. Appropriate documentation detailing the number of pages, fax recipients, etc. is required. The WSBA will reimburse for the telephone costs associated with long distance fax calls if detailed cost records are available.

2. Gifts/Awards: WSBA will reimburse costs (up to $100) for the purchase of gifts, plaques or similar items recognizing an individual's extraordinary volunteer service to the WSBA and/or its component parts. Gifts from volunteers to WSBA employee are prohibited except for *de minimis* or token appreciations (up to $50). All employee liaisons to boards, committees, task forces, councils, panels or sections should make sure the group is aware of this policy.

3. Miscellaneous: Reimbursement for expenses not otherwise described by this policy may be allowed when reasonable, necessary, appropriately documented, explained, and approved by the Executive Director or WSBA Treasurer in accordance with the Fiscal Matrix.

II. PURCHASE OF ALCOHOL FOR BAR FUNCTIONS

The WSBA prohibits the use of WSBA funds to purchase alcoholic beverages.

A. WSBA will not pay for or reimburse alcoholic beverages purchased by volunteers or employees as part of a meal. Such purchases shall be segregated from meal expenses and paid for by the individual ordering them.

B. Alcoholic beverages may be served at WSBA functions, as long as they are: (1) paid for with personal funds (e.g. no host bar), or with non-WSBA funds raised for that purpose; (2) paid directly to the vendor; and (3) served by a licensed bartender.

III. ADDITIONAL EMPLOYEE EXPENSE POLICIES

A. Weekend Work

Working on a weekend is treated like any other workday. Meals, daycare, etc. will not be reimbursed. However, in some circumstances, employees may be reimbursed for parking if they are required to work on a weekend (see "Private Auto- Parking" policy below).

B. Transportation

1. Rental Cars: Car rental requires pre-approval of a department director, and may be used only when economically practical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. It is helpful to rent the car in the name of the WSBA. However, the WSBA's insurance policy contains an endorsement which extends coverage for damage to rental cars even if they are rented in an individual's name as long as they had permission from the WSBA and they are on WSBA-related business (the endorsement is intended to fill in the gaps where someone doesn't or can't rent the car in the WSBA's name). The WSBA will not pay for additional insurance coverage; the renter should decline coverage when renting in the WSBA's name.

2. Private Auto – Parking: Employees who purchase a monthly parking space are eligible for daily parking reimbursement at a prorated rate (1/21 of the monthly parking cost) on days they are required to use their vehicles for business. Employees who normally take public transportation but occasionally need their car for work may be eligible for reimbursement of actual parking costs. This option is expected to be used only occasionally and may apply regardless of whether the employee returns to the WSBA at the end of their work day. In addition, employees whose work assignments temporarily require substantial after-hours and weekend time in the office may request reimbursement for parking, subject

to department director approval. Examples of such situations include the following: hearings; bar exam preparation; committee, section, or board meetings; or other projects.

3. Taxi Rides: As part of the Metro Area FlexPass program, employees who have a FlexPass and use an eligible method of transportation to work may use a taxi to get home if they meet certain emergency criteria. See the Human Resources Department for details. Directors may authorize a WSBA-paid taxi ride home in extenuating circumstances.

4. "Advances" For Travel or Expenses: The Executive Director, upon a director's recommendation, may approve travel advances. Requestors should allow sufficient time to prepare the check.

C. Meals

1. With Volunteers: Picking up the tab for lunches with volunteers outside of regular meetings should be done with caution because of consistency, fairness, and appearances. Director approval is required. Any such expenses should be charged to the committee or function budget.

2. "Buddy" Meals: Employees assigned to be the "buddy" of a new employee may take the new employee to lunch. Moderately priced lunches (around $20 per person) should be the norm.

D. Professional License Fees

WSBA will reimburse an employee or directly pay for fees associated with professional licenses that the employee legally must have to perform his/her job at the WSBA, or which the Executive Director determines are in the interest of the WSBA for the employee to have. This includes, for example, WSBA licensing fees (but not section membership fees) for attorneys whose positions require a license to practice, the State Board of Accountancy licensing fees for CPAs, and the Department of Health licensing fees for LAP psychotherapists. Such reimbursements/payments are prorated for new employees based on the calendar year and date of beginning work at the WSBA, as follows:

Month	% Reimbursed
January	100%
February	92%
March	83%
April	75%
May	67%
June	58%
July	50%
August	42%
September	33%
October	25%
November	16%
December	8%

E. Professional Liability Insurance

WSBA reimburses Lawyers Assistance Program employees for the cost of professional liability coverage for their activities conducted pursuant to their employment with WSBA. An employee who leaves WSBA employment during the insured period must refund to the WSBA that portion of the reimbursement covering any insured period after WSBA employment ends.

F. Employee Membership Dues

WSBA may reimburse or pay membership dues for employees to belong to local, state, or national organizations, subject to director approval and budget constraints.

G. Employee Cell Phone Expense Reimbursement Policy

This policy covers the reimbursement policies and procedures for business use of employee-owned cell phones.

A. Personal Cellular Phone Reimbursement – Ongoing Basis

A person who qualifies for a WSBA issued cell phone (based on their job duties) but chooses to use his/her personal cellular phone for WSBA business may be authorized to seek reimbursement in lieu of being issued a WSBA cellular phone as long as:

a. The director and user agree on a fair and equitable way to allocate the charges between WSBA and the user based on cost or time spent on WSBA calls vs. personal calls (Note: Permanent users can be reimbursed for charges based on unlimited minute plans); and

b. The appropriate director approves such arrangements in writing.

The employee shall submit a Check Request or Expense Report, along with a copy of his/her cell phone bill showing the charges and specific WSBA-related calls. WSBA cellular phone bills shall be charged to the appropriate cost center (department telephone expense) on the Check Request.

B. Personal Cellular Phone Reimbursement – Occasional Basis

Employees who occasionally incur cell phone charges for WSBA-related business on a personal cell phone are authorized to submit an expense reimbursement if:

a. The use of phone was *necessary* for the performance of job duties; and

b. The personal cell phone plan is such that cell phone owner is actually charged for the WSBA calls and the cost of WSBA-related calls are easily determined as follows: (a) charges are based on per minute charge; or (b) a flat fee is charged for an allotted number of minutes; a per-minute charge applies to minutes beyond the allotment; and the WSBA call(s) resulted in the owner going over the allotted minutes.

No reimbursement for occasional WSBA-related calls where plan charges are based on unlimited usage (WSBA will not pay a percentage of the total monthly fee). The employee shall submit a Check Request or Expense Report, along with a copy of their cell phone bill showing the charges and specific WSBA-related calls. WSBA cellular phone bills shall be charged to the appropriate cost center (department telephone expense) on the Check Request.

H. Employee Parties and Celebrations

1. Generally, events in which all employees are invited to participate, or were approved by the Executive Director and the directors in advance, are paid by the WSBA. These include:
   - Activities Committee events (e.g., potlucks, annual holiday party, monthly birthdays, ice cream socials, etc.);
   - Lunch on records clean-up days;
   - Refreshments for all-employees meetings; and
   - Executive Director's purchase of treats for the entire employees for a special occasion.

2. Examples of where the WSBA *will not pay* include (any exceptions to this must be approved in advance by the Executive Director):
   - Personal celebrations like showers for weddings or babies;
   - Flowers for personal events, like illness or death in the family; and
   - Going-away luncheons or gifts.

I. Employee Development Budget

Each director is given an annual Employee Development budget, with sole discretion to use Employees Development funds reasonably for team building items such as employee retreats or activities, department meeting meals or snacks, coffee or lunches with employees, and tokens or small gifts of appreciation for employees.

IV. EXPENSE POLICIES: WSBA OFFICERS AND BOARD OF GOVERNORS

The officers and members of the Board of Governors (including sitting and newly elected officers and Governors) are fiduciaries of WSBA and ambassadors to WSBA boards, committees, task forces, councils, panels and sections; to local and specialty bar associations in Washington state; and to other related groups or officials. It is expected that WSBA officers and governors will incur certain expenses in furtherance of this responsibility, and will comply with the expense policies of the WSBA, with the following exceptions:

A. Guest Meal Expenses

Individual meals for a guest of an officer or governor may be reimbursed when no group meal is provided (up to the limits set forth in the "Meal Expenses" section of the General Expense Reimbursement Policy). Separate lodging/rooms and transportation costs will not be reimbursed.

B. Officer and Governor Attendance at Law-Related Events

From time to time WSBA officers and governors are invited to attend a ticketed, non-educational event sponsored by an outside organization. Usually, these invitations come from local or specialty Bar Associations in the state of Washington, or a similar national organization having a local meeting, or other law-related organizations. The primary purpose of the event may be to raise funds for the organization, or it may be social or networking occasion.

The Board affirms its role as a statewide organization to reach out to these interest groups, to encourage and support other Bar Associations and law-related organizations, to further the understanding of the activities and purposes of the WSBA, and to foster collegiality among its members and goodwill between the Bar and the public; in a fiscally prudent manner.

To this end, WSBA will annually reimburse expenses incurred for group registration events as follows:

	Statewide Events	Local and Specialty Bar Events	Significant County Bar Events
Officer	yes	up to 8	yes
Governor	yes	up to 6	In Governor's home district

The Executive Director may approve exceptions to these limits. WSBA reserves the right to request reimbursement for cancellations to group registration events.

C. Officer and Governor Travel to and Attendance at National/Regional Events

Educational, training, or networking events for officers and/or governors are approved as part of the budget process based on the educational/networking value. Examples include the Bar Leaders Conference, Western States Bar Conference, American Bar Association annual or mid-year meetings, or meetings of the National Council of Bar Presidents.

The following policy has been adopted by the Board of Governors:

1. Officer Conferences
   The President is budgeted to attend one National Conference of Bar Presidents meeting and the Western States Bar Conference. The President-elect is budgeted to attend the Bar Leaders Institute in Chicago, and one National Conference of Bar Presidents meeting.

2. Governor Conferences
   Governors may attend one conference in their second year on the Board of Governors.

V. EXPENSE POLICIES: WSBA EXECUTIVE DIRECTOR

The Executive Director is an ambassador of WSBA to WSBA boards, committees, task forces, councils, panels and sections; to local and specialty bar associations in Washington state; and to other related groups or officials. It is expected that the Executive Director will incur certain expenses in the furtherance of this responsibility. The Executive Director shall comply with the expense policies of the WSBA, with the following exceptions:

A. Guest Meal Expenses

Individual meals for a guest will be reimbursed only at Board of Governor functions when no group meal is provided (up to the limits set forth in the "Meal Expenses" section of the General Expense Reimbursement Policy). Separate lodging/rooms and transportation costs will not be reimbursed.

B. Attendance at Law-Related Events

The Executive Director shall be reimbursed for attendance at law-related events when he/she is attending in his/her official capacity.

C. Travel

Reimbursement will be made for travel costs (transportation, lodging, meals and incidentals) to other bar associations when the purpose of the trip is to meet with another bar's Executive Director or elected official(s) for the purpose of furthering WSBA business. This would include local and specialty bar associations in Washington state, and unified or voluntary bar associations in other states. The Executive Director is also reimbursed for attendance fees and travel and lodging expenses to attend work-related educational seminars, such as, but not limited to, American Bar Association, Western States Bar Conference, Bar Leaders Institute, and the National Association of Bar Executives.

D. Meals

WSBA will reimburse meal expenses of the Executive Director and any WSBA or Washington state elected or appointed official(s) when the purpose of the meal is for the Executive Director to conduct WSBA business with the official(s). This would also include Washington state local and specialty bar elected or appointed officials.

E. Review of Payments to Executive Director

At least quarterly, the Treasurer shall review the payments made to the Executive Director (including salary, benefits, credit card charges, and reimbursements). The Controller prepares a quarterly report for the Treasurer to review and sign.

VI. CLE SPEAKERS/PROGRAM PARTICIPANTS EXPENSES

In general, reimbursements to speakers and program participants shall be reimbursed according to the WSBA guidelines. However, with prior approval of the Executive Director, WSBA may approve reimbursements for lodging and meal expenses above the WSBA rates, as supported with appropriate receipts.

VII. ACCOMMODATION FUND

A. Purpose

The WSBA Accommodation Fund and Procedures are established to support the WSBA Accessibility Policy and ensure reasonable accommodation to members' participation in WSBA services, programs and events. Accommodation for services, programs and events is available to all members with disabilities. Reasonable accommodation includes such accommodation as sign language interpretation, sound enhancement, or other accommodation requested by members wishing to participate in WSBA services, programs and events.

B. Procedures

Persons should request accommodation through WSBA employees organizing the event (Organizer). The request should describe the event or series of events and the accommodation requested. Dialogue with the person requesting accommodation may be necessary to assure the most appropriate accommodation. All accommodation requests should be made as far in advance as possible, at least two weeks in advance of the event is strongly recommended to allow the best accommodation possible. The Organizer will review the request and outline the reasonable accommodation available. Reimbursement requests or pay-ahead service requests will be handled by the Organizer to ensure privacy. Should the request be beyond the expertise of the Organizer, even after consultation with Human Resources, outside experts will be consulted.

C. Other

The Accommodation Fund is intended primarily for use by WSBA members — other resources are available for WSBA employee accommodation and the Accommodation Fund is not intended to cover other overall accessibility accommodation which are budgeted for separately. The Accommodation Fund is not intended to cover facility or general accommodation needs. These matters will be handled by employees working with the facility at which the meeting or event is to be held.

D. Funding

The amount of funding available for accommodation will be set annually as an estimate of need in the budget process but may be modified by the Budget and Audit Committee if further needs arise to assure accommodation. The Organizer shall work with the Chief Operations Officer to prepare a request for increased funding which will be considered by the Budget and Audit Committee at its next meeting. In time sensitive circumstances the Executive Director can preliminarily approve a request which exceeds the Accommodation Fund, so long as the funds are available within the current fiscal year budget, subject to the Fiscal Responsibility Matrix.

VIII. WSBA CREDIT CARDS

Each department director and some employees who frequently incur travel expenses (e.g., investigators) are issued individual WSBA corporate credit cards ("card holder") to cover WSBA business expenses only; personal charges are not allowed. An exception is if the charge contains personal expenses beyond the WSBA limit, in which case the card holder shall submit a check to Accounting with the credit card bill. All charges on a WSBA credit card must be supported by appropriate detailed receipts.

Card holders may authorize their employees to use their credit card for business expenses. However, the card holders remain responsible for all charges made using their credit card; specifically, that all charges comply with WSBA policies, are made within the delegated budget authority, and are coded to the proper general ledger account.

Each card holder must approve the monthly statement for his/her credit card. The monthly statement, along with detailed receipts and general ledger coding information, shall be submitted to the A/P Bookkeeper within 10 days of the end of the month.

Employees who support the WSBA's conference rooms and CLE Conference Center may be issued credit cards for the purpose of purchasing office supplies, food service, kitchen supplies, etc. in order to efficiently and cost-effectively manage the conference rooms and provide support to employee meetings. The monthly American Express bill shall be reconciled and coded to the proper general ledger accounts, then given to the Chief Operations Officer for review and approval.

IX. FUNCTIONAL ACCOUNTING/ALLOCATION OF INDIRECT EXPENSES

"Indirect" expenses are expenses that benefit the whole organization; in many ways they are the basic cost of doing business. Examples include the big things like salaries, benefits, rent, telephone, insurance, legal advice, auditing services, computer equipment, etc., as well as the little things like all-employee meetings, coffee/tea service, etc. GAAP does not require a specific method of allocating expenses to their appropriate function. There are numerous ways to allocate common expenses, but there is no one correct way. However, the method chosen must be meaningful, reasonable, accurate, and consistently applied. Changes in the method of allocating indirect expenses, and what specific expenses are included in indirect expenses, are generally disclosed in the audited financial statements.

The main goal of allocating common expenses is to provide the "true cost" of each program. However, getting a "true cost" is a misnomer, since different allocation methods will produce different results. The organization must choose a reasonable method that makes sense and will produce "accurate enough" information. Thus, it is important to understand that you are never really seeing the true cost of any program; you are seeing as close as we can get based on the allocation method chosen. A good example of this is how the WSBA treats certain support expenses. The WSBA has several departments which support all the cost centers, but for which the costs are not allocated to the indirect pool. No employee time for the Human Resources department or Information Technology department is allocated to other cost centers, although they primarily exist to support all cost centers. Thus, the "true cost" of a program does not include many of the WSBA support functions provided to it. It is helpful to understand this when conducting reviews of programs and cost centers.

WSBA has been using functional accounting since 1992. Direct expenses are recorded 100% to the appropriate cost center. Examples include committee expenses, employee travel, events, etc. The WSBA allocates indirect expenses as follows:

- Salaries – Salaries are directly allocated (through payroll) to the cost centers in which the employees primarily work. For example, some employees are allocated among several cost centers in one department (e.g., Advancement or Regulatory Services Department). Many employees are allocated to only one cost center, although the perform work for many functional areas (e.g., Finance and Administration Department employees). *The allocation of employees is done through the budget process; employees are allocated throughout the year just as they are budgeted.* Therefore, a person may be budgeted at 25%, but may actually spend more or less of their time performing work for that cost center. However, the person is allocated through payroll at 25% regardless of their actual time spent unless a mid-year change in actual allocation is authorized by the Executive Director[1]. Actual time is considered in allocating employees for the next budget year.

- Benefits – When incurred, benefits expenses are pooled together and allocated among the cost centers *based on the salary expenses (dollars, not FTEs)* for each cost center. This method proportionately distributes benefits in relationship to the salaries expenses. Thus, the departments with higher-paid employees will also incur a higher share of benefits expense.

- Other Indirect Expenses (insurance, telephone, professional fees, etc.) – The WSBA allocates all other indirect expenses based on the *number of FTE's* in a cost center. For example, if a cost center has 10 out of 138 of WSBA's FTEs, then it will be allocated 7.2% (10/138) of the pool of indirect expenses.

[1] Note: The WSBA used to allocate salaries based on the actual time spent each payroll; however, this method was discontinued due to its unpredictability, volatility, and the cost of tracking such detail.

Chapter 10: Sections

Overview of Section Funds

WSBA has unrestricted, designated, and restricted fund balances. See Chapter 4, Unrestricted and Restricted Fund Balance Policy. All funds collected by the WSBA on behalf of a Section are subject to the control and fiscal oversight of the Board of Governors. Beginning in fiscal year 1994, the Board directed that the total difference between revenues, and direct and indirect expenses, for all Sections each year be designated as Section funds. Indirect expenses are that portion of the WSBA's employees' time and overhead expenses attributed to support of and work for the Sections (reimbursed through the "per-member" charge). Separate ledgers will be maintained for each Section, making up the total for the Section funds.

It is recommended that a Section's fund balance be consistent with its future needs. Generally, the purposes of a fund balance are to:

- Provide a cushion for an unexpected shortfall in revenue.
- Provide a cushion for an unexpected expense.
- Provide for a specific future event that does not occur annually.
- Provide the ability to take advantage of an unforeseen unique opportunity.

A Section's 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). In addition, a Section may plan for specific stated purposes (e.g., scholarships, special events, conferences, publications, and other member benefits). Sections are discouraged from maintaining fund balances in excess of two years' worth of direct programming expenses and specified purposes.

If a Section finds it has accumulated a larger fund balance than recommended above, Section leadership should devise a plan to spend down the fund balance by budgeting and incurring a loss in one or more subsequent fiscal years. Some suggestions are as follows:

- Reduce member dues.
- Subsidize the cost of full-day seminars by reducing the cost per member (the Section will pay the difference between the standard seminar price ($199 or $225) and what the Section would like to charge).
- High visibility or national-level speaker for a CLE program.
- Scholarships for law school students.
- Special educational projects (e.g., youth courts, mock trial programs, law school events).
- Improve membership resources (e.g., newsletters, website, law updates, handbooks, publications).
- Annual grant program to help support work of community-based programs providing access to civil legal services.
- Produce or sponsor law-related public information (e.g., Citizens' Rights brochures, sponsor lawforwa.gov website or votingforjudges.org, TVW's "The Docket").
- Donate to Washington State Bar Foundation's Loan Repayment Assistance Program (LRAP).
- Sponsor WSBA's Leadership Institute Fellows' projects through the Washington State Bar Foundation.

Executive Committees' Fiscal Responsibility

Each Section is entrusted with funds that are paid by its members as dues and that are the fruits of volunteer efforts (such as the Section's share of revenues from CLE programs and mid-year/annual meetings). Each Section's Executive Committee is charged with the duty of approving Section expenditures. As stewards of the Section's finances, the Committee should be responsible in authorizing expenditures in accordance with WSBA and Section policies.

Section Budgets

WSBA's and the Sections' fiscal year is October 1 through September 30. Section budgets are approved annually by the Board of Governors as part of the WSBA's annual budget. See Chapter 1, Key Fiscal Policies – Budget Policies and Process.

Monthly Financial Reports

Monthly financial statements will be sent to each Section chair, chair-elect, and treasurer within 30 days of the close of each month with the exception of September due to the close of the fiscal year-end. These summary reports will show the Section's annual budget, actual monthly revenue and expenses, and year-to-date revenue and expenses. A detail report of posted transactions will also be provided. Section chairs, chairs-elect, and treasurers should review their Sections' monthly financial statements for accuracy and comparison to budget, and contact the Section Leaders Liaison if they have any questions about the amount of an income or expense item, the category in which it is recorded, or any other concerns.

Section Revenue

Member Dues

Section member dues are collected by the WSBA throughout the year. Each fall, membership renewal forms are sent to all WSBA active members and Section subscribers from the prior fiscal year.

Interest Earned on Section Fund Balances

Annually, each Section will receive interest income on its fund balance. The calculation and journal entry will be made at the close of WSBA's fiscal year, prior to the annual audit of WSBA's financial statements. Each Section's share of interest income will be determined by taking the average interest rate earned by WSBA on its investments that fiscal year (excluding investments of reserve funds) and applying that rate to the average of the final year-end fund balance of each Section in the current and preceding fiscal years.

WSBA-CLE and Section Splitting CLE Profits /Losses

Programs Co-sponsored with Sections (Plan A and Plan B)

Sections and the WSBA CLE Department are required to work together. All CLEs co-sponsored with a Section or not are charged an administrative fee to cover the CLE Department's employee time and overhead associated with seminars. The administrative charge is a percentage of gross revenues from the CLE. This percentage shall be determined at the beginning of each fiscal year by the CLE Director based on the prior year's overhead expenses and the current year's budget. After deducting the administrative fee and all direct costs of the co- sponsored program (e.g., facilities, speakers, etc.), the Section and the CLE Department will split the net profit or loss 50/50. These programs are labeled "Plan A" programs.

All Section mid-year meetings will be administered pursuant to the foregoing paragraph.

For annual programs that are (a) seen as both fiscally lower risk to Sections (unless specifically decided by the Section in consultation with the CLE Department to allow for the greater risk - e.g., bringing in a high-priced speaker) and (b) part of the administrative structure of the Section, the CLE Department uses a revenue sharing plan that includes charging the program the standard administrative fee but the Section receives 100% of the profit or loss from that program. These programs are labeled "Plan B" programs.

Sections' Smaller Programs in which CLE Employees Provide Limited Assistance (Mini-CLEs)
For smaller enrollment seminar programs that the Sections put on for Section members that are designated "mini-cles," the CLE Department provides limited assistance to the Section at no charge (e.g. advertising support, online registration, etc.). In these cases, the Sections do much more of the preparation and production of the seminars than regular CLE programming. These "mini-cles" are seen as exclusively member- benefit programs and the registration fees must be $25 or less. The CLE Department provides specific support for these programs. Sections are responsible for working in collaboration with the CLE Department (i.e., following procedures outlined including timely notice, providing onsite registration personnel, etc.). Please consult with the CLE Director for specific procedural information.

Accounting for Profit / Loss on CLE Seminars
It is important for the CLE Department and the program sponsors, many of whom are WSBA Sections, to know the financial results of their seminar as soon as possible. The CLE Department must wait for all revenue and expenses to be posted before the seminar can be "closed." The CLE Department has instituted a four to six week preliminary fiscal summary for Sections. Upon closing a seminar, the CLE Department shall submit a journal entry to the Accountant to transfer the appropriate portion of the gain or loss to the Section. The CLE Department strives to close each Section seminar no later than 60 to 75 days after the date of the event but late arriving bills, most notably faculty expenses, sometimes lengthen this time. The CLE Department will keep the Section informed of the current of the status of the seminar financials.

Section Expenses

A WSBA Section, by duly authorized act of the governing board or committee of the Section, shall be authorized to expend all money as budgeted without prior approval by the Board of Governors, provided the following conditions have been met:

- The expenditure is consistent with the approved budget and WSBA expense policies;
- The expenditure is within the goals of WSBA as defined by Supreme Court Rule or the Bylaws; and
- The expenditure does not violate the restricted acts of WSBA as defined by Supreme Court Rule, or WSBA or Section Bylaws.

If a Section wishes to spend funds otherwise, Section leadership should prepare a written request outlining the purpose and amount of the proposed expenditure and submit it to the Section Leaders Liaison who will submit it to the Chief Operations Officer.

Per-Member Charge
Each Section shall reimburse WSBA for the cost of administering the various Sections through an annual per-member charge. See Chapter 6, Expenses – Functional Accounting/Allocation of Indirect Expenses for details.

Expenses in Excess of Annual Budget

Personal Liability ***(WSBA Bylaws as updated and approved by the Board of Governors on September 30, 2016)***

Article V (B) 2 of the WSBA Bylaws states: "The financial obligation of the Bar to any Bar entity is limited to the amount budgeted and ceases upon payment of that amount unless the BOG authorizes otherwise."

Article V (B) 3 of the WSBA Bylaws states: "Any liability incurred by any Bar entity, or by its members, in excess of the funds budgeted, will be the personal liability of the person or persons responsible for incurring or authorizing the liability."

Article V (B) 4 of the WSBA Bylaws states: "Any liability incurred by any Bar entity, or by its members, not in accordance with the policies of the BOG or in conflict with any part of these Bylaws, will be the personal liability of the person or persons responsible for incurring or authorizing the liability."

Expenses Over Budget – Chief Operations Officer Approval
Once a Section has reached its budgeted expenses for the year and spent any additional unbudgeted revenue, no further expenses for the Section will be paid unless a spending plan for the remainder of the fiscal year is approved by the Chief Operations Officer. Requests for additional expenses and a spending plan shall be submitted in writing to the Section Leaders Liaison.

Expenses Over Budget – WSBA Treasurer Approval
Unbudgeted expenses may not deplete the Section's reserve balance to less than 25% of the preceding fiscal year's expenditures. Approval by the WSBA Treasurer is required for unbudgeted expenses which total 25% or more of the Section's annual expense budget or $1,000, whichever is greater. Requests for such expenditures shall be submitted in writing and approved prior to incurring an obligation for them. The Section leadership shall complete an Approval of Section Expenses in Excess of Annual Budget Form and submit it to the Section Leaders Liaison. The Section Leaders Liaison will inform the Section of the approval (or denial) of their request after review by the WSBA Treasurer and the Chief Operations Officer.

Expense Policies for WSBA Sections ***(updated and approved by the Board of Governors on July 23, 2016)***
Sections shall comply with the expense policies of the WSBA (see Chapter 6, Expenses).

WASHINGTON STATE
BAR ASSOCIATION

2018 EXPENSE REPORT

See reverse side for WSBA Expense Policy summary. Please fill out completely and legibly. Reimbursement checks will be payable only to the person/entity incurring the expense, as documented by itemized receipts. **Signed expense reports must be submitted within 60 days of incurring the expense; for expenses incurred in August and September, all forms must be submitted within 30 days of the WSBA fiscal year end (September 30).**

To expedite reimbursement, email one PDF of this form and itemized receipts to your staff liaison at wsba.org.

Otherwise, mail to: Washington State Bar Association, 1325 4th Avenue, Suite 600, Seattle, WA 98101-2539

☐ **Employee**

☐ **Board**
☐ **Committee**
☐ **Council**
☐ **Taskforce**
☐ **Other:**

☐ **CLE**
☐ **Section**
☐ **Witness**
☐ **Panel**

Staff Liaison:

Make check payable to (print)**:**

Street Address, including City, State, Zip: ☐Check if new address

E-mail: | **Bar #:** | **Phone:**

By my handwritten or typed signature below, I certify that: (1) these expenses comply with the WSBA Expense Policy; (2) I am the person or entity entitled to receive reimbursement for these expenses; and (3) these expenses have not been reimbursed by any other source.

X: Date:

EXPENSE REIMBURSEMENT REQUEST ***(Itemized receipts required. For handwritten forms use INK only.)***

	Expense Date:						**Category Totals**
	Event Date:						
	Event Name:						
	Event Location:						
Transportation	Auto Mileage Total ($ 0.545/mi)	miles	miles	miles	miles	miles	
	Ground Transportation, Parking, Tolls						
	Airfare (coach/economy only)						
Meals	Breakfast (up to $12)						
	Lunch (up to $18)						
	Dinner (up to $36)						
Lodging (up to $175/night; $200/night in Seattle; + tax)							
Other Expenses (itemize):							
Totals							

EXPENSE AFFIDAVIT REQUIRED IF DETAILED RECEIPT IS MISSING
(No more than $75 may be reimbursed without itemized receipt)

By my handwritten or typed signature below, I certify that I incurred the following cost(s) and that I am not seeking reimbursement for alcohol:

Name of Vendor: Date of Purchase:

Item(s) Description: Amount Paid: $

Brief Description of why there is no itemized receipt:

Signature of Purchaser: Date:

SUMMARY OF WSBA EXPENSE POLICY

GENERAL PRINCIPLE

WSBA depends upon and values the time and talent of its employees and volunteers. As a steward of member funds, WSBA asks for employees and volunteers to help save costs. ***WSBA will reimburse out-of-pocket expenses incurred in connection with WSBA business or meetings that are: (1) reasonable, (2) necessary, and (3) appropriately documented, as set forth in the WSBA Expense Policy.*** *WSBA will not reimburse expenses that are reimbursed from another source; and will not reimburse expenses incurred by spouses, domestic partners or guests, except as otherwise provided by the WSBA Expense Policy.*

REIMBURSABLE EXPENSES

In accordance with IRS requirements, any person seeking reimbursement from WSBA must submit a signed, dated WSBA Expense Report, supported by detailed receipts. In the absence of a detailed receipt, up to $75 may be reimbursed by completing the Expense Affidavit Form located on the front page of this Expense Report.

Meetings: WSBA encourages virtual meetings whenever feasible to accomplish committee, task force, panel, council and section work. Reimbursement of travel expenses to board, committee, task force, council, panel, and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel.

Transportation: *If travel is necessary*, WSBA will reimburse the lesser of coach-economy air fare or auto mileage. If you drive, WSBA will not reimburse for lodging *en route*, and will only reimburse the lesser cost of coach-economy airfare. Reimbursement for out-of-state meeting travel is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

1. **Auto Mileage** will be reimbursed at the IRS Standard Mileage Rate. *Carpooling is encouraged.*
2. **Rental Cars/Other** may be used only when economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. Reimbursement for any other method of travel (e.g., train) will be reimbursed for the cost of the most economical method of travel.
3. **Ground transportation, parking, tolls:** If travel is by air, please park and shuttle economically. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from your home.
4. **Airfare**: WSBA will only reimburse coach/economy-class air fares. Please book well in advance to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for fares booked less than two weeks in advance of travel. WSBA will not reimburse for use of frequent flyer coupons or air miles. *(Receipt must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements are not sufficient.)*

Lodging: *If an overnight stay is necessary* (contact your Staff Liaison in advance with any questions), WSBA will reimburse up to the amounts noted on the front page of this Expense Report. Ask your Staff Liaison about WSBA negotiated rates at area hotels. WSBA will not reimburse incidental charges such as entertainment, personal phone calls, etc. *(Reimbursement receipts must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals).*

Meals: WSBA will reimburse meal expenses (including gratuity), up to the amounts noted on the front page of this Expense Report. In the event of lost receipts, WSBA will reimburse the lower of these rates or the federal per diem rate for the location in which the meal expense was incurred (see www.gsa.gov/perdiem). All-day travelers may reallocate per-meal allowances (e.g., spend more on lunch; less on dinner). Identify all individuals included in a meal reimbursement request.

Note: ***Alcohol will not be reimbursed and must be segregated from meal expenses.***

Other expenses: WSBA will reimburse necessary out-of-pocket office expenses with receipts (actual copying charges up to 15 cents a page; faxes up to 25 cents a page, with a $5 maximum). WSBA will not reimburse standard office services (e.g., voice mail, telephone connections), personnel costs or professional services.

FOR WSBA USE ONLY – DO NOT WRITE BELOW THIS LINE					
Submitted by:			Date:		
Approved by:	Date:	Rush approval:		Date:	
ACCOUNT NAME	**ACCOUNT #**	**DEPT.**	**JOB CODE**	**BAR #**	**AMOUNT**
Date Rec'd in AP		Vendor #			Total:

WASHINGTON STATE
BAR ASSOCIATION

WSBA Budget Process

The Budget and Audit Committee of the WSBA Board of Governors is responsible for developing the annual WSBA budget. The WSBA budget is a policy document and management tool that allocates funds to fulfill our regulatory responsibilities to protect the public, and to help members succeed in the practice of law.

About the Budget

- The WSBA's fiscal year is Oct. 1–Sept. 30.
- The Budget and Audit Committee of the Board of Governors oversees the budgeting and financial matters of the Bar.
- The Bar's Chief Operations Officer Ann Holmes is responsible for the Bar's financial operations.
- WSBA oversees an annual operating budget of 18.6 million dollars.
- The budgeting processes begin as early as March by WSBA staff in preparation for the following fiscal year.
- The WSBA budget uses department codes, cost centers and line items to identify and organize its budget for the WSBA.

About the WYLC Budget

- The Member Services and Engagement (MSE), formerly New Member Programs, cost center has three line items that pertain to the WYLC.

G/L Account #	Expense Name	Budget for FY18	Actual Expenses (as of 8/31/2018)	Budget for FY19
55266	WYLC Outreach Events	$ 3,000.00	$ 83.05	$ 2,500.00
58525	WYLC ABA Scholarship	$ 2,000.00	$ 1,744.93	$ 2,500.00
55270	WYL Committee	$ 15,000.00	$ 7,392.55	$ 15,000.00

- Line item 55270 allocates meeting costs, which includes two out of Seattle meetings.
- Line item 58525 allocates the ABA Award costs.
- Line item 55266 allocates funding for outreach events, BOG recruitment cost, and rural summit costs.

Clarifications

- Not reflected in past MSE costs are Public Service Leadership Awards. These are complimentary CLE/NLE passes and have historically been reflected as a cost to the CLES cost center. As of FY18 this cost are absorbed in the MSE cost center under line item 50095 *CLE comps*.
- The original intent of the Public Service Leadership Award was for committee members to give this benefit away to new and young lawyers in their districts, so that new and young lawyers could benefit broadly from the support and services the WSBA can offer. As leaders appointed to this committee, there is an inherent conflict of interest if the committee gives this benefit and awards to themselves. Such expense requests will not be approved by WSBA staff.

Timeline

WSBA Staff, Julianne Unite, will prepare the MSE Cost Center in late March. Any budget increase, decrease or project request by the committee must be made by March 1, 2019. These requests must include the following information:

1. Total Amount Increase or Change	
2. Intent or Purpose of Activities o How does this fit in the WSBA strategic priorities?	
3. Outcomes or Return on Investment	

Full Name	Email	City	Roundtrip Miles for Seattle Meetings	Roundtrip Mileage Costs for Seattle Meetings	Cost of Roundtrip flight for Seattle meetings
Alice Bagirova	alice@northwestlawgroup.com	Bellevue	24.4	$ 13.30	N/A
Alixanne Pinkerton	alixanne@lbplaw.com	Yakima	286	$ 155.87	$225.00
Andrew Van Winkle	andrew.vanwinkle@co.chelan.wa.us	Wenatchee	296	$ 161.32	$183.00
Benjamin Hodges	ben.hodges@foster.com	Seattle	0.8	$ 0.44	N/A
Brian Neuharth	brian@tacomaprobono.org	Tacoma	71.4	$ 38.91	N/A
Catherine Holm	catholm@live.com	Olympia	125.2	$ 68.23	N/A
Chelsie Elliott	celliott@navigatelawgroup.com	Vancouver	332	$ 180.94	$127.00
Colin McMahon	cmcmahon@snocopda.org	Everett	57.8	$ 31.50	N/A
Derek Johnson	derek@gravislaw.com	Richland	406	$ 221.27	$227.00
Emily Ann Albrecht	ealbrecht@bpmlaw.com	Seattle	0.6	$ 0.33	N/A
Ian McCurdy	immcurdy@adelstein.com	Bellingham	179	$ 97.56	N/A
Jordan Lee Couch	jordan@palacelaw.com	University Place	78.6	$ 42.84	N/A
Kim Sandher	ksandher@pivotallawgroup.com	Seattle	0.8	$ 0.44	N/A
Maha Jafarey	mahajafarey@hotmail.com	Bellevue	20.8	$ 11.34	N/A
Mike Moceri	mike@mocerilaw.com	Tacoma	73.4	$ 40.00	N/A
Molly M. Winston	molly.m.winston@gmail.com	Spokane	558	$ 304.11	$142.00
Nathan Beard	nbeard@legros.com	Seattle	8.2	$ 4.47	N/A
Zachary Davison	davison.zach@dorsey.com	Seattle	0.12	$ 0.07	N/A

2018 Standard Mileage Rate $0.545 cents per mile

WASHINGTON STATE BAR ASSOCIATION

Washington Young Lawyers Committee

At-A-Glance Calendar

October 1, 2018 – September 30, 2019 (FY 2019)

OCTOBER 2018			
	Celebrate Pro Bono Week (Oct. 21 – 27)		
13	**WYLC Meeting**	10:00 am – 2:30 pm	WSBA Conference Rooms – Seattle
NOVEMBER 2018			
15	MentorLink Mixer: Government	5:00 – 7:00 pm	Hotel RL, Olympia
16	**BOG Meeting**		WSBA Conference Center – Seattle
DECEMBER 2018			
1	*Identify chair-elect for FY19*		
3	ABA Affiliate Quarterly Reports Due		
8	**WYLC Meeting**	10:00 am – 2:30 pm	WSBA Conference Rooms – Seattle
JANUARY 2019			
	Celebrate mentorship month		
	Committee Application Cycle Opens		
17-18	**BOG Meeting**		WSBA Conference Center – Seattle
25-27	ABA Midyear Meeting		Las Vegas, Nevada
31	Open Sections Night	5:00 – 7:00 pm	WSBA Conference Rooms – Seattle
TBD	MentorLink Mixer: Rainmaking		TBD - Bellevue
FEBRUARY 2019			
	2019 committee application cycle closes		
	Identify FY20 goals and projects for WYLC		
9	**WYLC Meeting**	10:00 am – 2:30 pm	WSBA Conference Rooms – Seattle
MARCH 2019			
	Budget requests from WYLC due. Next FY budget planning discussions begin with BOG & Staff		
7-8	**BOG Meeting**		Hotel RL, Olympia
29	ABA Affiliate Quarterly Reports DueABA Affiliate Quarterly Reports Due		
TBD	MentorLink Mixer: Solo and Small Firm	12:00 – 1:30 pm	WSBA Conference Rooms – Seattle
	New committee selection process begins.		
APRIL 2019			
13	**WYLC Meeting**	10:00 am – 2:30 pm	Tulalip Tribal Courthouse – Tulalip
MAY 2019			
16-17	**BOG Meeting**		Hilton Garden Inn, Yakima
TBD	Mentorship Mixer: Alternative Careers		WSBA Conference Rooms – Seattle
JUNE 2019			
	Annual Committee Reports due to the Mission Performance and Review Committee		
	New Committee appointments are made.		
JULY 2019			
26-27	**BOG Meeting**		Marriott, Richland
26	**WYLC dinner with the BOG**	TBD	Richland
27	**WYLC Meeting**	10:00 am – 2:30 pm	Marriott, Richland
AUGUST 2019			
8-10	ABA Annual Meeting		San Francisco, CA
TBD	**WYLC Financial Planning CLE**	TBD	WSBA Conference Rooms – Seattle
SEPTEMBER 2019			
14	**WYLC Meeting**	10:00 am – 2:30 pm	WSBA Conference Rooms – Seattle
26-27	**BOG Meeting**		WSBA Conference Center – Seattle

WSBA COMMITTEE/BOARD ANNUAL REPORT – FY18

Washington Young Lawyers Committee Chair: Mike Moceri Staff Liaison: Ana Selvidge BOG Liaison: Jean Kang	Size of Committee: 18 Number of FY19 Applicants: 14 FY18 direct expenses: $15,000 FY18 indirect expenses: $40,668

FY18 Demographics:

- Gender (Female: Male: Not Listed): 5:11:0 (2 did not answer)
- Number of members self-identified with a racial/ethnic under-represented group: 2 (3 did not answer)
- Number of members self-identified as having a disability: 0 (2 did not answer)
- Number of members self-identified as LGBT: 1 (2 did not answer)

Background & Purpose:

The Washington Young Lawyers Committee (WYLC) derives its authority from the WSBA Bylaws, WSBA Board of Governors (BOG) Committees and Boards Policy, and WYLC Appointment Policy.

The WYLC's purpose is to support new and young lawyers as they transition into practice; connect new and young lawyers with WSBA programs, services, and activities including pro bono and public service; and be a resource for new and young lawyers through membership outreach and leadership.

Strategy to Fulfill Purpose:

The WYLC prioritizes four key issues facing new and young lawyers, as identified in the November 2014 new lawyer survey and the July 25, 2015, Generative Discussion of the BOG with the WYLC: Employment, Debt, Community, and Leadership. The accomplishments and FY18 goals outlined in this document reflect how the work of the WYLC addresses these four priorities and fulfills the purpose of the WYLC.

2017–2018 Accomplishments and Work in Progress:

Debt

1. The WYLC selected volunteers to be part of Practice Management Assistance's focus group for the member benefit review and to provide feedback on potential practice management discounts. The WYLC will continue to advocate and promote the financial planning resources WSBA currently provides.
2. The WYLC is partnering with the New Member Education team to develop another Financial Planning CLE to be delivered this August. This seminar will be free to anyone within their first five years of practice and will focus on assisting new and young lawyers

to manage their student loan debt.

Community

1. Across the state, outreach is vital to connect new and young lawyers with WSBA programs, services, and activities. To accomplish this, the WYLC has:
    a. Created, planned, and sponsored networking events each time the WYLC held a traveling meeting.
    b. Attended WSBA events hosted around the state, including Open Sections Night, WSBA Diversity Community Networking Events, and MentorLink Mixers.
    c. Explored opportunities to connect with county young lawyer divisions and other new and young lawyer communities, and identified opportunities to develop local CLEs that would benefit new and young lawyers.
2. The WYLC is still exploring its purpose statement and what it means to be part of the new and young lawyer community in Washington State. Should the WYLC members see a need for change, they will send a proposal to the BOG.

Leadership

1. American Bar Association Young Lawyers Division (ABA YLD) Representation—The WYLC worked this year to select a recipient for the ABA YLD District Representative (DR). The DR is the eyes, ears, and voice of the ABA YLD District 29, which includes Washington and Oregon, and serves a two-year term. The WYLC selected a current WYLC member to serve as the DR to create a stronger connection between the WYLC/WSBA and the ABA YLD. The WYLC is also administering the scholarship to new and young lawyers who attend ABA meetings as delegates. The WYLC has opened the scholarship and will select two scholarship recipients. Recipients will write a NWSidebar blog post highlighting what they learned from attending the ABA meeting, report back to the WYLC, and provide content to be shared in the WYLC Quarterly Contact emails.
2. Public Service and Leadership Award—to expose new and young lawyers to the value of public service and leadership, the WYLC will award four Public Service and Leadership Awards to new or young lawyers and write an article for the *NWLawyer* highlighting the impact of the each lawyer's work in the community. Applications have closed and selections will take place later on in June.
3. The WYLC participated in the nominations process for filling the BOG At-Large Young Lawyer seat by nominating two candidates for the BOG to review and appoint for a three-year term.

Employment

1. Due to scheduling and funding challenges the Northwest Regional Summit will take place in spring of 2019. The Summit is in partnership with the Oregon Young Members Division and will focus on rural retention, recruitment and retirement.

2018-2019 Goals:

1. ABA YLD Representation—The WYLC will continue to provide the ABA YLD Meeting Scholarships for new and young lawyers attending ABA meetings as delegates. Scholarship recipients will share resources with the nearly 7,000 new and young lawyers in Washington by: (1) writing a NWSidebar blog post highlighting what they learned that is of benefit to new and young lawyers in Washington State, and (2) providing content to the WYLC to be shared in the WYLC Quarterly Contact emails. The WYLC will also work closely with the ABA YLD District Representative and scholarship recipients to identify additional ABA opportunities of value to new and young lawyers.
2. Public Service and Leadership Award—to connect new and young lawyers to the value of public service and leadership, the WYLC will award four Public Service and Leadership Awards to new or young lawyers and write an article for the *NWLawyer* highlighting the impact of the new lawyer's work in the community.
3. Summit—the WYLC will co-host the Northwest Regional Summit in partnership with the Oregon New Lawyers Division in 2019. The WYLC will focus on developing a summit that leads to proposals and recommendations for the region to address concerns of legal professionals in rural communities.
4. Outreach and Communication—it is vital to connect new and young lawyers with WSBA programs, services, and activities. To accomplish this, the WYLC plans to:
    a. Work on a stronger social media presence by liking, posting, and sharing relevant content and WSBA posts with their new and young lawyer social networks.
    b. Focus on developing in-person outreach/communications/events/mixers in partnership with WYLC regional representatives and local bar association young lawyer divisions.
    c. Determine the best way of distributing a calendar of new lawyer regional events for the year to new admittees.
5. Preadmission Education Program (PREP)—work with WSBA staff to support PREP and work with local and minority bar associations to host live PREP programs.
6. Rural Placement Pilot Project—the WYLC will work with staff to connect WYLC regional representatives to fellows, help identify counties to participate in pilot, and provide additional support for this pilot program.

Please report how this committee/board is addressing diversity:

1) Are you using any of the tools provided by WSBA and if so, how? 2) Have you sought out training or consultation from the Inclusion and Equity Specialist? 3) How have you elicited input from a variety of perspectives in your decision-making? 4) What have you done to promote a culture of inclusion within the board or committee? 5) What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? 6) Other?

1. The WYLC received training from the WSBA Inclusion and Equity Specialist in October 2017. Also at that training, WSBA staff presented the results from the Race Equity Impact Analysis Tool and WYLC demographic trends over the years.
2. The WYLC Leadership team used the Race Equity Impact Analysis Tool results to review the WYLC's previous and current make-up to identify which perspectives the WYLC lacked. The WYLC then used that information during the WYLC nomination process. More specifically, the Leadership team (Chair, Chair-elect, Past Chair, BOG Liaison, and Staff Liaison) identified areas they were not represented and sought out applicants to

bring in perspectives from those areas. The WYLC also recognized its geographical diversity representing all parts of Washington State.

3. The WYLC has a collaborative leadership style with key decisions made either by the Leadership team that includes multiple perspectives and members of the WYLC, or by all members of the WYLC. The Leadership team encourages subcommittees to work collaboratively and bring ideas to the entire WYLC for discussion. The WYLC also promotes their meetings beyond WYLC members and encourages other new and young lawyers to attend meetings. When guests attend, the WYLC encourages them to participate in discussion.

Please report how this committee/board is addressing professionalism:
1) Does the committee/board's work promote respect and civility within the legal community?
2) Does it seek to improve relationships between and among lawyers, judges, staff and clients?
3) Does it raise awareness about the causes and/or consequences of unprofessional behavior?
4) Other?

1. The WYLC regularly invites speakers to educate WYLC members and guests on various topics so that members have the information they need.
2. The WYLC seeks to build and maintain relationships between all new and young lawyers and the legal community. The WYLC hosts outreach events across the state to build relationships with new and young lawyers. Additionally WYLC members attend WSBA events on behalf of their districts and the new and young lawyer community to build relationships with other members of the legal profession.
3. The WYLC is on-boarded to understand WSBA communication norms, values, and conflict resolution expectations. Over the course of the year, the WYLC has continued to discuss the value of following the communication norms and consequences of failing to do so.

Please report how this committee/board is integrating new and young lawyers into its work:
1) How have you brought new and young lawyers into your decision making process? 2) Has the committee/board supported new and young lawyers by (for example) helping to find and prepare them for employment, assisting with debt management, building community, and providing leadership opportunities? 3) Other?

1. The WYLC is entirely made up of new and young lawyers.
2. Yes, the WYLC focuses entirely on those four topic areas.
3. N/A

WASHINGTON STATE
BAR ASSOCIATION

Washington Young Lawyers Committee
2018-2019 Committee Roster

Kim Sandher, Chair ksandher@pivotallawgroup.com | Bar # 42630 Pivotal Law Group 1200 5th Ave., Ste. 1217 Seattle, WA 98101 | 206.340.2008 Current Term: 10/1/2018-9/30/2019 Full Term: 10/1/2015 – 9/30/2020	**Jordan Lee Couch, Chair-elect** jordan@palacelaw.com | Bar # 49684 Palace Law Offices 4009 Bridgeport Way W, Ste. B University Place, WA 98466 | 253.267.8816 Current Term: 10/1/2018-9/30/2019 Full Term: 10/1/2017 – 9/30/2021
Mike Moceri, Immediate Past Chair mike@mocerilaw.com | Bar # 47787 The Law Office of Mike Moceri 1310 N. I St., Ste. B Tacoma, WA 98403| 888.510.1961 Current Term: 10/1/2018-9/30/2019 Full Term: 10/1/2015 – 9/30/2019	**Nathan Beard** nbeard@legros.com | Bar # 45632 LeGros Buchanan & Paul 4025 Delridge Way SW, Ste. 500 Seattle, WA 98106 | 206.623.4990 Term: 8/7/2018 – 9/30/2019 *At-Large*
Alice Bagirova alice@northwestlawgroup.com | Bar # 49294 4584 144th Ave SE Bellevue, WA 98006 | 734.606.9529 Term: 10/1/2016 – 9/30/2019 *King County Region*	**Colin McMahon** cmcmahon@snocopda.org | Bar # 49152 Snohomish County PDA 2722 Colby Ave, Ste. 200 Everett, WA 98201 | 425.339.6300 Term: 10/1/2016 – 9/30/2019 *Snohomish County*
Derek Johnson derek@gravislaw.com | Bar # 48613 503 Knight St, Ste. B Richland, WA 99352 | 509.380.9102 Term: 10/1/2016 – 9/30/2019 *Southeast Region*	**Chelsie Elliott** celliott@navigatelawgroup.com | Bar # 49865 Navigate Law Group 101 E 8th St, Ste. 260 Vancouver, WA 98660 | 360.216.1098 ext. 1002 Term: 10/1/2016 – 9/30/2019 *Southwest Region*
Emily Ann Albrecht ealbrecht@bpmlaw.com | Bar # 47299 Betts, Patterson & Mines 701 Pike St, Ste. 1400 Seattle, WA 98101 | 206.268.8668 Term: 10/1/2017 – 9/30/2020 *At-Large*	**Molly M. Winston** molly.m.winston@gmail.com | Bar # 50416 Winston & Cashatt 601 W Riverside Ave, Ste. 1900 Spokane, WA 99201 | 509.838.6131 Term: 10/1/2017 – 9/30/2020 *Greater Spokane Region*
Andrew Van Winkle andrew.vanwinkle@co.chelan.wa.us | Bar # 45219 Chelan County Prosecutor's Office 401 Washington St	**Ian McCurdy** imccurdy@adelstein.com | Bar # 45524 Adelstein, Sharpe & Serka LLP 400 N Commercial St

Wenatchee, WA 98801 | 509.667.6202 Term: 10/1/2017 – 9/30/2020 *North Central Region*	Bellingham, WA 98225 | 360.671.6565 *Term: 10/1/2017 – 9/30/2020* *Northwest Region*
Brian Neuharth brian@tacomaprobono.org | Bar # 50263 Tacoma Pro Bono 621 Tacoma Ave S, Ste. 303 Tacoma, WA 98402 | 253.572.5134 ext. 117 Term: 10/1/2018 – 9/30/2020 *Pierce County Region*	**Maha Jafarey** mahajafarey@hotmail.com | Bar # 50639 10650 NE 9th Pl, Unit 2027 Bellevue, WA 98004-5077 | 425.471.9923 Term: 10/1/2018 – 9/30/2021 *At-large*
Catherine Holm catholm@live.com | Bar # 52560 1415 Harrison Ave NW, Ste. 101 Olympia, WA 98502 | 360.753.5177 ext. 104 Term: 10/1/2018-9/30/2021 *Greater Olympia Region*	**Zachary Davison** Zach.davison@gmail.com | Bar # 47873 700 Stewart St, Ste. 15229 Seattle, WA 98101 | 360.303.6012 Current Term: 10/1/2018 – 9/30/2021 Full Term: 10/1/2017-9/30/2021 *King County Region*
Benjamin Hodges Ben.hodges@foster.com | Bar # 49301 Foster Pepper PLLC 1111 3rd Ave, Ste. 3000 Seattle, WA 98101 | 206.447.6282 Term: 10/1/2018 – 9/30/2021 *Peninsula Region*	**Alixanne Pinkerton** alixanne@lbplaw.com | Bar # 52884 105 N 3rd St Yakima, WA 98901 | 509.457.1515 Term: 10/1/2018 – 9/30/2021 *South Central Region*

TBD, BOG Liaison	**Staff Liaison** Julianne Unite julianneu@wsba.org Washington State Bar Association Advancement Department 1325 4th Ave, Ste. 600 Seattle, WA 98101 | 206.727.8258
WA Young Lawyers Committee List Serve	wylcommittee@list.wsba.org
WSBA New & Young Lawyers List Serve	newlawyers@list.wsba.org

2018 - 2019 WYLC Meeting Schedule

October 23, 2018	Meeting: 10:00 a.m – 2:30 p.m.	WSBA Offices, Seattle
December 8, 2018	Meeting: 10:00 a.m – 2:30 p.m.	WSBA Offices, Seattle
February 9, 2019	Meeting: 10:00 a.m – 2:30 p.m.	WSBA Offices, Seattle
April 13, 2019	Meeting: 10:00 a.m – 2:30 p.m.	Tulalip Tribal Court, Tulalip
July 27, 2019	Meeting: 10:00 a.m – 2:30 p.m.	Marriott, Richland
September 14, 2019	Meeting: 10:00 a.m – 2:30 p.m.	WSBA Offices, Seattle

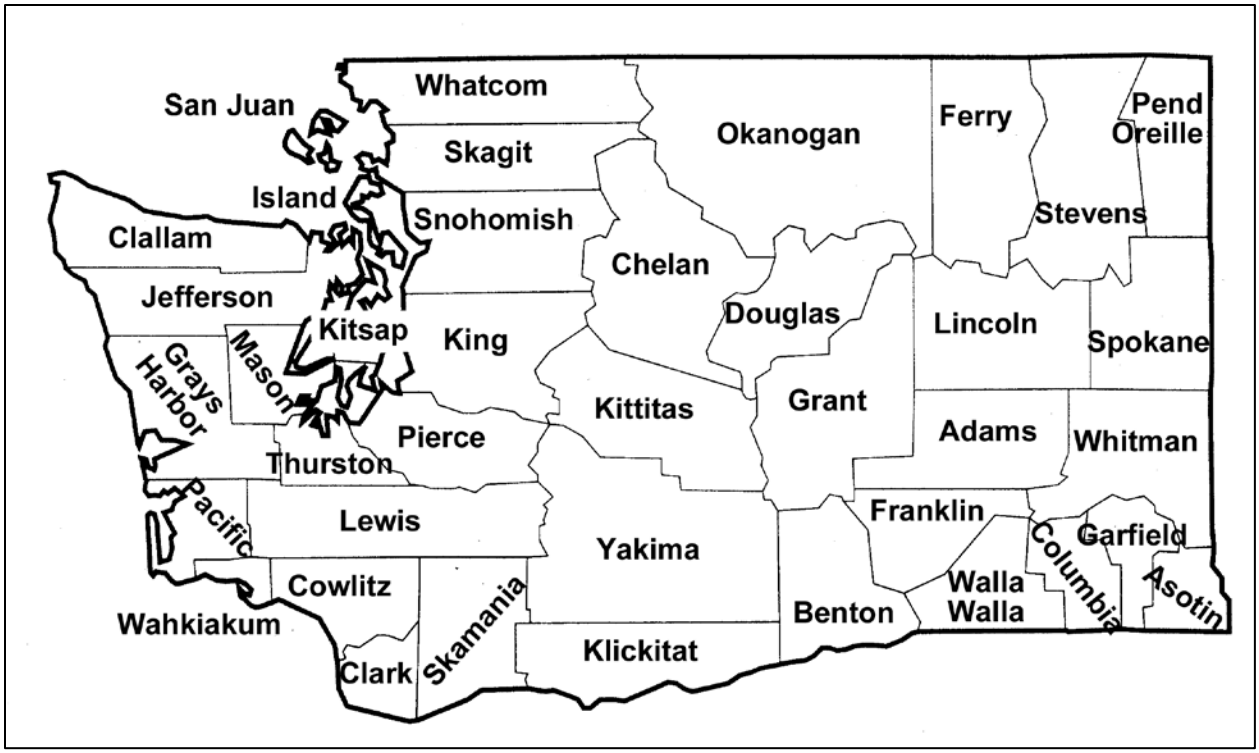
WASHINGTON STATE
BAR ASSOCIATION

Washington Young Lawyers Committee

Composition of Committee

2018 – 2019

Region	County
Greater Olympia	Lewis, Thurston
Greater Spokane	Lincoln, Pend Oreille, Spokane, Stevens
King County	King
North Central	Chelan, Douglas, Ferry, Grant, Okanogan
Northwest	Island, San Juan, Skagit, Whatcom
Peninsula	Clallam, Grays Harbor, Jefferson, Kitsap, Mason
Pierce County	Pierce
Snohomish County	Snohomish
South Central	Yakima, Kittitas, Klickitat
Southeast	Adams, Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, Whitman
Southwest	Clark, Cowlitz, Pacific, Skamania, Wahkiakum



WASHINGTON STATE
BAR ASSOCIATION

Washington Young Lawyers Committee

2018 – 2019 Liaisons and Subcommittees

Meetings listed below are telephone conference calls led by the respective subcommittee chair. Participants will be members of the subcommittee, relevant WSBA staff, and other relevant participant(s).

LIAISONS

BOG Meeting Attendance Ensure WYLC member attendance at every BOG meeting		
	Liaison	

ABA District Representative/Meeting Attendance Ensure attendance at ABA Meetings. Duties include: • NW Sidebar article submitted within 30 days of the ABA meeting; • Report back on the ABA meeting at next WYLC meeting; • Provide ABA YLD resources and content to be shared in WYLC Quarterly Contacts; • Keep ABA apprised of work of WYLC; • Notify WYLC of any programs, awards, initiatives, etc. WYLC may want to participate in • Work with ABA YLD Credentials Board to provide delegates		
Emily Ann Albrecht	ABA District Representative 2018-2020	

SUBCOMMITTEES

DEBT

Debt and New Lawyer Benefits Subcommittee • Be part of WSBA's Practice Management Discount Guides Review Team. • Develop financial planning CLE with WSBA CLE team – this involves recruiting speakers, researching, and picking a topic relevant to young lawyers. • Work with WSBA staff to support Preadmission Education Program (PREP). • Propose, develop, and outline debt solutions and/or new lawyer benefits for young and new lawyers. • Reach out to and engage with new and young lawyers to ascertain relevant issues for the subcommittee.		
Andrew Van Winkle	Chair	WSBA Staff Devorah Signer Hill – Seminar Lead Destinee Evers – PMA Adviser
	Member	
	Member	
Timeline and Goals: (may meet more frequently May-August due to Financial Focus CLE) • August: o Financial Focus CLE		

Meeting Dates and Times:

- Thursday, November 1 at 1:30pm
- Thursday, January 3 at 1:30pm
- Thursday, March 7 at 1:30pm
- Thursday, May 2 at 1:30pm
- Thursday, July 11 at 1:30pm
- Thursday, September 5 at 1:30pm

COMMUNITY

Outreach and Communications Subcommittee

- Develop in-person outreach/communications/events in partnership with WYLC regional representatives and local bar association young lawyer divisions with focus on social and career networking.
- Create a stronger social media presence by liking, posting, checking in, and sharing relevant content and WSBA posts with their new and young lawyer social networks through personal social media accounts and WYLC Facebook page.
- Determine the best way of distributing a calendar of regional new lawyer events for the year to new admittees, and new and young lawyers.
- Work with staff, local, and minority bar associations to host live PREP programs.
- Reach out to and engage with new and young lawyers to ascertain relevant issues for the subcommittee.
- Notify and encourage new/young lawyers to apply for WYLC positions.

Colin McMahon	Chair	WSBA Staff Sue Strachan, Legal Community Outreach Specialist Connor Smith, Communications Coordinator
	Member	
	Member	
	Member	

Timeline and Goals:

-

Meeting Dates and Times:

- Thursday, November 15 at 3pm
- Thursday, January 17 at 3pm
- Thursday, March 21 at 3pm
- Thursday, May 16 at 3pm
- Thursday, September 19 at 3pm

AWARDS

Awards Subcommittee

- Administer the Public Service & Leadership Award (PSLA) and select four new or young lawyer recipients.
- Write NWSidebar blog posts and/or NWLawyer article about PSLA awardees.
- Coordinate awards for outgoing WYLC members

Emily Ann Albrecht	Chair	
	Member	
	Member	
	Member	

Timeline and Goals: (could schedule to meet monthly as awards/programs are ongoing throughout the year)

- December:
  - Update PSLA award;
  - WYLC Chair-elect recruitment – do we recruit for this outside the WYLC? Isn't this something we should announce at our WYLC Meetings?
- January:
  - PLSA Award kickoff
  - Recruit, promote applications
- May:
  - PLSA award deadline early May; decision by end of month
  - Deadline to write blog posts and/or articles about PSLA
- August:
  - Coordinate awards for outgoing WYLC members

Meeting Dates and Times:

- Friday, November 30 at 1pm
- Thursday, January 31 at 1pm
- Friday, May 17 at 1pm
- Friday, August 2 at 1pm

EMPLOYMENT

Rural Recruitment and Retention Subcommittee

Educate the Bar, Law Schools and Membership on the rural retention challenge and the opportunities to successfully build a rural practice.

- Explore co-hosting the "Northwest Regional Summit" in partnership with the Oregon New Lawyers Division in 2019.
- Explore developing an RFP for the Access to Justice Conference workshop that will focus on the changing landscape of membership practicing in rural communities and address concerns of legal professionals in rural communities.
- Work with staff on the "Rural Placement Pilot Project" to connect WYLC regional representatives to fellows.
- Help identify counties and other potential participants such as law schools, local bar associations, etc. to participate in pilot, and provide additional support for this pilot program.

Jordan Couch	Chair	
	Member	
	Member	

Timeline and Goals: (do we know any deadlines for the summit with OR?)

-

Meeting Dates and Times:

- Thursday, November 1 at 11am
- Monday, January 14 at 11am
- Tuesday, March 5 at 11am
- Tuesday, May 28 at 11am
- Tuesday July 16 at 11am
- Tuesday, September 10 at 11am

BYLAWS

Bylaws Subcommittee Review WYLC purpose statement and the WYLC and Young Lawyer definitions in WSBA Bylaws.		
Mike Moceri	Chair	
	Member	
	Member	
Timeline and Goals: •		
Meeting Dates and Times: • Friday, November 2 at 9am • Friday, December 7 at 9am • Friday, January 4 at 9am • Friday, February 1 at 9am • Friday, March 1 at 9am • Friday, April 5 at 9am • Friday, May 3 at 9am • Friday, June 7 at 9am • Friday, July 5 at 9am • Friday, August 2 at 9am • Friday, September 6 at 9am		

ABA

ABA Subcommittee • Administer ABA YLD Meeting Scholarship for midyear (one $250 award) and annual meetings (two $225 awards). • Administer notifying, recruiting, picking young/new lawyers to be delegates to midyear and annual assembly to represent the young/new lawyer voice of WA • Notify, recruit new and young lawyers to apply for scholarship. Set application deadlines. • Evaluate the scholarship applications and pick scholars • Work with ABA liaison, staff and leadership		
Ben Hodges	Chair	
	Member	
	Member	
	Member	

Timeline and Goals:
• September/October 2018:
  o ABA Scholarship for Midyear Kickoff.
  o Recruit for applications for scholarships
  o Recruit delegates
  o Send out emails, use social media, word of mouth, etc.
• November:
  o ABA Scholarship for Midyear deadline mid-November; decision by end of month
  o Pick 5 delegates to represent WA
• February:		

o ABA Scholarship for Annual meeting kickoff • June: o Deadline for ABA scholarship early June; decision by end of month • September/October 2019: o ABA Scholarship for Midyear Kickoff
Meeting Dates and Times: • November: • January: • March: • May: • July: • September:

WASHINGTON STATE
BAR ASSOCIATION

Washington Young Lawyers Committee

WYLC Subcommittee Report

DUE: 2 weeks prior to committee meeting

Please submit report electronically to the WYLC Chair Kim Sandher (ksandher@pivotallawgroup.com) and Staff Liaison Julianne Unite (julianneu@wsba.org).

WYLC Focus Areas:

- *support new/young lawyers as they transition to practice;*
- *connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and*
- *serve as a resource for new/young lawyers through membership outreach and leadership.*

Sub-Committee Topic:
Sub-committee Chair:
Members:

1. **Top three recent ways you helped accomplish the sub-committee's goal:**

   1.

   2.

   3.

2. **Any action item or feedback you are requesting from the full Committee:**

   1.

   2.

   3.

3. **Any additional items to report or future agenda items**:

WASHINGTON STATE
BAR ASSOCIATION

Washington Young Lawyers Committee

WYLC Representative Report
DUE: 2 weeks prior to committee meeting
Please submit report electronically to the
WYLC Chair Kim Sandher (ksandher@pivotallawgroup.com) and
Julianne Unite (julianneu@wsba.org).

WYLC Focus Areas:

- *support new/young lawyers as they transition to practice;*
- *connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and*
- *serve as a resource for new/young lawyers through outreach and leadership.*

Member:
Region Represented:

1. **Top three recent ways you helped accomplish WYLC's focus areas:**

   1.

   2.

   3.

2. **Relevant upcoming events and any opportunities for WSBA, WYLC, and/or community partner collaboration**:

   1.

   2.

   3.

3. **Any additional items to report or future agenda items**:

WASHINGTON STATE
BAR ASSOCIATION

Washington Young Lawyers Committee

Washington Young Lawyers Committee | Seattle, WA
Saturday, September 15, 2018 | 10:00am – 2:30pm
Meeting Minutes Draft

Present: Kim Sandher, Ryan Griffee, Colin McMahon, Molly Winston, Andrew Van Winkle, Emily Ann Albrecht, Jordan Lee Couch
Phone: Mike Moceri, Chelsie Elliot, Jakob McGhie, Ian McCurdy
Absent: Zachary Davidson (excused), Nathan Beard (excused), Paul Webber, Alice Bagirova, Geoff Arnold, Andrew Pugsley, Derek Johnson (excused)
Guests: Alixanne Pinkerton, Brian Neuharth, Katherine Holm, Amber Rush, Esther Hyun, Joan Wyant
WSBA Staff: Julianne Unite, Tyler Washington, Destinee Evers, Terra Nevitt (phone)
Board of Governors (BOG): Rajeev Majumdar, Jean Kang (absent)

Introductions & Approval of the Minutes
Kim called the meeting to order at 10:08 a.m. President-elect Rajeev Majumdar thanked the WYLC members for their dedication. On motion by Ryan and seconded by Jordan, the WYLC approved the July 28 meeting minutes.

Program Update

Julianne provided several program updates. Any communications regarding mentorship, new members or health care should be directed to Julianne while Ana is on leave. Julianne requested that the WYLC assist with recruiting table coaches for the upcoming MentorLink Mixer: New Members. Julianne informed the WYLC that the 2018 fiscal year closes on Sept. 30 and expense reports should be submitted by Oct. 31.

Healthcare Exchange - Julianne reported that the target date for launching the Healthcare Exchange enrollment is Nov. 1, 2018. Andrew asked what the financial impact the health insurance exchange would cause the WSBA. Terra stated that there is no additional expense impact to WSBA resources outside of staff time.

BOG Updates
Julianne shared that the WYLC is slated to be on the September BOG agenda. The final agenda be posted on WSBA.org. Questions regarding the BOG agenda and meeting should be directed to Jean, Russell, Julianne, or Terra.

September BOG Meeting Items

Law School Transparency Report - Jordan shared that the WYLC will request permission from the BOG to declare its support of the Iowa YLD's Law School Transparency Report.

Bylaws – Jordan reported the WYLC will propose a Bylaw amendment that would change the selection process of the Young Lawyer At-Large BOG position. The amendment would allow the WYLC to choose the At-large governor and addresses the issues regarding lack of clarity on the nominations process.

WYLC members recently became aware of a different proposed Bylaw amendment that would change the selection process of all At-large BOG seats from appointments to an election by all members. Jordan suggested that the WYLC discuss whether they should amend their own proposal to specify that the At-large be voted on by the new and young lawyers of the state.

A discussion ensued about the possibility of altering the WYLC's proposed bylaw amendments. Mike shared his concerns that there is no mention of the young lawyer or diversity requirement in the proposed amendments and that the eligibility of the At-large position could be open to interpretation.

Ryan suggested to draft proposed language for the BOG to insert into the amendment that would clarify the eligibility requirements for the At-Large positon. Mike suggested to strike WYLC's current amendment proposal and alter it to require that the At-large positions be elected by the constituency the At-large position represents, but noted it would be hard to define the constituency for the diversity seats. Jordan suggested limiting the WYLC's motion to be specific to new and young lawyers.

Terra clarified the amendment process and that the WYLC's proposal is up for first reading at the next BOG meeting and no action will be taken on it.

Ryan moved that the WYLC maintains their current proposal, but give Jordan the authority to speak on behalf of the WYLC on any other bylaw amendments discussed at the BOG meeting, specifically that the Young Lawyer At-large position should be voted on by the new and young lawyers and that the WYLC supports having diversity requirements for the At-large position in the Bylaws. Mike seconded and the motion passed unanimously.

Julianne encouraged all WYLC members to attend the September BOG meeting and shared that a call-in option will be available.

Practice Management Assistance Program

Destinee, Practice Management Advisor, presented an overview of WSBA's Practice Management Assistance (PMA) program, a free member benefit. Destinee shared that she provides consultations and training on how to manage a law practice. Destinee shared several PMA program updates including new practice management discounts, lending library upgrades, and upcoming updated practice management guides. Destinee asked that the WYLC assist with raising awareness of the resources PMA offers to new members.

ABA Updates

Scholarship Recipients Updates - Amber and Esther provided a report from the ABA annual meeting in Chicago. The ABA passed a resolution which increases the amount of credits that can be earned through distance learning to one third of student's total credits and a resolution that standardizes law libraries. Amber shared the ABA's Center for Innovation provides a fellowship for those who would like improve the legal system and access to justice

District Representative Updates - Emily shared that the scholarship amounts have changed for FY19. There will be one $250 scholarship for the midyear ABA meeting and two $225 scholarships for the annual ABA meeting.

Subcommittee Updates

FY18 Report Outs

- Debt and New Lawyer Benefits – Colin shared the financial focus seminar had a 25 percent increase in participation this year compared to last year.
- RRR – Ryan shared that Oregon is still interested in hosting a regional summit and having scheduling it in Spring 2019. Ryan suggested that in the future, the WYLC should reach out to the Idaho Bar Association and host the summit in Spokane or Vancouver, BC. He encouraged the WYLC to think about other areas where they can foster and exchange ideas. Jordan suggested that RRR should focus on Access to Justice and Ryan shared his concern that the focus for rural issues could be lost in a few years if there is a name change. The next steps are to identify access to justice gaps where there are limited attorneys available, and to disseminate information to local law school and stakeholders.
- Outreach – Ryan suggested that after future committee meetings, the WYLC should visit local businesses and organizations and use it as an opportunity to learn about communities outside Seattle and the issues that they face.
- Award - Emily shared that there were five recipients of Public Service Award and there will be an article in the November *NWLawyer* that highlights these recipients.

FY19 Subcommittee Chairs - Kim discussed subcommittee chair responsibilities and asked for chair volunteers for FY19. The FY19 Subcommittee Chairs are as follows:

- Outreach - Colin
- Debt - Andrew
- Awards - Emily
- RRR/ATJ - Jordan
- Bylaw – Mike
- ABA - Ben

Julianne suggested that new chairs create proposed meeting dates to assist with recruiting subcommittee members and set expectations. Julianne notes that subcommittee chair responsibilities have changed. Subcommittee hairs will create and set the agenda and be expected to adhere to WSBA's open meeting policies, which includes taking meeting minutes or delegating the minute-taking, if applicable..

ABA Regional Summit Subgrant - Subgrant is for the amount of $3,000 that could be put towards the regional summit with Oregon. RRR/ATJ subcommittee will submit an application due Oct.31

Generative Discussion: LLLT, LPOs and Public Involvement with WYLC

The WYLC discussed ways to involve LLLT, LPOs, and the public with the WYLC and generally agreed that there should be an effort in reaching out to these groups. Jordan shared his belief that LLLT/LPOs are a part of the WYLC's membership and that the WYLC consider adding a public member. Mike stated that

LLLTs have specific needs as new members and Jordan stated that new and young lawyers face similar issues. Jordan suggested inviting LLLT/LPOs and the public to WYLC meetings. Ryan stated that many local organizations with a commitment to access to justice issues have leadership that are not members and they could be invited to meetings when appropriate. Jordan inquired what the process is to add a LLLT/LPO or public member to WYLC. Julianne stated that first step is a Bylaw change to the committee name and definition of young lawyer to be inclusive of all members. Ryan noted that the LLLT population is very small, and statistically the representation would be large. Julianne will reach out to LLLT/LPO committee staff liaison to see if there is an interest in meeting with WYLC.

Representative Reports

Kim asked that district representatives report on their accomplishments for FY18.

- Chelsie – Served on the Debt Subcommittee, and is currently working with Destinee on PMA disaster planning guide. Meeting space in Vancouver and social, with an individual in the community now more involved.
- Emily - Involved with KCBA events and served on Awards Subcommittee.
- Ian - Created a Facebook page for Whatcom County Young Lawyers.
- Jordan - Serves on the Tacoma-Pierce County Bar Association's Young Lawyer Board.
- Molly – Serves as a trustee of Spokane County Bar Association YLD. Facilitated monthly mentoring events and a CLE that provided new and young lawyers an intro to the court. Helped with BOG At-large Young Lawyer nominations andhad a good experience networking with the BOG in Vancouver.
- Andrew - Served on Bylaws Subcommittee. Focused on local and volunteer engagement.
- Colin - Served on Debt Subcommittee and ran for state legislature. He is currently working on a judicial campaign in Snohomish County.

Recognition of Outgoing Members

Mike recognized members rolling off the committee and thanked them for their involvement.

1:38 p.m. Adjourn

On motion by Jordan and seconded by Colin, the WYLC unanimously approved to adjourn the meeting.